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# PeopleSoft Enterprise Cash Management 9.0 PeopleBook

**September 2006**

ORACLE

PeopleSoft Enterprise Cash Management 9.0 PeopleBook
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# About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft Enterprise application prerequisites.
- 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 elements, such as fields and check boxes, that require additional explanation. If an 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 Enterprise applications are defined in this preface.

## PeopleSoft Enterprise 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 Enterprise applications.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft Enterprise menus, pages, 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 Enterprise applications most effectively.

## Application Fundamentals

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

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 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.

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The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft Enterprise applications. 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.
- Download and order printed documentation.

## Obtaining Documentation Updates

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

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

### See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

## Downloading and Ordering Printed Documentation

In addition to the complete line of documentation that is delivered on your PeopleBook CD-ROM, Oracle makes PeopleSoft Enterprise documentation available to you via Oracle's website. You can:

- Download PDF files.
- Order printed, bound volumes.

### Downloading PDF Files

You can download PDF versions of PeopleSoft Enterprise documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html.

### Ordering Printed, Bound Volumes

You can order printed, bound volumes of selected documentation via the Oracle Store.

See Oracle Store, http://oraclestore.oracle.com/OA_HTML/ibeCCtpSctDspRte.jsp?section=14021


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# Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

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

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# 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 Enterprise or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.<br>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. |
| “ ” (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 ( \| ). |


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| Typographical Convention or Visual Cue | Description |
|---|---|
| [ ] (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.<br>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 Enterprise 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.

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### 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 Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.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. |


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| | |
|---|---|
| **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.<br>Select Always to run the request every time the batch process runs.<br>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. |

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# PeopleSoft Enterprise Cash Management 9.0 PeopleBook Preface

This preface discusses:

- PeopleSoft application fundamentals.
- Pages with deferred processing.
- Common elements in this PeopleBook.

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**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.

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## PeopleSoft Products

This PeopleBook refers to these products:

- PeopleSoft Enterprise Cash Management.
- PeopleSoft Enterprise Deal Management.
- PeopleSoft Enterprise Risk Management.
- PeopleSoft Enterprise Payables.
- PeopleSoft Enterprise Receivables.
- PeopleSoft Enterprise General Ledger.
- PeopleSoft EnterpriseOne General Accounting.

## PeopleSoft Application Fundamentals

*PeopleSoft Enterprise Cash Management 9.0 PeopleBook* provides implementation and processing information for Cash Management. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to Cash Management:

- *PeopleSoft Enterprise Applications Fundamentals 9.0 PeopleBook*
- *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook*
- *PeopleSoft Enterprise Bank Setup and Processing 9.0 PeopleBook*
- *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*

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# Pages With Deferred Processing

Several pages in Cash Management 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 Also

*Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Application Designer*

# Common Elements Used in This PeopleBook

| | |
|---|---|
| **Account** | ChartField that identifies the nature of a transaction for corporate accounts. |
| **Affiliate** | ChartField used to map transactions between business units when using a single interunit account. |
| **Alt Acct** (alternate account) | ChartField that identifies the nature of a transaction for statutory accounts. This field appears only if you enabled the Alternate Account option for your organization and for the general ledger business unit. |
| **Class** | ChartField that identifies a particular appropriation when you combine it with a fund, department ID, program code, and budget reference. |
| **Currency** | Code that identifies the type of currency for an amount, such as USD or FRF. |
| **Dept** (department) | ChartField that indicates who is responsible for or affected by the transaction. |
| **Description** | Free-flow text up to 256 characters. |
| **Effective Date** | 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 and batch processes that use the information use the current row. |
| **Fund** | ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization. |
| **Fund Affiliate** | ChartField used to correlate transactions between funds when using a singe intraunit account. |
| **Language** | 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. |
| **Oper Unit** (operating unit) | ChartField used to identify a location, such as a distribution warehouse or sales center. |
| **Process Frequency** | Select from:<br>*Once:* Runs the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.* |


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| | |
|---|---|
| | *Always:* Runs the request every time the batch process runs.<br>*Don't Run:* Ignores the request when the batch process runs. |
| **Process Monitor** | This link takes you to the Process List page, where you can view the status of submitted process requests. |
| **Product** | ChartField that captures additional information useful for profitability and cash flow analysis by product sold or manufactured. |
| **Program** | ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs. |
| **Project** | ChartField that captures information for project or grant accounting. |
| **Report ID** | The report identifier. |
| **Report Manager** | This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list). |
| **Run** | This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. |
| **Run Control ID** | An identification code that identifies the run parameters for a report or process. |
| **SetID** | An identification code that represents a set of control table information or table sets. A tableset is a group of tables (records) necessary to define your company's structure and processing options. |
| **Short Description** | Free-flow text up to 15 characters. |
| **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. To maintain an audit trail, inactivate rather than delete data that you no longer use. |
| **Unit** | Business unit for an item. |

## See Also

*Enterprise PeopleTools 8.48 PeopleBook: Using PeopleSoft Applications*

*Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler*

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# CHAPTER 1

# Getting Started With PeopleSoft Enterprise Cash Management

This chapter discusses:

- Cash Management business processes.
- Cash Management integrations.
- Cash Management implementation.

## Cash Management Business Processes

Cash Management provides the following business processes:

- Bank fee and account analysis.
- Position tree creation and maintenance.
- Cash position calculation and review.
- Transactional bilateral netting.
- Electronic funds transfers (EFTs).
- Cash flow settlement payments.
- Investment Pools.
- Accounting events and accounting entry creation, maintenance, and review.
- VAT (value added tax) accounting creation and adjustment.
- In-house banking activities.

We cover these business processes in the business process chapters in this PeopleBook.

## Cash Management Integrations

Cash Management integrates with the following PeopleSoft applications:

- Deal Management
- Risk Management
- Payables

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- Receivables
- General Ledger
- PeopleSoft EnterpriseOne General Ledger

We cover integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection Web site.

# Cash Management Implementation

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.

Cash Management also provides component interfaces to help you load data from your existing system into Cash Management tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

| Component | Component Interfaces | References |
|---|---|---|
| Account (GL_ACCOUNT) | ACCOUNT_CF | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Account Values. |
| Alternate Account (ALTACCT) | ALTACCT_CF | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Alternate Account". |
| Operating Unit (OPERATING_UNIT) | OPER_UNIT_CF | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Operating Unit Values. |
| Department (DEPARTMENT) | DEPT_CF | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Department Values. |
| Fund Code (FUND_DEFINITION) | FUND_CF | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Fund Code Values. |
| Statistics Code (STATISTICS_TBL) | STATISTICS_CODE | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Statistics Code Values. |

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| Component | Component Interfaces | References |
|---|---|---|
| Class Field (CLASS_PNL) | CLASS_CF | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Class Field Values. |
| Budget Reference (BUDREF_PNL) | BUDGET_REF | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Budget Reference Values. |
| Program Code (PROGRAM_ DEFINTION) | PROGRAM_CF | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Program Code Values. |
| Scenario (BD_SCENARIO) | BUDGET_SCENARIO | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Scenario Values. |
| ChartField 1 (CHARTFIELD1) | CHARTFIELD1 | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3. |
| ChartField 2 (CHARTFIELD2) | CHARTFIELD2 | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3. |
| ChartField 3 (CHARTFIELD3) | CHARTFIELD3 | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3. |
| Interunit Template (IU_INTER_ TMPLT) | IU_INTER_TMPLT | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates. |
| Intraunit Template (IU_INTRA_ TMPLT) | IU_INTRA_TMPLT | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates. |

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| Component | Component Interfaces | References |
|---|---|---|
| Interunit Pair Maintenance (IU_INTER_PR_BASIC) | IU_INTER_PR_BASIC | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Interunit Pairs. |
| Ledgers for a Unit (BUSINESS_ UNIT_LED) | EM_BUS_UNIT_LED | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit. |
| Value Added Tax Code (TAX_CODE_VAT) | TAX_CODE_VAT | See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Defining VAT Codes Using the Value Added Tax Code Page. |
| VAT Accounts by Business Unit (TAX_BU_CODE_VAT) | TAX_BU_CODE_VAT | See *PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Processing Value Added Tax (VAT) Transactions in General Ledger," Setting Up General Ledger Business Unit VAT Default Options. |
| VAT Entity (VAT_ENTITY_ID) | VAT_ENTITY_ID | See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Setting Up VAT Entities. |
| Vat Defaults CI Component (VAT_DEF_CI) | VAT_DEF_CI | See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Establishing VAT Defaults. |
| Bank Branch Information (BANK_BRANCHPNL) | TR_BANK_BRANCH_CI | See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Defining Bank Branches. |
| Financial Contacts (CONTACTS) | TR_FINANCIAL_CONTACTS_CI | See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Defining Financial Contacts. |
| Netting Participants (NET_ PARTICIPANT) | TR_NET_PARTICIPANT_CI | See Chapter 7, "Managing Bilateral Netting," Defining Participant Relationships, page 97. |
| Contact Info (CONTACT_INFO) | CONTACT | See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining Contacts". |


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| Component | Component Interfaces | References |
|---|---|---|
| General Information (CUSTOMER_GENERAL) | CUSTOMER_MAIN_CI | See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information. |
| User Preferences (OPR_DEFAULT) | OPR_DEFAULT_FIN | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining User Preferences," Defining Cross-Application User Preferences. |
| Define Fee Code (DEFINE_FEE_CODE) | TR_DEFINE_FEE_CODE_CI | See Chapter 5, "Managing Fees and Account Analysis," Defining Fee Codes, page 32. |
| Settlement Instructions (SETTLEMENT_INSTRUC) | TR_SETTLEMENT_INSTRUCTIONS_CI | See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Settlement Instructions. |
| Treasury Facility Review (FCLTY_DFN) | TR_FCLTY_BCI | See Chapter 4, "Managing Facilities," page 23. |
| Reconciliation Exceptions (TR_UNRECON_TRANS) | TR_UNRECON_TRANS | See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Reconciliation," Setting Up Reconciliation Tables for Sources and Rules. |
| Treasury Position Time Span (POS_TIME_SPAN_PNL) | TR_POS_TIME_SPAN | See Chapter 6, "Defining Cash Positions," page 47. |
| Create Position SQL (POS_CREATE_SQL) | TR_POS_CREATE_SQL | See Chapter 6, "Defining Cash Positions," Setting Up Trees and Positions, page 48. |
| Manual Position Entry (POS_GENERIC_ENTRY) | TR_MANUAL_POSITION_ENTRY_CI | See Chapter 6, "Defining Cash Positions," Setting Up Trees and Positions, page 48. |
| Netting Accounts (BANK_PNLNET) | TR_NETTING_ACCOUNTS_CI | See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Netting Accounts. |

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| Component | Component Interfaces | References |
|---|---|---|
| External Bank Accounts (BANK_EXTERNAL | TR_EXTERNAL_ACCOUNTS_CI | See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information. |
| External Transactions (GEN_TRAN_ UPDT) | TR_EXTERNAL_ TRANSACTIONS_CI | See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Reconciling Statements," Reconciling Externally Generated Transactions. |

## Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About These PeopleBooks,* with information about where to find the most current version of each.

## See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Getting Started With PeopleSoft Enterprise Bank Setup and Processing," Other Sources of Information

*Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Setup Manager*

*Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Component Interfaces, "Using the Excel to Component Interface Utility"*

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# CHAPTER 2

# Defining Cash Management Processing Options

This chapter provides a listing of the setup requirements for Cash Management tables and discusses how to:

- Define business unit options.
- Define cross-referenced currency codes and holiday list IDs.
- Define market rates.
- Integrating Enterprise Treasury with EnterpriseOne General Accounting.

## Establishing Cash Management Options

This table provides a listing of custom navigation pages that are used to navigate to setup pages in Cash Management. These pages can be accessed through folders found on the Treasury Definitions Center page. This table lists the order the various components should be defined.

| Page Name | Navigation | Usage | Setup Information |
|---|---|---|---|
| Treasury Definitions Center | Treasury Definitions Center | Access links, grouped by logical function, to setup pages for Treasury Management products. For easier retrieval, you can save this page in the My Favorites folder on the portal navigation menu. | |

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| Page Name | Navigation | Usage | Setup Information |
|---|---|---|---|
| Banks | Click Banks. | Access pages to setup comprehensive bank information (such as bank, bank account, and bank branch information). | See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks".<br><br>See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Counterparties".<br><br>See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts".<br><br>See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Internal Account Information.<br><br>See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions. |
| Business Unit Related | Click Business Unit Related. | Access the Treasury Options page and specify Treasury Management-specific options for your business units. | See Chapter 2, "Defining Cash Management Processing Options," Defining Treasury Business Unit Options, page 10. |
| Fees | Click Fees. | Access pages to setup fee codes, tables, and structures. | See Chapter 5, "Managing Fees and Account Analysis," Setting Up Fees Structures, page 31. |
| Facilities | Click Facilities. | Access pages to setup and update facility information. | See Chapter 4, "Managing Facilities," Defining Facilities, page 24. |
| Settlements/Netting | Click Settlements/Netting. | Access pages to setup bilateral netting rules, participants, and contracts. | See Chapter 7, "Managing Bilateral Netting," Setting Up Bilateral Nets, page 95. |
| Position Worksheet | Click Position Worksheet. | Access pages to setup field types, position sources, SQL, and time spans for position worksheets. | See Chapter 6, "Defining Cash Positions," Setting Up Trees and Positions, page 48. |


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| Page Name | Navigation | Usage | Setup Information |
|---|---|---|---|
| Funds Transfer | Click Funds Transfer. | Access pages to setup and approve funds transfer templates. | See Chapter 8, "Transferring Funds," Creating and Approving Funds Transfer Templates, page 125. |
| Bank Integration | Click Bank Integration. | Access pages to define and manage integration information between PeopleSoft and your banks, for your bank statement and payment activities. | See *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Setting Up Electronic Banking Using Financial Gateway". |
| Rates | Click Rates. | Access pages to setup exchange rate, market rates, rate reset codes, and currency/holiday cross-reference information. | See Chapter 2, "Defining Cash Management Processing Options," Defining Cross-Referenced Currency Codes and Holiday List IDs, page 14.<br><br>See Chapter 2, "Defining Cash Management Processing Options," Defining Market Rates, page 14. |
| Accounting | Click Accounting. | Access pages to setup accounting templates and events. | See Chapter 11, "Managing Treasury Accounting," Establishing Accounting Templates, page 187. |
| Investment Pools | Click Investment Pools. | Access pages to set up and update investment pool and participant information. | See Chapter 10, "Managing Investment Pools," page 163. |
| Deals and Instrument Types | Click Deals/Instrument Types. | Define deal instruments and templates, and perform deal portfolio activities. | See *PeopleSoft Enterprise Deal Management 9.0 PeopleBook*, "Defining Instrument Types and Instrument Templates".<br><br>See *PeopleSoft Enterprise Deal Management 9.0 PeopleBook*, "Capturing Deals and Trade Tickets". |
| Analytics | Click Analytics. | Define risk management analytic functions, calculations, and vendor information. | See *PeopleSoft Enterprise Risk Management 9.0 PeopleBook*, "Analyzing Risk". |
| Hedges | Click Hedges. | Set up hedge groups, item sources, and strategies. | See *PeopleSoft Enterprise Risk Management 9.0 PeopleBook*, "Creating and Maintaining Hedges". |

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This table lists additional pages used for setting up Cash Management that are not listed in the Treasury Definitions Center page.

| Page Name | Navigation | Usage | Setup Information |
|---|---|---|---|
| Installation Options – Treasury | Set Up Financials/Supply Chain, Install, Installation Options, Treasury | Define integration options for accounting, EnterpriseOne integration, and Financial Gateway functionality. | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Treasury Installation Options. |
| Business Calendar | Set Up Financials/Supply Chain, Common Definitions, Calendars /Schedules, Business Calendar | Indicate business days, nonbusiness days, and holidays for use in Cash Management and Deal Management processing functions. | See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Accounting Calendars," Defining Business Calendars. |
| Bank Statement Accounting | Banking, Administer Reconciliation, Bank Statement Accounting | Define bank statement accounting match rules. The system searches the bank statement addenda for the transactional text you define, and automatically assigns a default accounting template to the transaction. | See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Reconciliation," Setting Up Cash Management Bank Statement Accounting Functionality. |

# Defining Treasury Business Unit Options

You must define default processing options (including VAT) for business units for use in Cash Management, Deal Management, and Risk Management.

**Note.** All Treasury applications use general ledger business units.

## Page Used to Define Business Unit Options

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Treasury Options | BUS_UNIT_OPT_TR | Set Up Financials/Supply Chain, Business Unit Related, Treasury, Treasury Options | Establish default processing options specific to your Treasury business units. |

## Defining Business Unit Options

Access the Treasury Options page.


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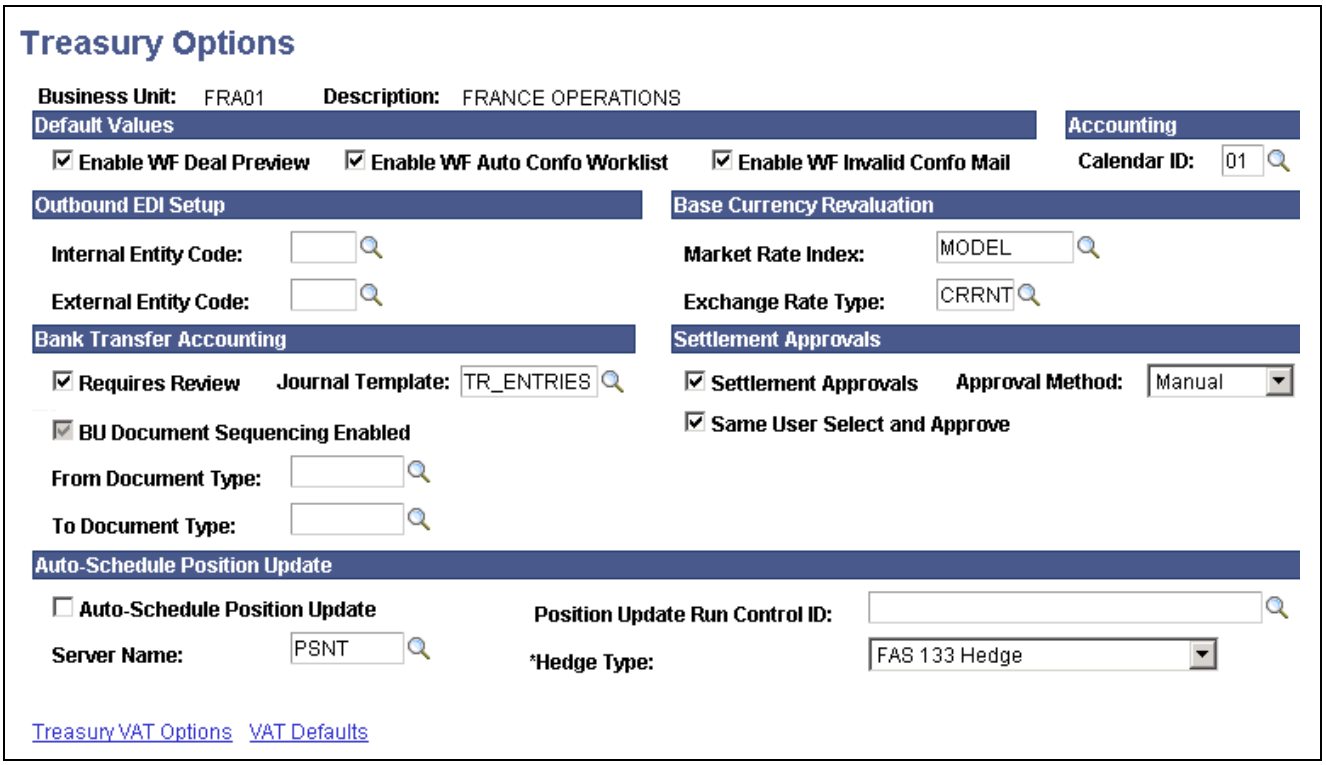


Treasury Options page

## Default Values

In this region you select workflow processing options for Deal Management and Cash Management. Workflow options specified here work in tandem with various deal settings at deal capture time. The system automatically generates workflow notifications when deals meet certain conditions.

**Enable WF Deal Preview** (enable workflow deal preview)

Select to enable deal preview workflow processes. The system uses this option to generate workflow notification for three deals workflows (if you have implemented workflow).

With this option selected, the following workflows are activated when meeting certain conditions:

- When the deal approval status is Submitted this activates the Deal Preapprovals workflow.
- When the Auto Preview flag on the Instrument Detail page is Yes, and the deal status is Not Reviewed, this activates the Review Deal Terms workflow.
- When the Review at Confirmation box is checked on the Instrument Detail page (set to Yes), the deal confirmation review status is Not Reviewed, and the deal status is Open or Sold/Bought back, this activates the Review at Confirmation workflow.

**Enable WF Auto Confo Worklist** (enable workflow automatic confirmation worklist)

Select to enable automated inbound deal confirmation workflow processes.

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**Enable WF Invalid Confo Mail** (enable workflow invalid confirmation mail) Select to enable workflow-based electronic mail processes for invalid or unmatched deal terms found during online confirmation.

## Accounting

**Calendar ID** Select a detail calendar for the business unit.

**Note.** You must define calendars for business units that you intend to "soft-close" using the Cash Management Fiscal Period Closure functionality.

See Chapter 11, "Managing Treasury Accounting," Maintaining Fiscal Period Closure, page 207.

## Outbound EDI Setup

**Internal Entity Code** Select the inbound entity code to use for business units.

**External Entity Code** Select the outbound entity code to use for counterparties.

**Note.** Internal and external EDI entity codes enable PeopleSoft EDI Manager to correctly map deal-specific business units and counterparties to EDI data conversion rules.

## Base Currency Revaluation

**Market Rate Index** and **Exchange Rate Type** Select the appropriate index for each field. The system uses these fields to calculate base currency equivalents for foreign currency amounts when accounting entries are generated from accounting templates.

## Bank Transfer Accounting Build

**Require Review** Select to force accounting transactions that use this template to be reviewed. The system assigns error-free accounting entries using this template a *Provisional* status. You can then manually finalize the entry on the Review/Approve Entries page. If this check box is cleared, the system assigns error-free accounting entries using this template a *Final* status.

**Journal Template** Select the journal template this business unit uses for its bank transfer accounting builds.

**BU Doc Sequencing Enabled** Select to activate document sequencing functionality for this business unit's transactions.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Defining Document Sequencing".

**From Document Type** If using document sequencing, define the document type to be used for assigning a document sequence number to the outbound bank account transfer transaction.

**To Document Type** If using document sequencing, define the document type to be used for assigning a document sequence number to the inbound bank account transfer transaction.

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## Settlement Approvals

**Settlement Approvals** and **Approval Method**
Select to require approval for settlements involving this business unit. In the Approval Method field, select the type of approval, either *Manual* (manual approvals) or *Workflow* (approvals based on PeopleSoft Workflow).

**Same User Select and Approve**
Select to enable the same user to both select and approve settlements.

## Auto-Schedule Position Update

**Auto-Schedule Position Update**
You must process a position update request for each deal to create the required records for position management, cash flows, and accounting events for your deals. If you select the check box, the system automatically processes a position update request, which creates the required records for position management and accounting, when you save an active deal. We recommend that you select this check box.

**Position Update Run Control ID**
Enter the run control ID to use for the automatically created position update requests; for example, enter *AUTO-POSITION*. Specify this run control on the Treasury Options page.

**Server Name**
Specify the name of the PeopleSoft Process Scheduler server that runs position update request processes. If you leave this field blank, the system uses the Default Operating System field as specified on the System Settings page to determine which server to run the process on.

**Hedge Type**
Select the accounting method used for the business unit's reporting of hedge and derivative transactions. The options are:

- *Economic / Other Hedge:*Select if using a hedging accounting treatment other than IAS 39 or FAS 133.
- *IAS 39 Hedge:* Complies with the IAS 39 accounting regulations as defined by the International Accounting Standards Committee for financial reporting of derivatives and hedging transactions.
- *FAS 133 Hedge:* Complies with the FAS 133 accounting regulations as defined by the Financial Accounting Standards Board for financial reporting of derivatives and hedging transactions.

**Note.** A Treasury business unit can comply to only one set of accounting regulations. Treasury does not support multibook accounting.

**Treasury VAT Options**
Click to access the Treasury BU VAT Options page and specify default VAT options for this business unit. The Treasury VAT Options link is available only if the General Ledger business unit that represents the Treasury Management business unit is linked to a VAT entity.

See Chapter 12, "Processing VAT Transactions in Treasury Management," Defining Treasury Business Unit VAT Options, page 212.

**VAT Defaults**
Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define Treasury business unit defaults as applicable.

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See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT".

**Note.** Deals do not appear on the Position Monitor or Position Manager until a position update request is processed. We recommend that you select the Auto-Schedule Position Update check box.

### See Also

*PeopleSoft Enterprise Deal Management 9.0 PeopleBook*, "Confirming Deals," Deal Review Workflows

Chapter 12, "Processing VAT Transactions in Treasury Management," Prerequisites, page 211

Chapter 9, "Working with Settlements," page 149

*PeopleSoft Enterprise Deal Management 9.0 PeopleBook*, "Maintaining Deals"

*Enterprise PeopleTools 8.48 PeopleBook PeopleSoft Process Scheduler*

# Defining Cross-Referenced Currency Codes and Holiday List IDs

To cross reference holiday lists and currency codes, use the Currency Holiday List ID Cross Reference component (CUR_HOL_ID_XREF_GBL).

The system uses cross-referenced currency codes and holiday lists to determine eligible business dates for all Treasury business processes.

## Pages Used to Define Cross-Referenced Currency Codes and Holiday List IDs

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Currency Code - Holiday List ID Cross Reference | CUR_HOL_ID_XREF | Set Up Financials/Supply Chain, Product Related, Treasury, Currency/Holiday X-Ref | Associate a holiday list with a particular currency. |

## Define Currency Codes and Holiday List IDs

Access the Currency Code - Holiday List ID Cross Reference page.

**Holiday List ID** Associate a holiday list ID with a specified currency code. You can also create additional currency codes and associate holiday list IDs to them.

# Defining Market Rates

To define market and exchange codes, use the Market/Exchange Codes component (TRX_EXCHANGE_CD_GBL).

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In addition to the PeopleSoft Common Definitions pages for defining and maintaining market rate data, Cash Management, Deal Management, and Risk Management use these additional market rate maintenance pages. These market rate pages enable you to specify criteria by which to retrieve and update multiple market rate definitions.

This section discusses how to:

- Define market and exchange code information.
- Define market rates.
- View and add market rate information.
- Edit rate variance information.
- Define rate reset codes.

### See Also

*PeopleSoft Enterprise Risk Management 9.0 PeopleBook*, "Reevaluating Deals"

## Pages Used to Define Market Rates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Market/Exchange Code | TRX_EXCHANGE_CD | Set Up Financials/Supply Chain, Product Related, Treasury, Market/Exchange Codes | Define market and exchange information for a code. |
| Market Rates | RT_RATE_PNL | Set Up Financials/Supply Chain, Product Related, Treasury, Market Rates | Specify criteria by which to review rates and to add or update rates. |
| Market Rates - Market Rate | RT_RATE_PNL | Set Up Financials/Supply Chain, Common Definitions, Market Rates.<br>Click Edit on the Market Rates page. | View details of a market rate, add a new market rate, and view exchange rate detail information.<br>**Note.** To set up history rates for existing market rates use the component in Setup Financials/Supply Chain - Common Definitions - Market Rates. |
| Rate Definition | RT_RATE_DEF_SEC | Click Rate Definition on the Market Rates - Market Rates page | Edit the maximum variance and error type information. |
| Exchange Rate Detail | EXCH_RT_DTL | Click the Exchange Rate Detail icon on the Market Rates - Market Rates page.<br> | View exchange rate detail information. |
| Rate Reset Codes | TRX_RT_RESET_CD | Set Up Financials/Supply Chain, Product Related, Treasury, Rate Reset Codes | Define and associate a holiday list ID to a rate reset code. |

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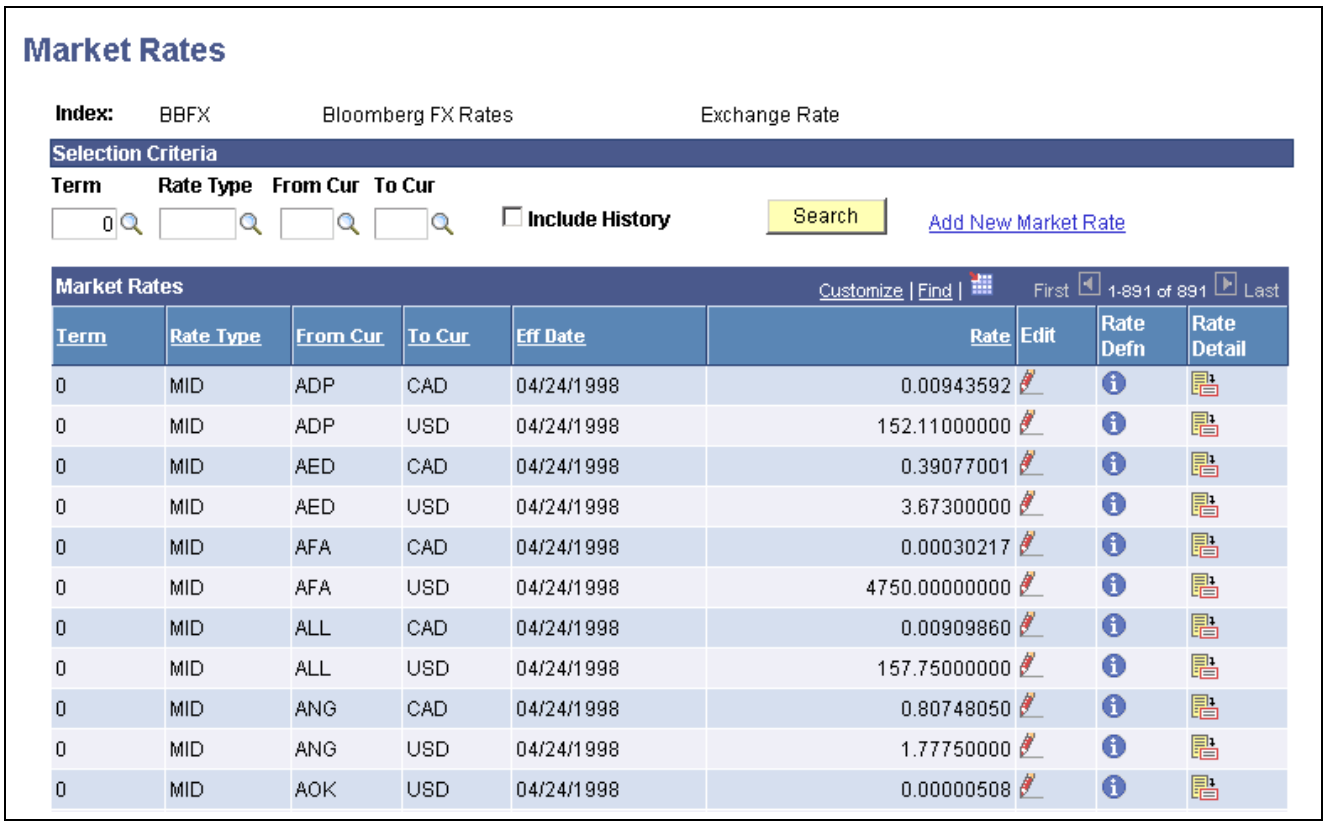
# Define Market Rates

Access the Market Rates page.




Market Rates page

**Note.** The appearance of this page varies depending on the market rate category.

## Selection Criteria

Enter the criteria by which to retrieve existing market rate definitions.

**Term** Specify a term code, indicating the length of time the rate is effective.

**Rate Type** Select a market rate or exchange rate type.

**From Cur** (from currency) and **To Cur** (to currency) Select the original and conversion currencies of the market rate.

**Include History** Select to view market rate history for returned results.

**Add New Market Rate** Click to access the Market Rates detail page and add a new rate type. The market rate definition (and, in the case of exchange rates, the currency quotation method for the from currency and to currency) must already exist.

## Market Rates

Click the Edit button to access the Market Rates - Market Rate page, and edit effective date and rate information.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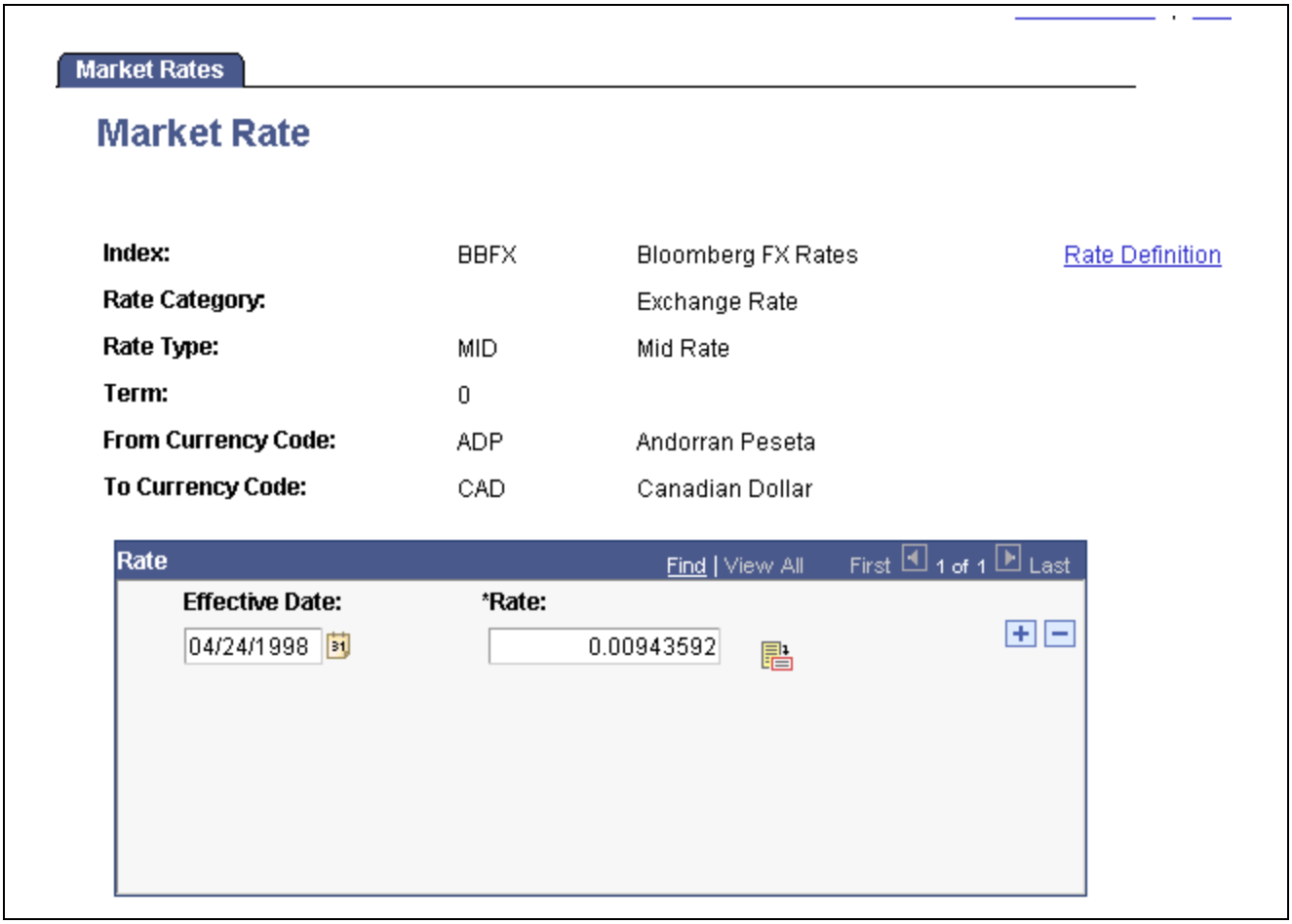
**Note.** To set up history rates for existing market rates use the component in Setup Financials/Supply Chain - Common Definitions - Market Rates.

Click the Rate Defn (rate definition) button to access the Rate Definition page, and view information on the rate's maximum variance, error type, and day count basis.

Click the Rate Detail button to access the Exchange Rate Detail page, and view exchange rate detail information.

## Viewing and Adding Market Rate Information

Access the Market Rates - Market Rate page.




Market Rates - Market Rate page

**Rate Definition** Click to access the Rate Definition page, and edit variance and error type information for the rate definition.

Click the Exchange Rate Detail button to access the Exchange Rate Detail page, and view rate information.

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**Note.** To use this page to add or change past rates, use the navigation: Set Up Financials/Supply Chain, Common Definitions, Market Rates, Market Rates. You must be in the correction mode to make changes to historical data.

### See Also

*PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Processing Multiple Currencies," Defining Market Rates

## Editing Rate Variance Information

Access the Rate Definition page.

**Maximum Variance** The variance value validates the rates read from the market rate loader process. The system compares the prior historical rate to the one read and ensures that it's within a specified variance. If not, you are alerted with the specified error type. Enter a new Maximum Variance, and specify an Error Type of *None*, *Stop*, or *Warning*.

# Integrating Enterprise Treasury with EnterpriseOne General Accounting

This integration provides users of EnterpriseOne General Ledger access to the robust Enterprise Treasury functionality contained in Cash, Deal, and Risk Management applications. The integration includes:

- Transmitting market rates from the EnterpriseOne to the Enterprise system.
- Transmitting accounting entry lines from Treasury products to the EnterpriseOne General Accounting ledger.
- Transmitting banks statement data to the EnterpriseOne General Accounting ledger.
- Generating a cash position worksheet (CPW) in Enterprise Cash Management from accounting data imported from the EnterpriseOne system.

  With the exception of the cash position worksheet functionality, data integration is accomplished through the use of Integration Broker and specific XML messages. The data integration required to generate a cash position worksheet is accomplished using the JDBJ Java API to access the EnterpriseOne database directly.

Refer to the following documents for instruction on setting up and configuring the Enterprise Treasury to EnterpriseOne General Accounting integration.

### See Also

*PeopleSoft EnterpriseOne 8.12 Application Integrations with PeopleSoft Enterprise Applications*

*PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Treasury Installation Options

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# CHAPTER 3

# Navigating in Treasury Management

This chapter discusses how to navigate in Treasury Management.

## Navigating in Treasury Management

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

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

**Note.** The Treasury Management Processing Center and the Treasury Management Setup Center are individual navigation center pages that can also be accessed from the main Treasury Management Center. As they are already documented below as a navigation center page, they are not included in the Treasury Management Center linked page listing.

### See Also

*Enterprise PeopleTools 8.48 PeopleBook: Using PeopleSoft Applications*

## Pages Used to Navigate in Treasury Management

This table lists the Custom Navigation pages that are used to navigate in Treasury Management:

| Page Name | Navigation | Usage |
|---|---|---|
| Treasury Management Center | Treasury Management Center | Access primary Treasury Management setup and process pages from a central location. For easier retrieval, you can save this page in the My Favorites folder on the portal navigation menu. |
| Accounting Summary | Click Accounting Summary. | Access the Accounting Summary page to search accounting information and review results, displayed by accounting event line. |
| Bank Account Manager | Click Bank Account Manager. | Access the Bank Account Manager page to review and manage bank account information by functional clusters. |

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| Page Name | Navigation | Usage |
|---|---|---|
| Collateral Summary | Click Collateral Summary. | Access the Collateral Summary page to search for collateral items and return results. |
| Hedge Group Manager | Click Hedge Group Manager. | Access the Hedge Group Manager page to combine various hedges into collections of "favorites." |
| Letters of Credit Summary | Click Letters of Credit Summary. | Access the Letters of Credit Summary page to review summarized information for multiple letters of credit. |
| Portfolio Manager | Click Portfolio Manager. | Access the Portfolio Manager page to combine various deals into portfolio collections. |
| Position Manager | Click Position Manager. | Access the Position Manager page to create and manage position worksheets from one central location. |
| Reconciliation Manager | Click Reconciliation Manager. | Access the Reconciliation Manager page to reconcile bank data and manage exceptions from one central location. |
| Settlement Manager | Click Settlement Manager. | Access the Settlement Manager page to view settlement and exposure information and manage treasury payments from a central location. |
| Treasury Processing Center | Treasury Management Processing Center | Access common Treasury Management business process pages from a central location. For easier retrieval, you can save this page in the My Favorites folder on the portal navigation menu. |
| Accounting | Click Accounting. | Access the Automated Accounting page and run the Automated Accounting Application Engine process (TRA_ACCTG_REQ). |
| Analytics | Click Analytics. | Access Risk Management functions and run the various analytical processes. |
| Bank Statement Processing | Click Bank Statement Processing. | Access pages to import, create, and manage your bank statement activities. |
| Deals | Click Deals. | Access pages to perform deal maintenance activities. |


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| Page Name | Navigation | Usage |
|---|---|---|
| Deal Confirmations | Click Deal Confirmations. | Access pages to perform deal inbound and outbound confirmations. |
| Funds Transfer | Click Funds Transfer. | Access pages to process various funds transfer types. |
| Hedges | Click Hedges. | Access the Cumulative Offset Inquiry page and review hedge information. |
| In-House Bank Interest Accrual | Click In-House Bank Interest Accrual. | Access pages to perform in-house banking interest accrual activities. |
| Investment Pools | Click Investment Pools | Access the page to distribute income to the pool participants' accounts. |
| Position Management | Click Position Management. | Access pages to perform manual and automatic cash position activities. |
| Settlement Management | Click Settlement Management. | Access pages to process settlements and bilateral nets. |

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# CHAPTER 4

# Managing Facilities

This chapter provides an overview of facilities and discusses how to:

- Define facilities
- Monitor facilities

**Note.** Line of Credit and Commercial Paper facilities are covered in the Deal Management PeopleBook.

## Understanding Facilities

A *facility* is a financial arrangement with a counterparty under which an established monetary amount is available for transacting deals. Similar to a contract, a facility contains pertinent information about the arrangement, such as default settlement instructions, term, review dates, and an expiration date.

With PeopleSoft banking functionality you can define facilities, associate fees to a facility, and periodically run the Monitor Expiring Facilities process (TR_FCLTY_RVW) to evaluate which of your organization's facilities are close to expiring.

## Facility Review Workflow

If you have implemented the Facility Review workflow, when you run the Monitor Expiring Facilities process (TR_FCLTY_RVW), the system automatically routes expiring facilities to a defined user's worklist.

### See Also

Chapter 4, "Managing Facilities," Monitoring Facilities, page 27

## Prerequisites

Before defining facilities you must define:

- Counterparties
- Settlement instructions

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### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Counterparties"

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Beneficiary Bank EFT Options

## Defining Facilities

To define facilities information, use the following components:

- Facilities component (FCLTY_DFN).
- Facility Memo Attributes component (FCLTY_MEMO_ATTR_GBL).

Use the TR_FCLTY_BCI component interface to load data into the facilities tables.

To set up a facility, you define the types of attributes tracked and then establish the facility itself. You record fees that are associated with the facility by entering them online.

**Note.** You must define fee codes on the Fee Code Definition page prior to entering fees online.

This section discusses how to:

- Define facility memo types
- Establish facilities
- Create fee entries

### See Also

Chapter 5, "Managing Fees and Account Analysis," Defining Fee Codes, page 32

Chapter 5, "Managing Fees and Account Analysis," Creating Fee Entries, page 45

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# Pages Used to Define Facilities

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Facility Definition | FCLTY_PNL1 | Cash Management, Facilities, Facility Definition | Define a facility. |
| Memo Attributes | FCLTY_CD | Cash Management, Facilities, Facility Memo Attributes | Define the attributes to track with a facility and define the type of data that the attributes contain. |
| Fee Entry | FEE_GENERATOR_PNL | Click Fees on the Facility Definition page. | Create fees for a facility. |
| Financial Contacts | TR_CONTACT_PNL | Click the Contact Information link on the Facility Definition page. | Edit information for a financial institution contact assigned to a facility. |
| Comments | FCLTY_LONG_SP | Click the Expand Long button on the Facilities page. | Edit memorandum information for a facility attribute. |
| Settlement Instructions | STL_INSTR_SP | Click the View Settlement Instruction button on the Facility Definition page. | View details of a specified settlement instruction for a facility. |

# Defining Facility Memo Types

Access the Memo Attributes page.

**Data Type** Provide an attribute description and indicate its data type. Online edits validate the data type when you associate the attributes with a facility. Select from:

*Date:* Use for dates.

*Long:* Use for storing an unlimited number of characters.

*Number:* Use for positive numeric data.

*Signed Num* (signed number): Use for storing positive and negative numbers.

*Text:* Use for storing text attributes based on a database field. When you select this option, you can optionally specify a prompt table. This limits text entries to a list of values that are generated from the specified table. For example, using the prompt table INSTR_HEADER_TR limits entries to defined instruments.

**Note.** You must include Comments (CMTS) as a defined attribute for the Memo Attributes page to function correctly. CMTS is included in the system database; do not delete it.

# Establishing Facilities

Access the Facility Definition page.

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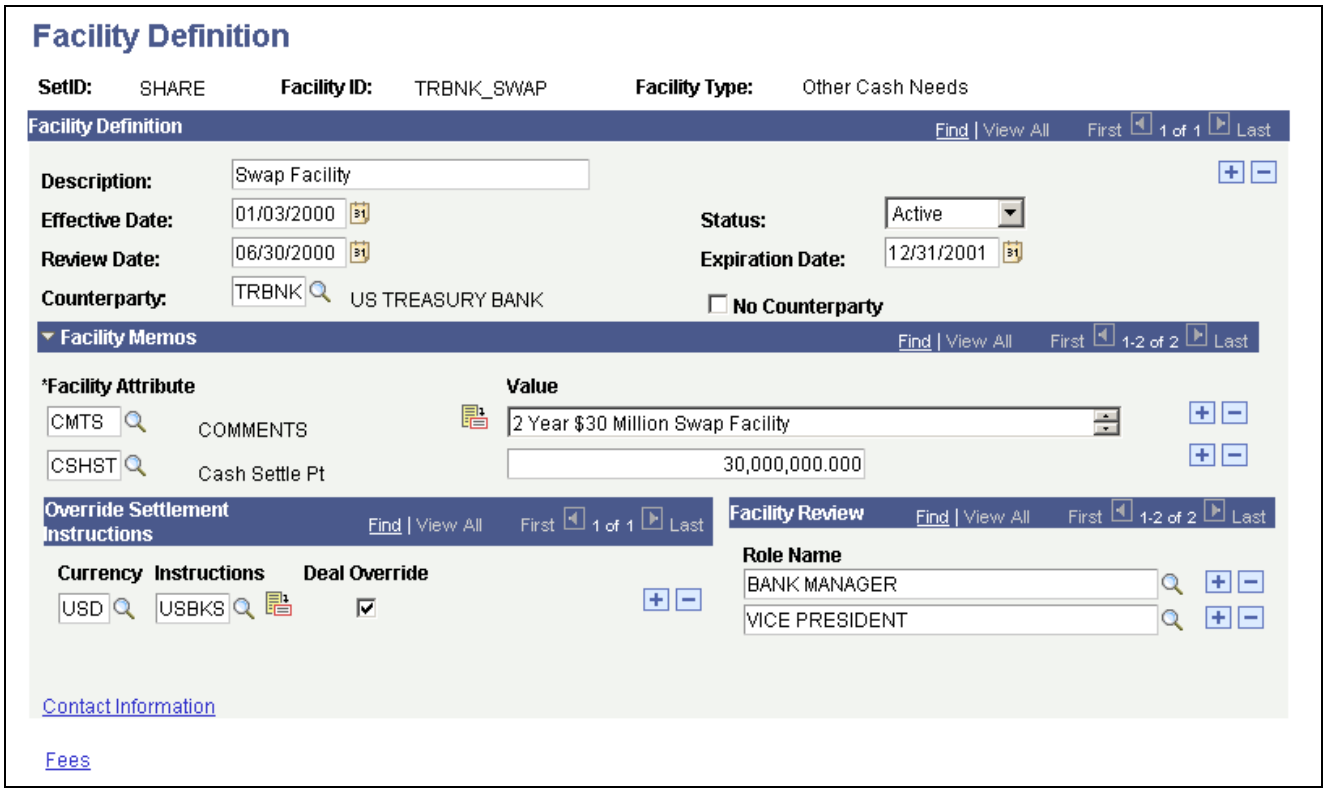

Facility Definition page

**Note.** Since facilities are generally associated with a particular counterparty, you may want to incorporate the counterparty code in the Facility ID field so that it's easy to distinguish between facilities.

## Facility Definition

**Counterparty** Select the associated counterparty. For facilities that do not have specific counterparties, such as commercial paper, select the Facility has no Counterparty check box, which disables the Counterparty field.

**Review Date** Enter the date the facility will be up for review. This is the date that the role names specified in the Facility Review grid receive PeopleSoft Workflow notification.

**Expiration Date** Enter the date the facility is scheduled to expire.

**Fees** Click to record fees associated with the facility.

## Facilities Contacts

**Contact** Enter the ID number. The name, contact title, and phone number are automatically populated from the Financial Contacts page.

**Contact Information** Click the to view and edit the Financial Contacts page.

## Facilities Memos

**Facility Attributes** The COMMENTS attribute automatically appears; enter information about the facility in the Value field.


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Click the Expand Long button to view the entire Value description.

### Override Settlement Instructions

Indicate how funds should be settled for transactions using this facility.

**Deal Override** Select to permit these instructions to be overridden at deal entry.

**Instructions** Specify settlement instructions, which are defined on the External Accounts - Settlements Instructions page.

Click the View Settlement Instruction button to view settlement instruction details.

### Facility Review

**Role Name** Select the role name that receives PeopleSoft Workflow notification when the facility is up for review.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Counterparties," Defining Settlement Instructions for Counterparty Deals

Chapter 5, "Managing Fees and Account Analysis," Creating Fee Entries, page 44

# Monitoring Facilities

Run the Monitor Expiring Facilities Application Engine process (TR_FCLTY_RVW) to determine if your facilities are close to expiring.

## Pages Used to Monitor Facilities

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Schedule Facility Review | TR_AE_RUNCNTL | Banking, Facilities, Schedule Facility Review | Define run parameters for the Monitor Expiring Facilities process. |
| Facilities by Counterparty | BANK_PNLFCLTY | Banking, Facilities, Facilities by Counterparty | Review facilities summary information by counterparty. |

## Monitoring Facilities

Access the Schedule Facility Review page.

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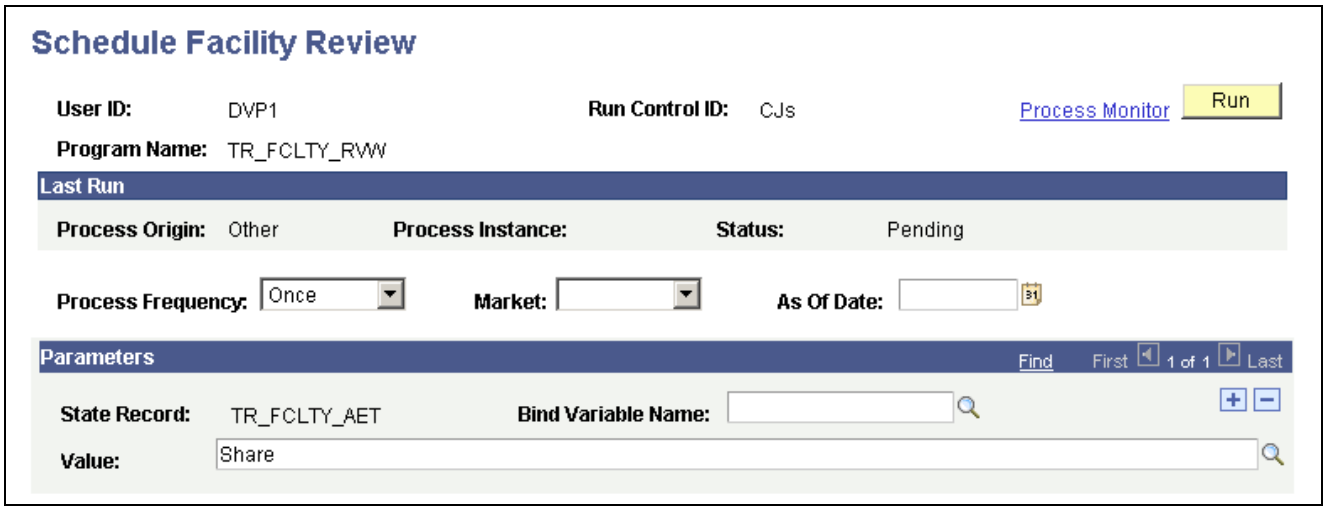


Schedule Facility Review page

**Bind Variable Name** In the Parameters grid is an Application Engine run control function that enables you to specify the variable for which you are setting the value. Select the Bind Variable Name of *FCLTY ID,* and enter the specific facility name to be calculated in Value. You can add records and specify as many bind variable names as are pertinent to the job.


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# CHAPTER 5

# Managing Fees and Account Analysis

This chapter provides an overview of bank fees and account analysis and describes how to:

- Set up fee structures.
- Compare fee structures.
- Perform account analysis.
- Use the Account Analysis Manager.
- Create fee entries.

## Understanding Managing Fees and Account Analysis

With the Account Analysis feature, you can configure fee codes and fee structures for use in bank fee comparisons and statement analyses.

Account analysis enables you to define how bank fees are calculated for your enterprise and organizes them into fee structures. A fee structure enables you to group, in one place, all the fees that a particular bank charges. You can use fee types that match the standards documented in *Treasury Management Association (TMA) Guide to Account Analysis and Service Codes,* published by the Association for Financial Professionals (AFP). Examples of fee types are tiered pricing, base fee, and minimum/maximum fees.

By defining and analyzing this data, you can reduce your fee expenses in two ways:

- Comparing fees for up to five banks, and determining which bank has the best fee structure for your requirements.
- Catching bank charge errors by comparing an EDI 822 Account Analysis bank statement against the data.

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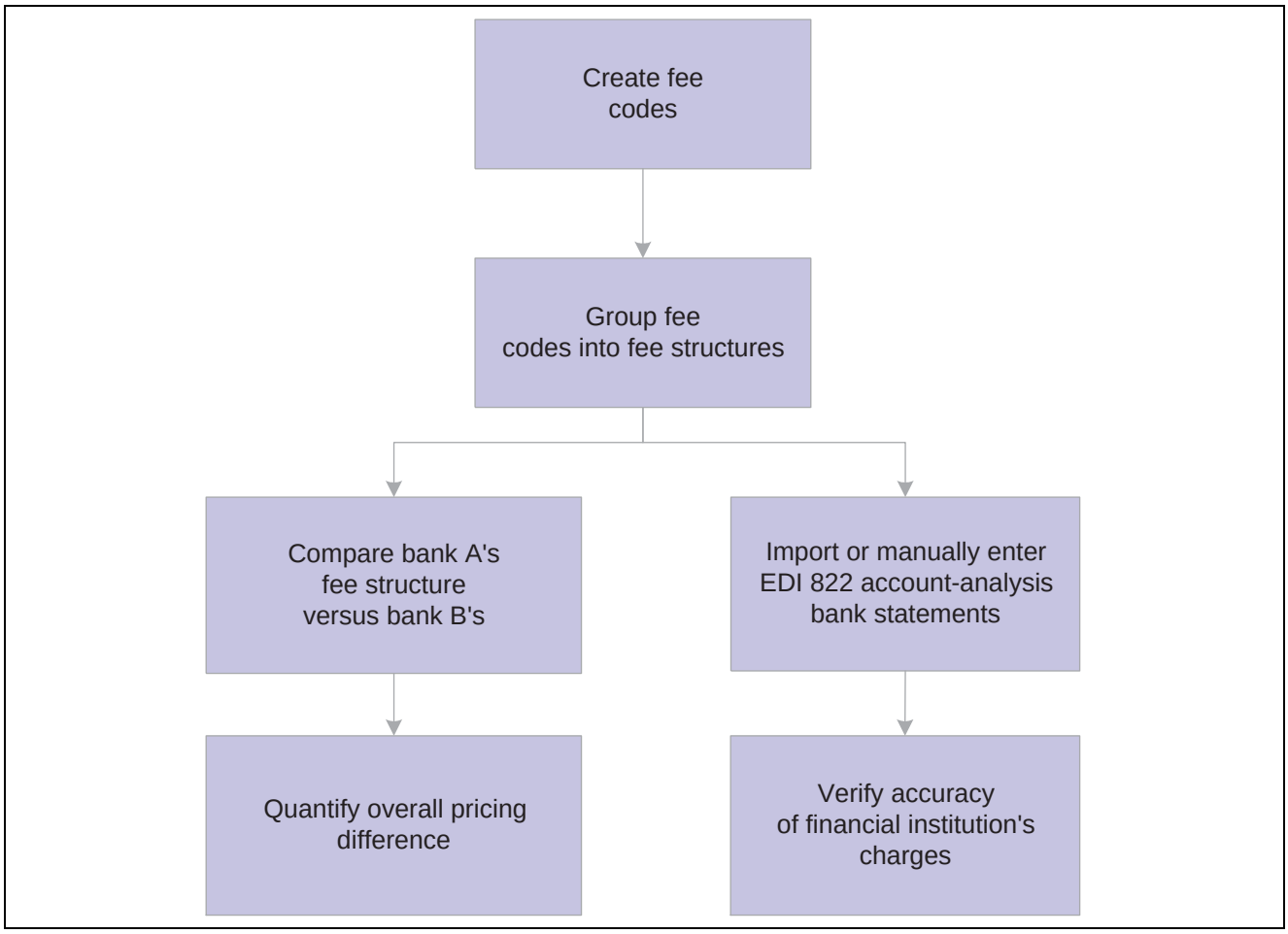


Overview of bank account fee analysis

# Common Elements in this Chapter

| | |
|---|---|
| **Analysis Start Date** and **Analysis End Date** | Defines the calendar period that the system analyzes. When running an account analysis, the system includes all the activities between these two dates in the analysis. |
| **Bank Code** | Displays the identifier code for a specific bank. |
| **Fee Code** | Displays the identifier code for a specific fee. |
| **Fee Structure Code** | Displays the identifier code for a specific fee structure. |
| **Period Beginning** and **Period Ending** | Defines the beginning and ending dates for a specified time period. |
| **Day Count Basis** | Select from the following options:<br>• *30/360:* Assumes that a year consists of twelve months with an equal length of 30 days. A special rule applies when dealing with the end of a month. |


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- *30E/360:* Assumes that a year consists of twelve months with an equal length of 30 days. Also known as Euro 30/360.
- *Actual/360:* Assumes that a year consists of 360 days but the months are counted as actual calendar days.
- *Actual/365:* Assumes that a year consists of 365 days but the months are counted as actual calendar days.
- *Actual/Actual:* Assumes that the number of days between two dates is the actual number of calendar days.

# Setting Up Fees Structures

To define fee codes, use the Fee Codes component (DEFINE_FEE_CODE_GBL).

This section discusses how to:

1. Create fee transaction tables.
2. Define fee codes.
3. (Optional) Enter SQL Where Criteria.
4. Set up fee structures.
5. Define fee structures.
6. (Optional) Edit base fee calculations.

## Pages Used to Setup Fee Structure

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Fee Transaction Tables | FA_FEE_TRAN_PNL | Set Up Financials/Supply Chain, Product Related, Treasury, Fee Transaction Tables | Set up transaction tables. |
| Fee Code Definition | FA_FEE_CD_PNL | Set Up Financials/Supply Chain, Product Related, Treasury, Fee Codes | Set up fee codes. |
| SQL Where Criteria | FA_FEE_SQLWHERE_SP | Click Where Clause on the Fee Code Definition page. | Establish criteria for the fee analysis metric. |
| Fee Structures - Structure Accounts | FA_FEE_ACCT | Banking, Account Analysis, Fee Structures | Set up fee structures. |
| Fee Structures - Structure Definition | FA_FEE_STRUCT | Select the Structure Definition tab on the Structure Accounts page. | Define fee structures. |
| Fee Calculation Type - Fee Structure | FA_FEE_STRUCT_SEC | Click Fee Definition on the Fee Structure Definition page. | Edit the base fee calculation for certain fee calculation types. |

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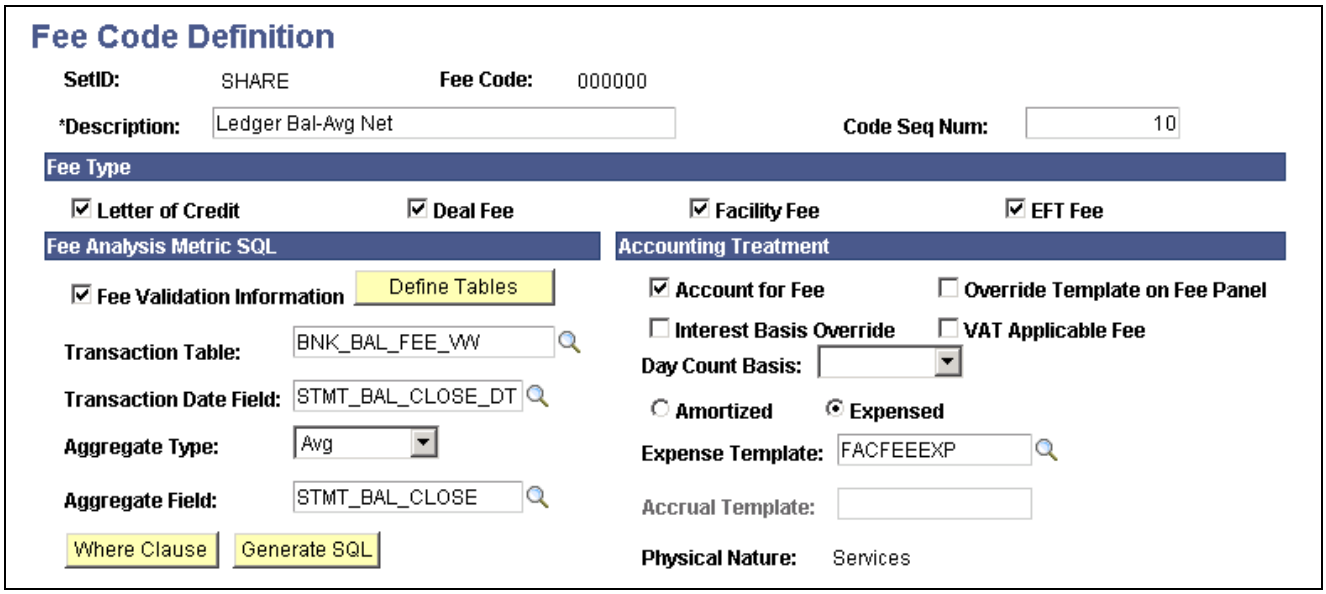
# Creating Fee Transaction Tables

Access the Fee Transaction Tables page.

Define the names of the transaction tables that you will use with your fee codes. The transaction tables contain the underlying transactions, which the system references when processing fees. After you save the transaction tables, you can reference the table when you define each fee code.

# Defining Fee Codes

Access the Fee Code Definition page.




Fee Code Definition page

**Description** Create both a description and fee code and that matches the TMA TS 822 or that matches your financial counterparty account analysis standards.

**Code Seq Num** (code sequence number) Assign a fee code to determine the order in which the fee codes appear on your account analysis screens.

## Fee Type

Specify whether this fee type applies to transactions involving a Letter of Credit, Deal Fee, Facility Fee, or EFT Fee. You can select multiple options.

## Fee Analysis Metric SQL

Define how the fee metrics will be tracked in your system.

**Fee Validation Information** If the fee can be tracked in your system, select the check box. In certain circumstances, you may not want to validate all fees. In this case, leave the check box clear.

**Transaction Table** Reference the fee validation information to a fee transaction table (defined in the prior section). After you save this value, click the Transaction Tables button to view the specific table definition.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**Transaction Date Field** Select the date type field name used to determine the fee (for example, *ACCOUNTING_DT* = accounting date).

**Aggregate Type** Select *Count, Avg* (average), *Min* (minimum), *Max* (maximum), or *Sum*. The available aggregate fields to which the aggregate parameters can be applied are prompted for you from the selected transaction table.

After selecting the Aggregate Field, click the Where Clause button to select operators and describe the value that the Aggregate Field must match.

## Accounting Treatment

Define how the accounting process handles bank fees.

**Account for Fee** Selecting this check box determines if a fee may be expensed or amortized. If a fee is amortized, accounting templates for booking the fee and amortization of the fee are required. If a fee is expensed, it may not be amortized and only the template for booking the expense is required.

**Interest Basis Override** Fees may be amortized or accrued on various day count basis. Select this check box to enable modification of the Day Count Basis type on the Fee Entry page when creating a fee. If not selected, the Day Count Basis type on the Fee Entry page automatically defaults to the fee set up information, and cannot be modified.

**Override Template on Fee Panel** Select this check box to allow editing of the Template field on the Fee Entry page.

**VAT Applicable Fee** If this fee code is VAT applicable, select the check box, and specify the appropriate Expense Template. All VAT transactions recorded in Treasury Management are assumed to be transactions on services, not transactions on goods. When you create a VAT-applicable fee, the Physical Nature field displays *Services*.

**Day Count Basis** Select from the following:

- *30/360:* Assumes that a year consists of 12 months with an equal length of 30 days. A special rule applies when dealing with the end of a month.
- *30E/360:* Assumes that a year consists of 12 months with an equal length of 30 days. Also known as Euro 30/360.

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**Note.** The difference between the *30/360* calculation and the *30E/360* calculation occurs when a period ends on the 31st, but did not start on the 30th or 31st. In this case, the *30/360* calculation uses the 31st day as equal to 31, while the *30E/360* calculation uses the 31st day as equal to 30. For example, using the *30/360* calculation, the period starting December 1 and ending December 31 contains 30 days. However, using the *30E/360* calculation, the same December time period contains only 29 days.

---

- *Actual/360:* Assumes that a year consists of 360 days but the months are counted as actual calendar days.
- *Actual/365:* Assumes that a year consists of 365 days but the months are counted as actual calendar days.
- *Actual/Actual:* Assumes that the number of days between two dates is the actual number of calendar days.

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**Amortized** If you opt to amortize the fee over time, select both an Expense Template and Accrual Template.

**Expensed** If you opt to only expense the fee, select an appropriate expense template value.

### See Also

Chapter 5, "Managing Fees and Account Analysis," Creating Fee Transaction Tables, page 32

Chapter 5, "Managing Fees and Account Analysis," Validating Account Analysis Information, page 43

Chapter 12, "Processing VAT Transactions in Treasury Management," Creating VAT Transactions for Fees, page 221

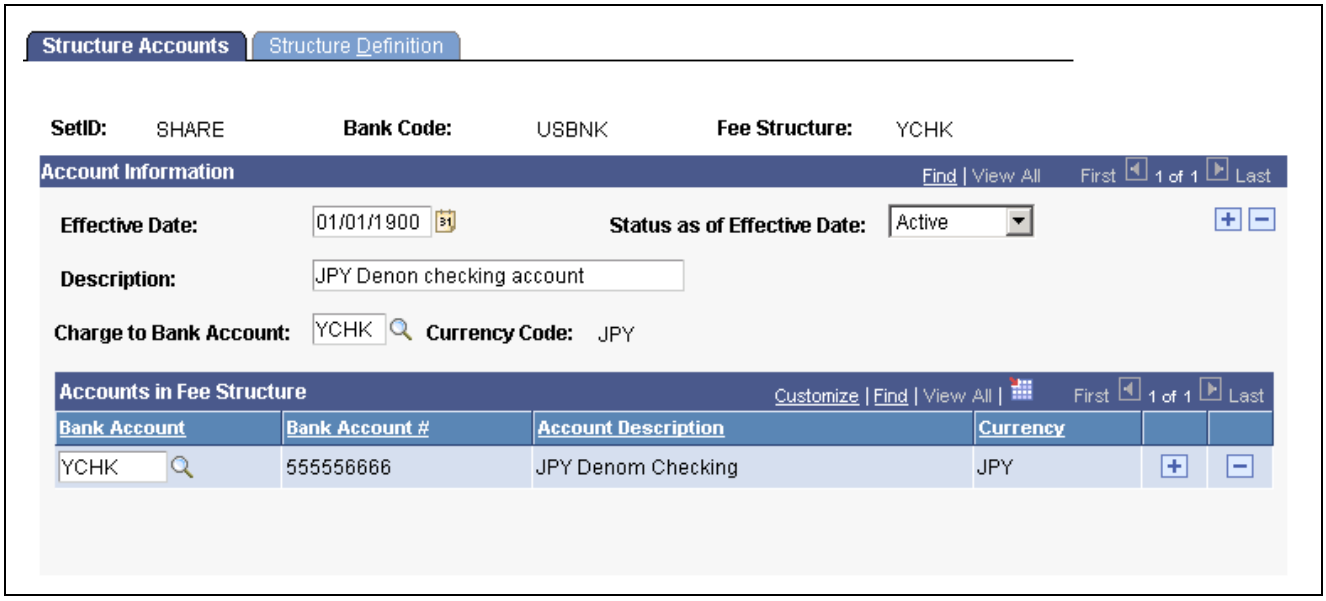
## Entering SQL Where Criteria

Access the SQL Where Criteria page

Select operators and describe the *Value* that the Aggregate Field must match to pass the fee analysis. When you enter multiple criteria lines, a logical *and* is implied.

## Setting Up Fee Structures

Access the Fee Structures - Structure Accounts page.




Fee Structures - Structure Accounts page

There two components to a fee structure:

- Account information. Each structure is defined according to the bank and the account to which the fee structure will be charged.
- Accounts in the fee structure, and their associated currency.

### Fee Structure Accounts

**Charge to Bank Account** Select a bank account to record any fees charged to this fee structure.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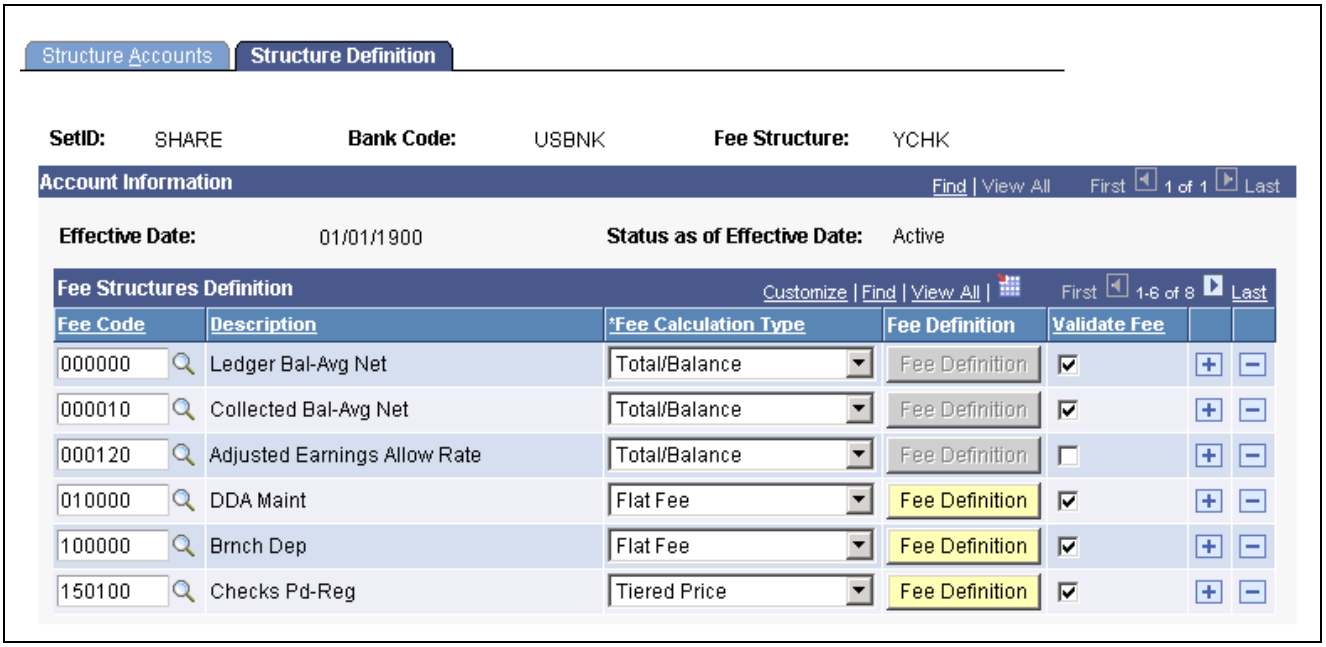
### Accounts in Fee Structure

Enter the bank account or accounts that are associated with a particular fee structure.

## Defining Fee Structures

Access the Fee Structures - Structure Definition page.




Fee Structures - Structure Definition page

**Fee Calculation Type** Select one of the following values:

- *Base Fee:* Fee that is charged in addition to the unit price when one or more units of the service are provided. For example, a base fee of USD 10.00 is charged, plus USD 0.50 per unit.
- *Flat Fee:* Fixed fee that is charged for service provided that is not directly tied to the volume of the service. For example, Balance Reporting is USD 50.00 per month, regardless of the number or reporting files created during the month.
- *Minimum Fee:* Lowest fee that is possible for the service provided; for example, USD 1.00 per unit with a USD 5.00 minimum. The minimum fee is charged even if the unit count is less than 5.
- *Maximum Fee:* Highest fee that is possible for the service provided; for example, USD 1.00 per unit, with a USD 50.00 maximum. The maximum fee is charged even if the unit count exceeds 50.
- *Rate Based Charge:* This fee is calculated using a balance and an annual percentage rate. For example, an overdraft fee is calculated as the Average Negative Ledger Balance x 12% x 30/365.
- *Discounted Price:* This fee is calculated using a price that is less than the standard price for the service provided. For example, Customer A is charged USD 0.90 per unit, instead of the standard USD 1.00 per unit.

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- *Threshold Price*: The total volume determines the unit price for the service. For example, if the volume is 1,000 or less, the price is USD 0.10 per unit; if the volume is more than 1,000, the price is USD 0.09 per unit.
- *Tiered Pricing:* The price for the service is determined by the tiering structure and the total volume. The volume is broken down into as many tiers as necessary, and a different price is used to calculate the fee for each tier. For example, for the first 1,000 items, the price is USD .10 per unit; for more than 1,000 items, the price is USD .09 per unit.

**Fee Definition** Depending on the Fee Calculation Type, you can click to further define the metrics of the fee on the Fee Structure page.

**Validate Fee** Select this check box to validate the particular fee code against both the cost and volume as defined in the fee structure and the volume as defined in the fee code setup and fee transaction tables.

## Editing Base Fee Calculations

Access the Fee Calculation Type − Fee Structure page.

The fee calculation type must have an editable fee definition to access this page. Enter a new base fee, expressed as a decimal, for fee calculation.

# Comparing Fee Structures

This section discusses how to compare fee structures.

Use these pages in this section to compare them with each other and to analyze the results. You can compare as few as two or as many as five fee structures at one time. You can also create multiple comparison scenarios and save them for future use. If the underlying structure changes, you can rerun the saved comparison and view the new results.

## Pages Used to Compare Fee Structures

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Fee Structure Comparison | FA_CHARGE_COMP | Banking, Account Analysis, Fee Structure Comparison | Compare different fee structures that are applied to the same account, and also create and save multiple comparison scenarios for future use |
| Fee Structure Comparison Results | FA_CHARGE_RSLTS | Click Compare Fee Structures on the Fee Structure Comparison page. | Analyze fee structures' comparison. The page also displays the optimal fee structure choice. |

## Comparing Fee Structures

Access the Fee Structure Comparison page.

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To compare fee structures:

1. Enter up to five Fee Structure Codes for comparison in the Fee Structures group box.
2. Click Compare Fee Structures.
3. The Fee Structure Comparison Results page appears. Each fee structure you selected on the Fee Structure Comparison page is calculated and displayed. The fee structure of optimal choice, based on the comparison of fees, is identified to the right of the *Guide to Account Analysis* field. A Charge Difference column appears on the page only if you are comparing two fee structures.

# Performing Account Analysis

This section discusses how to:

- Manually create statements.
- Automatically import statement information.
- Validate account analysis information.

Once bank fee codes and structures have been set up, you can perform account analysis on your bank statements to verify fee charges and catch potential errors. EDI 822 statements can be entered either manually or automatically imported using PeopleSoft banking functionality. You use the Account Analysis pages to enter bank statement balance, service, and rate information, as well as balance adjustments and service adjustments, where necessary. After entering a statement, you can validate that statement to ensure correct volumes, balances, and charges. This should help decrease your research time into statement exceptions.

### See Also

*PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Setting Up Electronic Banking Using Financial Gateway"

## Common Elements in this Section

**Adjustment Date** Displays the balance adjustment or service charge adjustment entry date.

**Fee Code** Displays the identifier code for the specified fee.

**Pay Method** If you leave the Pay Method field blank, the system applies the charge to the balance compensable service charges.

- *F:* Free (no charge)
- *N:* Non balance compensable
- *W:* Waived
- *X:* Not assessed through analysis

**Service Charge** or **Service Charge Amount** Displays the service charges assessed to your account by the bank.

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## Pages Used to Perform Account Analysis

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Fee Statements - Information | FA_BNK_STMT_HDR | Banking, Bank Statements, Enter Fee Statements<br>Select the Information tab. | Enter statement and analysis date information, and select a statement method. You can also view bank contacts. |
| Fee Statements - Rates | FA_BNK_STMT_RATE | Banking, Bank Statements, Enter Fee Statements<br>Select the Rates tab. | Enter rate information for statement fee codes |
| Fee Statements - Balance Compensation | FA_BNK_STMT_ANYL | Banking, Bank Statements, Enter Fee Statements<br>Select the Balance Compensation tab. | Enter balances, earnings and other totals. |
| Fee Statements - Balance Adjustments | FA_BNK_STMT_BADJ | Banking, Bank Statements, Enter Fee Statements<br>Select the Balance Adjustments tab. | Enter balance adjustment information. |
| Fee Statements - Service Charges | FA_BNK_STMT_SRVC | Banking, Bank Statements, Enter Fee Statements<br>Select the Service Charges tab. | Enter statement service charge information. |
| Fee Statements - Service Adjustments | FA_BNK_STMT_SADJ | Banking, Bank Statements, Enter Fee Statements<br>Select the Service Adjustments tab. | Enter adjustments to service charges found on the bank account analysis statement. |
| Import Bank Statements | BSP_IMPORT | • Banking, Bank Statements, Import Bank Statements<br>• Click Import Bank Statements on the Account Analysis Manager page. | Submit an electronic request for bank statement information. |
| Account Analysis Validation | FA_BNK_STMT_VALID | Banking, Account Analysis, Account Analysis Validation | Validate a statement against a fee structure. |

## Manually Creating Statements

This section discusses how to manually create statements:

1. Enter general statement information.
2. Enter statement rate information.
3. Enter balance compensation information.
4. Enter balance adjustment information.
5. Enter service charge information.
6. Enter service adjustment information.


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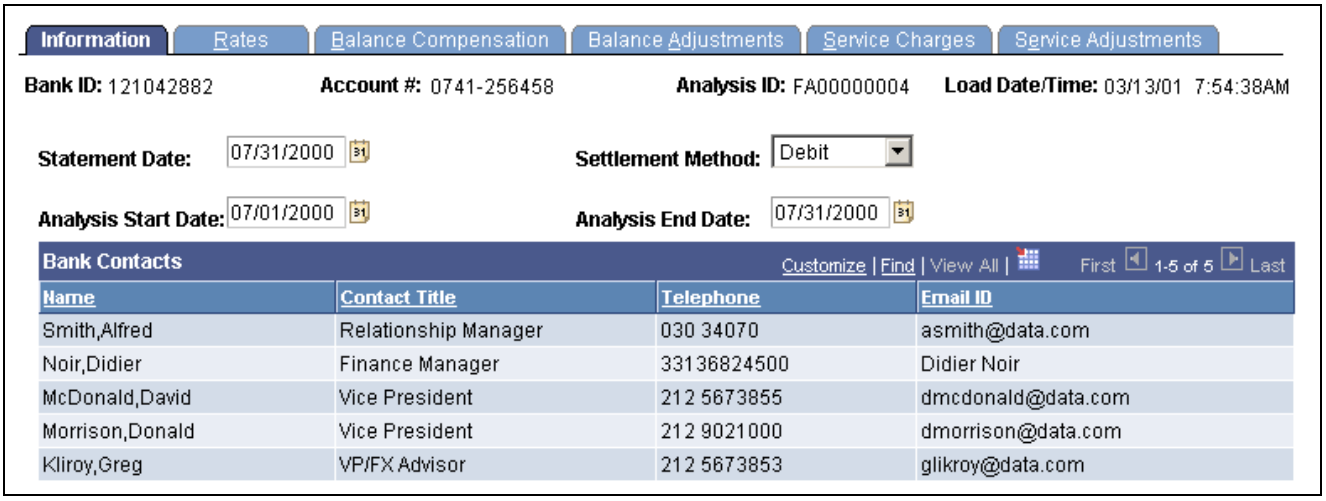
# Entering General Statement Information

Access the Fee Statement - Information page.




Fee Statement - Information page

**Statement Date** Enter the date the statement is created or imported.

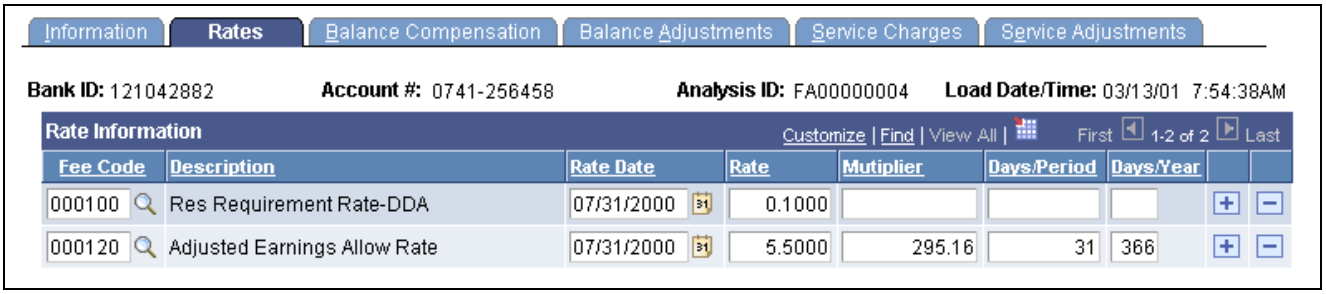
**Settlement Method** Select *Debit* or *Invoice.*

### Bank Contacts

This information is associated with the Bank ID and Account #. The fields display the information you entered on the Financial Contacts page.

# Entering Statement Rate Information

Access the Fee Statements - Rates page.




Fee Statements - Rates page

**Rate Date** Enter the effective date for the Rate.

**Rate** Enter a rate in decimal format. Rates can be any type, such as earnings rates for the current and next period, or reserve rates.

**Multiplier** Specify a service multiplier, in decimal format.

**Days/Period** Enter the number of days in the analysis period, generally *30* or *31.*

**Days/Year** Enter the number of days in the year, generally *365* or *366.*

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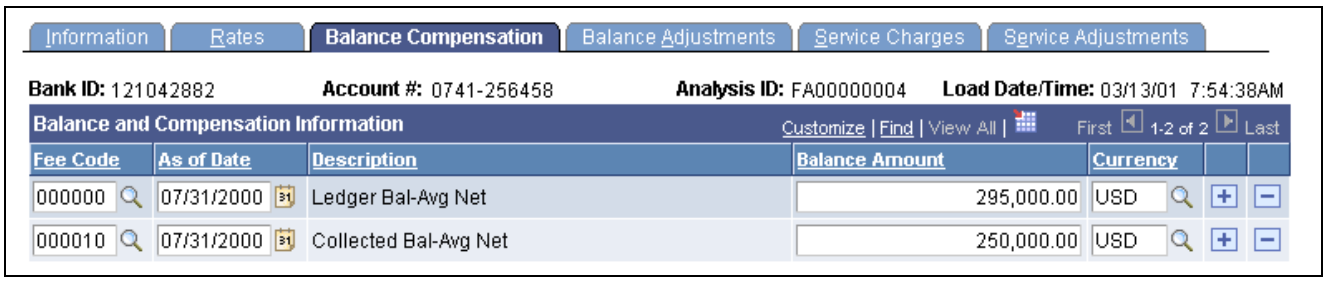
# Entering Balance Compensation Information

Access the Fee Statements - Balance Compensation page.



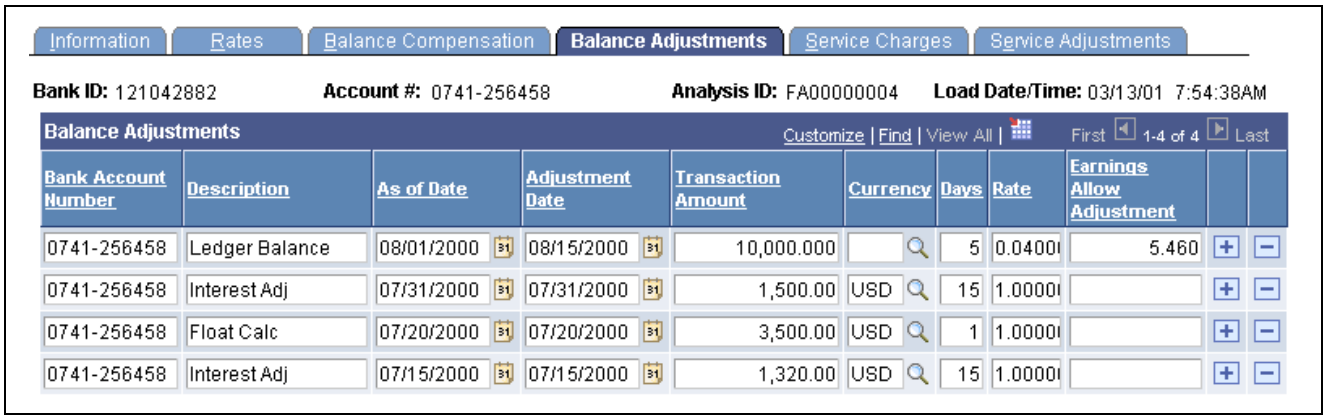

Fee Statements - Balance Compensation page

You enter balances, earnings allowance, and service charge summary information for a specified account on this page.

**Balance Amount** Enter the final balance amount for the indicated Fee Code from the 822 Statement.

# Entering Balance Adjustment Information

Access the Balance Adjustments page.




Fee Statements - Balance Adjustments page

You can correct balance information for a specific account number.

**Transaction Amount** Enter the adjustment transaction amount.

**Days** Indicates the number of days the balance adjustment is outstanding. For example, $10,000 for five days.

**Rate** Displays the adjustment rate expressed as a decimal.

**Earnings allow Adjustment** Enter the actual dollar amount being charged or reimbursed to the account by the bank.

# Entering Service Charge Information

Access the Fee Statements - Service Charges page.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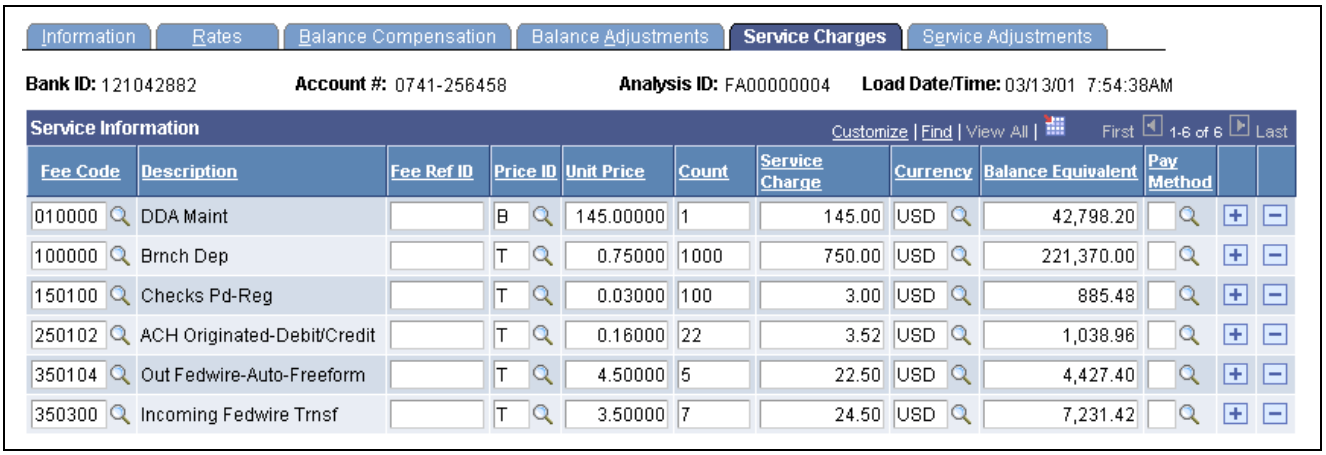


Fee Statements - Service Charges page

Enter service charges from the bank account analysis statement on this page.

**Price ID**

Refers to the fee calculation type. Select from the following:

- *B* (Base Fee): Fee that is charged in addition to the unit price when one or more units of the service are provided. For example, a base fee of USD 10.00 is charged, plus USD 0.50 per unit.
- *F* (Flat Fee): Fixed fee that is charged for service provided that is not directly tied to the volume of the service. For example, balance reporting is USD 50.00 per month, regardless of the number or reporting files created during the month.
- *M* (Minimum Fee): Lowest fee that is possible for the service provided; for example, USD 1.00 per unit with a USD 5.00 minimum. The minimum fee is charged even if the unit count is less than 5.
- *X* (Maximum Fee): Highest fee that is possible for the service provided; for example, USD 1.00 per unit, with a USD 50.00 maximum. The maximum fee is charged even if the unit count exceeds 50.
- *R* (Rate Based Charge): This fee is calculated using a balance and an annual percentage rate. For example, an overdraft fee is calculated as the average negative ledger balance x 12% x 30/365.
- *D* (Discounted Price ): This fee is calculated using a price that is less than the standard price for the service provided. For example, customer A is charged USD 0.90 per unit, instead of the standard USD 1.00 per unit.
- *H* (Threshold Price): The total volume determines the unit price for the service. For example, if the volume is 1,000 or less, the price is USD 0.10 per unit; if the volume is more than 1,000, the price is USD 0.09 per unit.
- *T* (Tiered Pricing): The price for the service is determined by the tiering structure and the total volume. The volume is broken down into as many tiers as necessary, and a different price is used to calculate the fee for each tier. For example, for the first 1,000 items, the price is USD .10 per unit; for more than 1,000 items, the price is USD .09 per unit.

**Unit Price**

Enter the unit price per fee item.

**Count**

Enter the number of statement items for each fee code.

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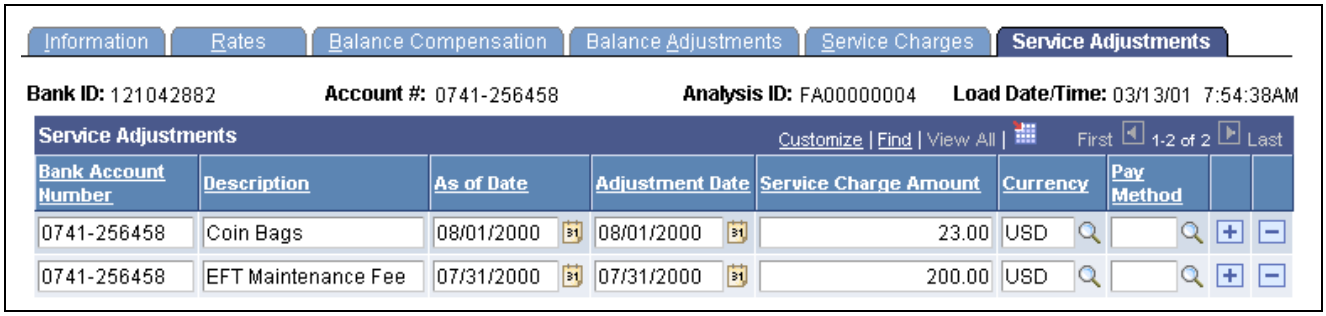
**Balance Equivalent** Enter the account's balance equivalent, as defined by the bank.

**Note.** If you use *Flat Fee* for the Price ID, the service charge equals the unit price. If you want the service charge to equal the unit price multiplied by the count, you must use*Tiered Price* for the Price ID.

## Entering Service Adjustment Information

Access the Fee Statements - Service Adjustments page.




Fee Statements - Service Adjustments page

Use this page to apply any adjustments to service charges found on the bank account analysis statement.

**Payment Method** Select from the following options:

- *B:* Compensation by balance.
- *D:* Debited hard charged.
- *F:* Free (No charge.)
- *I:* Invoiced Separately
- *N:* Nonbalance compensable.
- *P:* Previously charged.
- *W:* Waived
- *X:* Not assessed through analysis.

## Automatically Importing Statement Information

Use PeopleSoft banking functionality to automatically import bank statement data from your financial institution to the account analysis application tables. Once the data is in the system, you can view and edit statement information on the Fee Statements - Balance Adjustment and Fee Statements - Service Adjustment pages.

### See Also

Chapter 5, "Managing Fees and Account Analysis," Entering Service Charge Information, page 40

*PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Setting Up Electronic Banking Using Financial Gateway"

*PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Processing Bank Statements in Financial Gateway"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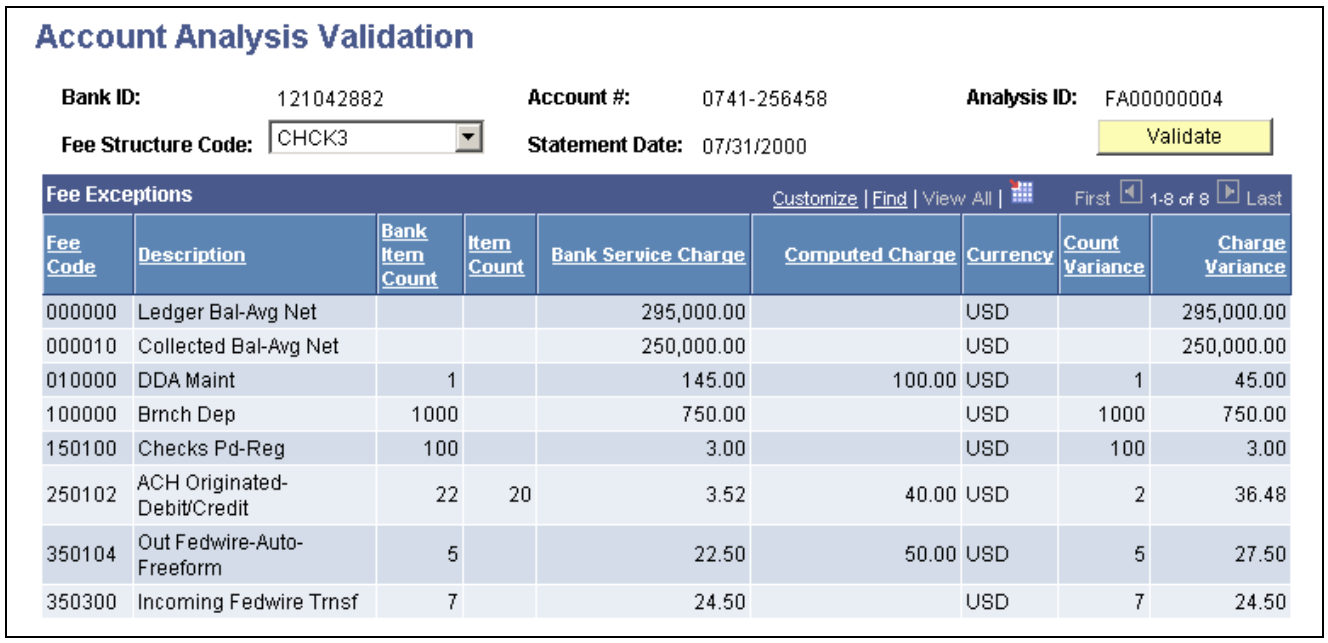
## Validating Account Analysis Information

Access the Account Analysis Validation page.



Account Analysis Validation

**Bank ID:** 121042882 **Account #:** 0741-256458 **Analysis ID:** FA00000004

**Fee Structure Code:** CHCK3 **Statement Date:** 07/31/2000 Validate

**Fee Exceptions** Customize | Find | View All | First 1-8 of 8 Last

| Fee Code | Description | Bank Item Count | Item Count | Bank Service Charge | Computed Charge | Currency | Count Variance | Charge Variance |
|---|---|---|---|---|---|---|---|---|
| 000000 | Ledger Bal-Avg Net | | | 295,000.00 | | USD | | 295,000.00 |
| 000010 | Collected Bal-Avg Net | | | 250,000.00 | | USD | | 250,000.00 |
| 010000 | DDA Maint | 1 | | 145.00 | 100.00 | USD | 1 | 45.00 |
| 100000 | Brnch Dep | 1000 | | 750.00 | | USD | 1000 | 750.00 |
| 150100 | Checks Pd-Reg | 100 | | 3.00 | | USD | 100 | 3.00 |
| 250102 | ACH Originated-Debit/Credit | 22 | 20 | 3.52 | 40.00 | USD | 2 | 36.48 |
| 350104 | Out Fedwire-Auto-Freeform | 5 | | 22.50 | 50.00 | USD | 5 | 27.50 |
| 350300 | Incoming Fedwire Trnsf | 7 | | 24.50 | | USD | 7 | 24.50 |

Account Analysis Validation page

**Fee Structure Code** Select a fee structure code and click the Validate button. All exceptions, where the system does not match your bank statement, display in the Fee Exceptions grid. The types of exceptions appear according to column heading. The grid will indicate what type of exception was encountered and the amount of the discrepancy

**Count Variance** Displays the difference between the Bank Item Count and your organization's Item Count.

# Using the Account Analysis Manager

This section discusses using the Account Analysis Manager. You can examine your fee activity on an ad hoc basis for particular fee structures, for historical or current information.

## Page Used for the Account Analysis Manager

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Account Analysis Manager | FA_STMT_INQ_PNL | Banking, Account Analysis, Account Analysis Manager | Review fee activity on an ad hoc basis and perform other bank fee and account analysis tasks from a central location. |

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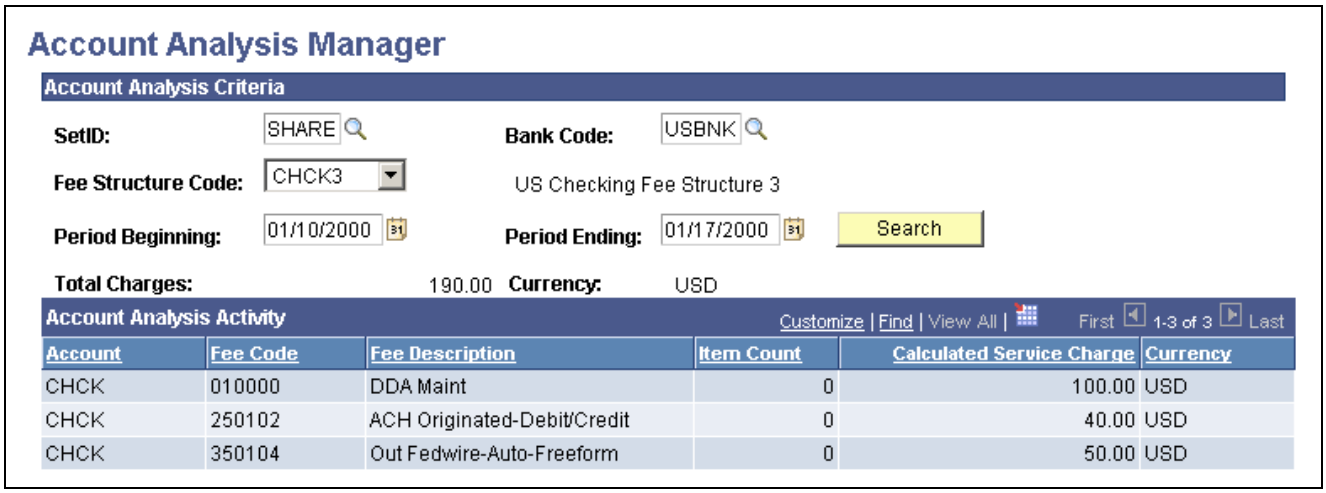
## Using the Account Analysis Manager

Access the Account Analysis Manager page.




Account Analysis Manager page

Your search results appear in the Account Analysis Activity grid.

**Validate Statement** Click to access the Account Analysis Validation page and validate account analysis.

**Compare Fees** Click to access the Fee Structure page and compare two to five fee structures.

**Edit Analysis Statement** Click to access the Enter Fee Statements page and modify a specific account analysis statement.

**Load Analysis Statement** Click to access the Import Bank Statement page and request electronic transmission of bank statement information.

### See Also

Chapter 5, “Managing Fees and Account Analysis,” Comparing Fee Structures, page 36

Chapter 5, “Managing Fees and Account Analysis,” Performing Account Analysis, page 37

Chapter 5, “Managing Fees and Account Analysis,” Validating Account Analysis Information, page 43

Chapter 5, “Managing Fees and Account Analysis,” Automatically Importing Statement Information, page 42

# Creating Fee Entries

This section discusses how to:

- Create fee entries.
- Create external transactions fee entries.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After establishing fee codes and structures, you can create fee entries for both delivered PeopleSoft fee sources and miscellaneous fee entries to track these expenditures. In addition, if you have enabled VAT (value added tax) processing in Treasury Management, the system automatically calculates, processes, and tracks VAT amounts for VAT−applicable fee entries.

### See Also

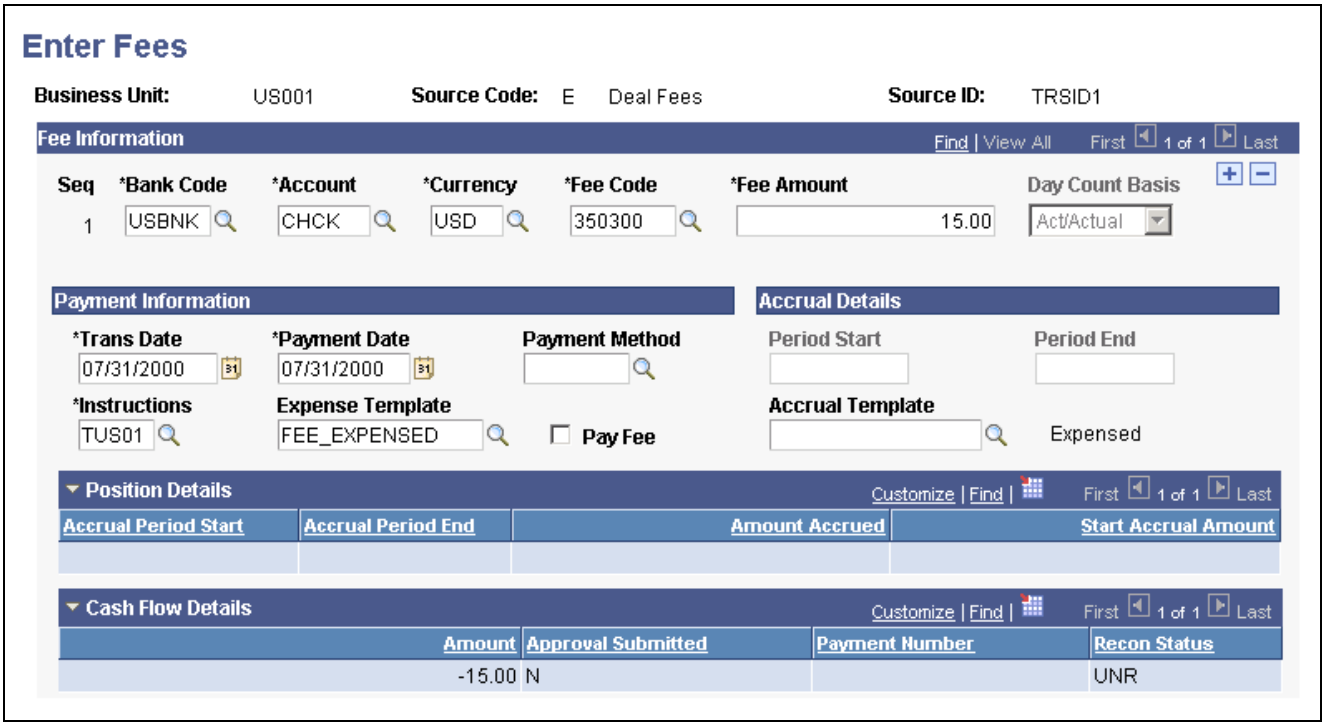
Chapter 12, "Processing VAT Transactions in Treasury Management," Creating VAT Transactions for Fees, page 221

## Pages Used to Create Fee Entries

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Enter Fees | FEE_GENERATOR_PNL | Cash Management, Fees and Transfers, Enter Fees | Create fees for deal, facility, EFT, and letter of credit sources. |

## Creating Fee Entries

Access the Enter Fees page.




Enter Fees page

### Fee Information

**VAT** Click the link to access the VAT Transactions Details page. The system performs an audit, checking that the business unit of the Bank Code is VAT enabled, and the Fee Code is configured for VAT and associated with a VAT applicable accounting template. The VAT Transactions Details page displays only if these conditions are met.

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## Payment Information

| | |
|---|---|
| **Tran Date** (transaction date) | Enter the actual transaction date of the fee entry. The system automatically populates this field with the system date. |
| **Payment Date** | Enter the specified payment date of the fee entry. |
| **Pay Fee** | Select to pay the fee. Also select a Payment Method. |
| **Instructions** (settlement instructions) | Select settlement instructions for processing the fee entry payment. |
| **Expense Template** | Select an accounting template to record this fee entry as an expense. |

## Accrual Details

| | |
|---|---|
| **Period Start** and **Period End** | Enter the beginning and ending dates of the accrual period. |
| **Accrual Template** | Specify the accounting template to record the accrual amount for this fee entry. |

## Position Details

As the fee is processed through the system, you can view accrual details.

## Cash Flow

As the fee is processed through the system, you can view approval and payment details.

## See Also

Chapter 9, “Working with Settlements,” page 149

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# CHAPTER 6

# Defining Cash Positions

This chapter provides an overview of trees and cash positions and discusses how to:

- Set up trees and positions.
- Manage position worksheets.
- Create intraday bank reporting worksheets.
- Create position worksheet (CPW) data manually.
- Generate Cash Management position reports.

## Understanding Trees and Positions

PeopleSoft provides a tool for managing your treasury organization's positions. Using PeopleSoft Tree Manager, you can define hierarchical structures that describe the specific information that is important for your organization. You can use these trees for risk analysis, cash management, position management, deal validation, limit analysis, and any other functions that you deem applicable.

Position trees are used in Treasury Management for many purposes, including:

- Cash position analysis
- Deal validation
- Limit checking

In Treasury Management, a *position* is the total financial value of a particular set of transactions that are performed on behalf of an enterprise. A *cash position* analyzes cash flows to determine the amount of cash that is available at a particular time.

Think of a position as a way of categorizing the entire PeopleSoft enterprise transaction database into subgroups, or sources, with totals. Using Tree Manager and PeopleSoft online pages, you can depict the hierarchy for a position (using tree nodes), specify the data sources to include, and define which fields to sum to provide the total for a particular position.

### See Also

*PeopleSoft Enterprise Risk Management 9.0 PeopleBook*, "Managing Position Limits"

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# Common Elements Used in This Chapter

| | |
|---|---|
| **Alias Name** | Create more intuitive field names that you use in the cash position process. |
| **Position Source ID** | Displays the node's data source. |
| **Position Source Set** | Displays the criteria set to which the node belongs. |
| **Process Frequency** | Select *Always, Once,* or *Never.* |
| **Weighting** | Set the percentage that you apply to your Position Manager. For example, you use the weight of *1.1* to forecast a 10 percent increase or 110 percent of your current situation. Similarly, you use a weight of *.9* for a 10 percent decrease or 90 percent of your current situation. |
| | Click the Field Description button to enter a description for each row. |

# Setting Up Trees and Positions

To define tree and position information, use the following components:

- Define Time Span (POS_TIME_SPAN_PNL_GBL).
- Position Field Type (POS_FIELD_TYPE_PNL_GBL).
- Position Source Definition (POS_SOURCE_TBL_GBL).
- Create Position SQL (POS_CREATE_SQL_GBL ).
- Manual Position Entry (POS_GENERIC_ENTRY_GBL).

Use the TR_POS_TIME_SPAN_GBL component interface to load data into the Time Span tables.

Use the TR_POS_CREATE_SQL_GBL component interface to load data into the Create Position SQL tables.

Use the POS_GENERIC_ENTRY_GBL component interface to load data into the Manual Position Entry tables.

---

**Note.** Additional integration-setup information is available for creating cash position worksheets from data that is imported from PeopleSoft EnterpriseOne General Accounting.

---

See *PeopleSoft EnterpriseOne 8.12 Application Integrations with PeopleSoft Enterprise Applications, "Setting Up the Cash Position Worksheet Integration."*

Here are the steps to set up trees and positions:

1. Define position field types.
2. Define position source.
3. Create a position tree.
4. Complete the position bin pages. (You should have four or five position bin pages, depending on the tree.)
   - Enter position-tree, source information.

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- Specify tree wide options.
- Define tree nodes.
- Define node properties.
- (Optional) Define node property SQL selection criteria.
- Define position limits.

5. Create position SQL.
6. Schedule position tree SQL.
7. Define time buckets.
8. Schedule position time spans.

## PeopleSoft Tree Definition

The position management tool enables you to calculate positions based on enterprise-wide data. PeopleSoft delivers sample position fields and sources in the sample database; however, we provide pages that you you can use to define the data that you want to track within the position analysis. Typically, you implement page-level security to limit access to these pages to the appropriate people within your organization. Two pages control the database fields that are available to position management: Position Field Types and Position Field Source.

Five pages are in the Position Bins component that is used to define a tree. The purpose of the tree determines which position bin pages you need to complete. You don't necessarily need to complete every page in the component. One of these pages, Position Limits, applies only to Treasury Management position trees. If you are working with a cash position tree, this page doesn't appear.

You need to set up your position sources and alias names before creating a position tree. After you have created the tree, you generate the SQL and define time sets and cash position worksheets. This diagram illustrates the setup process:

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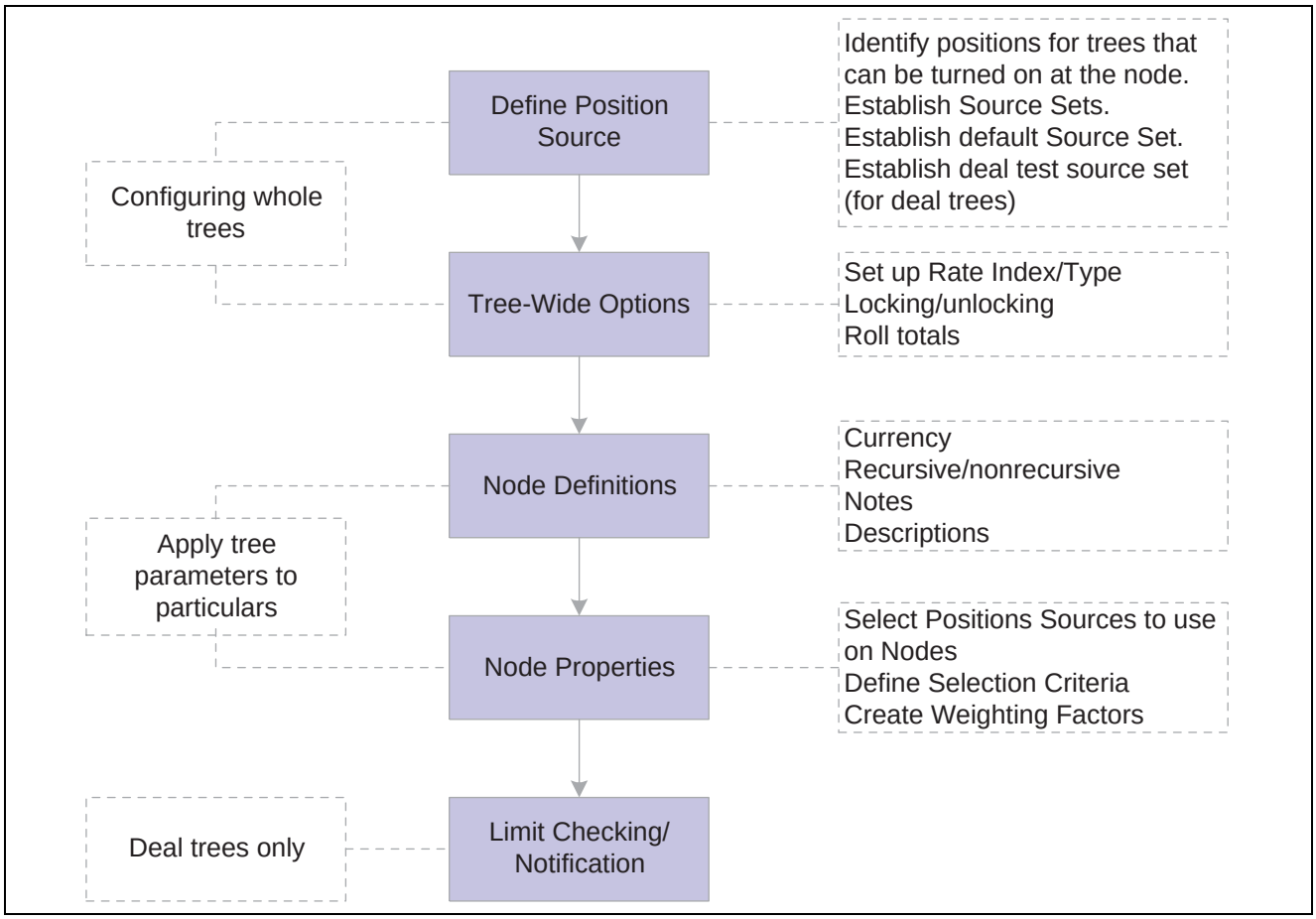


Setting up trees for Treasury Management

Each tree node corresponds to one or many position sources. Because you can define an unlimited number of position trees, you can analyze your data in as many ways as you think is necessary. For Treasury Management position trees, you can also associate limits with a node.

When analyzing positions, use time spans to define the periods for which to view the data. This adds another dimension, time, to your positions. The system stores the position records, and you can use them for historical analysis and to forecast future positions.

## Effective Dating of Treasury Trees

Cash Management Cash Position functionality *does not* support trees that are defined with multiple effective dates. In Cash Management, each tree can have only one effective date. To use the same tree with different (multiple) effective dates, you must copy the tree, save it with a unique name, and specify an effective date. For example, to define the TR_CASH_POSITION tree with three effective dates (January 1, 2000; January 1, 2001; and January 1, 2002), you need to create the following three trees:

| Tree Name | Effective Date |
|---|---|
| TR_CASH_POSITION_2000 | 01/01/2000 |


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| Tree Name | Effective Date |
|---|---|
| TR_CASH_POSITION_2001 | 01/01/2001 |
| TR_CASH_POSITION_2002 | 01/01/2002 |

### See Also

*Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Tree Manager*

## Common Elements Used in This Section

**Node Definition** Define characteristics for a node, including data source, summarization rules, and revaluation currency.

**Node Properties** Determine which subset of records to include in a tree node. SQL is required for nonrecursive nodes but is optional for recursive nodes.

**Position Limits** Define internal and external limits for a tree, and notification rules when limits are breached. This applies only to trees that use the structure *TR_POSITION*.

**Pos Tree Source** (position tree source) Define the source of data to include in a tree. This applies to the entire tree and is defined only once for each tree.

**Tree-Wide Options** Set revaluation options, deal validation rules, and running total options for an entire tree.

## Pages Used to Set Up Trees and Positions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Position Field Types | POS_FIELD_TYPE_PNL | Setup Financials/Supply Chain, Product Related, Treasury, Position Field Type | Define the sets of table fields that are available to the position management tool. |
| Position Source | POS_SOURCE_TBL | Setup Financials/Supply Chain, Product Related, Treasury, Position Source | Provide a more intuitive list of fields from which to select in the Position Manager. Use these alias names when entering selection criteria for position nodes |
| Tree Manager | PSTREEMGR | Tree Manager, Tree Manager | Add a position tree and insert the tree nodes.<br>See *Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Tree Manager* |
| Position Tree Source | POS_TREE_SOURCE | Click Edit Data on the Tree Manager page.<br>Select the Pos Tree Source (position tree source) tab. | Enter general information about the position source. |

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| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Tree Wide Options | POS_TREE_PNL | Click Edit Data on the Tree Manager page.<br>Select the Tree Wide Options tab. | Specify the market rate index to use for currency revaluation and define whether a deal needs to meet the criteria for an end node on the tree during deal validation. You can also select an option to compute running totals during position analysis. |
| Node Definition | POS_DEF_OPER_PNL | Click Edit Data on the Tree Manager page.<br>Select the Node Definition tab. | Specify the characteristics for each node of a tree. |
| Node Properties | POS_SOURCE_SET_PNL | Click Edit Data on the Tree Manager page.<br>Select the Node Properties tab. | Define sources for the specified node. |
| Node Properties - All Selection Criteria | POS_ALL_CNDTN_SEC | Click View All Selection Criteria on the Node Properties page. | Create SQL statements of selection criteria for position source IDs. |
| Selection Criteria | POS_DEF_WHERE_SEC | Click Selection Criteria on the Node Properties page. | Enter selection criteria for a specific source ID. |
| Position Limits | POS_LIMITS | Click Edit Data on the Tree Manager page.<br>Select the Position Limits tab. | Use the page *for treasury position trees only* to define your own internal treasury organization's limits, any external limits, and the limit currency to apply to the current tree node. You also indicate when limit checking should occur, who should be notified, and under what conditions. If you are using the Limit Checked workflow, you must establish position limits for the system to generate notifications. |
| Create Position SQL | POS_CREATE_SQL | Cash Management, Administer Cash, Create Position SQL | Translate conversational language into the language of database operations. You can roll up functions by extending SQL statements downward from the parent level.<br>This page is automatically accessed if needed when you are running position trees in the Position Manager. |


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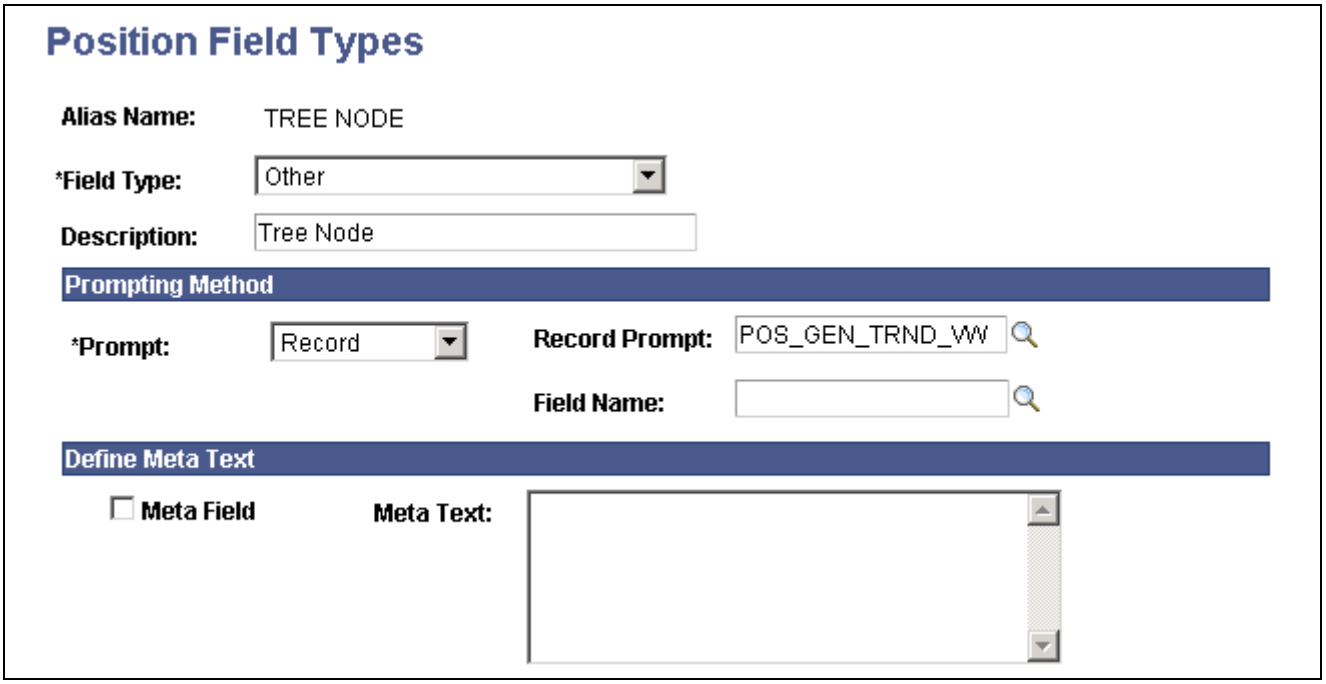
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Schedule Position Tree SQL | TR_AE_RUNCNTL | Cash Management, Administer Cash, Schedule Position Tree SQL | Run the Schedule/Calculate Tree SQL process (TR_POS_CSQL) to set up the intervals in which your SQL is to run. |
| Define Time Buckets | POS_TIME_SPAN_PNL | Cash Management, Administer Cash, Time Bucket Definition | Categorize information from your treasury position or generated cash position. For example, you can define time spans with varying intervals, such as daily for a week, then weekly for a quarter, and then quarterly for a year. The time spans that you define can overlap, run consecutively, or both. |
| Calculate Position Time Spans | TR_AE_RUNCNTL | Cash Management, Administer Cash, Calculate Position Time Spans | Run the Find Position Time Spans to Calculate process (TR_POSN_TSPAN) to set up the time spans for positions. |

# Defining Position Field Types

Access the Position Field Types page.




Position Field Types page

## Prompting Method

Select a Prompt option to indicate how to control prompting for values for this alias.

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**Record** Select to base the prompts on the actual database records. In theRecord Prompt field, enter the field on which prompting is based.

**Translate** Select to base prompting on translate values rather than the records themselves, and select the field name to use for translation. This applies only to field records that use translate values.

## Define Meta Text

**Meta Field** Select to incorporate a SQL statement with this alias. (Typically, you do not select this check box.)

In the Treasury Management sample database, %THIS DEAL is an example of a meta field. The following table lists the alias names that are delivered with the sample database:

| Alias Name | Description |
|---|---|
| %THIS DEAL | This Deal |
| ACCOUNT | Account |
| ACCRUED INTEREST | Accrued Interest |
| ACQUISITION CODE | Acquisition Code |
| AMORTIZED DISCOUNT | Amortized Discount |
| AMOUNT | Amount |
| ASSET CATEGORY | Asset Category |
| ASSET CLASS | Asset Class |
| ASSET COST TYPE | Asset Cost Type |
| ASSET STATUS | Asset Status |
| BANK ACCOUNT CD | Bank Account Code |
| BANK ACCOUNT KEY | Bank Account Key |
| BANK BALANCE | Bank Balance |
| BANK COUNTERPARTY | Bank Counterparty |


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| Alias Name | Description |
|---|---|
| BANK ID NUMBER | Bank ID Number |
| BANK SET ID | SetID for Bank |
| BANK TYPE | Bank Type |
| BASE CURRENCY | Base Currency |
| BOOK | Book |
| BOOK VALUE | Book Value |
| BROKER | Broker |
| BUDGET JOB CODE | Budget Job Code |
| BUDGET PROPOSAL ID | Budget Proposal ID |
| BUDGET SCENARIO | Scenario |
| BUSINESS UNIT | Business Unit |
| COUNTRY | Country |
| CPTY | Counterparty |
| CURRENCY | Currency |
| DEAL AMOUNT | Deal Amount |
| DEAL DATE | Deal Date |
| DEAL MATURITY DATE | Deal Maturity Date |
| DEAL SETTLEMENT DATE | Deal Settlement Date |
| DEAL STATUS | Deal Status |

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| Alias Name | Description |
|---|---|
| DEAL TERM | Deal Term |
| DEALER | Dealer |
| EXCLUDE FROM POSITION | Exclude From Position |
| FACILITY ID | Facility ID |
| FACILITY REFERENCE | Facility |
| FINANCIAL ASSET | Financial Asset |
| GL ACCOUNT | GL Account |
| GL AFFILIATE | GL Affiliate |
| GL BUDGET LEDGER | Budget Ledger |
| GL DEPARTMENT ID | GL Department ID |
| GL PRODUCT | GL Product |
| GL PROJECT ID | GL Project ID |
| INSTRUMENT | Instrument |
| INSTRUMENT BASE TYPE | Instrument Base Type |
| INTEREST ACCRUED | Interest Accrued to Date |
| LIMIT RESERVED | Limit Reserved |
| ORIGINAL DEAL TERM | Original Deal Term |
| PARENT ID | Parent ID |
| PORTFOLIO | Portfolio |


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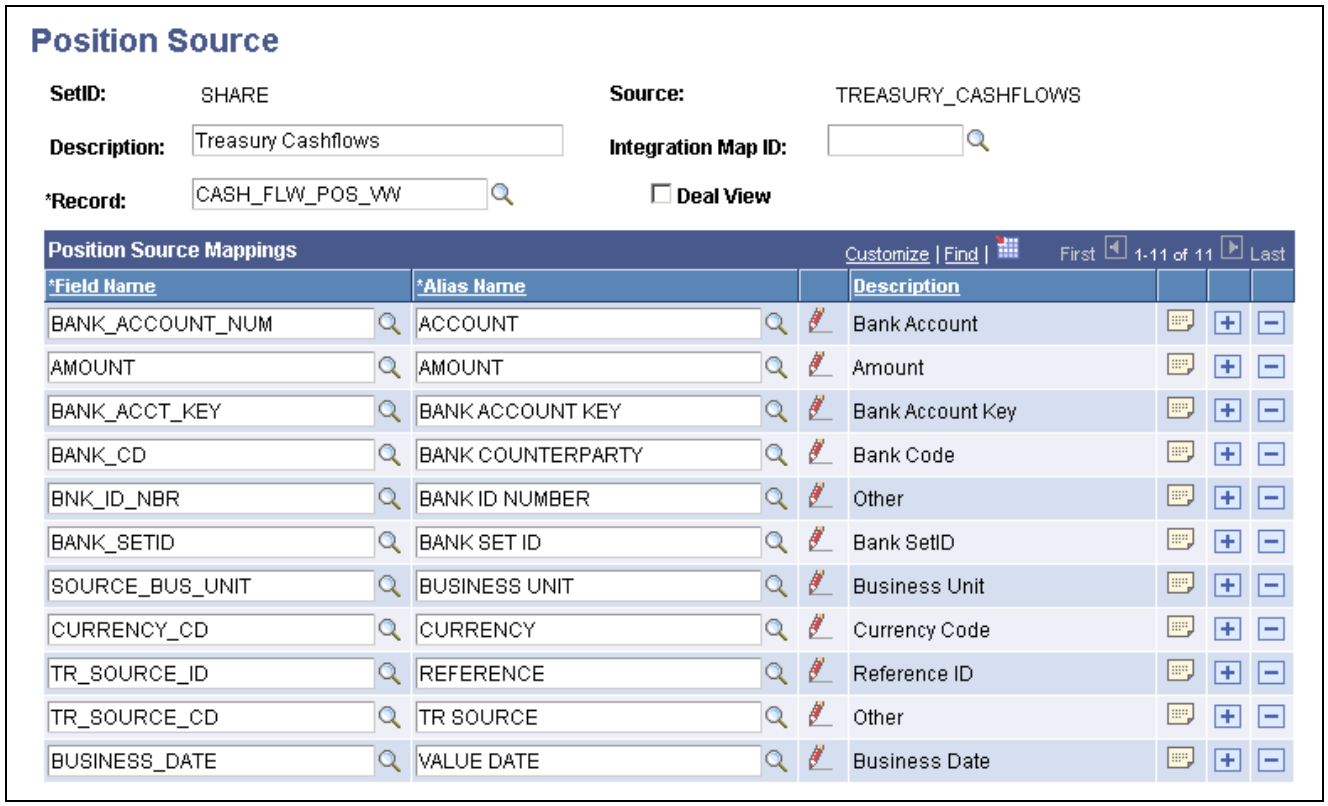
| Alias Name | Description |
|---|---|
| REFERENCE | Reference |
| SETTLEMENT DATE | Settlement Date |
| TRANSACTION ISSUER | Issuer |
| TREASURY DEAL ID | Treasury Deal ID |
| TREASURY DEAL LEG | Treasury Deal Leg |
| TREASURY DEAL LINE | Treasury Deal Line |
| VALUE DATE | Value Date |

## Defining Position Sources

Access the Position Source page.




Position Source page

PeopleSoft includes sample position sources in the sample database, including the ENTERPRISEONE -AP and ENTERPRISEONE -AR, which are used for integrating with the EnterpriseOne database.

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**Note.** At the time of installation, you should evaluate the appropriateness of the delivered data to your business context and assess whether to create your own position sources. In many cases, you must create your own.

**Integration Map ID** Select the appropriate preconfigured field mapping if you are importing source data from the EnterpriseOne data base to generate the cash position worksheet (CPW).

See *PeopleSoft EnterpriseOne 8.12 Application Integrations with PeopleSoft Enterprise Applications, "Setting Up the PeopleSoft Enterprise Treasury with PeopleSoft EnterpriseOne General Accounting Integration," Setting Up Cash Position Worksheet Integration*

**Record** Select the database from which the position source derives data.

**Deal View** Select to permit remapping of amount fields for different instruments.

### Position Source Mappings

**Field Name** Displays available field names of the selected record.

Click Position Field Types to define the sets of table fields that are available to the position management tool.

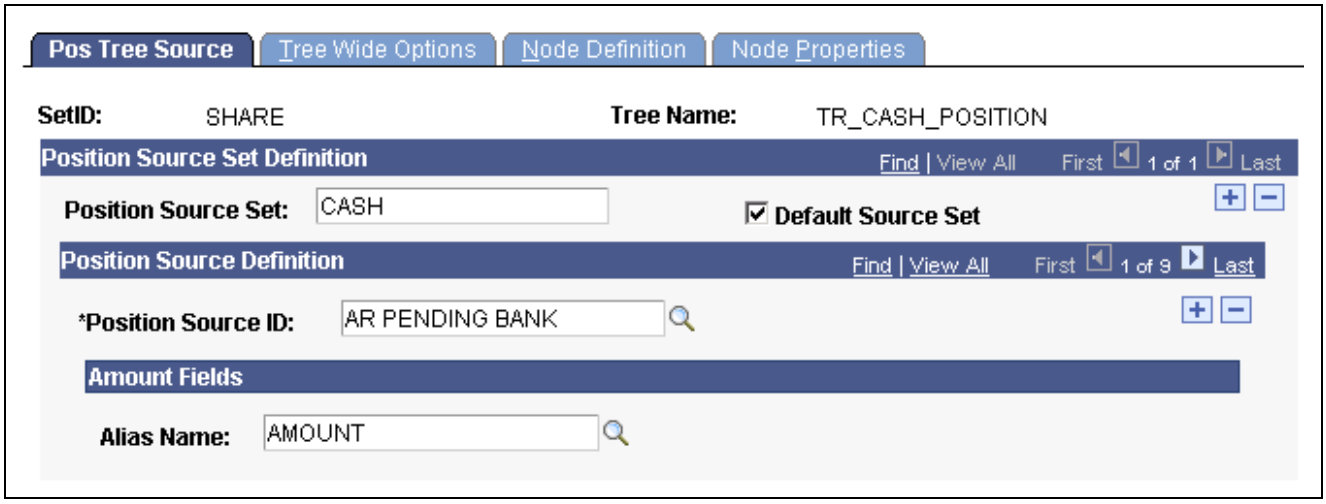
Click Long Description to enter a comprehensive description for the field.

**Note.** To improve performance when calculating the CPW, you should reorganize high volume transaction tables at the database level. For example, for the PS_ITEM table, modify the PS0ITEM index by adding the DUE_DT field to the end of the index with the dates arranged in ascending order.

Custom indexes can be added depending on the size of the table and the complexity of the data that is used in the trees.

## Entering Position Tree Source Information

Access the Position Tree Source page.




Position Tree Source page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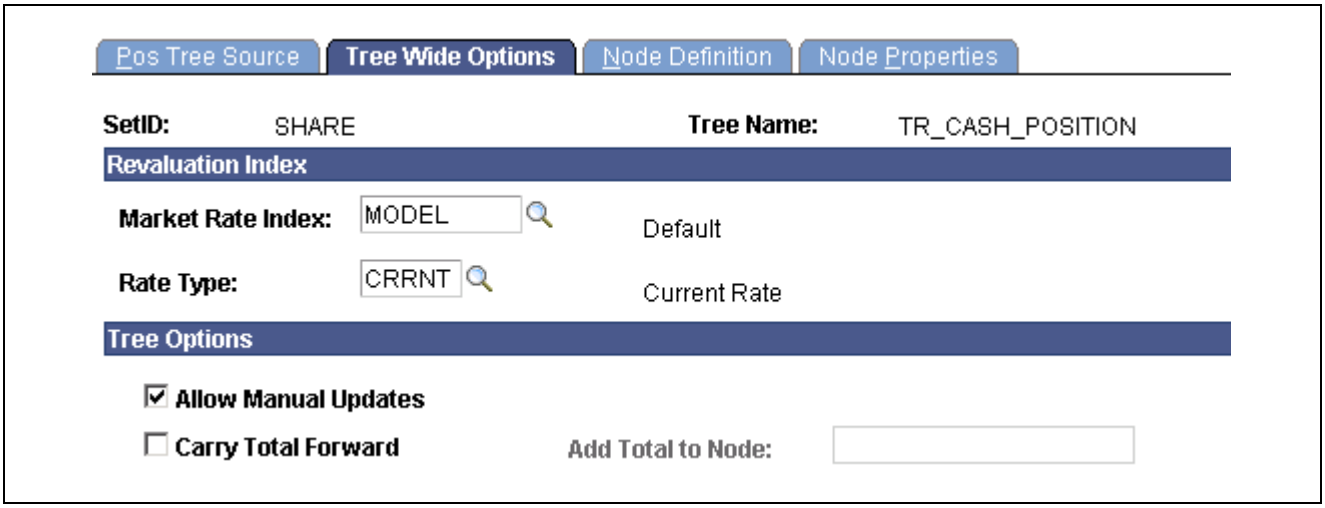
**Position Source Set** Define the source for the tree (for example, CASH or DEAL). Select the check box to set this as the default source set. For a deal tree, you can specify this position source set as a deal test.

**Position Source ID** The value that you select determines how the Amount Fields grid appears. Complete all of the fields.

## Specifying Tree-Wide Options

Access the Tree Wide Options page.




Tree Wide Options page

**Market Rate Index** and **Rate Type** When the currency of the amount that is used for determining a position is not the same currency that you define as the node currency, use these fields to revalue the amount.

You must establish market rates for each currency pair that you revalue from the source position's currency to the node position's currency, or the system excludes the data. For example, suppose that you have various sources of data in which the currency is *USD, GBP, DEM,* and *JPY,* and the position currency for the node is set to *USD.* You define the following exchange rates:

| From | To |
|---|---|
| USD | USD |
| GBP | USD |
| DEM | USD |
| JPY | USD |

**Note.** When an exchange rate is entered from its own currency to its own currency, you must set the rate to *1*.

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### Tree Options

**Allow Manual Updates** Select to enable manual updates to the Lock/Unlock function on the cash position worksheet.

**Carry Total Forward** Select to compute running totals when the position is evaluated. The system adds ending balance amounts for one period to the beginning balance amounts for the next period. If you select this check box, also select the node, in Add Total to Node, to which you will carry the totals forward. Typically, you use this for cash position trees, and the node that you select is the node that represents your beginning ledger balance.

**Deal Must Exist as a Leaf** If you are working with a cash position tree, this option does not apply, and will not appear on this page.

Select if you require that a deal must match the criteria for an end node (leaf) of a tree to be valid. Deal validation testing occurs when you click the Deal Test button at deal entry. If this check box is not selected, then deals that don't specifically match the criteria for an end node, but do meet the criteria for a level in the tree's hierarchy, are considered valid.

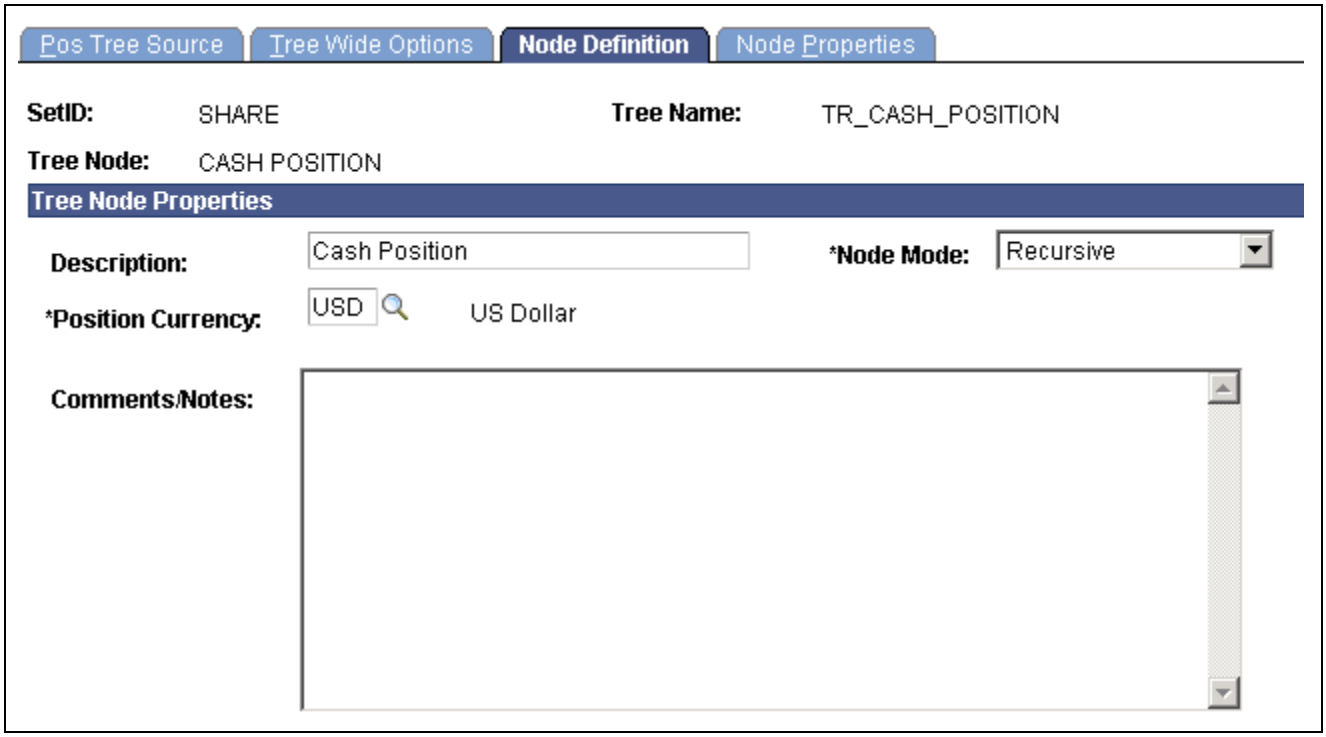
---

**Note.** For deal validation using the Deal Test button, a tree *must* include *%THIS DEAL* in its root node selection criteria.

---

## Defining Tree Nodes

Access the Node Definition page.




Node Definition page

**Node Mode** Your use of this option depends on the purpose of the node. For example, suppose that you're setting up a tree to track currency exposure. You may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want to track exposure for only four or five main currencies. In that case, you would set the parent node to *Non-recursive,* because you don't intend to include all possible foreign exchange (FX) deals in the child nodes, and you want the parent node to provide total exposure for *all* currencies. On the other hand, if you wanted the parent node to provide total exposure for only the currencies that are selected in the child nodes, then you would set the parent node to *Recursive.* During position analysis, if your tree hierarchy contains parent nodes that are nonrecursive, and the children beneath that node don't specifically select all the data, the remaining amounts will be incorporated into an "other" node so that the sum total of the child nodes equals that of the parent. Values are:

*Recursive:* If a node is recursive, its total is determined by summing the totals of all the child nodes beneath it.

*Non-recursive:* If a node is nonrecursive, its total is determined by summing the amounts for those transactions that meet the selection criteria for that node, independent of any child nodes that may exist beneath it.

**Position Currency** Each node can report amounts in a different currency. Use to select the currency on which to base this node's amounts. Any amounts that aren't in this currency will be revalued to this currency, using the market rate settings that you made on the Tree Wide Options page.

---

**Note.** End nodes, or leaves, of a tree must always be set to *Non-recursive,* and nonrecursive nodes *must* have selection criteria defined for each position source they use.

---

## Defining Node Properties

Access the Node Properties page.

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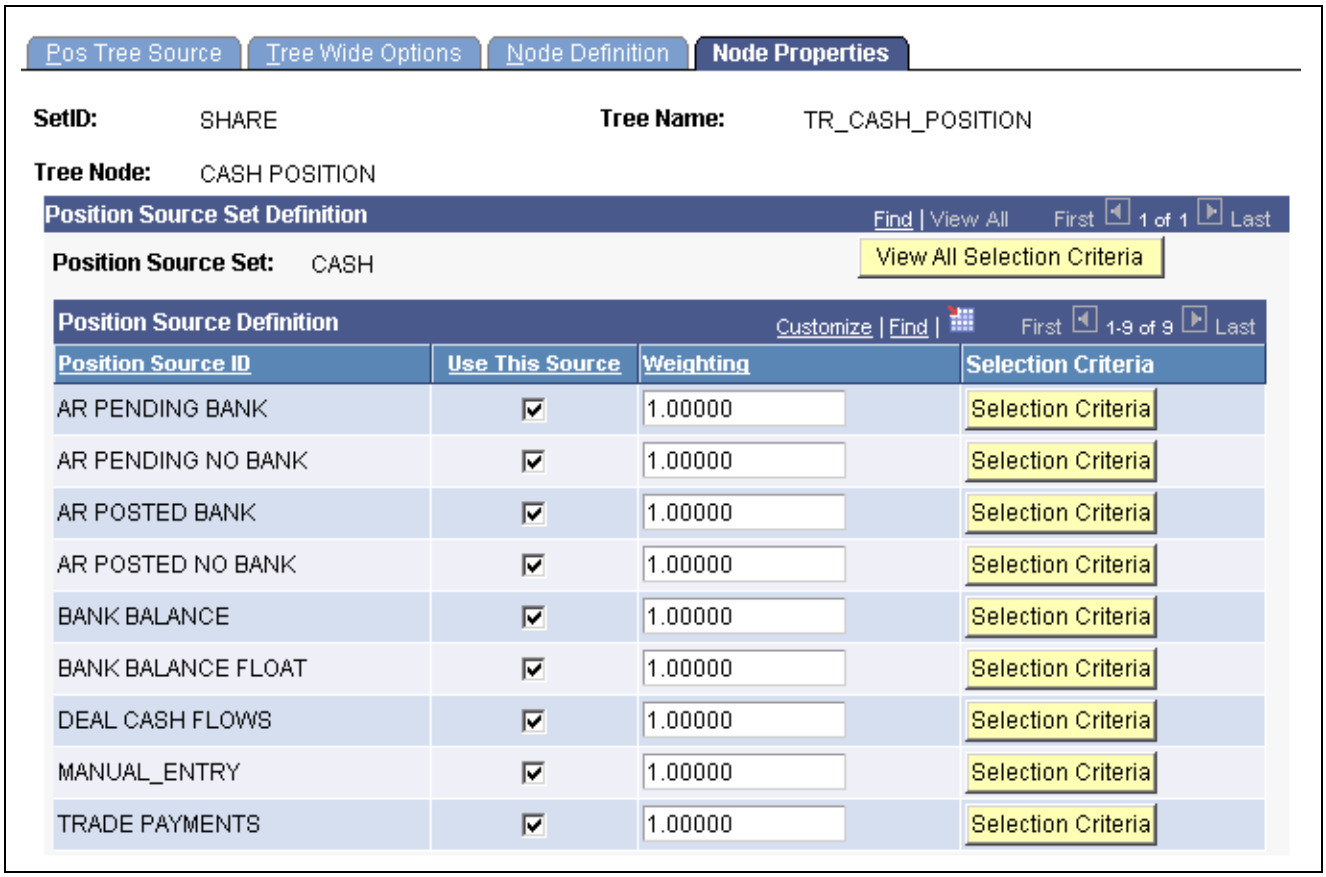


Node Properties page

**Use this Source** Clear to prevent use of a position source ID.

**Selection Criteria** Click to view the Selection Criteria page for the selected position source ID, or click View All Selection Criteria to view all selection criteria information.

## Defining Node Properties SQL Selection Criteria for Position Source Sets

Access the Node Properties - All Selection Criteria page.


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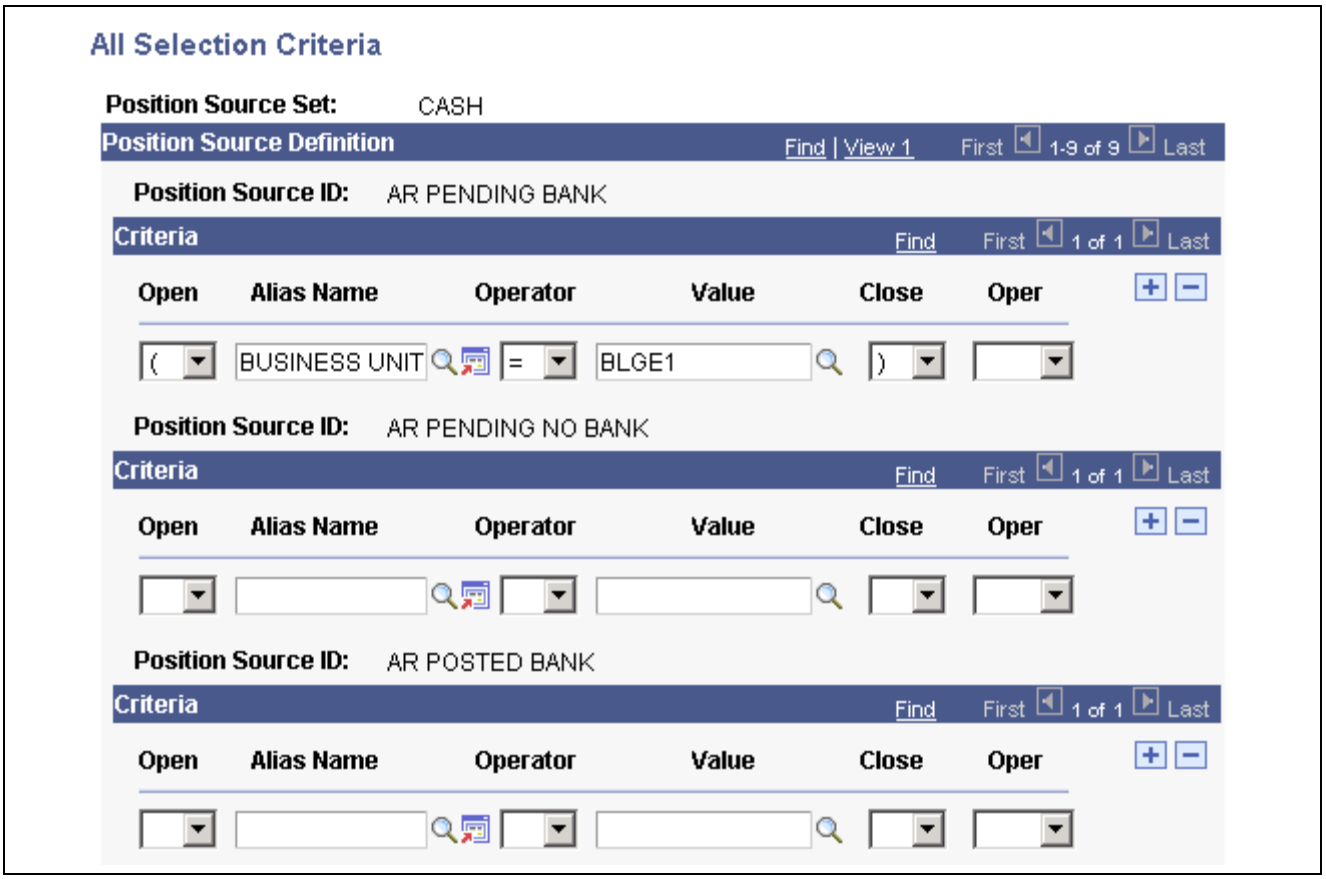


Node Properties - All Selection Criteria page

After you create SQL statements with selection criteria for position source IDs, use the Create Position SQL page to process the SQL statements for the tree.

**Open/Close** Select a character to open or close the statement.

**Operator** Select a mathematical operator, and specify the value for the alias name.

**Oper** (operand) Select a value when concatenating multiple SQL statements.

### See Also

Chapter 6, “Defining Cash Positions,” Creating Position SQL, page 65

## Defining Position Limits

Access the Position Limits page.

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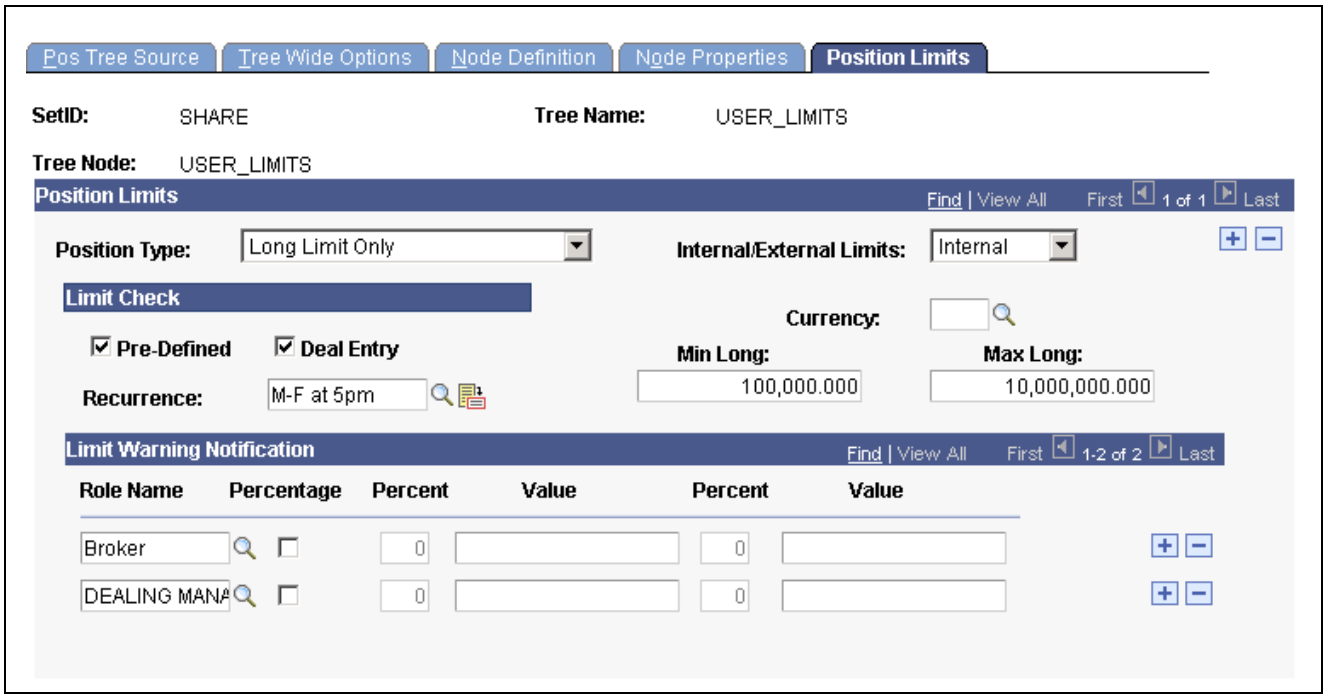

Position Limits page

**Position Type** Select from the following options:

*Long Limit Only:* Select this option if you want notification in conditions in which you have a long position. Specify values in the *Min* (minimum), *Max* (maximum), and *Long* fields.

*Short and Long Limit:* Select this option if you want notification in conditions in which you have either a short or a long position. Specify values in the Max Short and Max Long fields.

*Short Limit Only:* Select this option if you want notification in conditions in which you have a short position. Specify values in the *Min Short* and *Max Short* fields.

**Internal/External** Indicate whether the limit is determined by an *Internal* source or is imposed from an *External* source, such as a counterparty.

**Currency** Enter the long and short limit amounts for the defined currency.

## Limit Check

Use the Limit Check grid to indicate when these position limits are checked. You can select both Pre-Defined and Deal Entry.

**Pre-Defined** Select for position limits to be automatically checked, and define a value in the Recurrence field to check position limits at regular intervals.

**Deal Entry** Select to ensure that these position limits can be checked at deal entry (by clicking the Test Limits button on the Deal Detail page).


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### Limit Warning Notification

**Role Name** Select a role name to receive warning notification. Specify either a limit value or select the Percentage check box, and enter a limit percent that activates the warning notification.

### See Also

*PeopleSoft Enterprise Deal Management 9.0 PeopleBook*, "Defining Instrument Types and Instrument Templates"

*PeopleSoft Enterprise Risk Management 9.0 PeopleBook*, "Managing Position Limits"

## Creating Position SQL

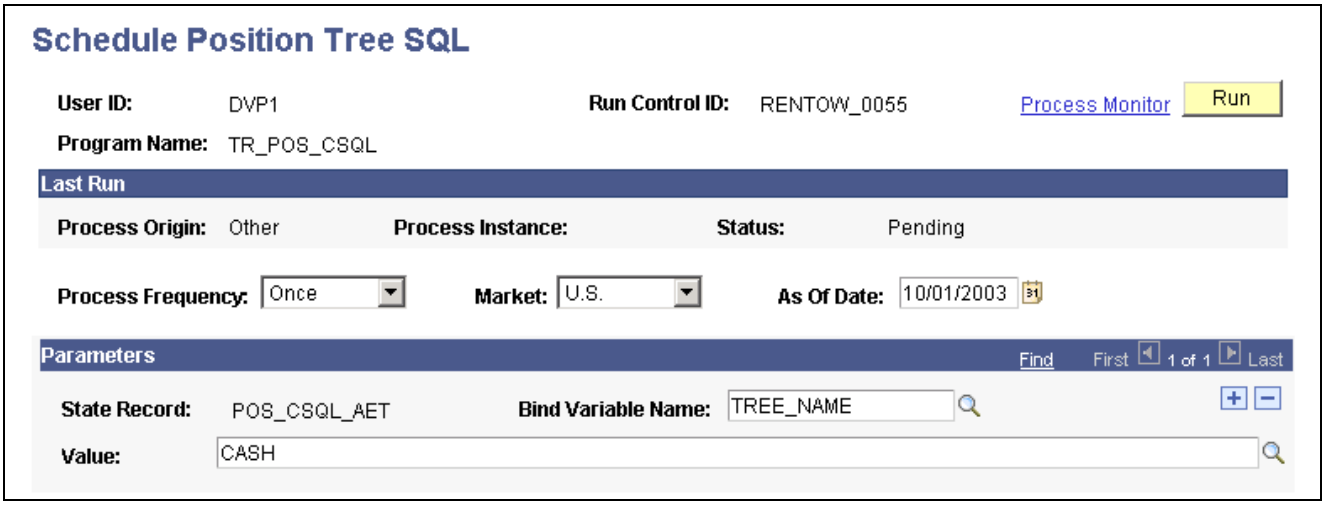
Access the Create Position SQL page.

**Create SQL** Click to generate the SQL for the tree. When the process finishes, a dialog box appears with the message Completed creating SQL.

**SQL Statement** Displays the SQL statement that the system generates for the node.

## Scheduling Position Tree SQL

Access the Schedule Position Tree SQL page.




Schedule Position Tree SQL page

**Bind Variable Name** In the Parameters grid is an Application Engine run control function that enables you to specify the variable for which you are setting the value. Select the bind variable name of TREE_NAME, and enter the specific tree name to be calculated in the Value field. You can add records and specify as many bind variable names as are pertinent to the job.

## Defining Time Buckets

Access the Define Time Buckets page.

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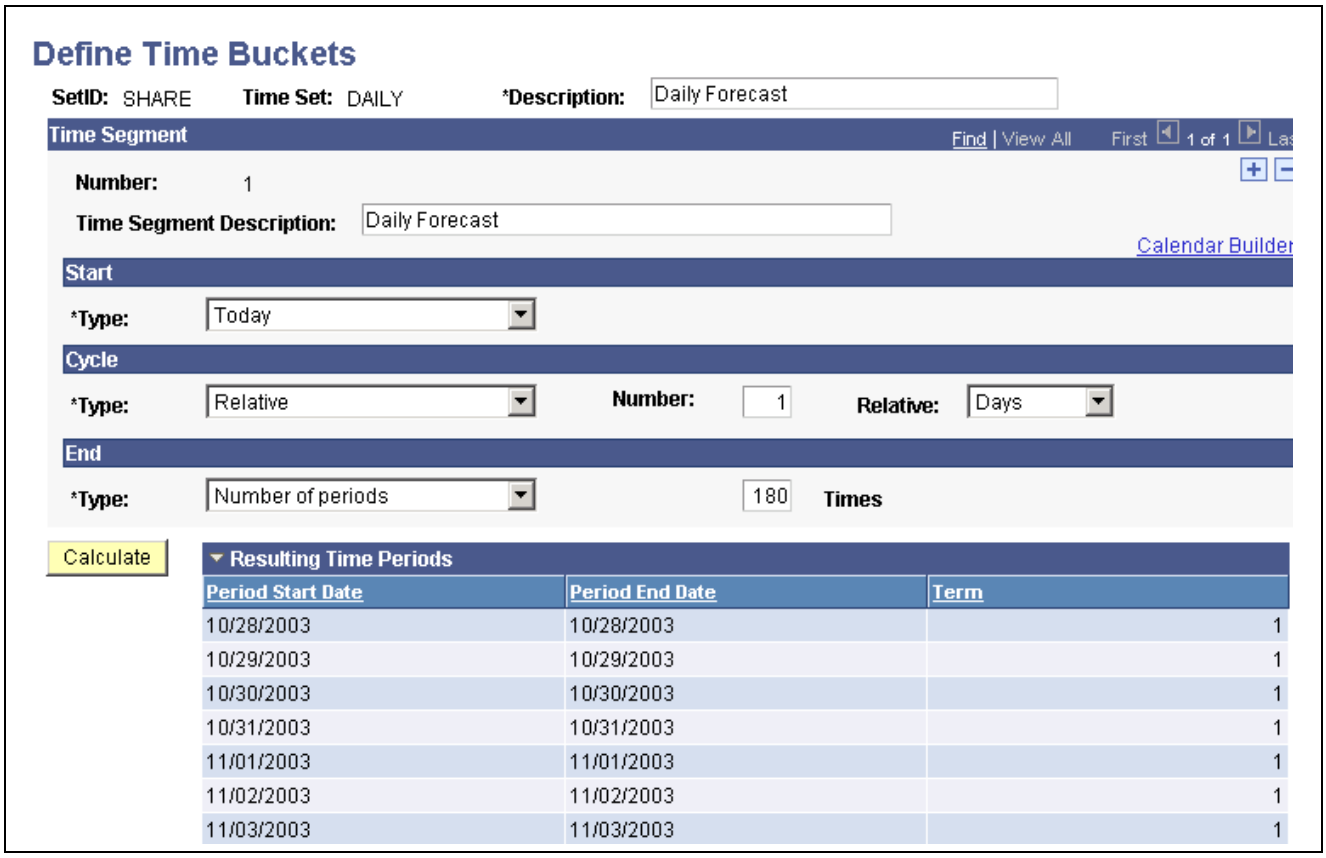

Define Time Buckets page

**Number** Indicates which sequential time segment you're modifying.

**Start** Select a start type to indicate how the system determines when a time segment starts. Values are:

*Defined by Period above:* Starts the current time segment when the prior time segment ends. You can't select this option for the first segment.

*Specific Date:* Starts the current time segment on a specific date. When you select this option, enter the date in Start Date.

*Specific Period:* Starts the current time segment on the first day of a specified period. When you select this option, select the calendar on which to base the period start.

*Today:* Starts the current time segment today. Select this value when you want the time span to be based on a current date. Every time the system calculates the time span, this is updated with the current date.

**Cycle** Select a cycle type to indicate the repetition frequency of a time segment. Values are:

*Relative:* Cycles the time segment a relative number of times. When you select this value, enter the number of times it repeats, and then enter the frequency of repetition in the Relative field. You can repeat this a number of days, months, or years. For example, suppose that you want this time segment to repeat daily for five days. Enter *5* in the Number field, and select *Days* in the Relative field.


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*Use Period Definitions:* Cycles the time segment based on the period definitions from a business calendar. When you select this value, select the calendar on which to base this frequency. For example, suppose that you want this time segment to cycle by quarters. Select a defined quarterly calendar in frequency.

**End** Use to control when a time segment ends. After completing the appropriate number of cycles, the following values are available to control the segment's end:

*End of Next Cycle:* Completes the time segment at the end of the next cycle. Select the calendar to use to determine the ending.

*End of Period:* Completes the time segment when the period that is defined by the selected calendar ends. Select the calendar to use to determine the ending period.

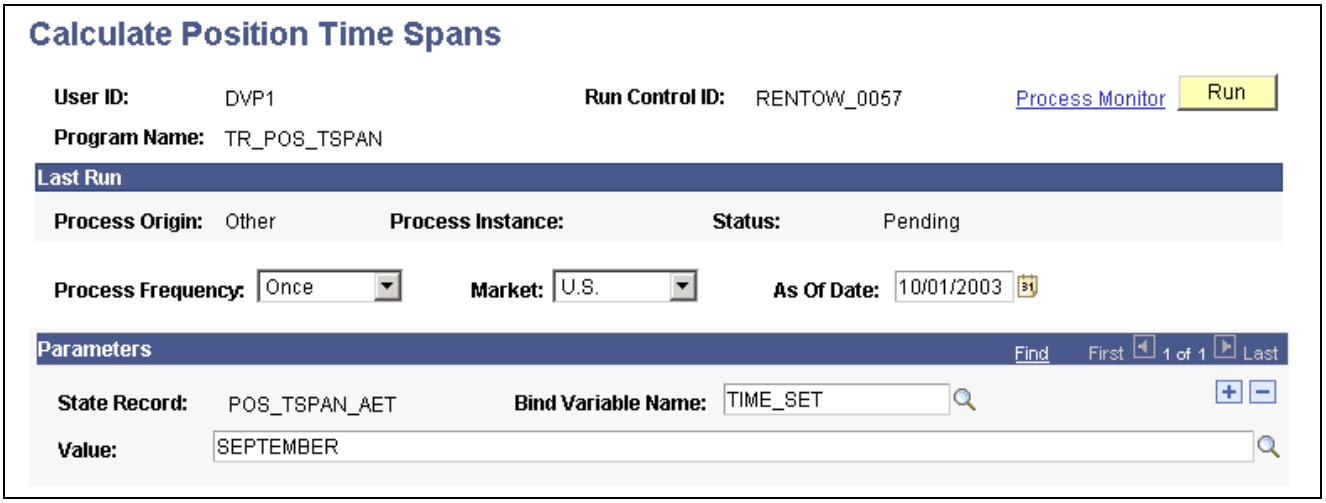
*End of Previous Cycle:* Completes the time segment when the prior cycle ends. Select the calendar to use to determine the ending period.

*Number of Periods:* Completes the time segment after repeating the cycle a given number of periods. Enter the number of times the period should cycle.

**Calculate** Click to generate the time span intervals. Your results appear in the Resulting Time Periods group box.

## Calculate Position Time Spans

Access the Calculate Position Time Spans page.




Calculate Position Time Spans page

**Bind Variable Name** The Parameters grid contains an application-engine, run-control function that enables you to specify the variable for which you are setting the value. Select the bind variable name of *Time Set,* and enter the specific time span to be calculated in the Value field. You can add records and specify as many bind variable names as are pertinent to the job.

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# Managing Position Worksheets

To define position forecasting rules, use the Position Forecasting Rules component (POS_FORECAST_RULES_GBL).

After you have created your position trees, use the Position Manager to generate the worksheet and manipulate the cash position data.

The Position Manager is based on trees that use the TR_CASH_POSITIONS structure. Trees provide a hierarchical structure and enable you to generate numbers that are not automatically captured. Many options are available for generating your worksheet. For example, you can:

- Forecast your position over a period of time or evaluate it for just one day.
- Base your position on a prior worksheet, adjusting the amounts by a specified factor, to estimate future cash positions.
- Calculate the position for an entire tree or for just a particular node of a tree.
- Step through the tree nodes that compose the worksheet, zooming into the detail transactions.

You can copy worksheets to compare actual totals to projected amounts using the copy and forecasting functionality. Actual cash position data that is calculated for a tree, can be copied forward and used for forecasting future cash positions using the parameters that are defined on the Position Forecasting Rules page.

**Note.** For each tree, only one worksheet can be stored for each calculation date. If you recalculate (using the same calculation date) a worksheet that was previously stored, the new worksheet overwrites the values of the first worksheet. The calculation date is set by the system when the worksheet is generated. You should print files for later comparison. You can generate an online, cash-position report using XML Publisher functionality.

This section provides an overview of methods for viewing cash position worksheets, lists common elements, and discusses how to:

- Generate position worksheets.
- Define Position Manager options.
- Create an ad hoc position worksheet.
- View Position Manager results.
- View transaction details by source.
- Create forecasting rules.
- Copy worksheets.
- Schedule Position Manager.
- Export worksheets with PS/nVision.

  **Note.** The method for exporting worksheets using PS/nVision is deprecated functionality in PeopleSoft 9 Treasury. A more robust method using XML Publisher is available from the Position Manager Options page.

- Load CPW data from an EnterpriseOne database

## Methods for Viewing Cash Position Worksheets

After a cash position worksheet (CPW) is generated, you can view it in several ways. These methods include:

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- Online— CPWs can be viewed on using the Position Manager Results page.
- Using PS/nVision to export the CPW to a Microsoft Excel® spreadsheet.
- Using Crystal reports. Oracle/PeopleSoft provides three preconfigured reports for analyzing CPW data.
- Using XML Publisher, you can generate CPW reports in PDF, HTML, RTF, and XLS file formats.

  Use the RTF template to generate the CPW using XML Publisher.

See *Enterprise PeopleTools 8.48 PeopleBook: XML Publisher for PeopleSoft Enterprise*

## Common Elements Used in This Section

**Calculation Preferences** Specify a predefined, calculation-preferences sheet (Position Manager Options) to calculate your cash position.

****Other**** The Other node is created during CPW generation to balance node amount discrepancies resulting from such things as foreign exchange rates, non-recursive node modes, and so forth. When viewing CPWs using XML Publisher, only one, general **Other** node is created that displays the total sum of all Other nodes regardless of their position in the tree hierarchy.

**Position** Controls which portion of the tree the system uses when calculating the worksheet. Typically you generate the worksheet from the root node, therefore, the system automatically uses the top level or root node of the tree. If you want to calculate a worksheet for a particular node, however, enter that node here.

**Worksheet** Select the tree to use as the basis of your worksheet.

## Pages Used to Manage Position Worksheets

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Position Manager | POS_IMPCT_MGR | Cash Management, Cash Position, Position Manager | Administer your worksheets from a central location. |
| Position Manager Options | POS_IMPCT_OPT_PNL | Click the Edit icon on the Position Manager page. | Define the options for the Position Manager. |
| Ad-Hoc Position Worksheet | POS_IMPCT_OPT_PNL | Click Create an Ad Hoc Worksheet on the Position Manager page. | Set up ad hoc positions to generate a current, one-time, cash position worksheet. Unlike cash position worksheets that are generated using options that are defined on the Position Manager Options page, the calculation preferences and results of the ad hoc worksheet are not saved. |

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| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Position Manager Results | POS_IMPCT_RSLT_PNL | Click Calculate on the Ad-Hoc Position Worksheet page. | Display the results of the calculation on the Position Manager page. This page appears automatically when you calculate your cash position from the Position Manager page. |
| Position by Source | POS_IMPCT_RSLT_DT1 | Click Drill to Detail on the Position Manager Results page. | View the source transactions for the node. |
| Position Forecasting Rules | POS_FORECAST_RULES | Cash Management, Administer Cash, Position Forecasting Rules | Set up rules for forecasting. |
| Copy/Apply Forecasting Rules | POS_HIST_FORECAST | Click Copy on the Position Manager Results page. | Generate a copy of a worksheet. To create projected forecasts or modify cash flow amounts, you must create a worksheet copy. |
| Schedule Position Manager | TR_POS_RUNCNTL | Cash Management, Cash Position, Schedule Position Manager | Run the Cash Position/Position Monitor Application Engine process (TR_POS_TOTAL) to schedule the Position Manager to run at specified times. |
| Position Report Periods | POS_REPORT_PNL | Cash Management, Cash Position, Position Report Periods | Use PS/nVision to generate a Microsoft Excel file of Position Manager.<br><br>See *Enterprise PeopleTools 8.48 PeopleBook: PS/nVision* |
| Position Manager Data Load | TR_AE_RUNCNTL | Cash Management, Cash Position, Position Manager Data Load | Run the application engine to load the external data from the EnterpriseOne database using the JDBJ API. Run this process only if your system is set up to generate a CPW from data that is imported from an EnterpriseOne database.<br><br>See *PeopleSoft EnterpriseOne 8.12 Application Integrations with PeopleSoft Enterprise Applications, "Using the PeopleSoft Enterprise Treasury with PeopleSoft EnterpriseOne General Accounting Integration"* |

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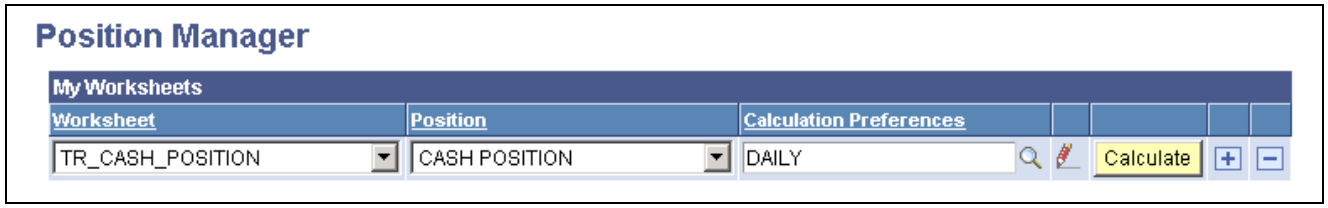
# Generate Position Worksheets

Access the Position Manager page.




Position Manager page

| | |
|---|---|
| | Click Edit to access the Position Manager Options page and define options and limitations for working with your positions. |
| **Calculate** | Click to generate position results for the specified worksheet, position, and calculation preferences. |

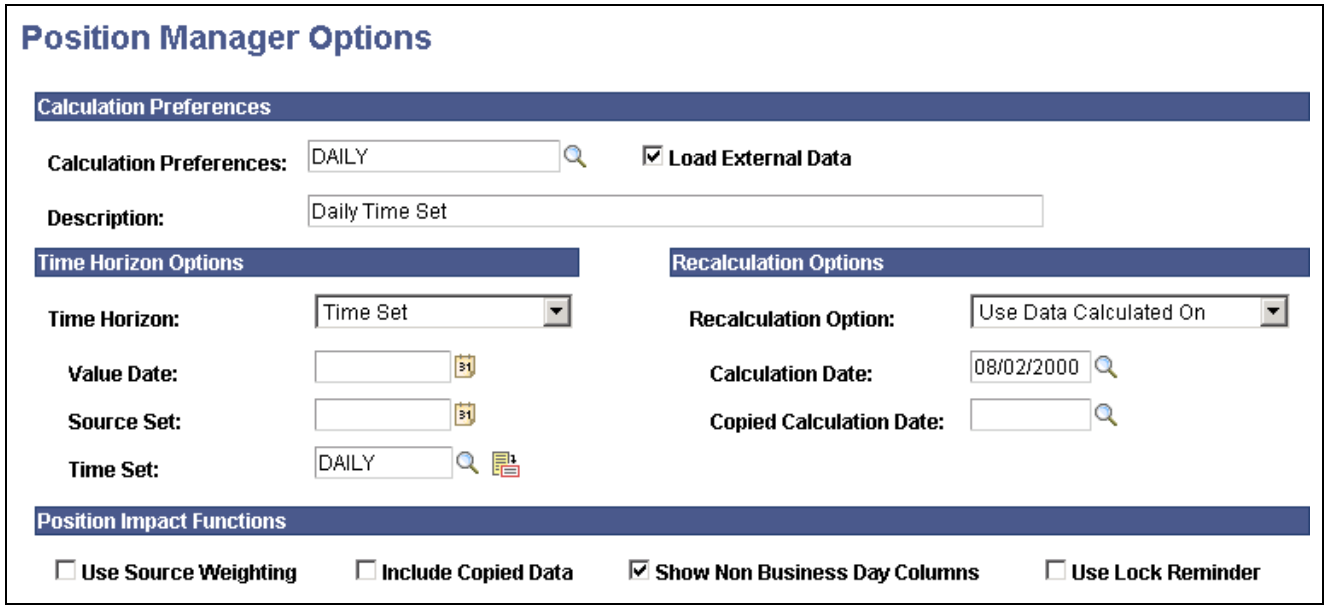
**Note.** Poor performance while you are generating the CPW might be rectified through modifications that affect how the position sources data is accessed.

## See Also

Chapter 6, "Defining Cash Positions," Defining Position Sources, page 57

# Defining Position Manager Options

Access the Position Manager Options page.




Position Manager Options page (top)

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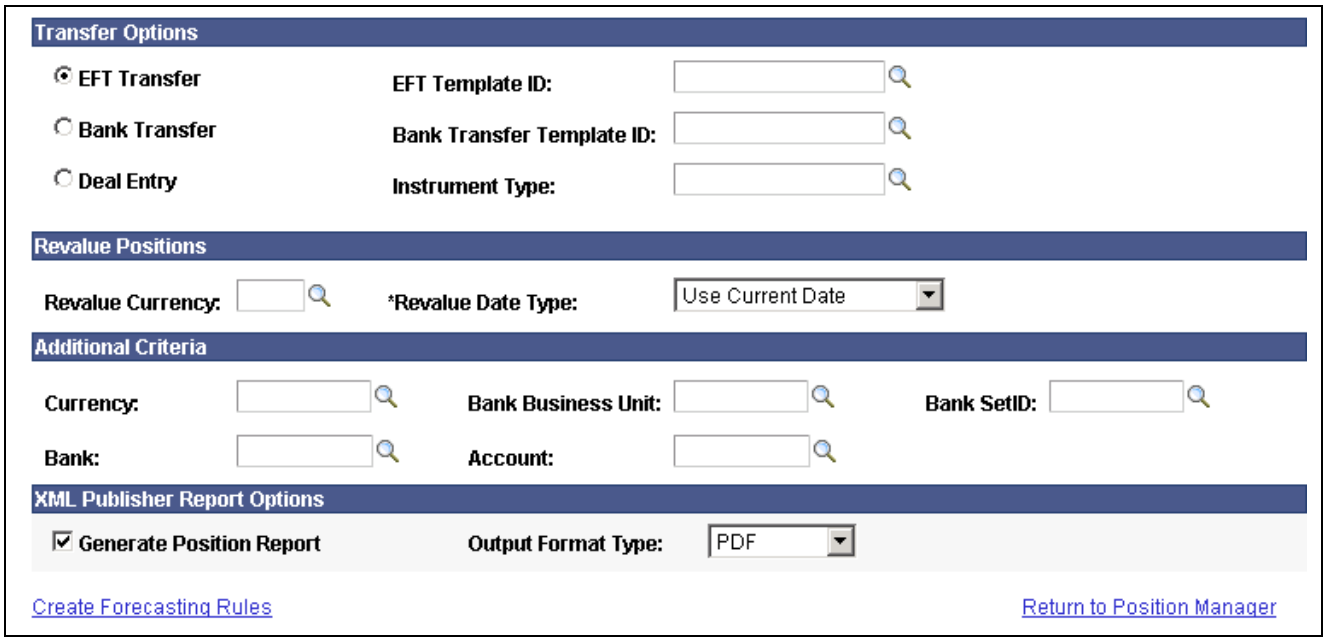


Position Manager Options page (bottom)

**Load External Data** Select to generate the CPW from data that is imported from the EnterpriseOne General Accounting tables.

See *PeopleSoft EnterpriseOne 8.12 Application Integrations with PeopleSoft Enterprise Applications, "Using the PeopleSoft Enterprise Treasury with PeopleSoft EnterpriseOne General Accounting Integration," Retrieving Data from PeopleSoft EnterpriseOne for the PeopleSoft Enterprise Cash Position Worksheet*

## Time Horizon

Indicate how to group the position totals over time. The time spans must be calculated before you generate the worksheet.

**Value Date** To generate a worksheet with totals for a single day, select and enter the date.

**Source Set** Similar to a value date, but you can compare two similar tree structures. Source sets enable you to combine multiple tree structures into a single tree, for example, where actual versus projected positions have slightly different selection criteria.

**Time Set** To create the position totals over a period of time, select the particular time set from the list of values. This option enables you to generate totals that range over a period of time that is segmented, for example, by the cycles that are defined in your business calendars, such as daily for a month, then quarterly for six months, and then yearly for two years.

Click to access and edit the Position Time Spans page to define time spans.

## Recalculation Option

**Recalculation Option** Select from the following options to indicate how to calculate the worksheet:


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- *Recalculate Current Position:* Generates totals for the node selected in position and any child nodes beneath it.
- *Recalculate Entire Worksheet:* Generates totals for the complete tree, regardless of the node selected in position.
- *Use Data Calculated On:* Displays totals that were generated on an earlier date. If you select this value, enter the date in the adjacent field. This loads an existing worksheet. For example, you can use this option to load a prior worksheet, using it as the basis for a future forecast.
- *View Copied Data:* Enables you to view copied worksheets.

### Position Impact Functions

Select any combination of the following options:

**Use Source Weighting** Select to use weighting values that you set on the Position Forecasting Rules page or the Copy/Apply Forecasting Rules page.

**Include Copied Data** Select to include data from the most recent Copy/Apply Forecasting Rules page.

**Show Non Business Day Columns** Select to view data columns for regular nonbusiness days (for example, Saturday and Sunday) and holidays.

**Use Lock Reminder** Select this check box if you are doing intraday reporting and cash position analysis (or intraday cash position analysis). If this check box is selected, the system prompts you with a reminder message on the Position Manager page when you click theReturn to Position Manager link.

### Transfer Options

Select a transfer option and specify a corresponding template to use on the Funds Transfer page, which is accessible from the Position Results page.

### Revalue Positions

**Revalue Currency** Select a different currency in which to calculate the worksheet, other than the system currency.

**Revalue Date Type** Select one of the following values:

*Use Current Date:* The system uses the current system date to calculate the worksheet.

*Use Calculation Date:* The system uses the as of date that is specified in the *Use Data Calculated On* value to calculate the worksheet.

### Additional Criteria

To get an additional layer of flexibility, you can specify criteria to further limit which amounts are included in the Position Manager, either a particular currency or bank information.

---

**Note.** To view a worksheet that was calculated with additional criteria, you must specify the same criteria when you select the *Use Data Calculated On* value to display the worksheet.

---

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### XML Publisher Report Options

**Generate Position Report** Select to automatically generate a cash-position report using XML Publisher each time the cash position is calculated.

**Output Format Type** Select a format for viewing and printing the cash-position report. Options are:

- *HTML:* Report can be viewed in a Web browser.
- *PDF:* Report will appear online when you usei the Adobe Reader®. This is the recommended method for viewing the cash-position report online.
- *RTF:* Report can be viewed in Microsoft® Word.
- *XLS:* Report can be viewed in Microsoft Excel®.

**Note.** You must select an output format type even if Generate Position Report is not selected. This enables you to generate a report manually at your discretion from the Position Manager Results page.

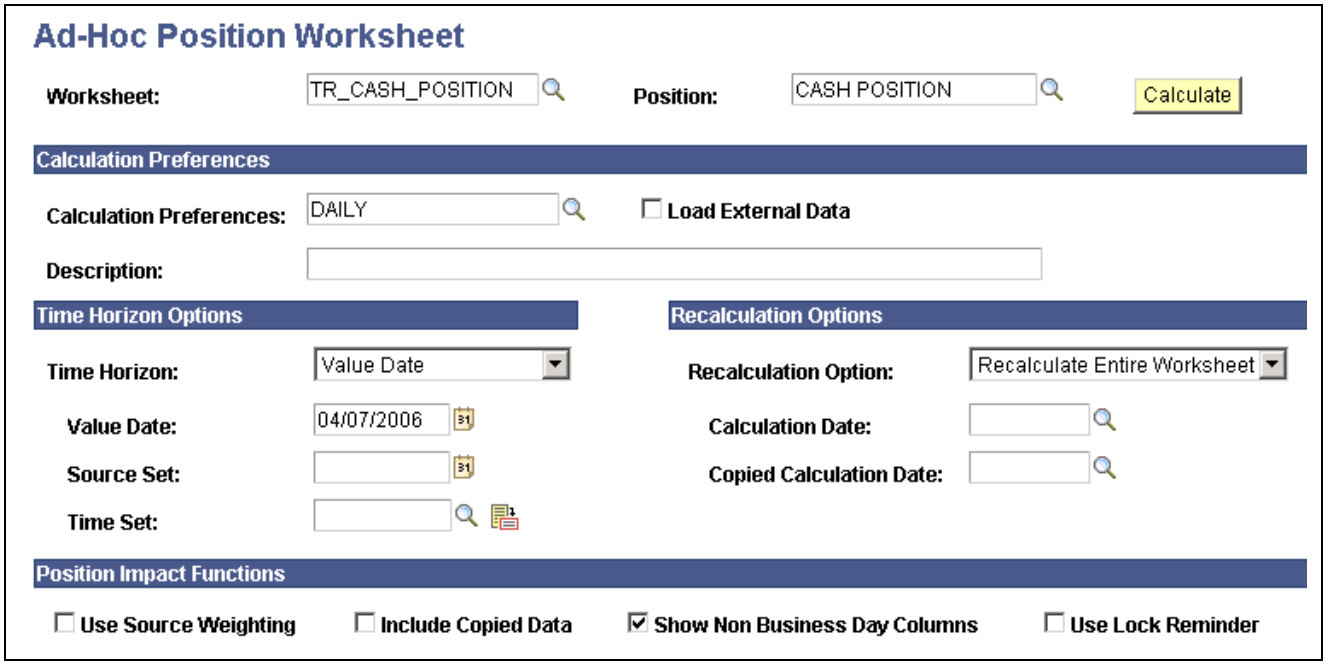
### See Also

Chapter 6, "Defining Cash Positions," Defining Time Buckets, page 65

*Enterprise PeopleTools 8.48 PeopleBook: XML Publisher for PeopleSoft Enterprise*

## Creating an Ad Hoc Position Worksheet

Access the Ad-Hoc Position Worksheet page.




Ad-Hoc Position Worksheet page (top)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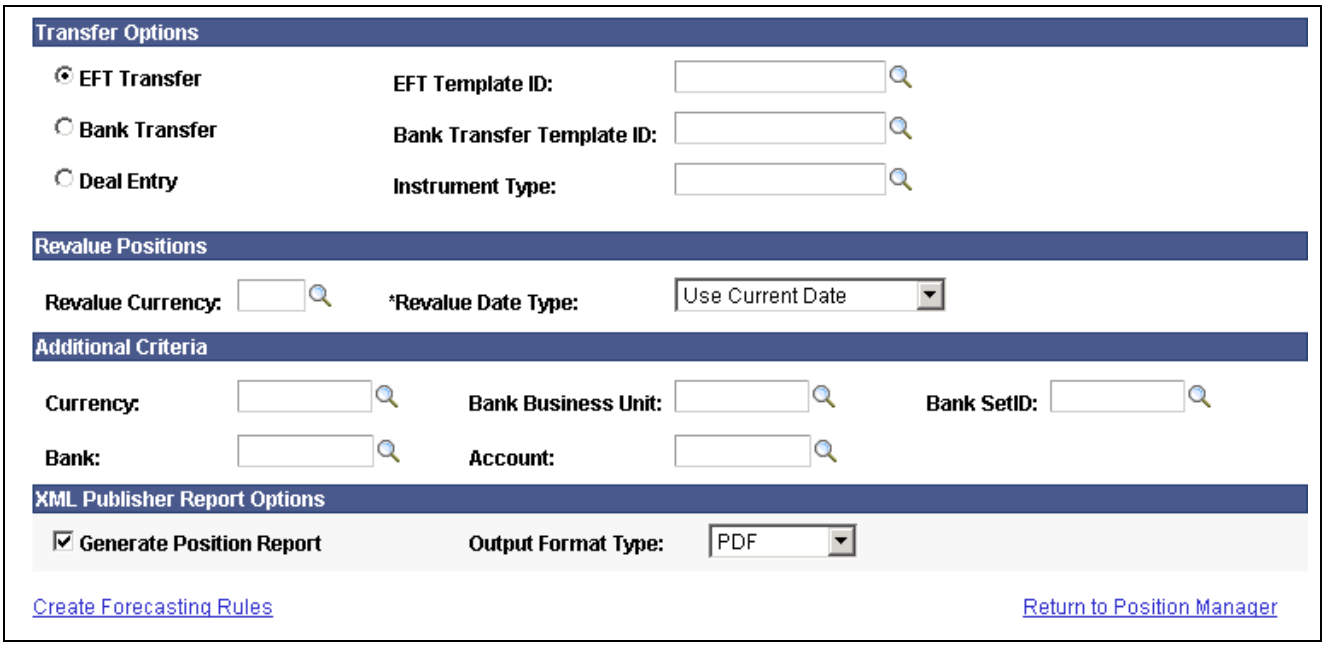



Ad-Hoc Position Worksheet page (bottom)

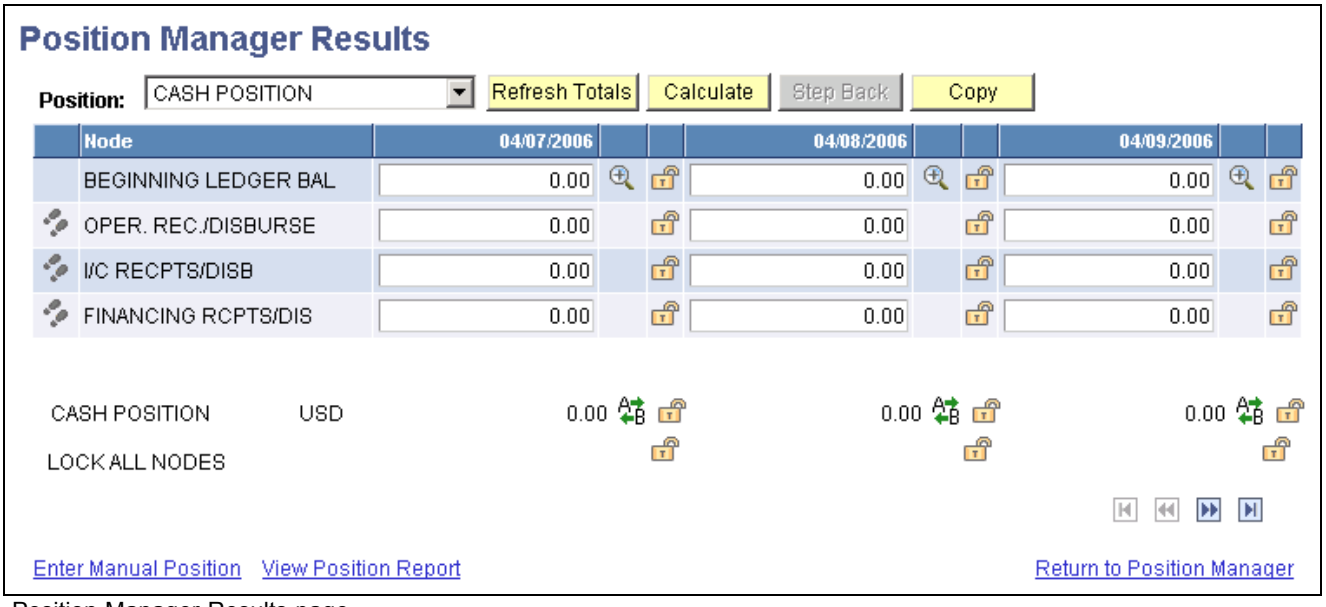
The Ad-Hoc Position Worksheet page contains functionality that is similar to that of the Position Manager Options page, with the addition of theWorksheet andPosition fields and the Calculate button.

### See Also

Chapter 6, “Defining Cash Positions,” Defining Position Manager Options, page 71

## Viewing Position Manager Results

Access the Position Manager Results page




Position Manager Results page

The cash position calculation is run from the position manager page. When the calculation of the worksheet is complete, the results appear automatically.

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**Note.** The amounts displayed are in the base currency that was specified for the source tree unless another currency was selected in the Revalue Currency field on the Position Manager Options page. In such cases, the amounts will be displayed in the currency selected there and revalued based on the defined exchange rate. All entries must be of a currency for which an exchange rate has been established; otherwise, they will not be included in the generation of the CPW. Exchange rates are set on the Market Rates page.

When manually entering new amounts on this page, the system assumes the values entered are in the base currency of the tree, not in the revalued currency. Manually entering new amounts in the revalued currency and clicking Refresh Totals will generate unexpected, and possibly erroneous, new totals.

See Chapter 2, "Defining Cash Management Processing Options," Defining Market Rates, page 14.

**Position** Indicates the node that you're viewing.

**Refresh Totals** Click to recalculate column totals.

**Calculate** Recalculates the cash position based on your defined calculation options. If you edit a node amount and do not save and lock the edited field, clicking Calculate returns the worksheet to its original state.

**Step Back** You can drill down into node detail and step back up to overall node data. See the "Navigating Tree Nodes" section.

**Copy** Click to access the Copy/Apply Forecasting Rules page to use a forecasting function.

The rest of the page displays the worksheet, with the amounts broken down by the time set's periods. Each period is listed, along with its start and end date.

If the row is a detail node, that is, if it has no subordinate (child) nodes, click the Drill to Detail button to view the source transactions for the node.

Click the Transfer button to access the Funds Transfer page.

Click the Lock button to lock the value, which you would enter on an ad hoc basis. To see your new updated totals, save the worksheet and click the Calculate button to refresh the data.

To enable locking, open the tree in Tree Manager and select the Allow Manual Updates check box. If a node is locked, the value does not change if the tree is recalculated. It stays as it is until it is unlocked.

Click the Unlock button to unlock the value and edit the cell. The next time that you recalculate the worksheet, the system enters this number from system data.

**Scroll Left** and **Scroll Right** Click to navigate the worksheet's time periods.

**Enter Manual Position** Click to apply tree functionality to ad hoc data.

**View Position Report** Click to generate a cash position report using XML Publisher.

## Navigating Tree Nodes

Each row of the worksheet represents a child node of the position that is listed.


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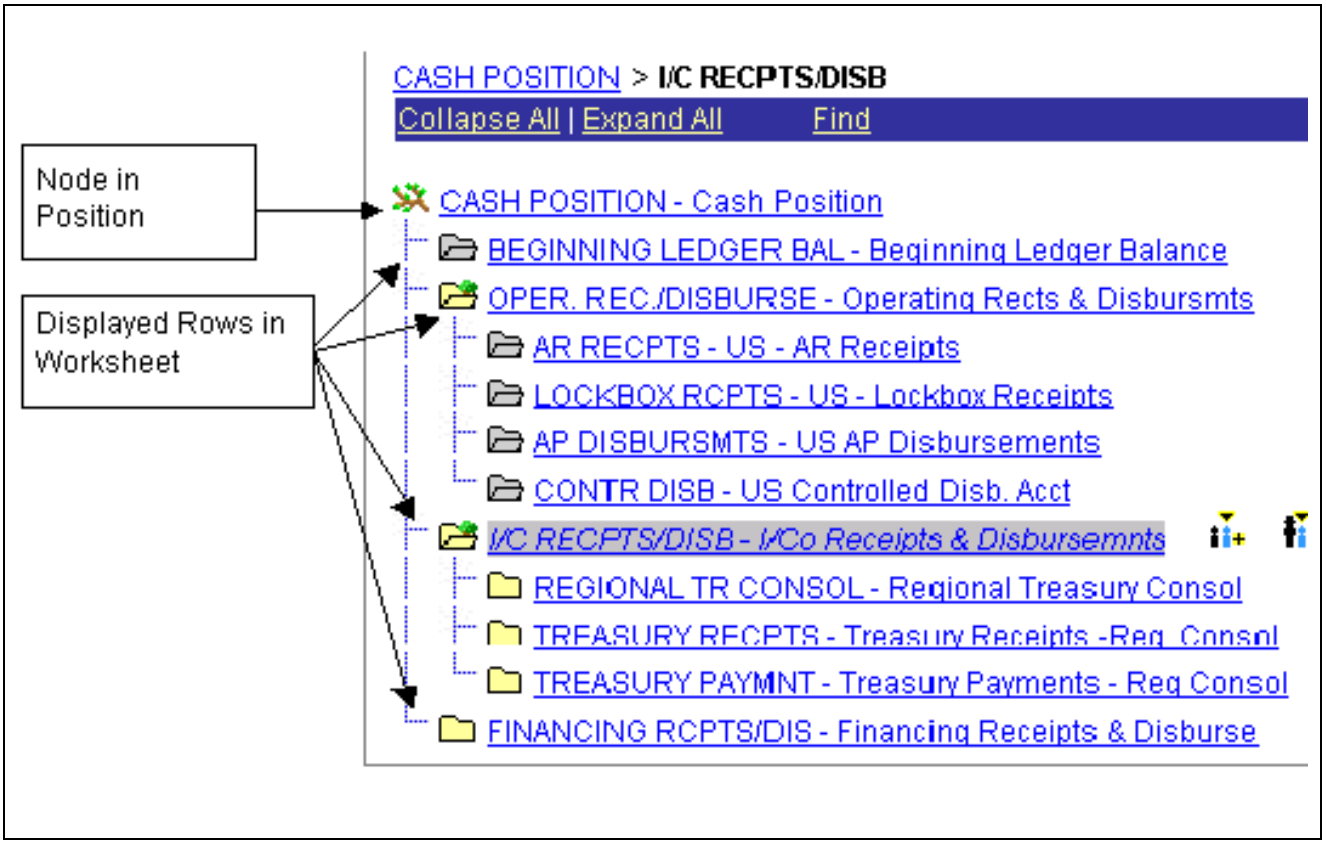
- If a row contains additional nodes beneath it, you can navigate down the tree to those child nodes by clicking the Next Step button. The Position field is updated to indicate the current node.
- To navigate back up to the prior level, click the Step Back button.

The worksheet displays only the nodes at the next immediate level below the position node. As shown in the following diagram, when the position node is *CASH POSITION,* you see only the nodes at the next immediate level; you see the four children of that node. To see the worksheet that is composed of the rows AR RECPTS, LOCKBOX RCPTS, AP DISBURSMTS, and CONTR DISB, change the position node to *OPER. REC./DISBURSE.*




Viewing children of a position node

### See Also

Chapter 6, “Defining Cash Positions,” Creating Forecasting Rules, page 78

Chapter 6, “Defining Cash Positions,” Copying Worksheets, page 78

Chapter 6, “Defining Cash Positions,” Creating Position Worksheet Data Manually, page 85

## Viewing Transaction Details by Source

Access the Position by Source page.

**Position Source ID** Enter search parameters to view position source transactions for a specified period. Select a position source ID and period, and then click the Search button.

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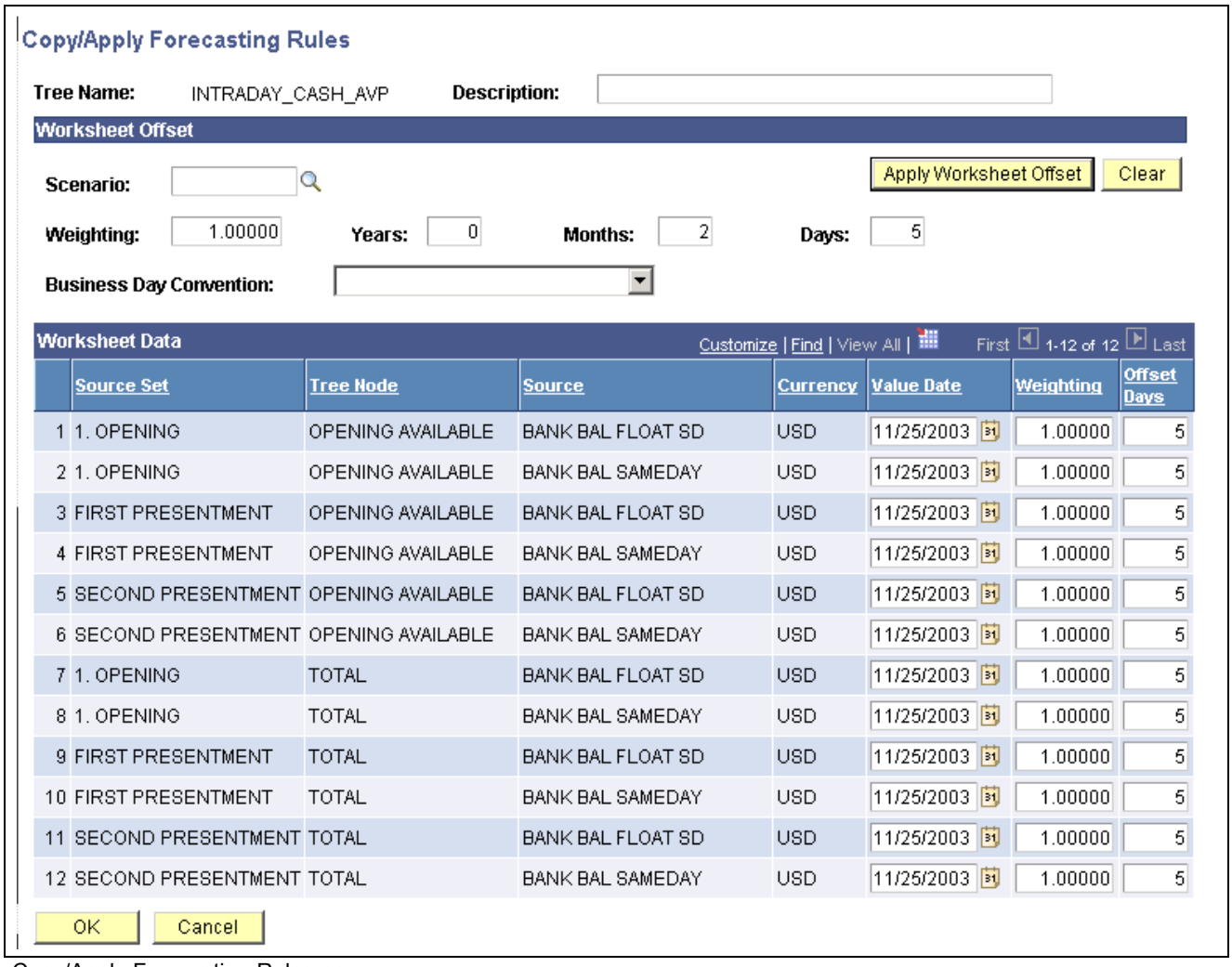
# Creating Forecasting Rules

Access the Position Forecasting Rules page.

You can create forecasting rules that apply to three variables: business day convention, increasing/decreasing by a factor, or shifting days. A forecasting rule would apply at the tree level. In addition, you can refine these variables at the node or source level.

# Copying Worksheets

Access the Copy/Apply Forecasting Rules page.



Copy/Apply Forecasting Rules page

## Worksheet Offset

Specify the search parameters to return data for the Worksheet Data region.

**Business Day Convention** Select the convention that applies to your scenario, and then enter the number of years, months, and days that you want to extend your worksheet. These numbers can be positive or negative, generating future or historical worksheets.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**Apply Worksheet Offset** Click to populate fields in the Worksheet Data region automatically with parameters that are specified in the Worksheet Offset group box.

**Clear** Click to clear your applied worksheet offsets, and repopulate the Worksheet Data region with the original information.

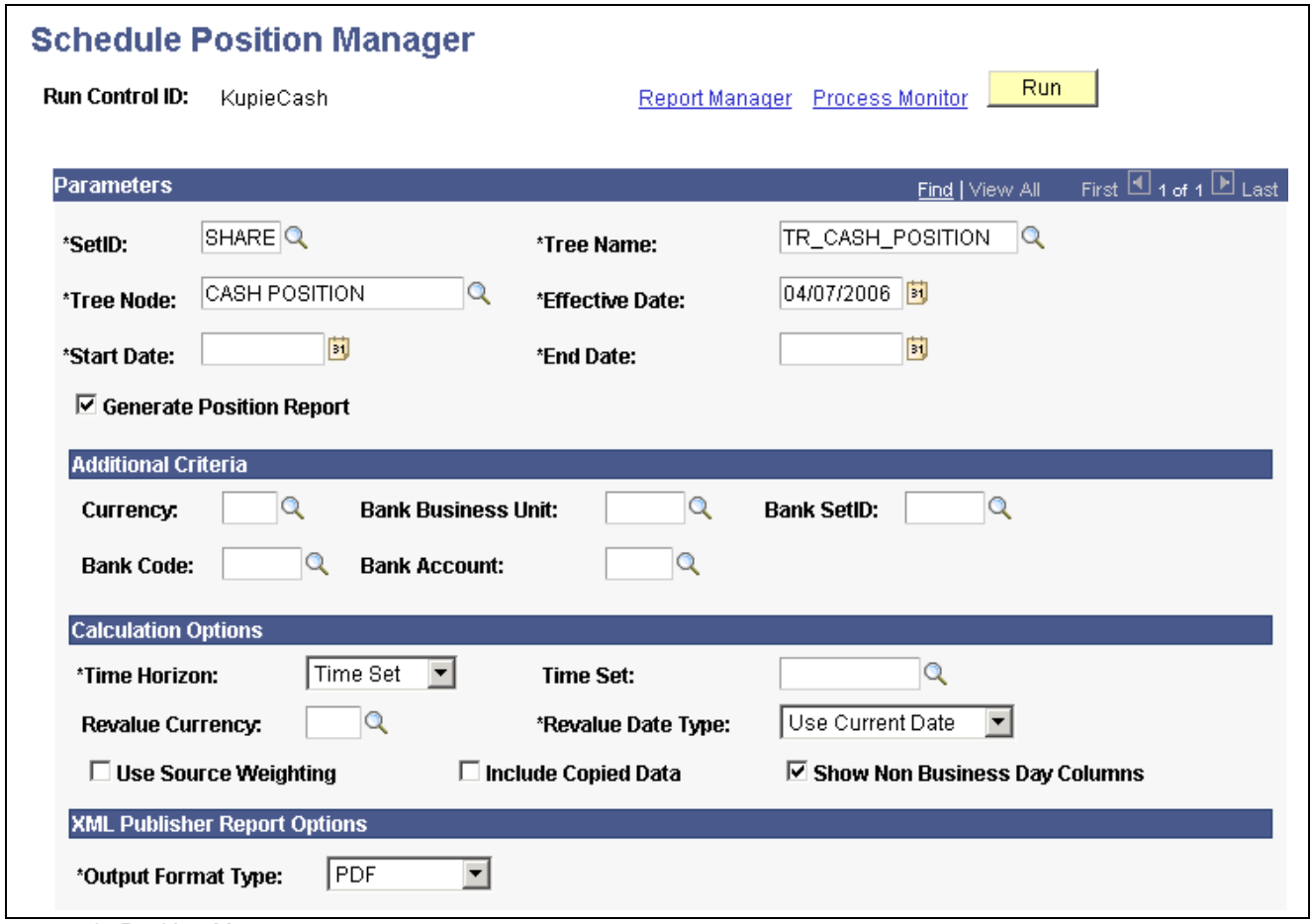
**OK** Click to save your worksheet changes and return to the Position Manager Results page.

This button is unavailable until you enter worksheet offset information and click the Apply Worksheet Offset button.

**Note.** The system retains only one historic worksheet per calculated date.

## Scheduling Position Manager

Access the Schedule Position Manager page.




Schedule Position Manager page

Refer to the documentation of the Position Manager Options page for the descriptions of fields on this page.

See Chapter 6, "Defining Cash Positions," Defining Position Manager Options, page 71.

**Generate Position Report** Select to generate a cash position report using XML Publisher.

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### XML Publisher Report Options

**Output Format Type** Select a format for viewing and printing the cash-position report. Options are:

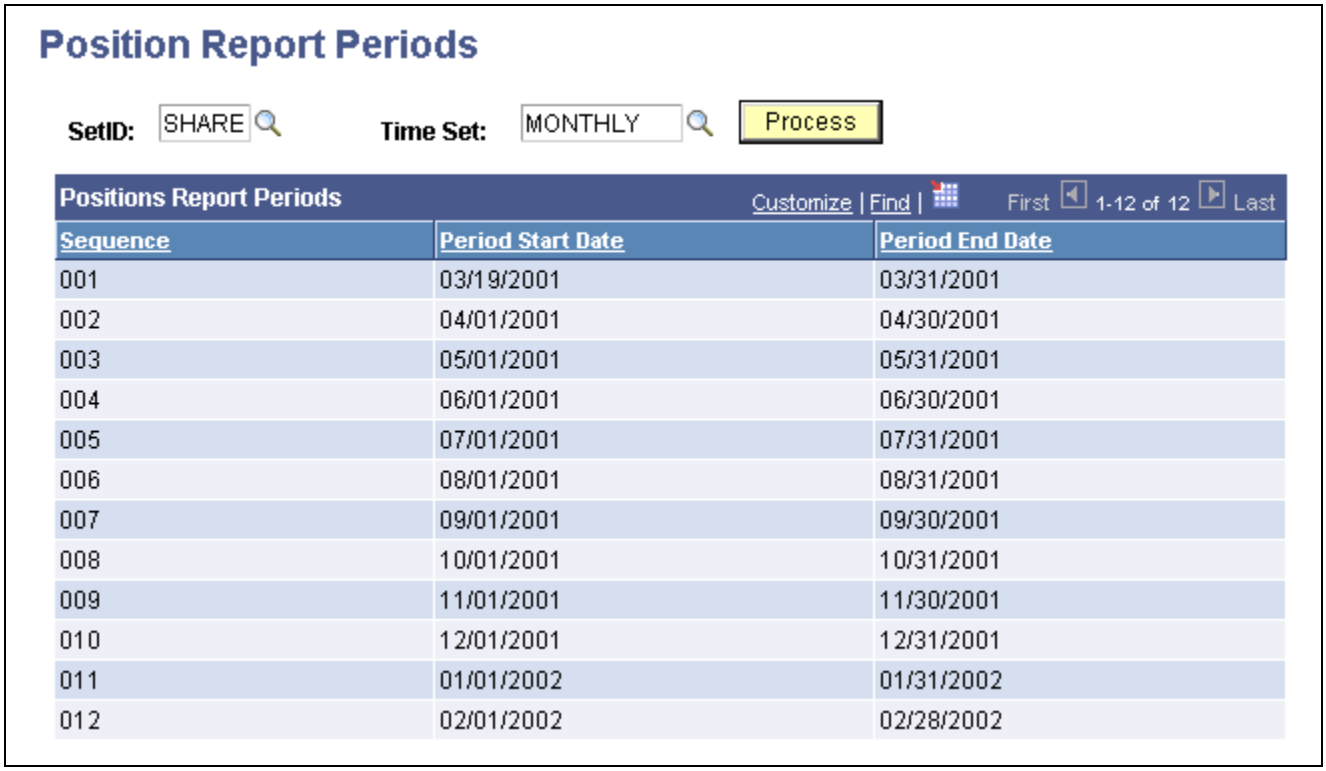
- *HTML:* The report can be viewed in a Web browser.
- *PDF:* The report will appear online using the Adobe Reader®. This is the recommended method for viewing the cash-position report online.
- *RTF:* The report can be viewed in Microsoft® Word.
- *XLS:* The report can be viewed in Microsoft Excel®.

### See Also

*Enterprise PeopleTools 8.48 PeopleBook: XML Publisher for PeopleSoft Enterprise*

## Exporting the Worksheet with PS/nVision

Access the Position Report Periods page.




Position Report Periods page

Oracle/PeopleSoft provides a PS/nVision layout with which you can generate a Microsoft Excel™ file for your Position Manager. The layout uses the TR_CASH_POSITION tree to create the file. The PS/nVision layout must be configured to create a spreadsheet that is based on a different tree.

**Time Set** Select the length of time for each period. The field options are created on the Define Time Buckets page. The delivered options are:

- *Daily*
- *Monthly*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- *Rolling*
- *Rolling-1*
- *Rolling-2*

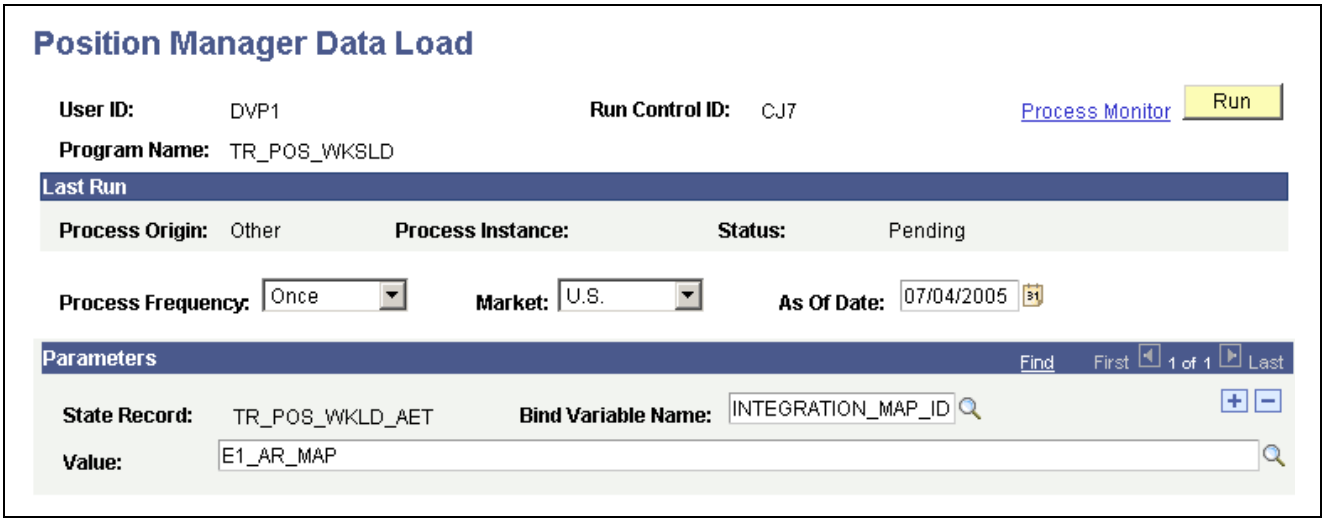
See Chapter 6, "Defining Cash Positions," Defining Time Buckets, page 65.

**Process** Before you use PS/nVision, you must create the time periods for the report. Click to generate the report periods that are used by PS/nVision. The system updates the page and displays the periods.

See *Enterprise PeopleTools 8.48 PeopleBook: PS/nVision*

# Loading CPW Data from an EnterpriseOne Database

Access the Position Manager Data Load page.




Position Manager Data Load page

Run the Position Manager Data Load Application Engine process (TR_POS_WKSLD), which loads the CPW data tables with data from the EnterpriseOne database that is specified on the Installation Options - Treasury page. The Application Engine requires passing the name of the integration map ID to use for importing the data. The map ID is set using the Bind Variable Name field. This process allows for importing the data prior to generating the worksheet. An option is available to reimport the data just before the worksheet is generated.

**Bind Variable Name** Select the bind variable that identifies the integration map ID that is used to determine which data to retrieve. Oracle/PeopleSoft delivers the INTEGRATION_MAP_ID as the default setting.

**Value** Enter the value of the bind variable for the particular run of the process that you define on the Position Manager Field Map page. Oracle/ PeopleSoft delivers the E1_AR_MAP and the E1_AR_MAP integration maps preconfigured for the CPW integration process.

See *PeopleSoft EnterpriseOne 8.12 Application Integrations with PeopleSoft Enterprise Applications , "Setting Up the Treasury Integration in the PeopleSoft Enterprise Database," Setting Up the Cash Position Worksheet Integration*

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### See Also

Chapter 6, "Defining Cash Positions," Defining Position Sources, page 57

# Creating Intraday Bank Reporting Worksheets

This section provides an overview of intraday bank reporting and cash positions, lists prerequisites, and discusses how to calculate intraday cash position reporting worksheets.

## Understanding Intraday Bank Reporting and Cash Positions

Intraday reporting and cash position functionality that are included with Cash Management enable you to monitor your organization's cash position several times in a day. You can establish three cash positions (10 a.m., 2 p.m., and 4 p.m.). You then monitor each position's progress during the day by importing updated same bank statement information, making changes, and locking down your cash positions as required.

To help you with intraday bank reporting and cash positions, we have added a tree (INTRADAY_CASH_POS) to the Tree Manager sample data, a worksheet (INTRADAY_CASH_POS), and two node (INTRADAY_INFLOWS and INTRADAY_OUTFLOWS) to the Position Manager page.

The INTRADAY_CASH_POS tree includes the following five nodes:

- Bank Balance.
- Intraday Outflows.
- Intraday Inflows.
- Treasury Cash flows.
- Target Balance.

The INTRADAY_CASH_POS worksheet corresponds to the INTRADAY_CASH_POS tree and is preconfigured with three source sets for 10 a.m., 2 p.m., and 4 p.m. The INTRADAY_INFLOWS and INTRADAY_OUTFLOWS positions are associated with their corresponding tree node. When you select one of these positions to calculate the worksheet, the system derives information from the sources that are specified for that node. You can then track the intraday activity through the position worksheet calculations.

During the course of a day, you use the Load Electronic Statements feature to load the same-day bank statement table with updated information. Using the worksheet's lock feature, you can store any position with its existing current information. When the worksheet is recalculated, existing data in any open unlocked position is overwritten with the updated bank information. For example, you can load the updated bank statement information and lock the positions in this manner:

- Perform the initial daily load of the bank statement table at 10 a.m., and lock the 10 a.m. position.
- Reload the bank statement table at 2 p.m. (the system recalculates the 2 p.m. and 4 p.m. positions), and lock the 2 p.m. position.
- Perform the final load of the bank statement table at 4 p.m. (the system recalculates the 4 p.m. position), and lock the 4 p.m. position.

You can lock any one position and have the other positions appear as unlocked. You can also use one position as the final position for the day, either the current locked position or the last position for the day (the 4 p.m. position).

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## Prerequisites

Before creating position worksheets, you should reconcile bank transactions and review same-day bank balance information to identify your true cash flow.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Reconciling Statements"

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Receiving and Updating Bank Statements," Updating Current Day Bank Statements

## Pages Used to Create Intraday Bank Reporting Worksheets

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Current Day Balances | BANK_SDBAL_ENTRY | Banking, Bank Statements, Enter Current Day Statements | Review same-day bank balance information that is automatically imported into the system, prior to being used in the intraday cash position worksheet. |
| Enter Current Day Transactions | BANK_SDSTMT_ENTRY | Banking, Bank Statements, Enter Current Day Statements<br>Select the Current Day Transactions tab. | Review same-day bank transaction information that is automatically imported into the system, prior to being used in the intraday cash position worksheet. |
| Position Manager | POS_IMPCT_MGR | Cash Management, Cash Position, Position Manager | Administer your worksheets from a central location. |
| Position Manager Options | POS_IMPCT_OPT_PNL | Click Edit on the Position Manager page. | Set up the options for the Position Manager. |
| Ad-Hoc Position Worksheet | POS_IMPCT_OPT_PNL | Click Create an Ad Hoc Worksheet on the Position Manager page. | Set up ad hoc positions. |
| Position Manager Results | POS_IMPCT_RSLT_PNL | Click Calculate on the Ad-Hoc Position Worksheet page. | Display the results of the calculation on the Position Manager page. This page appears automatically after the calculation is complete. |
| Position by Source | POS_IMPCT_RSLT_DT1 | Click Drill to Detail on the Position Manager Results page. | View the source transactions for the node. |
| Position Forecasting Rules | POS_FORECAST_RULES | Cash Management, Administer Cash, Position Forecasting Rules | Set up rules for forecasting. |

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| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Copy/Apply Forecasting Rules | POS_HIST_FORECAST | Click Copy on the Position Manager Results page. | Generate a copy of a worksheet. To create projected forecasts or modify cash flow amounts, you must create a worksheet copy. |
| Schedule Position Manager | TR_POS_RUNCNTL | Cash Management, Cash Position, Schedule Position Manager | Run the Cash Position/Position Monitor Application Engine process (TR_POS_TOTAL) to schedule the Position Manager to run at specified times. |
| Position Report Periods | POS_REPORT_PNL | Cash Management, Cash Position, Position Report Periods | Use PS/nVision to generate a Microsoft Excel file of Position Manager. |

## Calculating Intraday Cash Position Reporting Worksheets

Before calculating an intraday cash position, determine whether you need to load information into the bank statement table.

See Chapter 6, "Defining Cash Positions," Understanding Intraday Bank Reporting and Cash Positions, page 82.

The following example assumes that you are working with the 10 a.m. position.

To calculate an intraday, cash-position reporting worksheet:

1. Select *INTRADAY_CASH_POS* in the Worksheet field on the Position Manager page.
2. Select a tree node value for the position:
   - *INTRADAY INFLOWS*
   - *INTRADAY OUTFLOWS*
   - *OPENING AVAILABLE*
   - *TARGET BALANCE*
   - *TOTAL*
   - *TREASURY CASH FLOWS*
3. Specify *TODAY* for the worksheet calculation preferences.
4. Click the Edit button to access the Position Manager Options page.
5. In the Time Horizon Option region, specify a time horizon of *Source Set* and a source set of the current (system) date.
6. For the Recalculation Options field, select the *Recalculate Entire Worksheet* value.
7. Select the Use Lock Reminder check box, save the page, and then click the Return to Position Manager link.
8. Click Calculate on the Position Manager page.

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9. On the Position Manager Results page, the bottom row of lock buttons are the Lock All Nodes buttons. Each lock button is associated with a particular time: 10:00 a.m., 2:00 p.m., and 4:00 p.m. (Move your cursor over the button to view the hover text.)

   Edit the particular node, and click the associated Lock All Nodes button (in this example, the 10 a.m. node). Save the page.

10. Click the Return to Position Manager link. The system displays the reminder message. Check your locked positions, and click the Return to Position Manager link.
11. Click Calculate on the Position Manager page.
12. Review the calculation results on the Position Manager Results page.

You need to repeat this process to recalculate the worksheet for the next intraday position. To do this, reload the same day bank statements and repeat steps 1–12 for the 2 p.m. or 4 p.m. position. This causes the system to refresh the worksheet calculations with the updated same-day bank information.

See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Receiving and Updating Bank Statements," Updating Current Day Bank Statements.

# Creating Position Worksheet Data Manually

With Manual Position Entry, you enter data manually, create a source over it, and then place the source on a particular tree node. Here is an overview of handling Manual Position Entry:

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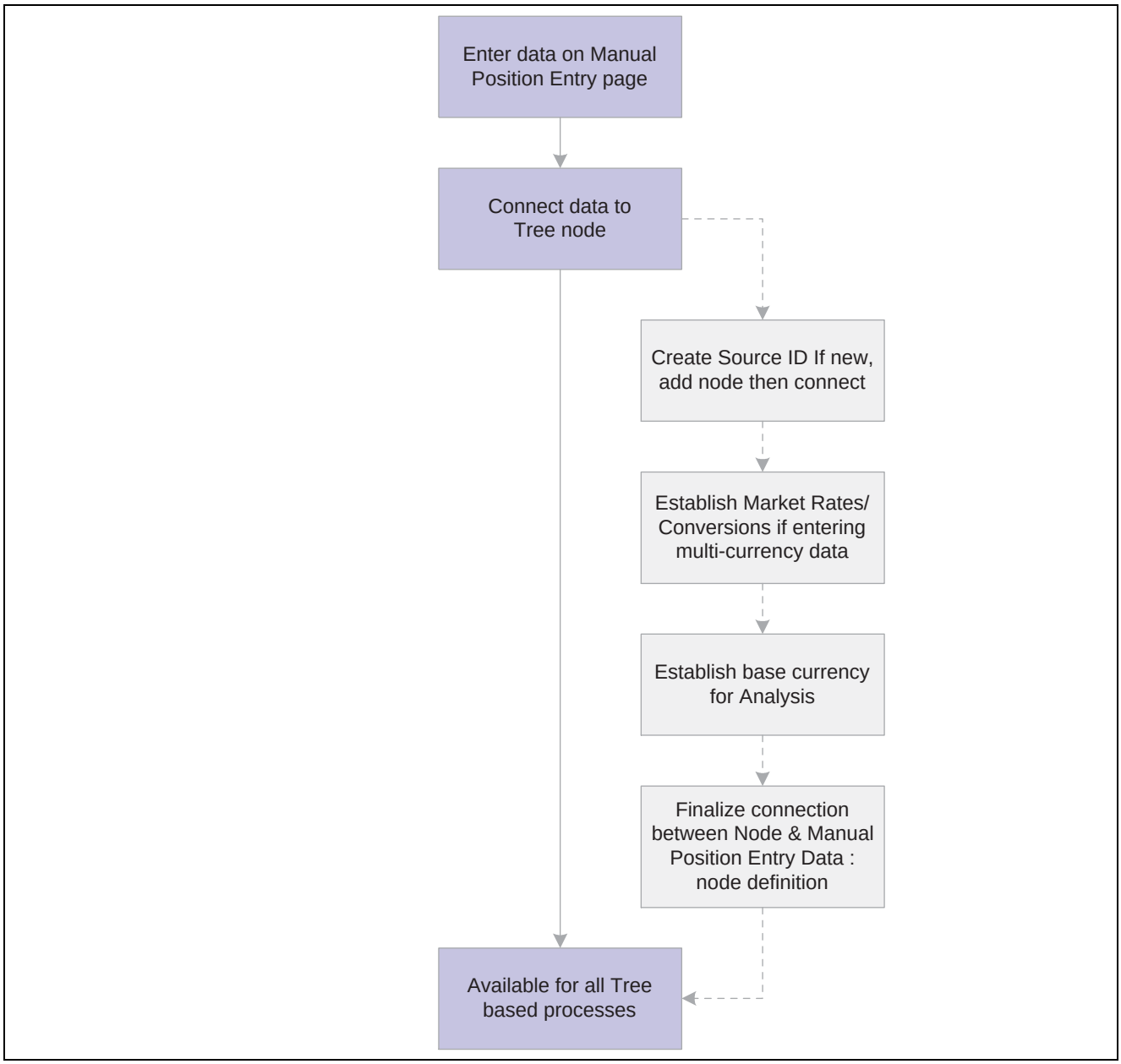


Manual Position Entry process

This section discusses how to:

- Enter manual position information.
- Define additional search criteria.
- Copy data forward.


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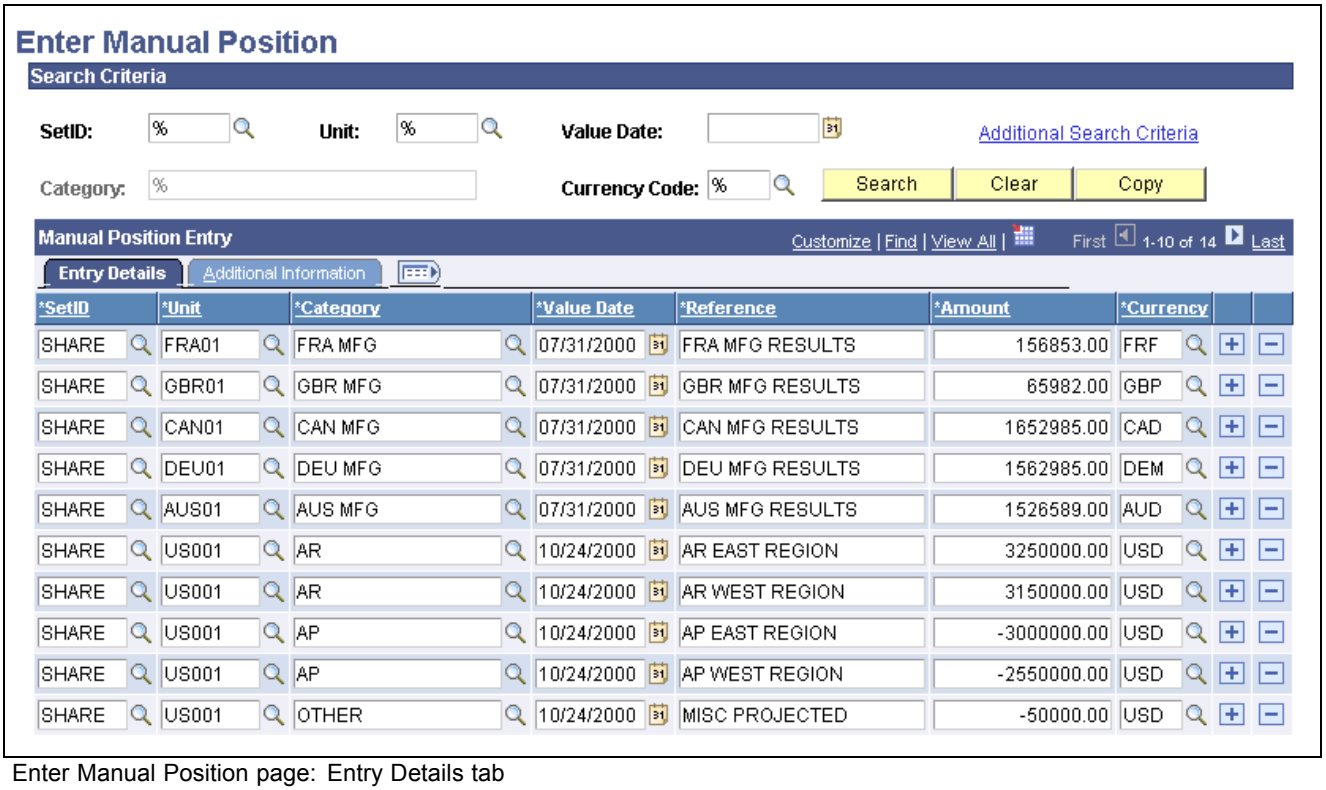
# Pages Used to Create Position Worksheet Data Manually

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Enter Manual Position | POS_GENERIC_ENTRY | Cash Management, Cash Position, Enter Manual Position | Search existing Position Manager data, and apply tree functionality to ad hoc data. This page is used to capture the data and begin structuring it so that you can connect it to an existing tree. |
| Additional Search Criteria | POS_GEN_ENT_SRCH | Click Additional Search Criteria on the Manual Position Entry page. | Increase the granularity of your search options. |
| Copy Data Forward | POS_GEN_ENT_COPY | Click Copy on the Manual Position Entry page. | Specify date and repeat parameters for copying forward rows of position entry information. |
| Additional Information | POS_GENERIC_ENTRY | Select the Additional Information tab on the Enter Manual Position page. | Add supplementary information to the manual position entry. |

# Entering Manual Position Information

Access the Enter Manual Position page.




Enter Manual Position page: Entry Details tab

**Additional Search Criteria** Click the link to narrow your search by selecting supplementary search categories.

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**Category** Displays another name for the target tree node.

**Copy** Click to specify parameters for copying forward rows of position entry information.

**Note.** All lines that are added to the Manual Position Entry grid must be of a currency for which an exchange rate has been established; otherwise, they will not be included in the generation of the CPW. Exchange rates are set on the Market Rates page.

### See Also

Chapter 2, "Defining Cash Management Processing Options," Defining Market Rates, page 14

## Defining Additional Search Criteria

Access the Additional Search Criteria page.

**From Date** and **To Date** Specify a date range for your data searches. Alternatively, you can specify to search on a particular day of the week, month, or day of the month.

## Copying Data Forward

Access the Copy Data Forward page.

**Date From** and **Date To** Enter a date range to copy cells of position entry information into the manual position worksheet. You can also specify the number of times to repeat the copied information.

# Generating Cash Management Position Reports

When you have created your cash position worksheet, you can generate reports to analyze the position data.

This section lists the pages that are used to generate cash management position reports.

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# Pages Used to Generate Cash Management Position Reports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Actual vs Projected by Business Unit | RUN_TRC1004 | Cash Management, Reports, Actual v Projected by BU | Generate the Actual vs. Projected by Business Unit report (TRC1004). Use the report to compare actual versus projected cash positions by a specified business unit. |
| Actual vs Projected by Position | RUN_TRC4060 | Cash Management, Reports, Actual v Projected by Position | Generate the Actual vs Projected by Position report (TRC4060). Use the report to compare actual versus projected cash positions by a specified value date. |
| Actual vs Projected by Account | RUN_TRC1009 | Cash Management, Reports, Actual v Projected by Account | Generate the Actual vs Projected by Account report (TRC1009). Use the report (broken down by account) to compare positions. |

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# CHAPTER 7

# Managing Bilateral Netting

This chapter provides an overview of bilateral netting, discusses the prerequisite tasks, and discusses how to:

- Set up bilateral nets.
- Select nets automatically.
- Create nets manually.
- Adjust manually netted information.
- Administer nets.
- Process multicurrency nets.
- Close nets.
- Inquire on netting information.

## Understanding the Bilateral Netting Process

Bilateral netting is a process by which two parties—vendor and client to each other—reduce or aggregate the overall number of transactions between them. This decreases actual transaction volume between the two parties. It also decreases the amount of accounting activity and associated business costs (for example, banking fees).

This chapter discusses how to configure, define, and process netting transactions. You can:

- Select the vendors and customers involved in a netting relationship.
- Define the rules, contracts, sequence order, and settlement method of a net.
- Generate inquiries and reports on your netting data.

There are two netting closing methods: *partial* and *full.*

- In partial netting, all items are netted to zero (0), and no payment or receipt of funds is done. You must run Pay Cycle Manager to make any adjustments or changes to the vouchers. Any voucher or item balance that is remaining is handled separately in Payables or Receivables.

  Only the matching balance is paid off during partial netting, leaving some receivables items or payables items open. For example, if the total amount of all payables items participating in a netting cycle is more than the total amount of all receivables items, all receivables items are paid (or closed). The total amount applied to the receivables items is then used to pay individual payables items until this amount reaches zero. Likewise, if the total amount of all receivables items participating in a netting cycle is higher than the total amount of all payables items, all the payables items are paid. The total amount applied to the payables items is then used to pay individual receivables items until this amount reaches zero.
- With full netting, you pay or receive all voucher items that are due.

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During full netting processing, all receivables and payables items participating in the netting cycle are paid, and a new item is created for the remaining balance. This means that if the total amount of all payables items participating in any one netting cycle is more than the total amount of all participating receivables items, the system automatically creates a new receivables item (an invoice). If the total amount of all receivables items is more than the total amount of all payables items, the system creates a new payables item (a voucher).

---

**Note.** PeopleSoft delivers and supports only partial bilateral netting functionality. However, you can adapt the application to handle full bilateral netting functionality (though PeopleSoft will not support this configuration). In addition, when using full bilateral netting functionality, you can also optionally activate the value added tax (VAT) functionality to calculate VAT transactions.

---

Here is an example of partial bilateral netting:

Company A is both a client and a vendor of Company B and holds Accounts Payable (AP) and Accounts Receivable (AR) line items in relation to Company B. The two companies set up a contractual netting relationship, modifying their typical accounting, to enter into this protocol. They agree on particular intervals to conduct netting and zero out their respective accounts.

Company A's books contain the following line-item amounts:

| AP | AR |
|---|---|
| 100 | 150 |
| 250 | 50 |
| Total: 350 | Total: 200 |
| <200> | |
| Net: 150 | |

Without netting, Company A would have conducted four transactions to address the two Accounts Payable and two Accounts Receivables line items. Instead, their single outstanding balance to pay off and zero out after processing is 150. Using this example, Company B's books would be a mirror image of Company A's.

This is a simple example, but if there are hundred or thousands of transactions happening between organizations, there can be a considerable decrease in transactional activity and attendant fees. This graphic illustrates the bilateral netting process.

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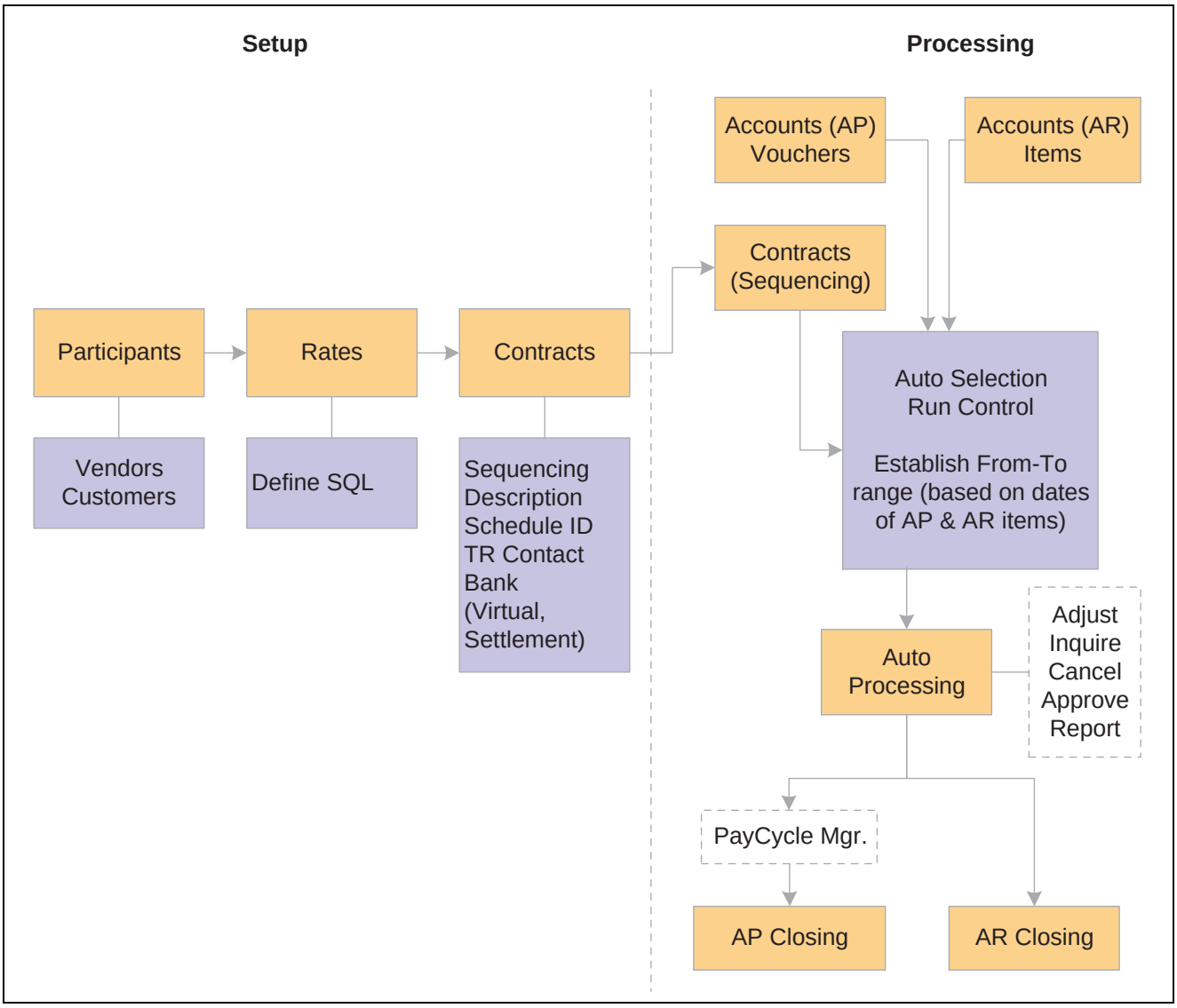


Overview of the bilateral netting process

### See Also

*PeopleSoft Enterprise Purchasing 9.0 PeopleBook*, "Running Document Tolerances"

*PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Processing Pay Cycles"

*PeopleSoft Enterprise Receivables 9.0 PeopleBook*, "Entering Payments," Bilateral Netting

# Prerequisites

Before using netting, you must define your:

- General Ledger business units.
- Payables Vendors, Vendor IDs, and business units.

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- Receivables Customer IDs and business units.
- Market rates and netting account currency codes, to facilitate multicurrency netting.
- Netting accounts.

In addition, before defining a bilateral netting relationship, you must set up the following in Payables and Receivables:

1. Enter a voucher on the Vouchers page in Payables.
2. Enter an invoice on the Online Pending Item Entry page in Receivables or interface an invoice from your billing application into Receivables.
3. Run the Receivables Update process (AR_UPDATE) using the Receivables Update page.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Netting Accounts

*PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Defining Your Operational Structure," Defining General Ledger Business Units

*PeopleSoft Enterprise Receivables 9.0 PeopleBook*, "Posting and Unposting Groups," Running Receivable Update

## Common Elements in this Chapter

| | |
|---|---|
| **Closing Method** | Select *Partial,* the delivered default value. |
| **Contact** | Specify the financial contacts for a netting relationship. |
| **Contract ID** | Enter the netting contract identification number. |
| **Customer ID** | Enter the unique identifier code for a customer. |
| **GL Unit** | Enter the General Ledger business unit. |
| **Netting Rule ID** | Enter the netting rule identification code. |
| **Participant ID** | Enter the netting participant identification code. |
| **Remit Vendor** | Enter the vendor payee. |
| **Schedule SetID** | Select the correct setID to establish the interval when the netting executes. |
| **Settlement Date** | Specify the actual date of the settlement payment. |
| **Vendor ID** | Enter a unique identifier code for a vendor. |

### See Also

Chapter 7, "Managing Bilateral Netting," Understanding the Bilateral Netting Process, page 91

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# Setting Up Bilateral Nets

To define netting information, use the following components:

- Netting Contracts component (NET_CONTRACT_GBL).
- Netting Exclusion Parameters component (NET_EXCL_PARM_GBL).
- Netting Participants component (NET_PARTICIPANT_GBL).
- Netting Rules component (NET_NETTING_RULES_GBL).

This section discusses the steps to set up bilateral nets:

1. Define participant relationships.
2. (Optional) Add multiple vendors.
3. (Optional) Add multiple customers.
4. Define netting rules with SQL statements.
5. Enter primary information for netting contracts.
6. Enter settlement information for netting contracts.
7. Define voucher netting exclusion parameters.

## Understanding Voucher Netting Exclusion

You can define parameters to exclude certain vouchers from payment. The netting exclusion functionality is built to accommodate certain US Federal Government requirements on voucher payments (Financial Systems Integration Office (FSIO) requirement PMC-31, "...allow for the exclusion of payments from agency offset based on user-defined criteria including funding source, object class, vendor type, and vendor number."), but any organization can use this feature to exclude vouchers from netting, based on defined parameters. Though you generally define netting exclusion parameters during the setup phase of voucher payment implementation, you can create or modify these definitions at any time.

This functionality also takes advantage of PeopleSoft's ChartField Utility process. As ChartFields can be renamed, and made active or inactive, the setup of these user-defined parameters is dynamic to enable you to select the appropriate chartfield fieldname and its corresponding values. In addition, you can define multiple sets of exclusion parameters, by defining multiple rows per Exclusion ID, and/or defining multiple Exclusion IDs.

Values entered on the Netting Exclusion Parameters page are stored and used at voucher save time to determine if the voucher should be excluded from the netting process between Payables and Receivables. If an exclusion parameter definition has been created, and a payment falls within the exclusion and effective date parameters, then the payment is excluded from the Payables and Receivables netting process and paid in full. (The system changes the internal voucher netting value to *N* to indicate the voucher is not applicable to netting.) This applies to payments created normally through the PeopleSoft Pay Cycle process.

Though the Exclude from Netting Parameters and the Netting Rule Definition pages share a similar purpose—defining rules or parameters for the voucher netting process—their results are different. The netting exclusion functionality excludes matching vouchers from payment by setting the internal netting flag to N (not applicable for netting). The netting rules functionality excludes vouchers based on the criteria defined in the rules.

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**Note.** Netting exclusion parameters apply to the entire voucher—not just a particular part of the voucher. If a single data element (or "piece") of a voucher meets the exclusion requirements, the entire voucher is excluded. For example, if a voucher has 100 lines with 200 distributions, and only one distribution qualifies for netting exclusion. In this scenario, the entire voucher and payment schedule—all 200 distributions—is excluded from netting.

### See Also

*PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Establishing Pay Cycles"

*PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Processing Pay Cycles"

## Prerequisites

To use the Exclude from Netting functionality with vouchers, you must do the following:

- Define vendors as "netting vendors," using the Apply Netting option on the Vendor Information - Payment Options page.
- Create vouchers using defined netting vendors.

### See Also

*PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments for Online Vouchers

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## Pages Used to Set Up Bilateral Nets

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Netting Participants | NET_PARTICIPANT | Cash Management, Administer Cash, Netting Participants | Define the vendor and customer relationships involved in netting. |
| Add Multiple Vendors | NET_VENDOR_ADD | Click Add Multiple Vendors on the Participant Definition page. | Search and select multiple vendors associated with a business unit to add to the netting relationship. |
| Add Multiple Customers | NET_CUSTOMER_ADD | Click Add Multiple Customers on the Participant Definition page. | Search and select multiple customers associated with a business unit to add to the netting relationship. |
| Netting Rules | NET_NETTING_RULES | Cash Management, Administer Cash, Netting Rules | Enter a SQL statement that will be included into the Application Engine Netting selection logic. |
| Netting Contracts - Primary Information | NET_CONTRACT_PRIM | Cash Management, Administer Cash, Netting Contracts | Define the contracts that govern your bilateral netting. Capture the relevant accounting information as well as the SQL, the parties to contact as necessary, and the schedule on which netting is to run. |
| Netting Contracts - Settlement Information | NET_CONTRACT_STL | Cash Management, Administer Cash, Netting Contracts<br>Select the Settlement Information tab. | Define all settlement instruction information for a netting contract. |
| Netting Exclusion Parameters | NET_EXCL_PARM | Cash Management, Administer Cash, Netting Exclusion Parameters | Define parameters used to automatically exclude certain payments from the AP and AR netting process. |

## Defining Participant Relationships

Access the Netting Participants page.

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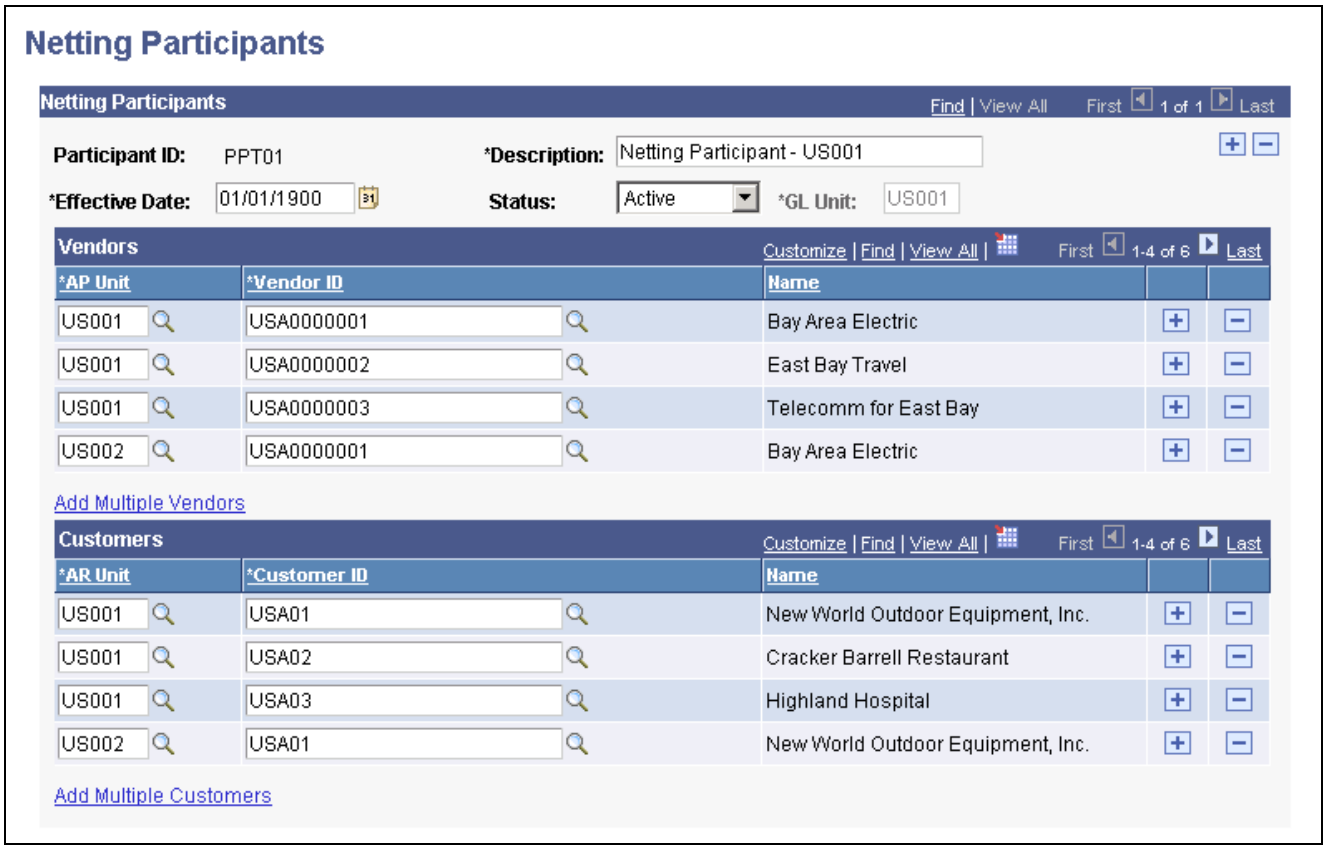

Netting Participants page

**GL Unit** (General Ledger business unit) For reporting purposes, you must select the unit that is targeted by these transactions, because the transactions affect balances at the general ledger level.

### Vendors

**AP Unit** (Payables business unit) Select the unit that houses the vendors that are entering the netting relationship, and specify the Vendor ID.

**Add Multiple Vendors** Click to access the Add Multiple Vendors page, and make this relationship a one-to-many or many-to-many relationship (for example, you might want to net the transactions of subsidiaries to a corporation).

### Customers

**AR Unit** (Receivables business unit) Select the unit that houses the customers that are entering the netting relationship, and specify the Customer ID.

**Add Multiple Customers** Click to access the Add Multiple Customers page, and make this relationship a one-to-many or many-to-many relationship (for example, you might want to net the transactions of subsidiaries to a corporation).

## Adding Multiple Vendors

Access the Add Multiple Vendors page.


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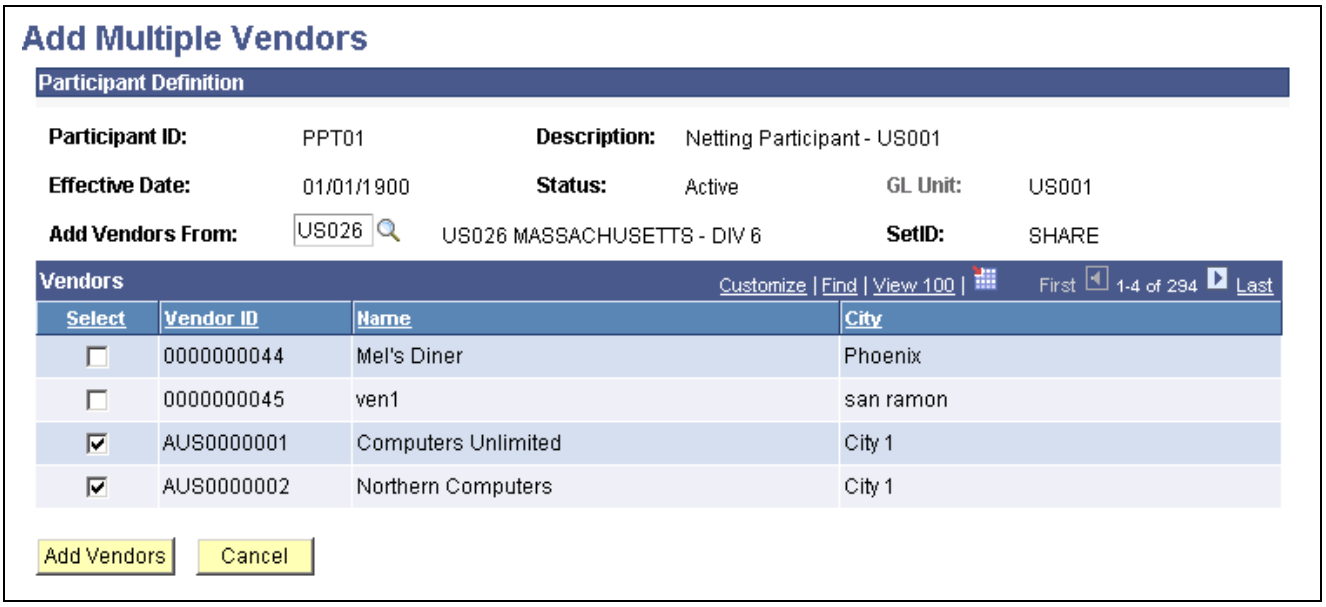


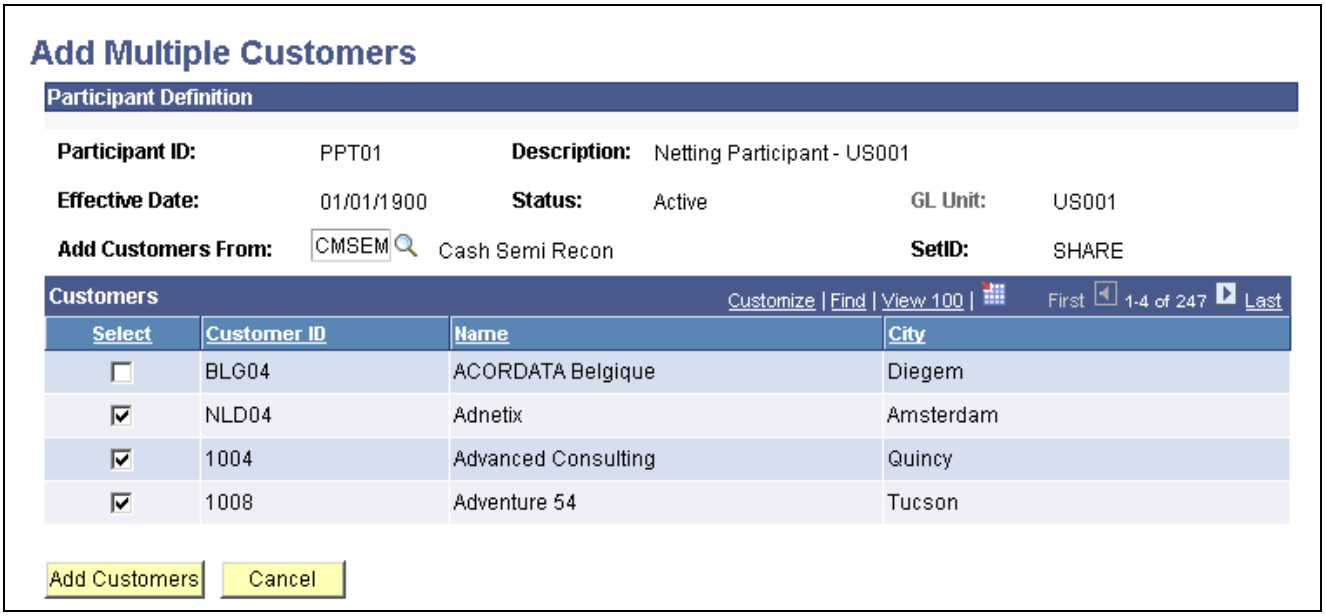

Add Multiple Vendors page

**Add Vendors From** Specify a business unit from which to select vendors.

**Add Vendors** Select vendors and click this button to add them as participants.

# Adding Multiple Customers

Access the Add Multiple Customers page.




Add Multiple Customers page

**Add Customers From** Specify a business unit from which to select customers.

**Add Multiple Customers** Select customers and click this button to add them as participants.

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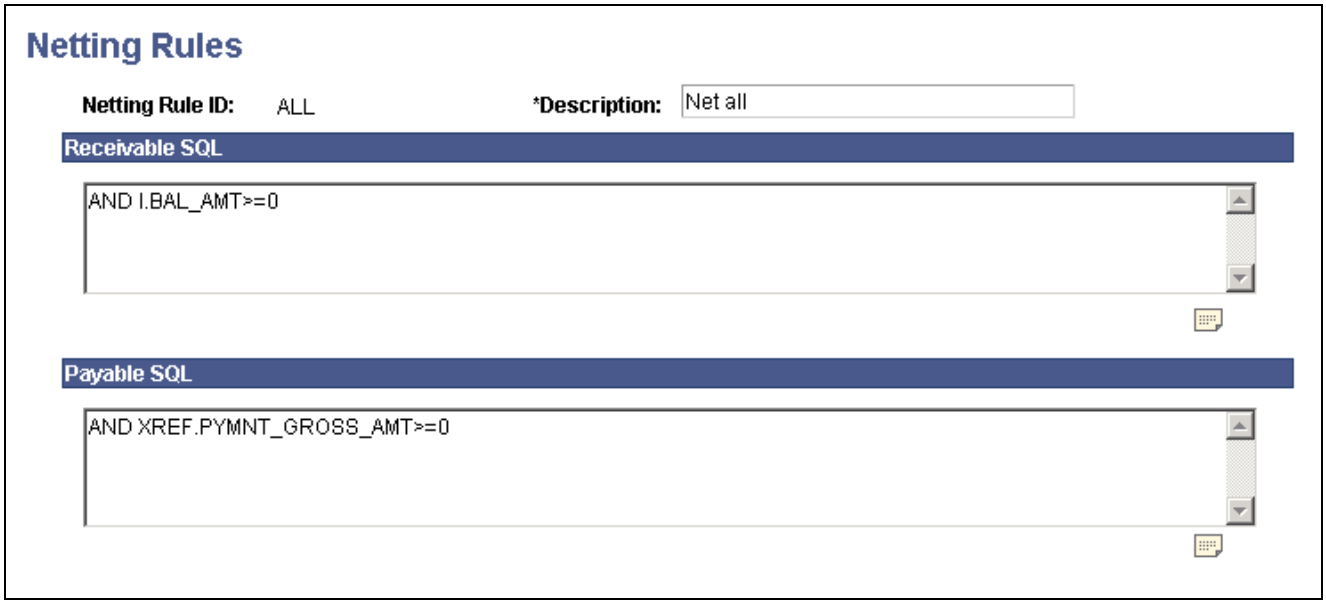
# Defining Netting Rules with SQL Statements

Access the Netting Rules page.




Netting Rules page

**Receivable SQL** and **Payable SQL**

Enter the appropriate SQL statements to set up the mechanics of the net, and to further define and/or limit which open items are selected. For example: "where I.DEPARTMENT equals 'ABC.'"

Click to add comments regarding SQL statements for the respective (Receivable or Payable) edit box.

# Entering Primary Information for Netting Contracts

Access the Netting Contracts - Primary Information page.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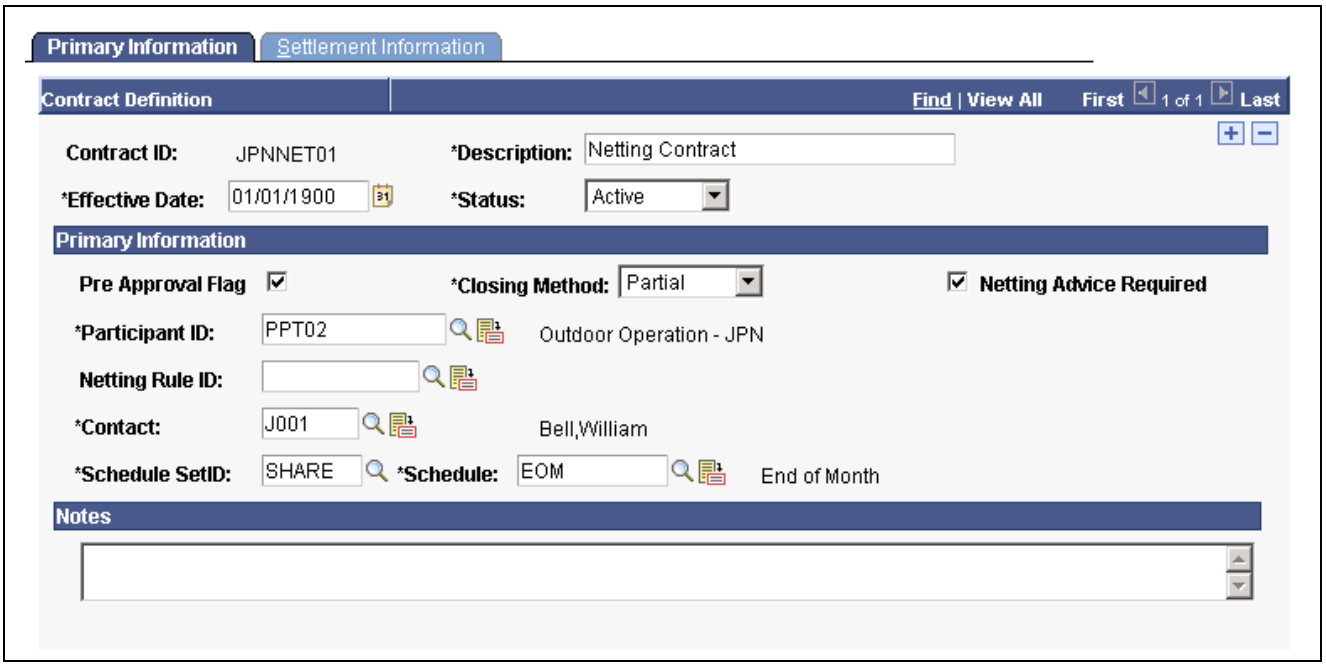


Netting Contracts - Primary Information page

### Primary Information

**Pre Approval Flag** Select to indicate the netting contract is already approved.

**Netting Advice Required** Select to notify a contact when netting is run.

**Schedules** Specify the netting run schedule for the specified Schedule SetID.

Click View Participants to view participants of the specified Participant ID.

Click View Rules to view rules of the specified Netting Rule ID.

Click View Contacts to view contact information for the specified Contact ID.

Click View Schedules to view schedule information for the specified Schedule.

### See Also

Chapter 7, “Managing Bilateral Netting,” Defining Participant Relationships, page 97

Chapter 7, “Managing Bilateral Netting,” Defining Netting Rules with SQL Statements, page 100

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, “Setting Up Banks,” Defining Financial Contacts

## Entering Settlement Information for Netting Contracts

Access the Netting Contracts - Settlement Information page.

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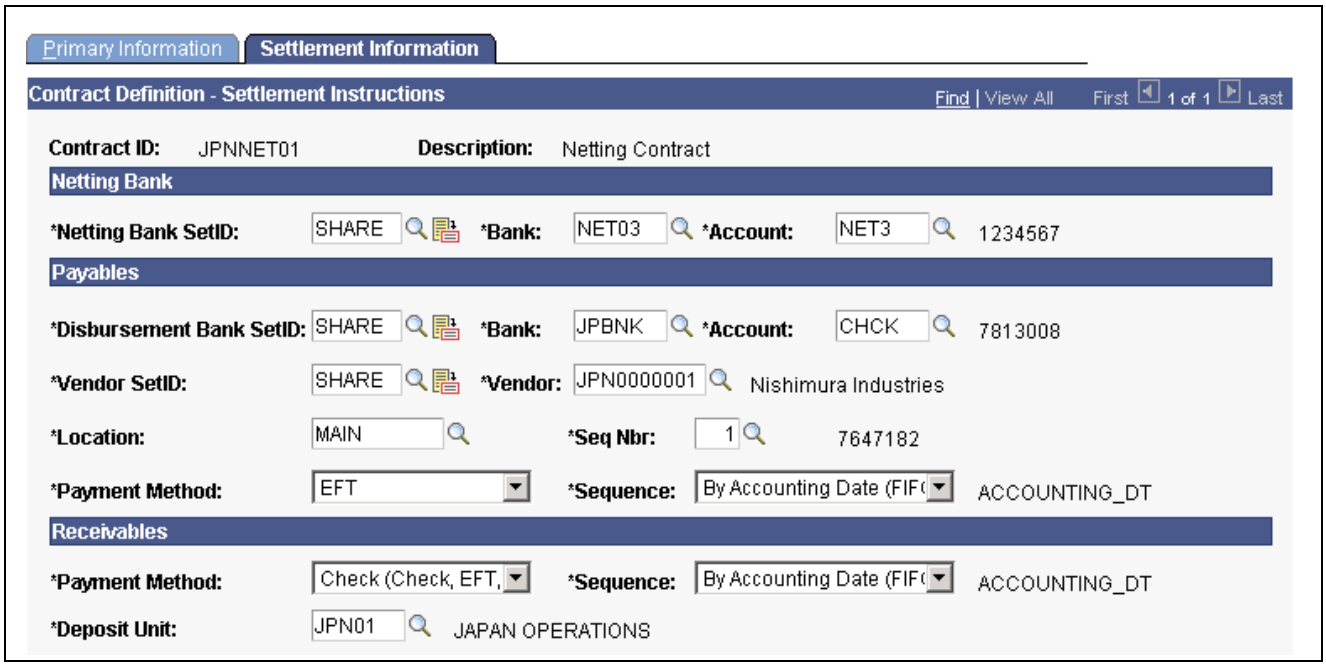


Netting Contracts - Settlement Information page

**Netting Bank SetID** — Assign a netting SetID; then select the Bank and Account for the netting activities. The netting bank is a virtual bank account: no funds are actually paid into or out of the netting account. It is debited and credited by the netted amount of the AP and AR transactions.

**Disb Bank SetID** (disbursement bank setID) — Select from the available external banks, and specify the settle through Bank and Account.

**Vendor SetID** — Assign a vendor SetID. In the Vendor field, designate the vendor involved in the net and assign a Location and Seq Nbr (sequence number). You enter the vendor ID and sequence number to associate the default bank with that vendor (this is required to support certain payment methods).

**Payment Method** — For the Payables group box, specify if payments are submitted by *Automated Clearing House*, *Direct Debit*, *EFT*, *Manual Check*, *System Check*, or *Wire Report*.

For the Receivables group box, specify if payments are received by *Check (Check, EFT, etc.)*, *Direct Debit*, or *Draft.*

**Sequence** — Select the order in which balances will net, either: *By Account Date (FIFO)* (first in first out), *By Accounting Date (LIFO)* (last in first out), *By Due Date (FIFO)*, *By Due Date (LIFO*), *By Voucher*, *Highest Gross Balance*, or *Smallest Gross Balance*.

**Deposit Unit** — Define which business unit will receive payment after the net.

Click View Netting Account to view detailed information for the specified netting account.

Click View Disbursement Bank to view detailed information for the specified external bank account.

Click View Vendor Bank to view detailed information for the vendor location.

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## Excluding Vouchers from Netting

Access the Netting Exclusion Parameters page.

Select the parameter for excluding the voucher.

When you select Vendor ID, also specify a Vendor name and optionally, a Location.

When you select Vendor Classification, also select a Classification option of *Attorney*, *Employee*, *HRMS*, or *Supplier*.

In the ChartField Exclusion Parameters region, specify a ChartField and corresponding value on which to base the netting exclusion.

**Note.** You can only specify one value per defined ChartField name.

# Selecting Nets Automatically

Define processing parameters and automatically select your nets using the Automatic Netting Selection process (TR_NET_ASEL).

## Pages Used to Automatically Select Nets

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Automatic Netting Selection | NET_AUTO_RQST | Cash Management, Settlements, Bi-Lateral Netting, Automatic Netting Selection | Set up an automatic process to run bilateral nets. |

## Generating the Automatic Netting Selection Process

Access the Automatic Netting Selection page.

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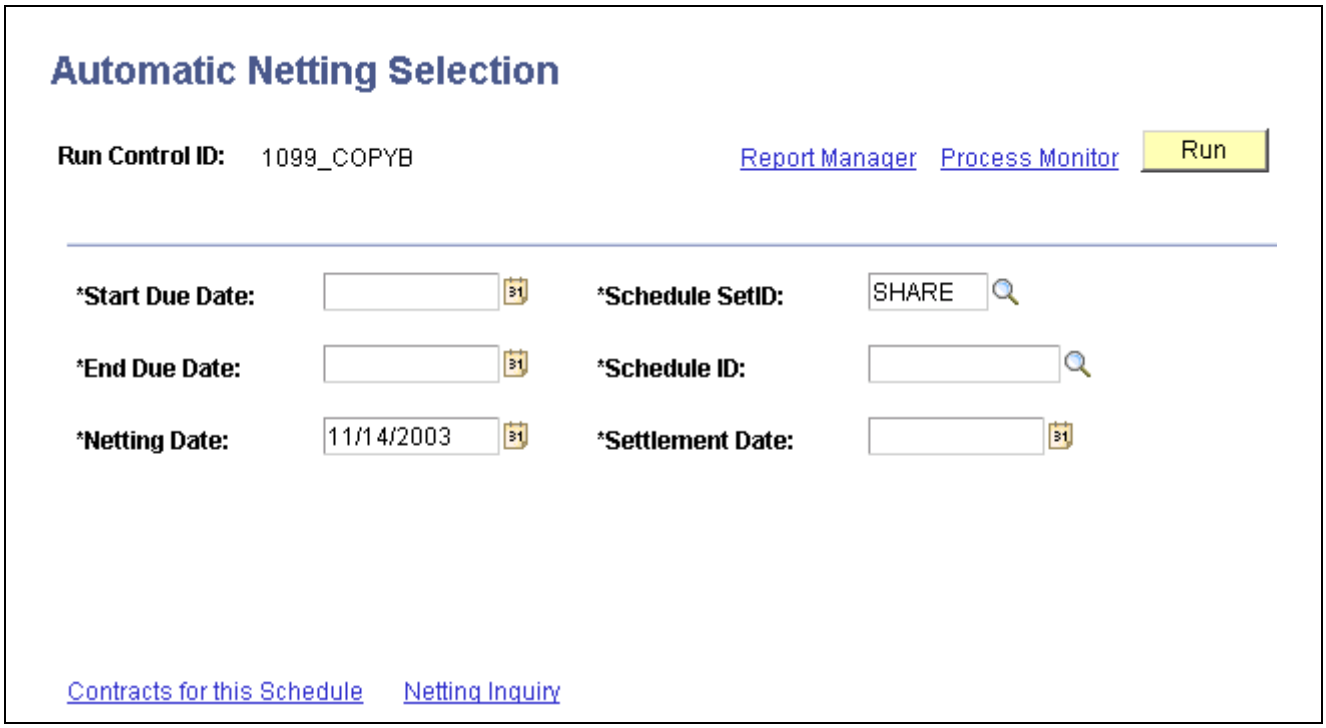


Automatic Netting Selection page

**Contracts for this Schedule** Click to access the Review Netting Contracts page, and view all contracts associated with the specified Schedule ID.

**Netting Inquiry** Click to access the Netting Inquiry page, and view information for the associated Netting Reference ID.

When the Automatic Netting Selection process is complete, use the Review Multiple Netting page to verify and modify the netted information.

### See Also

*PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler*

Chapter 7, "Managing Bilateral Netting," Administering Nets, page 116

# Creating Nets Manually

This section discusses how to:

1. Enter primary netting information.
2. Define the settlement instructions.
3. Set up the payables leg.
4. (Optional) Add multiple vouchers to the payables leg.
5. Set up the receivables leg.
6. (Optional) Add multiple items to the receivables leg.

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## Common Elements in this Section

**Add Multiple Items** Click to add multiple vouchers from a specified business Unit and Vendor ID to your bilateral net.

**Request Status** Displays either *WIP* (work in progress) or *Submitted.*

**Total AP Txns** (transactions) Total number of Payables transaction items.

**Total AR Txns** (transactions) Total number of Receivables transaction items.

## Pages Used to Manually Create Nets

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Manual Select Netting - Manual Selection | NET_MANUAL_RQST | Cash Management, Settlements, Bi-Lateral Netting, Manual Select Netting | Enter primary information a bilateral net |
| Manual Select Netting - Settlement Inst (settlement instructions) | NET_MANUAL_RQST1 | Cash Management, Settlements, Bi-Lateral Netting, Manual Select Netting<br>Select the Settlement Inst tab. | Set up your settlement instructions. |
| Manual Select Netting - Payables | NET_MAN_RQST_AP | Cash Management, Settlements, Bi-Lateral Netting, Manual Select Netting<br>Select the Payables tab on the Manual Selection page. | Set up the payables leg of a bilateral net. |
| Enter Manual Selection - Add Multiple Vouchers | NET_VOUCHER_ADD | Click Add Multiple Vouchers on the Manual Select Netting - Payables page. | Add multiple vouchers from one business unit and vendor ID to your bilateral net. |
| Manual Select Netting - Receivables | NET_MAN_RQST_AR | Cash Management, Settlements, Bi-Lateral Netting, Manual Select Netting<br>Select the Receivables tab on the Manual Selection page. | Set up the receivables leg of a bilateral net. |
| Enter Manual Selection - Add Multiple Items | NET_ITEM_ADD | Click Add Multiple Items on the Manual Select Netting - Receivables page. | Add multiple vouchers from one business unit and customer ID to your bilateral net. |

## Entering Primary Information

Access the Manual Select Netting - Manual Selection page

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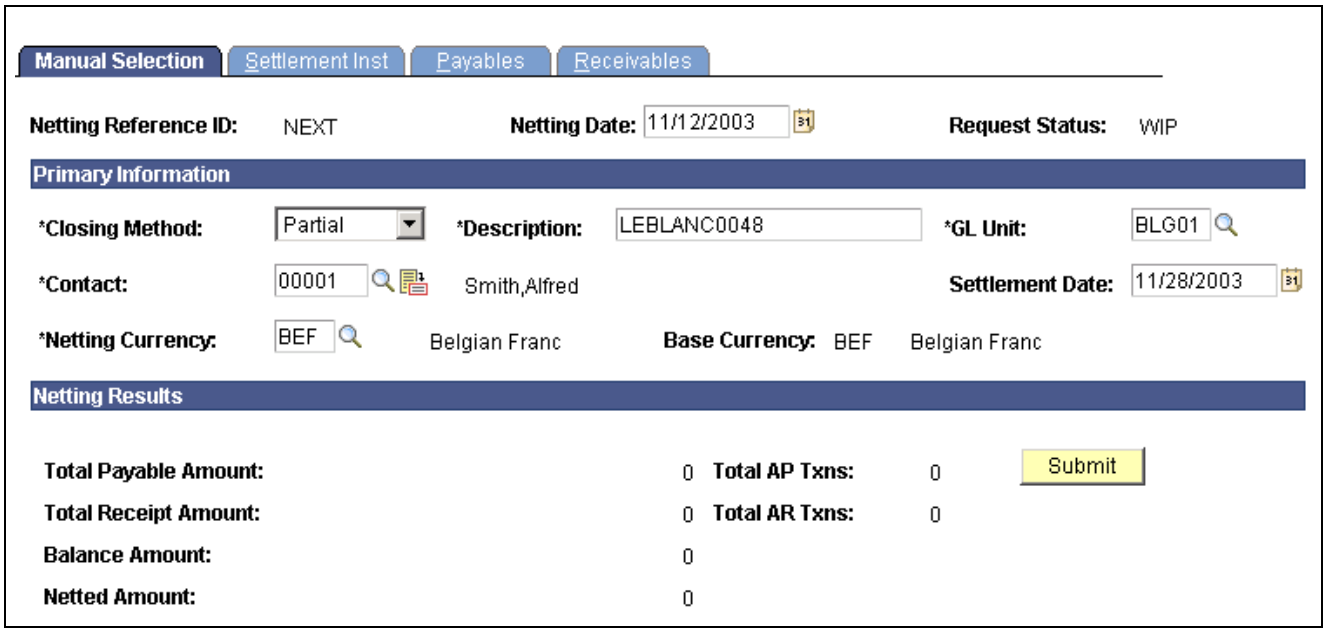


Manual Select Netting - Manual Selection page

**Netting Date** Displays the effective date of the net.

**Netting Currency** Select a netting currency. The system converts all amounts and displays them in this defined netting currency.

**Base Currency** Displays the base currency of the selected GL Unit.

**Submit** Click to submit the net.

**Note.** Prior to submitting the net, you must complete the other pages in this component.

## Defining Settlement Instructions

Access the Manual Select Netting - Settlement Instructions page.


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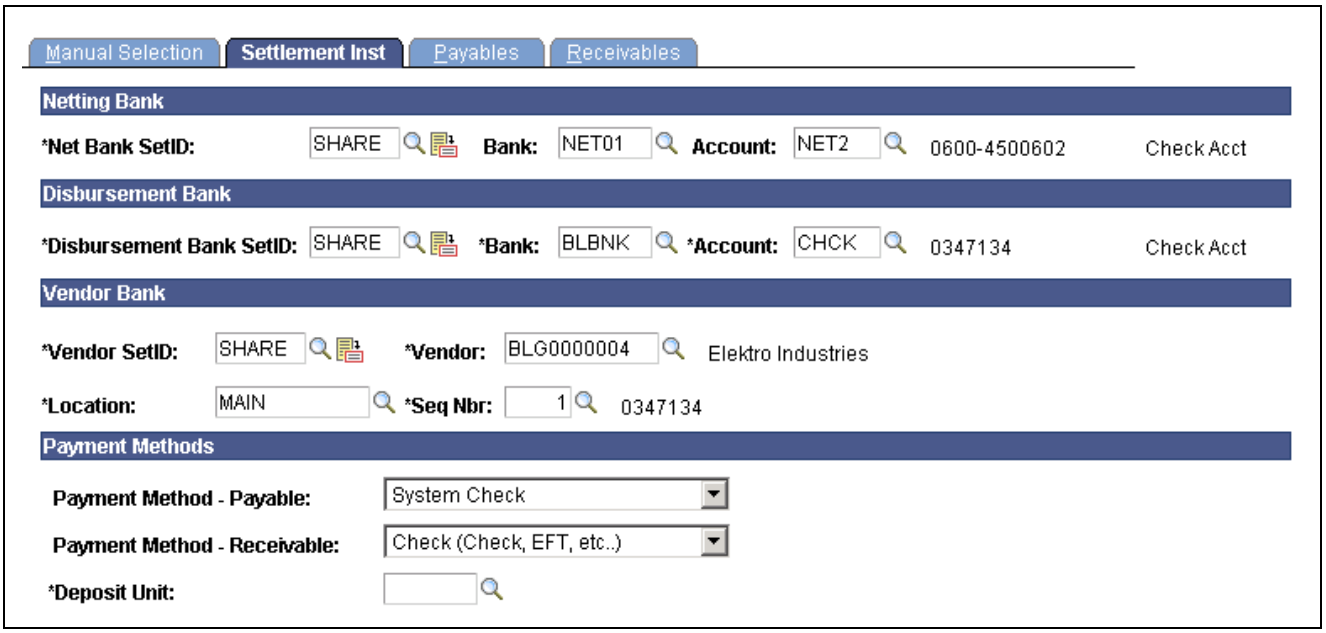


Manual Select Netting - Settlement Instructions page

**Netting Bank** Click to select your netting bank SetID, and specify the bank and account.

**Disbursement Bank** Click to select your disbursement bank ID, and specify the bank and account.

**Vendor Bank** Click the link to select your vendor bank ID. Enter the Vendor, Location, and Sequence Nbr (sequence number).

**Payment Method-Payable** Select *Automated Clearing House*, *Direct Debit*, *EFT*, *Manual Check*, *System Check*, or *Wire Report*.

**Payment Method-Receivable** Select *Check*, *Direct Debit*, or *Draft*.

**Deposit Unit** Define which business unit will receive payment after the net.

### See Also

Chapter 7, "Managing Bilateral Netting," Entering Settlement Information for Netting Contracts, page 101

## Setting Up the Payables Leg

Access the Manual Select Netting - Payables page.

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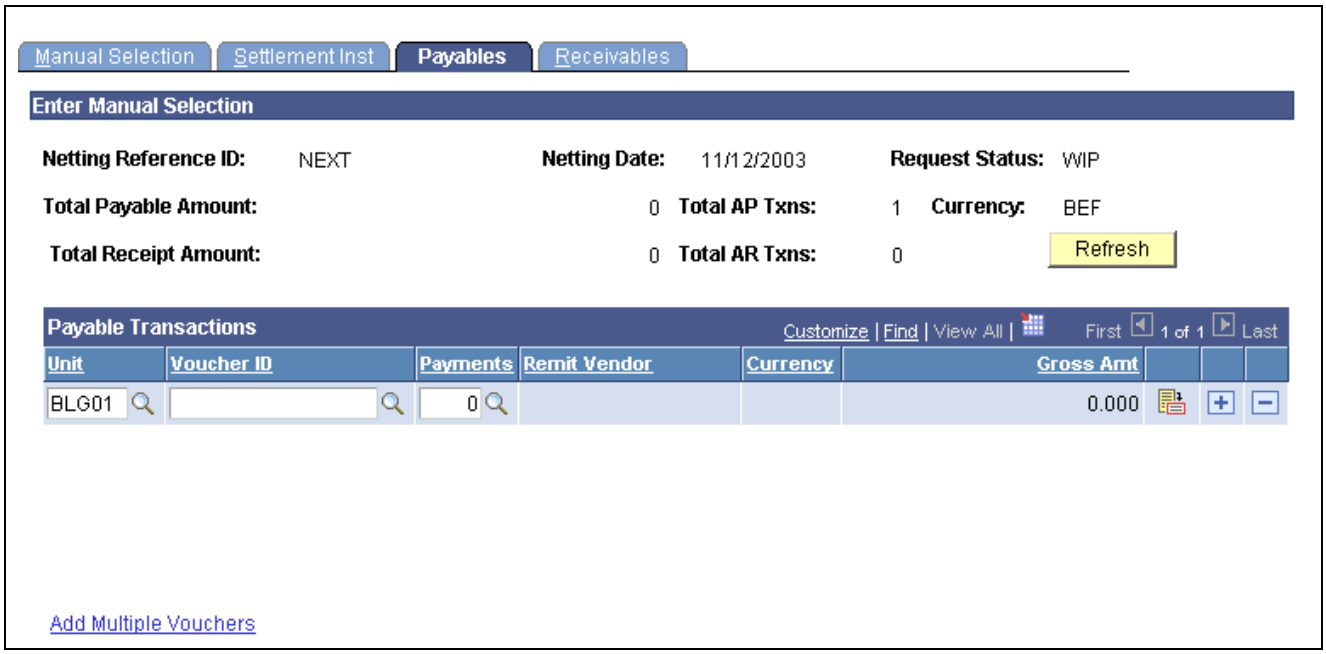


Manual Select Netting - Payables page

| | |
|---|---|
| | Click Voucher Detail to access the Payables Voucher Detail page and view information for the voucher line item. |
| **Refresh** | When you are finished entering payable transaction items, click to update Total Payment Amount. |

## Adding Multiple Vouchers to the Payables Leg

Access the Enter Manual Selection - Add Multiple Vouchers page.

After you enter a business Unit and Vendor ID, select each voucher that you want to add and click Add.

## Setting Up the Receivables Leg

Access the Manual Select Netting - Receivables page.


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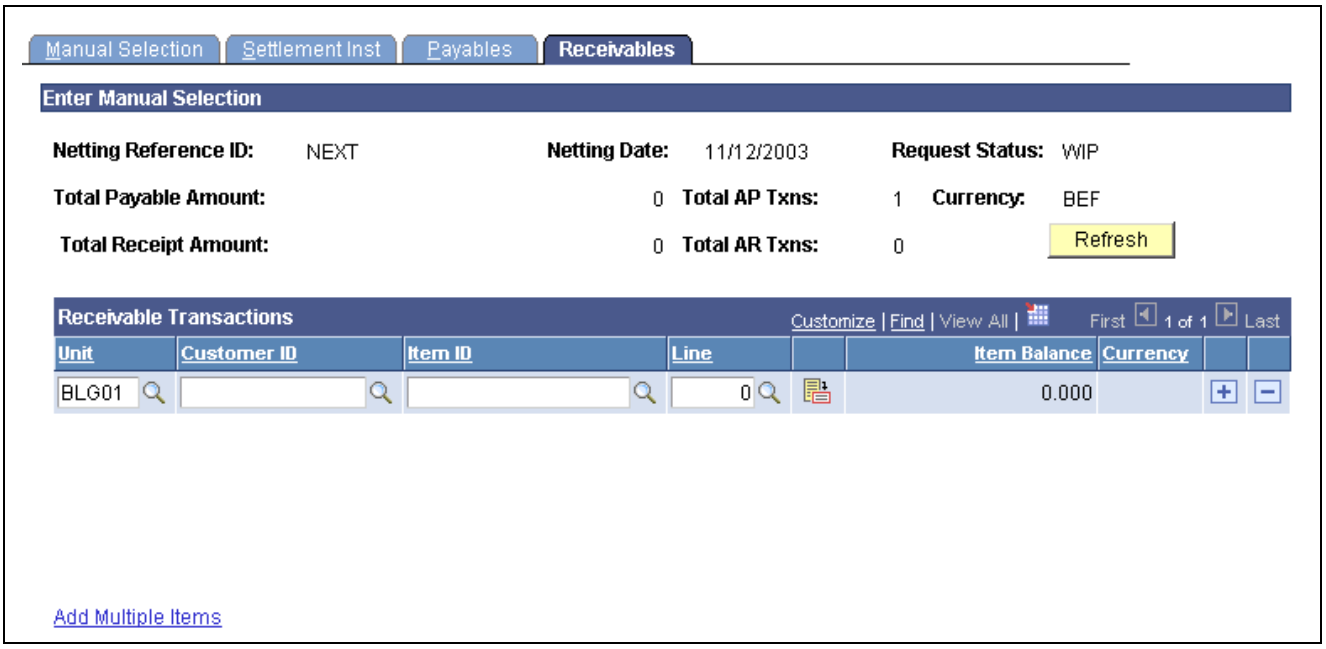


Manual Select Netting - Receivables page

| | |
|---|---|
| | Click Show Item Detail to access the Receivables Item Maintenance page, and view information for the receivables line item. |
| **Refresh** | When you are finished entering receivable transaction items, to update Total Receipt Amount. |

## Adding Multiple Items to the Receivables Leg

Access the Enter Manual Selection - Add Multiple Items page.

After you enter a business Unit and Customer ID, select each item that you want to add and click Add.

# Adjusting Manually Netted Information

After creating manual bilateral nets you'll need to maintain them. Depending on your User ID and security settings, you can edit certain enabled fields on each page. These pages are similar to the manual net creation procedure pages.

This section discusses how to:

1. Adjust manual net information.
2. Adjust settlement instructions.
3. Adjust payables voucher information.
4. Adjust receivables item information.

### See Also

Chapter 7, "Managing Bilateral Netting," Creating Nets Manually, page 104

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## Common Elements Used in This Section

**Gross Amount** Displays the Gross amount, which must equal the netting amount plus balance amount plus deselected amount. However, you can only populate two of these three fields to equal the gross amount, not all three.

**DeSelected Payable** Displays the payables amount subtracted from the gross amount.

**DeSelected Receivable** Displays the receivables amount subtracted from the gross amount.

## Pages Used to Adjust Manually Netted Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Adjust Netting - Manual Adjustment | NET_MANUAL_ADJUST | Cash Management, Settlements, Bi-Lateral Netting, Adjust Netting | Edit existing netting information. |
| Adjust Netting - Settlement Inst (instructions) | NET_MANUAL_ADJUST1 | Click Settlement Instr on the Manual Adjustment page. | Edit existing settlement instruction information for a net. |
| Adjust Netting - Payables | NET_MAN_ADJUST_AP | Click the Settlement Instr link on the Payables page. | Edit existing payables information for a net. |
| Adjust Netting - Receivables | NET_MAN_ADJUST_AR | Click the Settlement Instr link on the Receivables page. | Edit existing receivables information for a net. |

## Adjusting Manual Net Information

Access the Adjust Netting - Manual Adjustment page.


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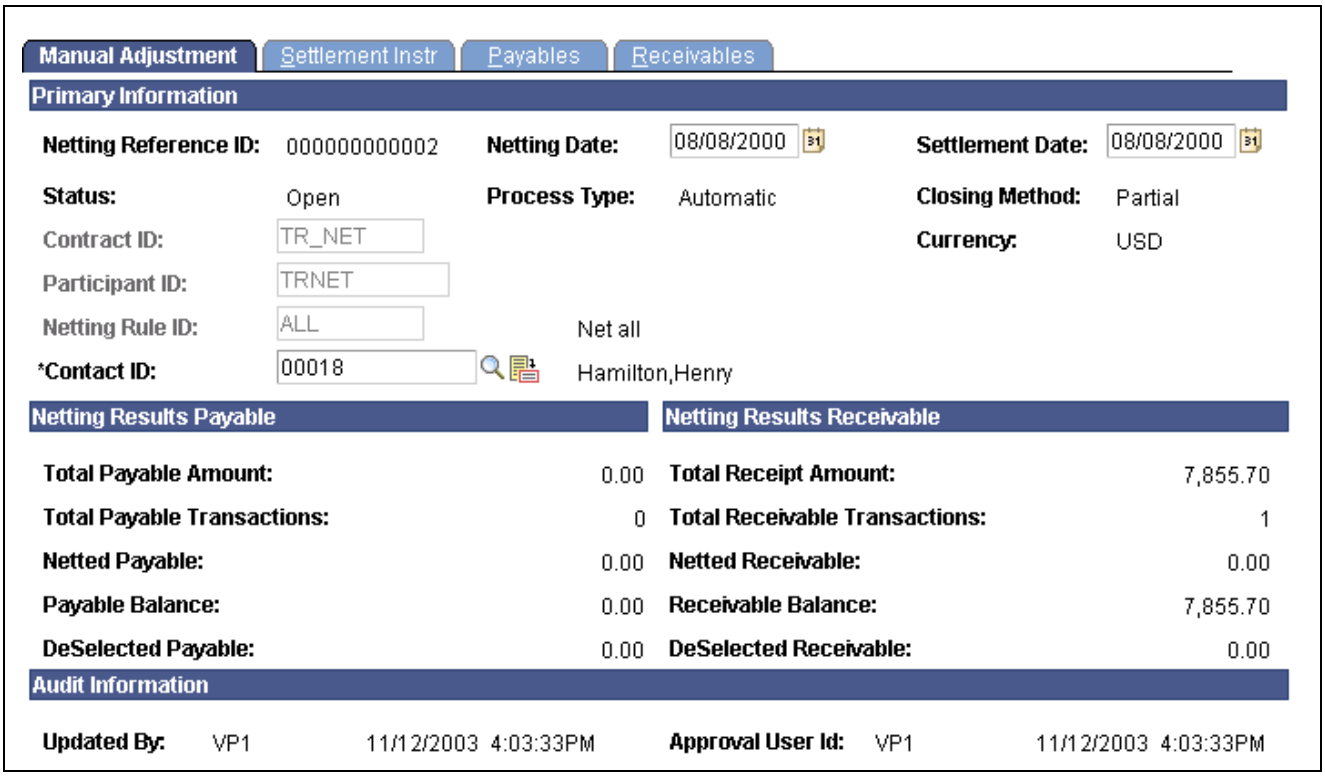

Adjust Netting - Manual Adjustment page

**Process Type** Indicates whether the net was processed by either *Automatic* or *Manual* method.

### Netting Results Payable

The system calculates the amounts based on the transaction entries on the Payables page.

**Netted Payable** Displays the netting amount total.

**Payable Balance** Displays the balance amount total.

**DeSelected Payable** Displays the deselected amount total.

### Netting Results Receivable

The system calculates the amounts displayed based on the transaction entries on the Receivables page.

**Netted Receivable** Displays the netting amount total.

**Receivable Balance** Displays the balance amount total.

**DeSelected Receivable** Displays the deselected amount total.

### See Also

Chapter 7, "Managing Bilateral Netting," Creating Nets Manually, page 104

## Adjusting Settlement Instructions

Access the Adjust Netting - Settlement Instr page.

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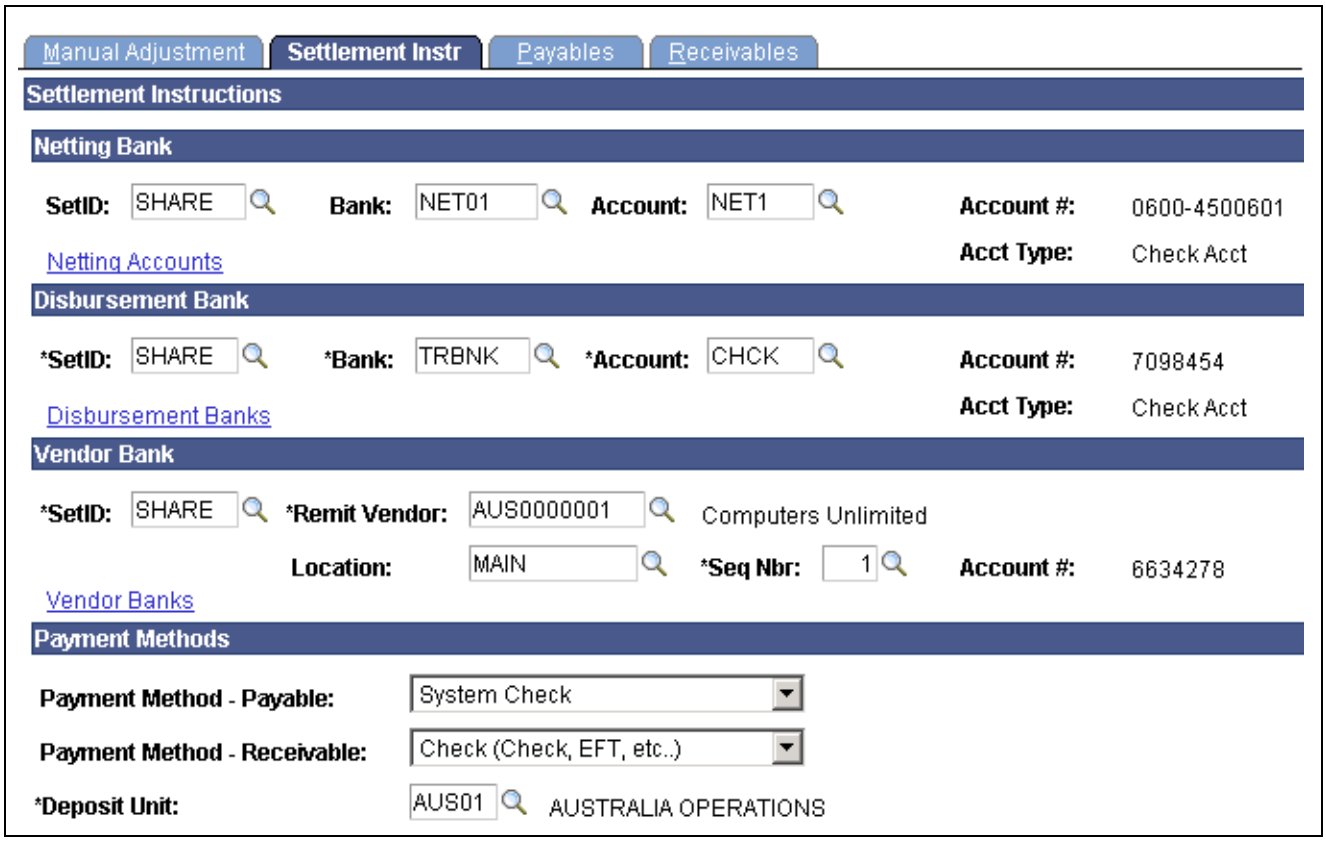


Adjust Netting - Settlement Instr (instructions) page

### See Also

Chapter 7, "Managing Bilateral Netting," Entering Settlement Information for Netting Contracts, page 101

## Adjust Payables Voucher Information

Access the Adjust Netting - Payables page.


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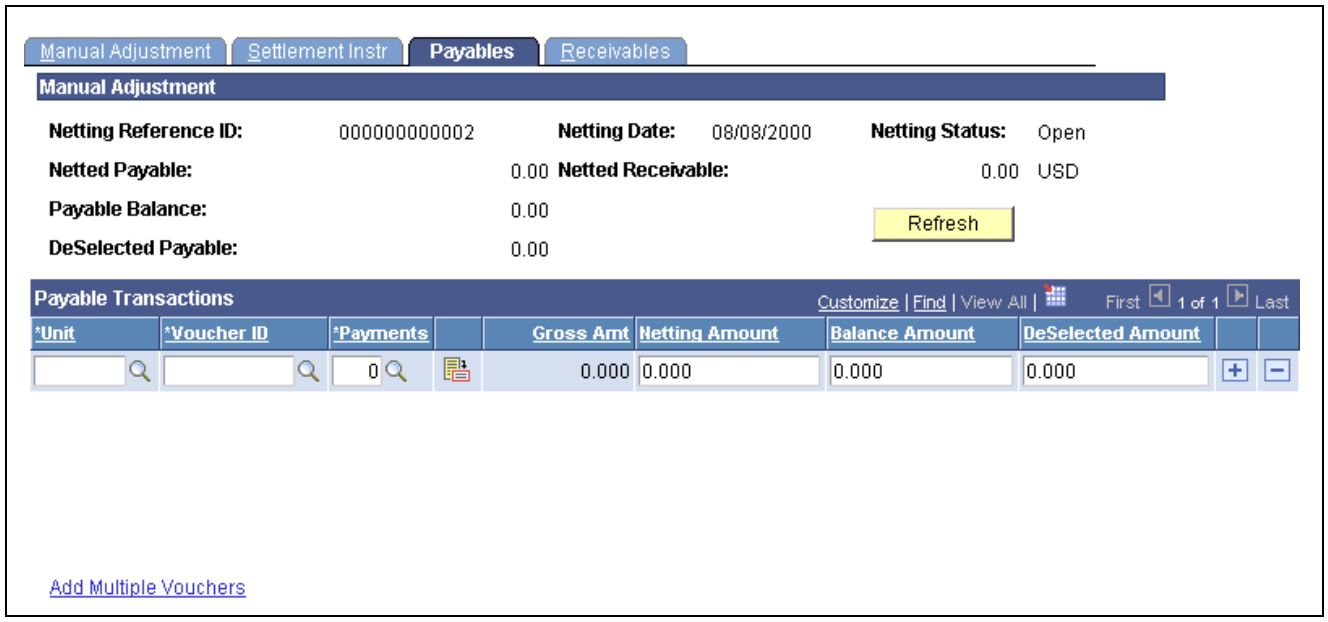



Adjust Netting - Payables page

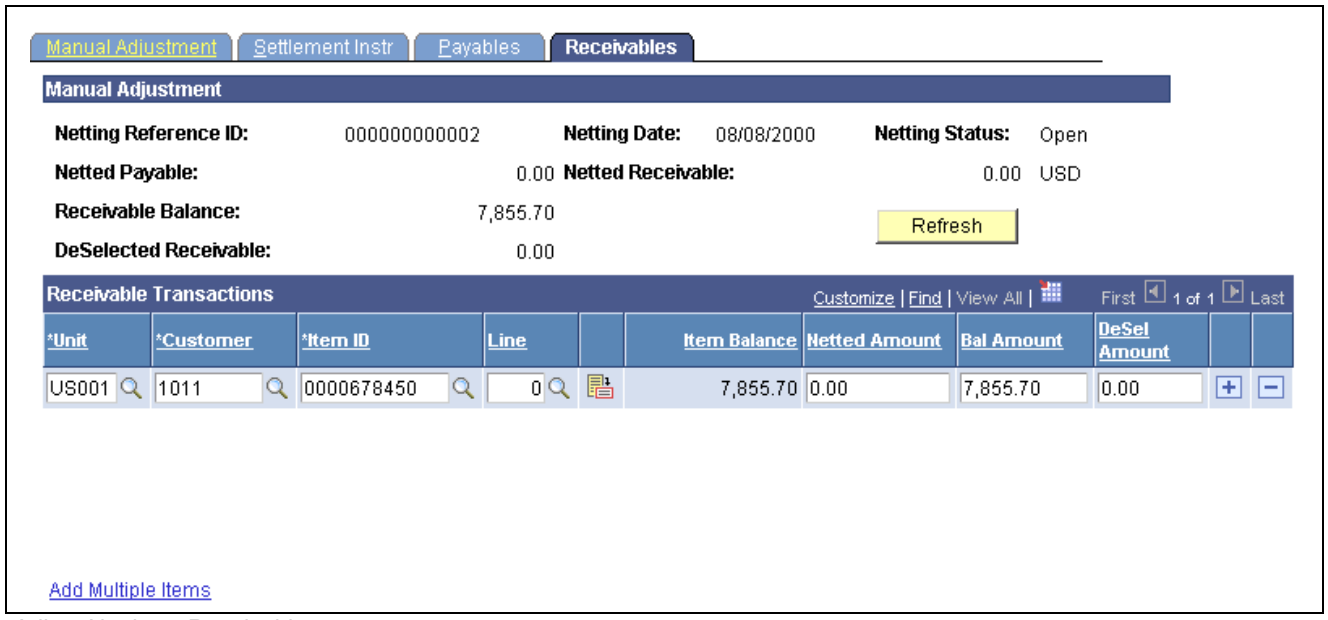
**Note.** You can only add transaction items. You cannot delete existing or added transactions.

### See Also

Chapter 7, "Managing Bilateral Netting," Setting Up the Payables Leg, page 107

# Adjust Receivables Item Information

Access the Adjust Netting - Receivables page.




Adjust Netting - Receivables page

**Note.** You can only add transaction items—you can't delete existing or added transactions.

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### See Also

Chapter 7, "Managing Bilateral Netting," Setting Up the Receivables Leg, page 108

# Processing Multicurrency Nets

This section gives an overview of the multicurrency netting functionality, and discusses how to process this net type.

## Multicurrency Netting Functionality

PeopleSoft netting includes functionality to automatically adjust netted non-base currency accounting entries to ensure that the netting bank entries are in balance. This functionality requires that you setup certain pages and currency default values.

Once you have established the necessary currency codes, no further input is required—the system automatically evaluates and adjusts the necessary netting accounting entries.

The amount adjustment functionality happens between in the Netting Close process (TR_NET_CLOSE), which the system calls from the Pay Cycle Selection process (AP_PAYSELECT). The Net Close process analyzes if voucher and item accounting entries meet certain criteria, for example, if netting currency is greater than or less than the base currency. If the entries match the criteria, the Net Close process adjusts them by updating the AR (PAYMENT_ITEM) and AP (PAYMENT_VCHR_XREF, VOUCHER, VOUCHER_LINE, DISTRIB_LINE) information prior to AP and AR posting. As posting creates accounting entries, the netting adjustment occurs prior to posting to avoid the additional work of accounting entry adjustment.

Here is an example of the netting adjustment functionality when the net involves Japanese yen (JPY) and United States dollars (USD):

- Netting Base Amount = 10000 JPY.
- Netting Foreign Amount = 100 USD.
- Rate = 100 JPY/USD.
- Summarized receivables amount for netting = 100 USD (10001 JPY).
- Summarized payables amount for netting = 100 USD (9999 JPY).

Given the above, the system calculates that:

- The Netting Base Amount of 10000 JPY is less than the receivables amount of 10001 JPY, and subtracts 1 JPY from the receivables total.
- The Netting Base Amount of 10000 JPY is greater than the payables amount of 9999 JPY, and adds 1 JPY to the payables total.

## Prerequisites

If you are netting bank accounts that are defined with different currencies, you must ensure that:

- You have established an exchange rate between two different currency codes on the Market Rates page.
- You have established as many valid currencies as needed by the specific netting bank account on the Netting Accounts - Valid Currencies (BANK_ACCT_CURR_SEC) page. For example, if you are netting

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between two accounts—one using JPY, one using USD—you must define both JPY and USD as valid currencies for both accounts.

### See Also

Chapter 2, "Defining Cash Management Processing Options," Defining Market Rates, page 14

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Netting Accounts

## Processing Multicurrency Nets

To process multicurrency nets:

1. For the AP Voucher Entry confirm that:
   - You define the Curr (currency) field on the Invoice Information page with the convert into currency.
   - You define the Payment Currency field on the Invoice Information - Payments: Payment Options page with the convert into currency.
2. Approve the AP Voucher, but do not post it.
3. For the AR Item Entry confirm that:
   - You define the Control Currency field on the Group Control page with the convert into currency.
   - You define the Currency field on the Pending Item 1 page with the convert into currency.
4. Post the AR vouchers using the Group Control - Group Action page. (You can post AR vouchers as they are not evaluated by the Net Close process.)
5. Run the Receivable Update process (AR_UPDATE).
6. Create a manual net using the Manual Netting pages, being sure to define the Netting Currency field with the convert into currency. When you complete creating the manual net, click Submit.
7. Approve the multicurrency net using the Review Multiple Netting page.
8. Establish voucher payment selection criteria for the pay cycle using the Payment Selection Criteria page.
9. Process the pay cycle and create the payment using the Pay Cycle Manager page.
10. Post the voucher using the Payment Posting Request page.
11. Run the Receivable Update process (AR_UPDATE) again to close the receivables nets.
12. Review the resulting accounting entry and payment information on the following pages:
    - (AP) Voucher Accounting Entries
    - (AR) Group Control - Accounting Entries
    - Payment Control - Accounting Entries

---

**Note.** Remember that any AP vouchers posted before the netting close process *do not* encounter the rounding analysis of the netting adjustment process. Their associated accounting entries will not be adjusted.

---

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### See Also

Chapter 7, "Managing Bilateral Netting," Administering Nets, page 116

Chapter 7, "Managing Bilateral Netting," Creating Nets Manually, page 104

Chapter 7, "Managing Bilateral Netting," Closing Nets, page 118

*PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers

*PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Running Voucher and Payment Posting"

*PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Voucher Information

*PeopleSoft Enterprise Receivables 9.0 PeopleBook*, "Entering Pending Items"

*PeopleSoft Enterprise Receivables 9.0 PeopleBook*, "Posting and Unposting Groups"

*PeopleSoft Enterprise Receivables 9.0 PeopleBook*, "Entering Pending Items"

*PeopleSoft Enterprise Receivables 9.0 PeopleBook*, "Maintaining and Reviewing Item Information," Changing and Reviewing Item Information

# Administering Nets

This section discusses how to:

- Approve nets.
- Cancel nets.

## Pages Used to Administer Nets

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Approve Netting | NET_NETTING_ADMIN | Cash Management, Settlements,Bi-Lateral Netting, Approve Netting | Search for existing nets and approve, cancel, or re-open nets. |
| Cancel Netting | NET_NETTING_ADMIN | Cash Management, Settlements,Bi-Lateral Netting, Cancel Netting | Search for existing nets and cancel nets with an *Open* status. |

## Approving Nets

Access the Approve Netting page.

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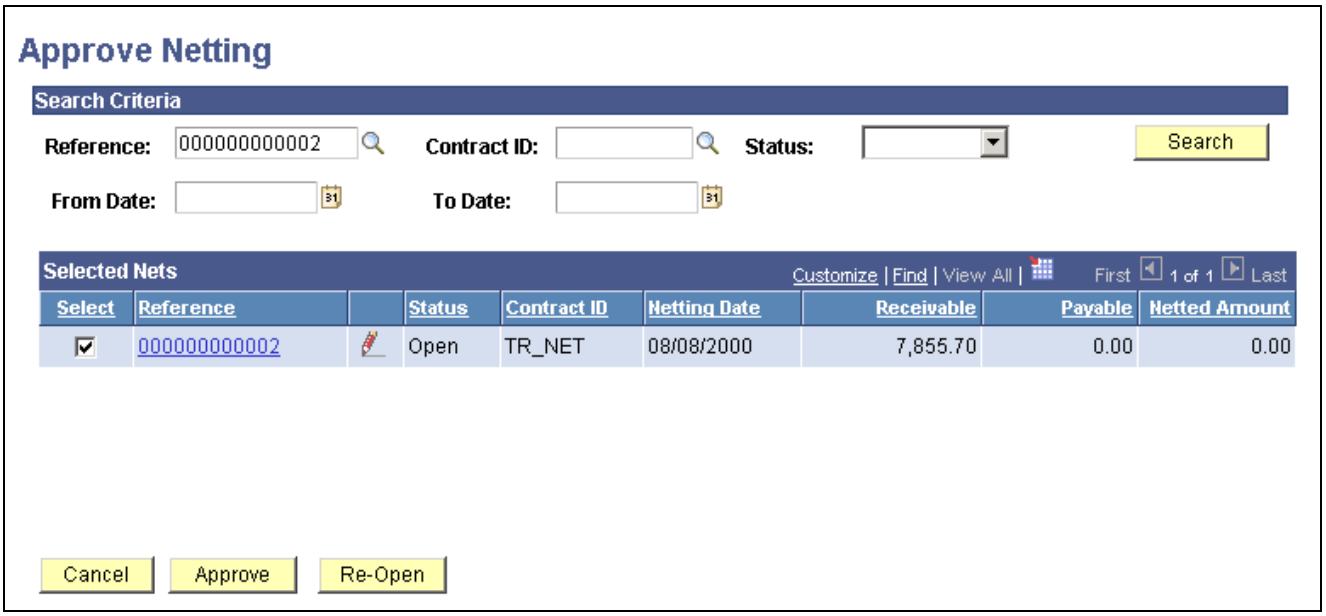


Approve Netting page

**Search** Specify search criteria and click the button to retrieve data on multiple nets. Your results appear in the Selected Nets grid.

**Status** Select from *Approved*, *Cancelled*, *Closed,* or *Open*.

**Reference** Click the link to access the bilateral netting pages, and modify transaction information.

Click to adjust the selected net.

**Select** Select an item's check box, then approve or cancel net. The selected net(s) status changes to *Approved* or *Cancelled.* Once netting contracts are approved, they are "locked" and can't be edited. Select Re-Open to unlock approved netting contracts for modifications.

## Canceling Nets

Access the Cancel Netting page.

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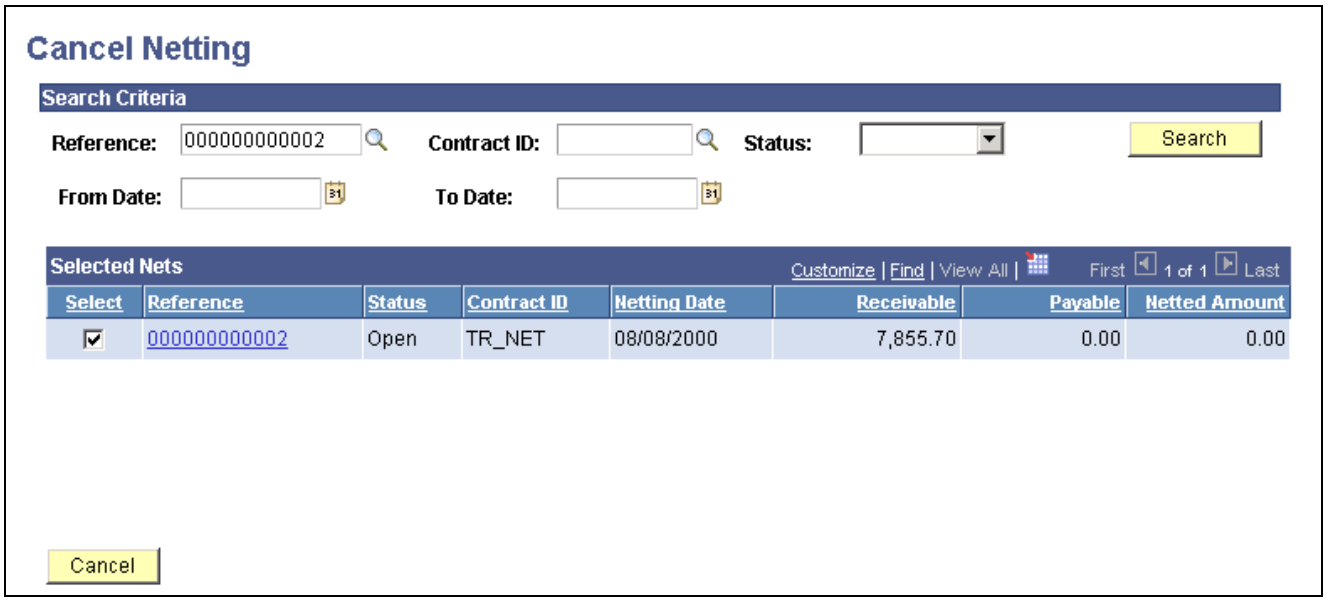


Cancel Netting page

Page fields and functionality are similar to those discussed in Administering Nets—but here you can only cancel nets with an *Open* Status.

### See Also

Chapter 7, "Managing Bilateral Netting," Administering Nets, page 116

## Closing Nets

Once you select (by manual or automatic methods) and approve nets, you close them in both Payables and Receivables.

You close payables nets by creating payment selection criteria and running Pay Cycle Manager. If there is any remaining payables net balance (balance is less than or greater than zero), you must create a new payment selection criteria and run Pay Cycle Manager again.

To close receivables nets, you must run the Request Receivables Update process, which updates the customer information with the invoice netting payment created in the netting process.

The Net Closing Process also contains the multicurrency net adjustment functionality. For nets involving multiple currencies this functionality evaluates if the payables and receivables accounting entries are in balance, given a defined currency conversion rate. The system then automatically adjusts them as necessary prior to payables and receivables posting.

### See Also

Chapter 7, "Managing Bilateral Netting," Multicurrency Netting Functionality, page 114

*PeopleSoft Enterprise Purchasing 9.0 PeopleBook*, "Running Document Tolerances"

*PeopleSoft Enterprise Receivables 9.0 PeopleBook*, "Entering Payments," Bilateral Netting

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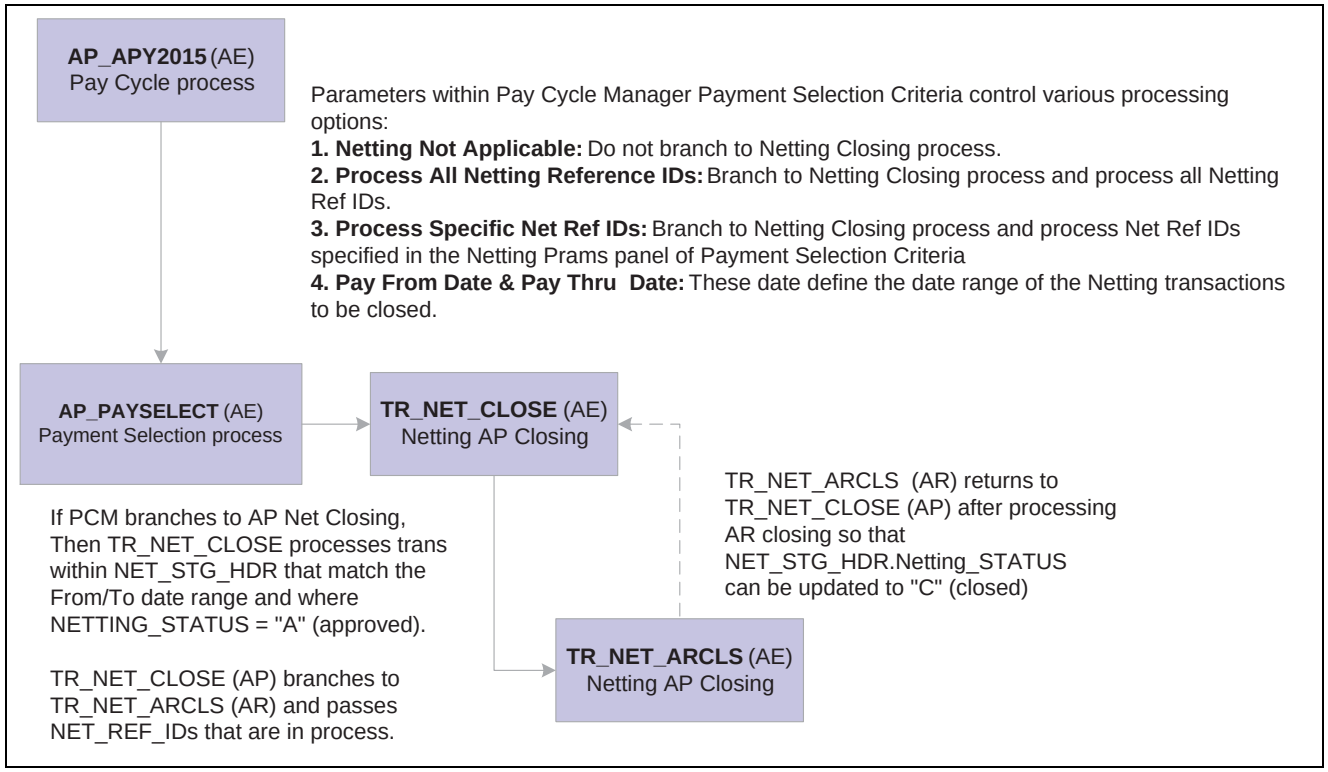
## Understanding the Net Closing Process in Pay Cycle Manager

Here is a more detailed look at the Netting Closing Application Engine processes, (TR_NET_CLOSE) and (TR_NET_ARCLS), which launch from Pay Cycle Manager (AP_APY2015). These processes close the netting population of the AR and AP transactions that are selected for netting. Closing refers to updating the transactions in the netting tables as well as updating transactions in the AP and AR tables. Inserts are done in certain situations. (For example, if an AP payment is greater than the AR balance, PeopleSoft will insert a new line in AP for the remaining balance not offset by the receivable amount.) This graphic illustrates the process:




Netting closing processes launched from Pay Cycle process

# Inquiring on Bilateral Nets

You can inquire on your bilateral netting contract and relationship information.

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# Pages Used to Inquire on Bilateral Nets

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Review Netting Contracts | NET_SCHD_CNTRC | Cash Management, Settlements, Bi-Lateral Netting, Review Netting Contract | Search your netting data by netting contract. |
| Netting Inquiry | NET_INQUIRY_HDR | Cash Management, Settlements, Bi-Lateral Netting, Review Single Netting | Review information on a single netting relationship. |
| Review Multiple Netting | NET_NETTING_ADMIN | Cash Management, Settlements, Bi-Lateral Netting, Review Multiple Netting | Review information on multiple netting contracts. |


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# CHAPTER 8

# Transferring Funds

This chapter provides an overview of the funds transfer process and discusses how to:

- Create and approve funds transfer templates.
- Manage funds transfer template approval.
- Begin funds transfer requests.
- Create electronic fund transfer (EFT) requests.
- Create fee entries for EFT requests.
- Create bank account transfers.
- Create deals transfers.
- Review repetitive transfers.

## Understanding the Funds-Transfer Process

Cash Management defines and supports these two funds transfer methods:

- Bank account transfers

  Bank account transfers are used by your organization to transfer money between banks that are on your organization's general ledger (from one of your organization's bank accounts to another bank account belonging to your organization). This could be a transfer between your internal bank accounts, between your external bank accounts, or between your internal and your external bank accounts. PeopleSoft defines the following two categories of bank account transfers:

  - External bank transfers are used by your organization to transfer money between banks that are on your organization's general ledger (from one of your organization's bank accounts to another bank account belonging to your organization).
  - Internal bank transfers are transfers between business units using internal banks and internal bank accounts that you have created for your organization.

- EFTs

  EFTs are used to transfer funds from your organization's bank to an external third party.

For bank account transfers and EFTs, you can send funds transfers from templates, as well as on an ad hoc basis. To minimize the amount of manual entry when sending these ad hoc funds transfers, you can complete recipient information from settlement instructions, such as when you are paying a vendor who provides occasional services.

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Cash Management also includes repetitive transfer, draw-down transfer, and prenotification functionality. Repetitive transfers and draw-down transfers are preapproved agreements to transfer monetary amounts on a periodic basis. (The Federal Reserve Fedwire transfer system supports four types of Fedwire transfers: repetitive, semi-repetitive, non-repetitive or freeform, and drawdown. PeopleSoft funds transfer functionality supports all four transfer types.) There is not a funds transfer method as described above for bank account transfers and EFTs. The relationship of the involved parties determines whether a repetitive or draw-down transfer is in the form of a bank account transfer or EFT. A prenotification is a file sent to a debtor's bank to test if payments may be made to a creditor through a specified bank account. The creditor will not process a payment made through the debtor's bank account until a prenotification is sent and successfully processed.

Cash Management supports the following transfer types:

- A repetitive transfer is used when a company makes a transfer between the same debit and credit parties frequently.

  The parties involved may be your organization and your bank—or your organization, your bank, and a third party. The Originating Depository Financial Institution (ODFI) has a record of the debit and credit parties and receives electronic and telephonic instructions to make the transfer. The ODFI also assigns a unique identifier to each instruction template. The items communicated to the ODFI as part of the transfer consist of the unique identifier, the date of the transfer, and the dollar amount. Of these three items, only the date and dollar amount may be changed, which decreases the risk of misdirected funds.

- A semi-repetitive transfers is similar to a repetitive transfer.

  The difference is that you can also modify the transfer description, in addition to the amount and date information.

- A non-repetitive or free-form transfer is used for ad-hoc transfers; you can edit all fields.

- A draw down is a request sent by a company to an ODFI to initiate a wire transfer from its own account or another party's account at a Receiving Depository Financial Institution (RDFI).

  For draw-down transfers, the RDFI is the payor of funds. The RDFI requires that it have authorization for payment from the account holder—meaning the party being debited must preauthorize the transfer.

  Drawdown transfers are most frequently used as part of a company's cash concentration system. Organizations use cash concentration systems to consolidate many bank accounts (operated by individual areas in the organization) to a cash position in a single account.

  Drawdown transfers are also a subset of repetitive transfers. You can set up a draw-down transfer to be a repetitive transfer.

- A prenotification or "prenote" is an EFT Request used to verify that payments can be made to a creditor from the debtor's bank account. Prenotes are created using a transfer template. From the template you can create a prenote which is basically an EFT for a zero dollar amount. After settling the EFT, the prenote will then be processed via Financial Gateway like any other EFT. Prenotes can only be settled through Financial Gateway.

  In the case of ACH prenotes, if no return is sent back after a specified number of days, then the debtor can assume that it can send payments to the creditor's bank account. A back-end process updates the prenotes' status after the specified number of days has passed.

  If an ACH Return file is received from the creditor's bank, it will contain information that the prenote had errors that must be corrected before the creditor will accept payments from the debtor. The creditor must send a new, corrected prenote. If no return file is received after the defined number of days, then it can be assumed that the debtor's payments will be processed by the creditor's bank.

You can set up preapproved repetitive transfers and draw-down transfers in the Cash Management funds transfer pages, creating a template that stores the repetitive transfer agreement information. This information includes the unique identifier assigned by the bank that authorizes (or administrates) the transfer.

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**Note.** As repetitive transfers and draw-down transfers are preapproved and preconfigured agreements, they cannot be initiated on an ad hoc basis.

## Funds Transfer Business Process

To process funds transfers, you create the transfer (either ad hoc or using a template), select it for settlement, and if required, route it for settlement approval. After it is approved, the system forwards the transfer to either the Financial Gateway or obtained via Pay Cycle Manager depending on what you select on the Settle Through field on the External Accounts - Payment Methods page. Use the dispatch settlements functionality to transmit the transfer to the appropriate bank and bank account.

For repetitive and draw-down transfers, only the repetitive transfer code (for draw-down transfers, this is the third-party authorization code), amount, and date are transmitted to the ODFI.

Here is a general overview of the steps in the funds transfer process:

1. Create all of the templates required by your organization.

   Here are some possible combinations:

   - Bank account transfer.
   - Bank account transfer as a repetitive transfer.
   - Bank account transfer as a draw-down transfer.
   - Bank account transfer as a repetitive draw-down transfer.
   - EFT.
   - EFT as a repetitive transfer.
   - EFT as a draw-down transfer.
   - EFT as a repetitive draw-down transfer.
   - EFT as a prenotification.
2. Approve new and modified templates.
3. Create a bank account transfer or EFT request.
4. On the bank account transfer or EFT request, select the appropriate template to create the specific transfer needed and provide any necessary transfer information to complete the transfer instructions.

   You are not required to select a template if the transfer is considered a free-form transfer.
5. Select and approve transfers for settlement using the Settlement Manager.
6. Dispatch settlements to the appropriate banking institution for payment using Financial Gateway.

   **Note.** If the settlement is to be settled through Pay Cycle Manager, it will be picked up at a later time.

The system processes the approved funds transfers and generates the appropriate accounting entries. Accounting entries for EFT transfers may be generated only if an accounting template has been specified on the EFT transfer request. Accounting events for bank transfers are automatic and do not need an accounting template.

If Financial Gateway is used as the settle-through option, you can, with the proper setup, get periodic updates to the original transaction until the settlement is paid. For Wire transfers, the system can be configured to update the transaction with the Fed Wire ID generated by the bank for reference during inquiries.

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### Prenotification Process

To create a prenote:

1. Create a new EFT template on the Enter Transfer Templates - Origin page using a payment method and a payment layout that will support prenotes and select the Prenote check box.

   See *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Setting Up Electronic Banking Using Financial Gateway," Understanding the Layout Catalog.

2. Access the Prenotification Details page. (Optional)

   The prenote status is assigned a status of "New." You can set the number of calendar days that must transpire after the prenote is sent to Financial Gateway before the prenote status changes to Confirmed by the system if no ACH Return file is received.

3. Approve the template on the Approve Transfer Templates page.

   Upon approval, the system will prompt you to create a zero-dollar EFT Request, which serves as the transaction representing the prenote.

4. Click Yes.

   The EFT Request page is displayed with the Prenotification field selected. All of the information from the template is transferred to this EFT Request transaction with a zero-dollar amount.

5. Select the prenote for approval from the Select Settlements page.

6. Approve the prenote EFT Request from the Approve Settlements page.

7. Dispatch the prenote in Financial Gateway just as you would any other payment.

   This changes the status from "New" to "Pending." If no return is sent back from the bank within the number of business calendar days specified on the Prenotification Details page, the prenote status changes to "Confirmed." The status change is performed by a batch process that checks the number of days that have transpired since the creation of the prenote and compares it with the number of days specified on the Prenotification Details page (See step 2).

   If a return acknowledgment file is sent back from Financial Gateway, the prenote status changes to "Rejected" and the template will not be approved for use. If the errors in the prenote are correctable, a second prenote may be sent using this template. The status can be reset from "Error" to "New."

### See Also

Chapter 9, "Working with Settlements," page 149

## Prerequisites

To process funds transfers:

- Configure banks.
- Configure bank branches.
- Configure bank accounts and account payment methods.

At this time, you can optionally:

- Define settlement instructions.

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- Define bank account transfer templates.
- Define EFT request template instructions and field level security for templates.
- Define settlement approval options.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Account Settlement Information

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Counterparties," Defining Settlement Instructions for Counterparty Deals

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up the Bank Statement Import Process"

## Common Elements Used in This Chapter

| | |
|---|---|
| **Payment Method** | Indicate the method used to get the funds from the funding account. For example, select *ACH* if the funds are to be processed through an automated clearing house. |
| **Repetitive Transfer Code** | A code for any repetitive funds transfer type, assigned by a bank (or financial institution) to automatically initialize the bank's transfer process. |
| **Draw-down Transfer** | If selected, it indicates the transfer is a repetitive draw-down transfer. |

## Creating and Approving Funds Transfer Templates

To define transfer templates, use the Enter Transfer Templates component (TR_WIRE_TEMPLATES_GBL).

This section discusses how to:

1. Enter template origin information.
2. Specify template destination information.
3. Configure template EFT handling options.
4. Define template intermediary bank routings.
5. Enter template transfer addenda.
6. Add template internal notes.
7. Record template beneficiary address information.
8. Define template field security.

### Understanding the Funds Transfer Template Component

Your organization may benefit from setting up transactions in advance with parties with which you conduct regular, specific transactions. For example, using template transactions can streamline the process of distributing quarterly payouts to clients or monthly or annual payments to vendors.

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You set up the template, specifying whether it is for bank account transfers or EFTs. You can then further specify if the template is a repetitive transfer or draw-down transfer. Page values established at the template level for repetitive and draw-down transfers cannot be changed by a user at the transfer request level. In addition, you can specify security at the field level for the template.

**Note.** Pages and fields in the funds transfer template become available or unavailable for entry, depending on the selected transfer class.

To create a funds transfer template:

1. Select the Add a New Value tab on the Funds Transfer Templates search page.
2. Enter a SetID and Transfer Template ID, and specify a Transfer Class of *Bank Transfer* or *EFT Transfer*.
3. Complete the Origin, Destination, Beneficiary Address, and Template Field Security pages of the funds transfer template pages.

## Pages Used to Create and Approve Funds Transfer Templates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Enter Transfer Templates - Origin | TR_WR_TEMPLATE_FR | Cash Management, Fees and Transfers, Enter Transfer Templates | Enter template origin information. Set up the template for withdrawing funds from an account to transfer those funds. |
| Prenotification Details | TR_WR_PRENOTE | Click the Prenotification Details link on the Enter Transfer Templates - Origin page. | Enter parameters for creating a template for prenotification requests. |
| Enter Transfer Templates - Destination | WR_TEMPLATE_FR | Cash Management, Fees and Transfers, Enter Transfer Templates<br>Select the Destination tab. | Specify template destination information. Set up templates to send wire transfers repeatedly to particular parties. |
| EFT Options | TR_EFT_OPT_SEC | Click EFT Options on the Enter Transfer Templates - Destination page. | Configure template EFT handling options.<br>**Note.** Values specified at the template level cannot be overwritten at the request level.<br>See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Beneficiary Bank EFT Options. |
| Routings | TR_INTR_TBL_SEC | Click Routings on the Enter Transfer Templates - Destination page. | Define template intermediary bank routings. Set up multiple routing information for a funds transfer. |

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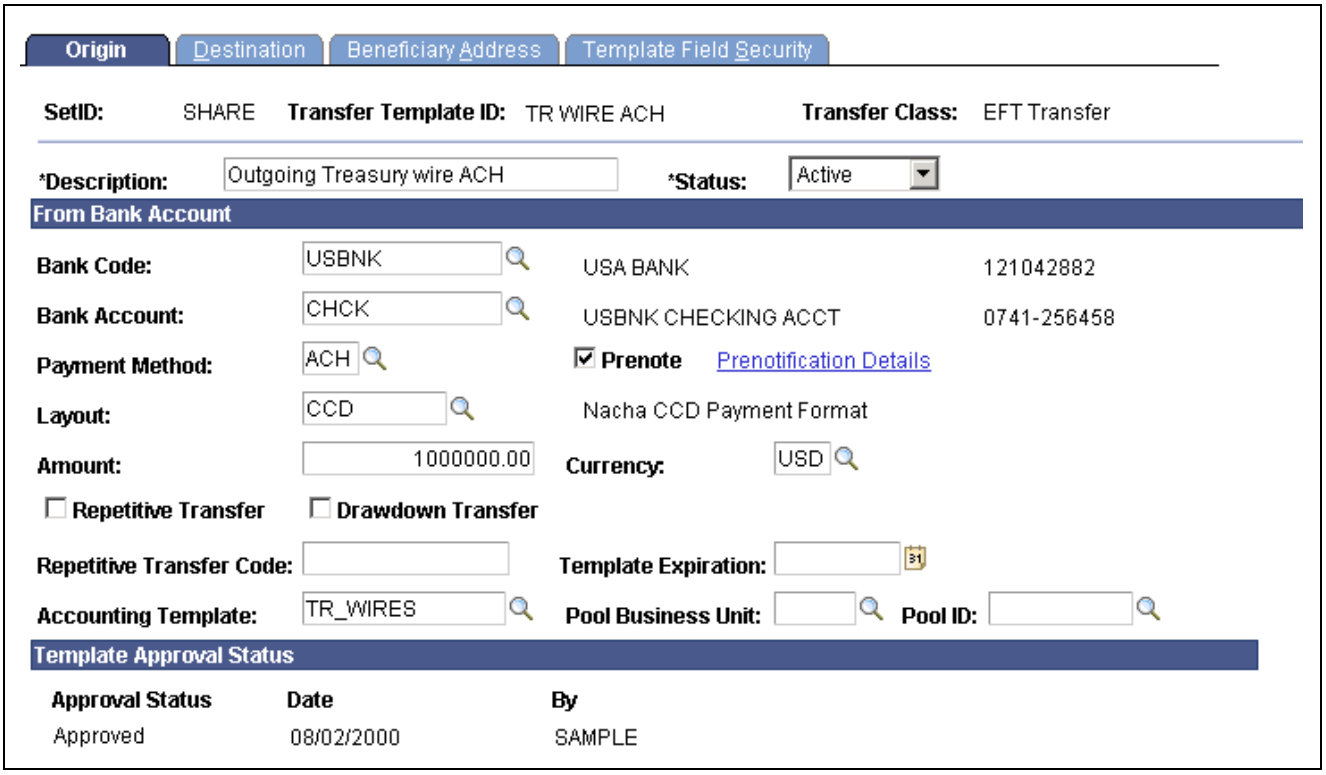
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Enter Transfer Templates - Detailed Description | TR_WR_DESC_SEC | Click View Description on the Enter Transfer Templates - Destination page. | Enter any of your in-house notes for the funds transfer. This information is not transmitted to the recipient. |
| Enter Transfer Templates - Addenda | STL_ADDENDA2_SP | Click Addenda on the Enter Transfer Template - Destination page. | Enter addenda information. This information is transmitted to the recipient. |
| Enter Transfer Templates - Beneficiary Address | WR_TEMPLATE_ADR | Cash Management, Fees and Transfers, Enter Transfer Templates<br>Select the Beneficiary Address tab. | Set up address information for the recipient of the funds transfer. |
| Enter Transfer Templates - Template Field Security | WR_TMPLT_FLDLST | Cash Management, Fees and Transfers, Enter Transfer Templates<br>Select the Template Field Security tab. | Select the active fields in your template, choose whether to enable accounting or to allow settlement instructions. |

# Entering Template Origin Information

Access the Enter Transfer Templates - Origin page.




Enter Transfer Templates - Origin page

All available fields on this page are required. They contain relevant information about the account from which you are transferring funds. Available fields depend on the selected transfer class.

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**Status** Select *Active* or *Inactive*.If you mark a template *Inactive,* it is not available for use (it does not appear in the funds transfer pages).

**Template Expiration** Enter a date that the repetitive transfer template expires.

If you select an expired template for use—meaning, if the template status is set to *Active* and the system date is past the date entered in this field—the system displays a warning message that you have selected an outdated template.

**Pool Business Unit** and **Pool ID** If this bank account is used for holding investment pool funds, enter the business unit and identifier of the pool.

**Payment Method** Available payment methods are determined by the values that you define in the Bank Code and Bank Account fields.

**Prenote** Select to create a prenotification.

**Prenotification Details** Click to access the Prenotification Details page to set prenote status and confirmation parameters if the template being created is for a prenote.

**Repetitive Transfer Code** Enter the repetitive transfer code that the bank assigned to this transfer. This field is required because the code is necessary to initiate the transfer process with the bank.

**Repetitive Transfer** Select if this template is for a repetitive transfer.

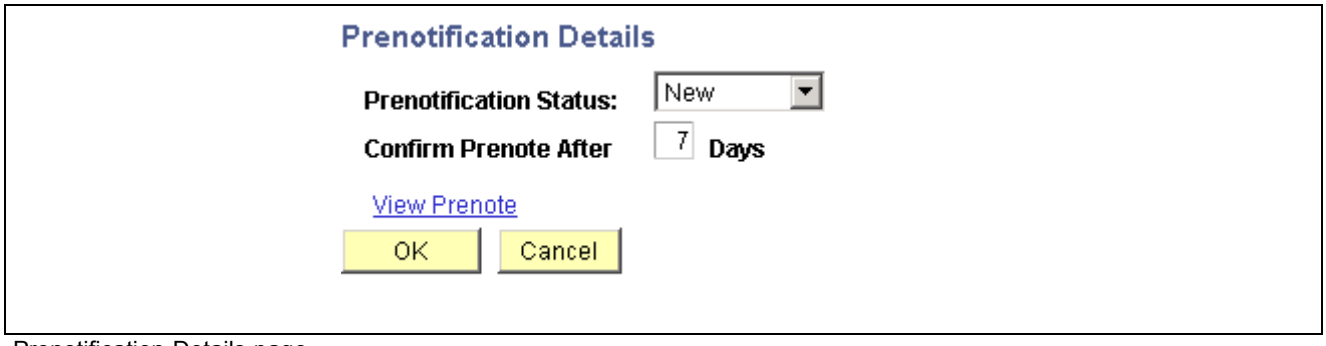
**Drawdown Transfer** Select if this template is for a draw-down transfer.

**Accounting Template** For transfers of an *EFT Transfer* transfer class, specify the accounting template from which to generate accounting entries.

**Approval Status** Displays *Pending* as the value when you first create a transfer. The status changes as activity occurs later in the workflow—for example, when a supervisor approves the entered funds.

## Specifying Prenotification Details

Access the Prenotification Details page.




Prenotification Details page

**Prenotification Status** Defaults to New for first-time prenotes. If an initial prenote was rejected using this template, the status be changed to “Rejected.” You can change the prenote status from here, however, if you modify the template, the system will recreate the prenote and a new settlement will be processed.

**Confirm Prenote After _ Days** Select the number of calendar days that must transpire after the prenote is sent to Financial Gateway before the prenote status changes to Confirmed by the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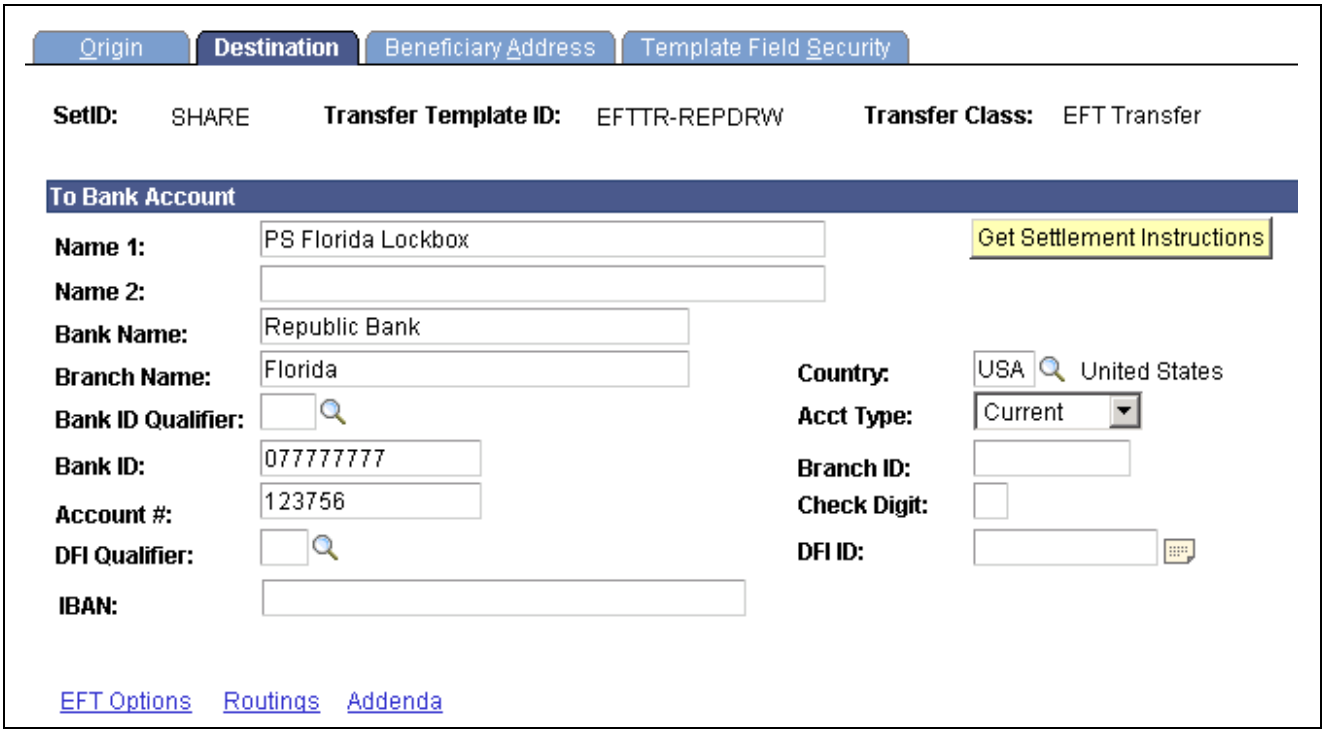
system if no ACH Return file is received back from Financial Gateway. The default setting is seven (7) days.

**View Prenote** Click to access the EFT Request — Origin page and view the details of the prenote created using this template.

See Chapter 8, "Transferring Funds," Understanding the Funds-Transfer Process, page 121.

## Specifying Template Destination Information

Access the Enter Transfer Templates - Destination page.




Enter Transfer Templates - Destination page

For Bank Transfer templates, only the Bank Code and Bank Account fields are available for entry.

Complete all applicable and available fields for EFT Transfer classes.

**Get Settlement Instructions** Click to select settlement instructions and automatically populate fields. All page fields are overwritten with the settlement instruction information, including fields on the Beneficiary Address, EFT Options, Routings, and Detailed Description pages. Also, if a field is blank in the settlement instruction, the corresponding field on this page is also blank.

**Name 1 and Name 2** Enter the recipient's name and other significant identifying information, for example, a company name, a DBA (doing business as), or joint payees.

**Country** Select the destination country code, which also determines the selection of available Bank ID Qual (bank ID qualifier) values. Then specify a qualifier that determines which edit algorithm the system uses to check the bank ID number sequence.

**Bank ID** Enter the routing number of your recipient's financial institution.

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**Branch ID** Enter the recipient's branch number.

**Acct Type** (account type) Select the destination account type:

- *Bond*
- *Bus Acct* (business account)
- *Check Acct*(checking account)
- *Dem Dep* (demand deposit)
- *Lf Ins-Net* (life insurance)
- *Mutual* (mutual fund)
- *Ret It-DDA* (returned item, demand deposit account)
- *Ret It-Sav* (returned item, savings account)
- *S&B Acct* (stocks and bonds account)
- *Stock*
- *Time Dep* (time deposit)
- *Trust Fund*

**Account #** (account number) Enter the account number that you are funding with this transaction.

**Check Digit** This field is conditional and depends on the country that you selected.

Click the View Description button to add internal notes about the funds transfer. These notes are not transmitted to the recipient.

**IBAN Digit** Create an IBAN for this template to facilitate automated processing of cross-border transactions.

See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Understanding IBAN.

Enter the check digit and click View IBAN. If the DFI qualifier for the specified country is IBAN enabled, and the system successfully validates the check digit, the IBAN for this account appears. This field and the View IBAN button appears only if the IBAN Enterable field is not selected on the IBAN Formats page.

See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Defining IBAN Formats.

**IBAN** Enter the IBAN. This field appears only if the IBAN Enterable field is selected on the IBAN Formats page.

See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Defining IBAN Formats.

**DFI Qualifier** (depository financial institution qualifier) Select to identify the bank and enter the associated DFI ID (depository financial institution ID), if required. If you use intermediary routings, this bank represents the final bank into which funds are transferred.

The DFI qualifier indicates what format—how many characters and numerics—are in the bank's DFI ID. Note that each type has a specific number of digits that you can enter. Values are:

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*Transit Number:* Exactly 9 numeric characters, plus check digit calculation.

*Swift ID:* 8 or 11 characters; positions 5 and 6 must be a valid 2-character country code.

*CHIPS Participant ID* (Clearinghouse Interbank Payments System participant ID): 3 or 4 numeric characters.

*CHIPS Universal ID* (Clearinghouse Interbank Payments System universal ID): 6 numeric characters.

*Canadian Bank Branch/Institute:* No validation.

*Mutually Defined:* No validation.

### See Also

Chapter 8, "Transferring Funds," Specifying Destination Information, page 138

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," International Bank Account Number Functionality

## Defining Template Intermediary Bank Routings

Access the Routings page.

Values specified at the template level can not be overwritten at the request level.

**Seq** (sequence) Enter a sequence number for the routing row. This sequence number determines in which order the system routes the message.

**Routing** Select from *Bank* or *DFI.*

## Entering Template Transfer Addenda

Access the Enter Transfer Templates - Addenda page.

Values specified at the template level cannot be overwritten at the request level.

For funds transfers, direct debits, and treasury wires, this page consists of four 35-character lines. For automated clearinghouse transactions, this page is a free-form, 80-character field.

## Adding Template Internal Notes

Access the Enter Transfer Templates - Detailed Description page.

Values specified at the template level can not be overwritten at the request level.

Information recorded in the Descr (description) field is not transmitted with the funds transfer.

## Defining Template Field Security

Access the Enter Transfer Templates - Template Field Security page.

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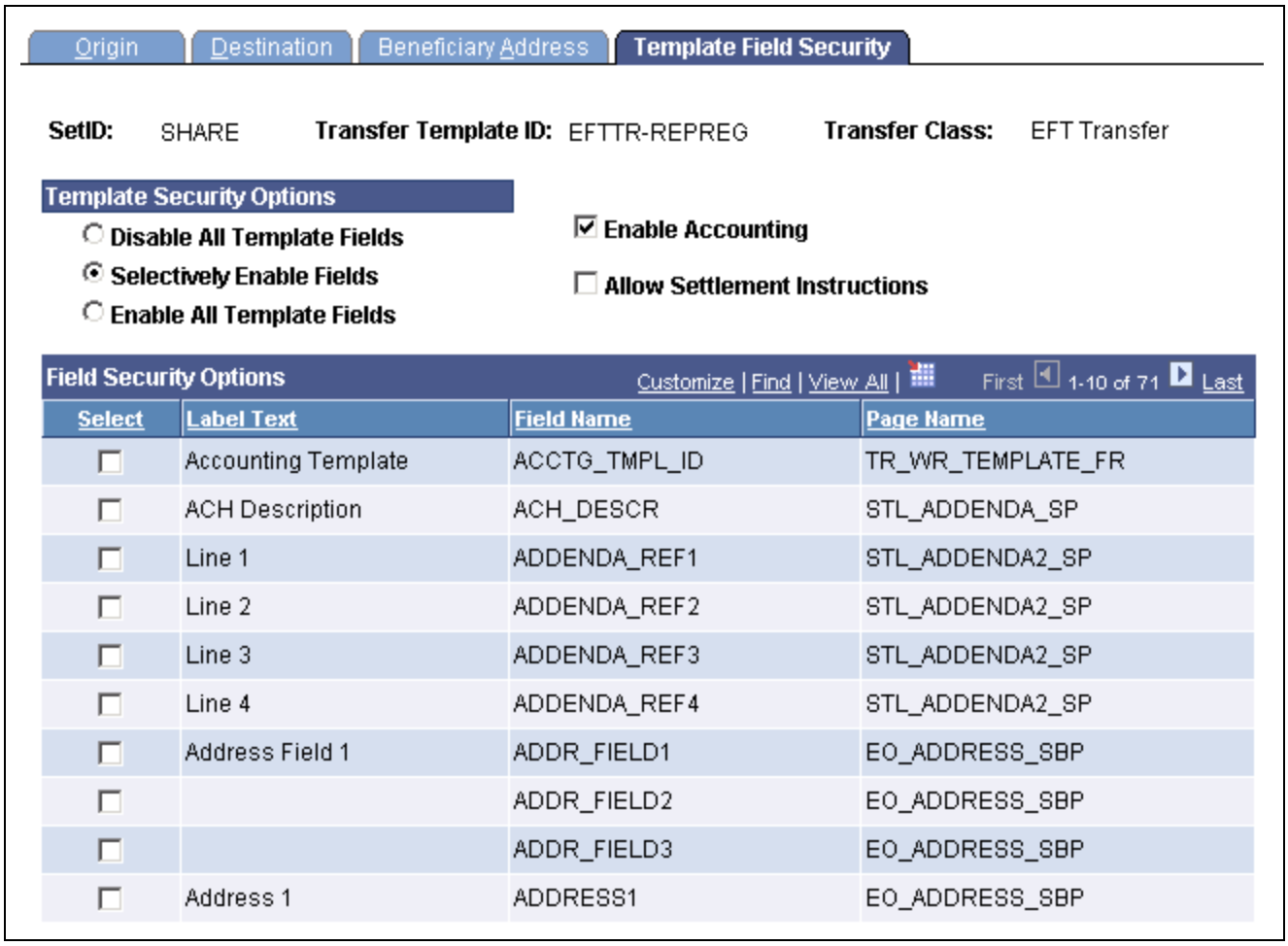


Enter Transfer Templates - Template Field Security page

### Template Security Options

**Disable All Template Fields** If selected, clears all check boxes in the Field Security Options grid.

**Selectively Enable Fields** If selected, more than one field security option is selected.

**Enable All Template Fields** If selected, all field security options are selected.

**Enable Accounting** Select to activate accounting from a template.

**Allow Settlement Instructions** Select to leverage the EFT request into settlement instruction data.

# Managing Funds Transfer Template Approval

This section discusses how to approve funds transfer template changes.


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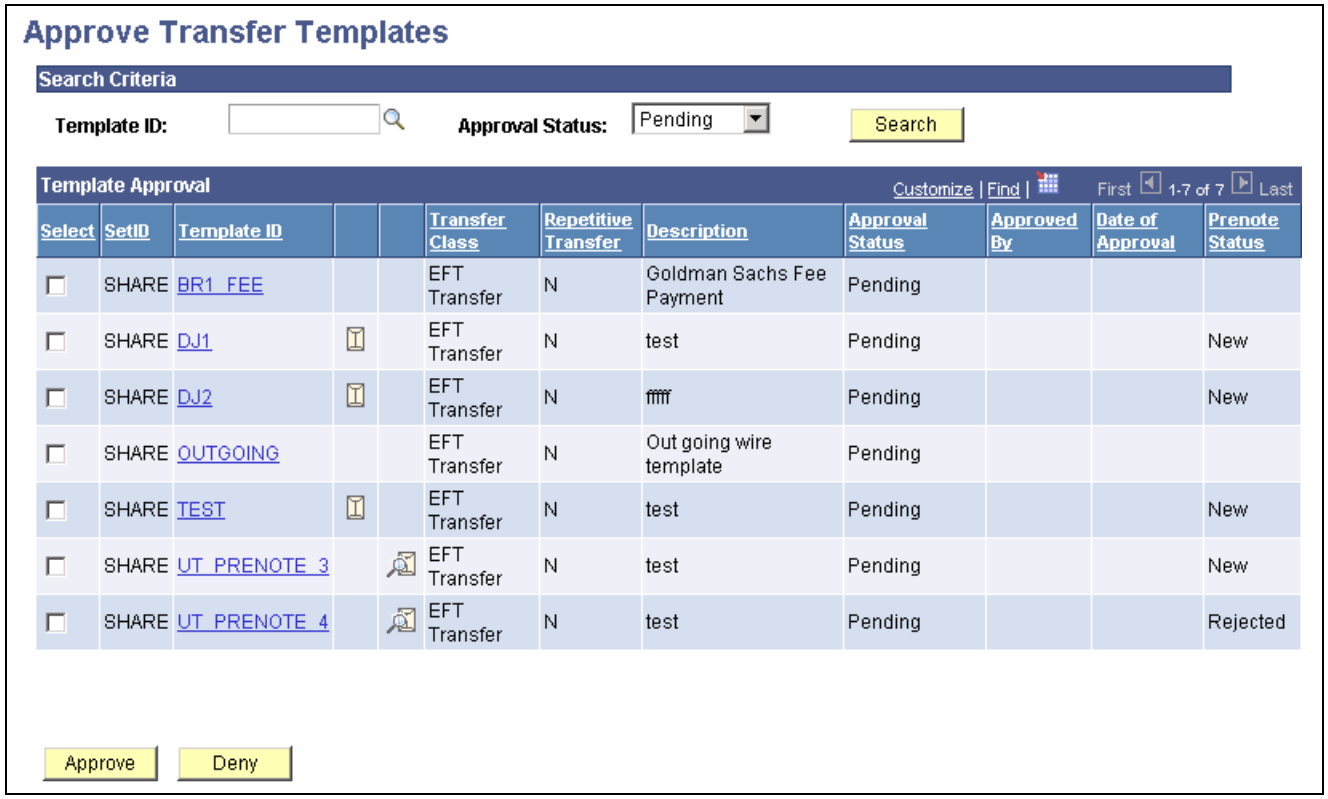
# Page Used to Manage Funds Transfer Template Approval

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Approve Transfer Templates | TR_WR_TMPLT_APPR | Cash Management, Fees and Transfers, Approve Transfer Templates | Approve or deny funds transfer template changes. |

# Approving Transfer Template Changes

Access the Approve Transfer Templates page.




Approve Transfer Templates page

Once transfer templates are created, or if existing templates are modified, you must approve templates prior to using them. This is true for funds transfers as well as prenotes. You can search for a specific template with a particular approval status and select to approve or deny items with your specified values.

To approve or deny transfer templates:

1. Enter your search criteria and click Search.
2. Click the template link in the Template ID column to view template information prior to approval or denial.
3. Select templates for approval or denial and click either Approve or Deny.

**Prenote Status** Displays the current status of the prenotification.

See Chapter 8, "Transferring Funds," Specifying Prenotification Details, page 128.

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# Beginning Transfer Funds Requests

This section discusses how to begin a transfer request.

You can create EFT, bank, and deals transfers from various locations in Cash Management. The Transfer Funds page acts as the first page of a multistep "wizard." Select options to create a particular funds transfer type, and the system then routes you to the correct pages to complete the transfer.

### See Also

Chapter 8, "Transferring Funds," Creating EFT Requests, page 135

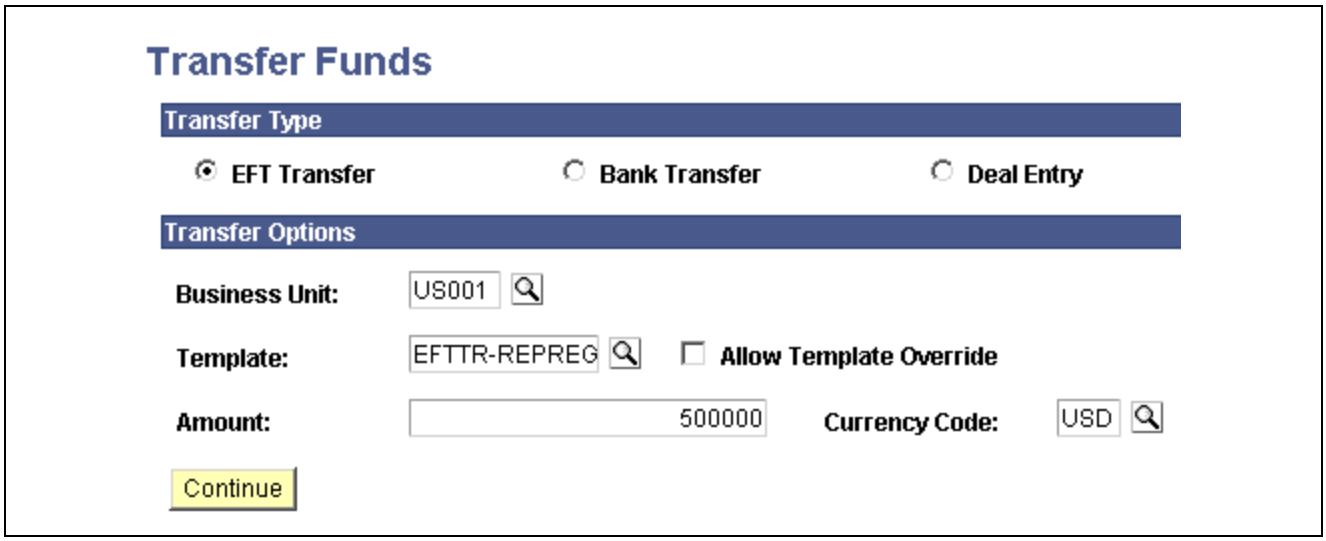
Chapter 8, "Transferring Funds," Creating Bank Account Transfers, page 141

## Page Used to Begin a Transfer Funds Request

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Transfer Funds | TR_TRANSFER_PAGE | Cash Management, Fees and Transfers, Transfer Funds | Select a funds transfer type. Begin the setup of an funds transfer request for an EFT, banks, or deals request. |

## Beginning a Transfer Funds Request

Access the Transfer Funds page.




Transfer Funds page

Available fields on this page change depending on the transfer type that you select.

**EFT Transfer** Transfer money to a third party. Select Template to prepopulate the EFT Request Entry pages.

**Bank Transfer** Move funds between accounts that you own. Select *External* or *Internal* in the Transfer Type field.

**Deal Entry** Transfer funds using a deal (for example, an intercompany loan).

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### See Also

Chapter 8, “Transferring Funds,” Creating Bank Account Transfers, page 141

Chapter 8, “Transferring Funds,” Creating and Approving Funds Transfer Templates, page 125

Chapter 8, “Transferring Funds,” Defining Template Field Security, page 131

## Creating EFT Requests

This section discusses how to:

- Enter transfer origin information.
- Specify destination information.
- (Optional) Configure EFT handling options.
- (Optional) Define intermediary bank routings.
- (Optional) Enter transfer addenda.
- (Optional) Add internal notes.
- Record beneficiary address information.

You can use the pages in this section to create an EFT request, whether your request is for a regular EFT request, or an EFT request involving repetitive transfer or draw-down transfer information.

### See Also

Chapter 8, “Transferring Funds,” Creating Bank Account Transfers, page 141

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## Pages Used to Create an EFT Request

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Transfer Funds - Origin | TR_WIRE_PNL | Cash Management, Fees and Transfers, EFT Request, Origin | Enter transfer origin information. Capture data on the account from which funds will be furnished for the transfer |
| Transfer Funds - Destination | TR_WIRE_TO_PNL | Cash Management, Fees and Transfers, EFT Request, Destination | Specify destination information by entering recipient information for a funds transfer. |
| EFT Options | TR_EFT_OPT_SEC | Click EFT Options on the EFT Request - Destination page. | Configure EFT Handling options. |
| Routings | TR_INTR_TBL_SEC | Click Routings on the EFT Request - Destination page. | Set up multiple routing information for a funds transfer. |
| EFT Request - Detailed Description | TR_WR_DESC_SEC | Click View Description on the EFT Request - Destination page. | Enter any of your in-house notes for the funds transfer. This information is not transmitted to the recipient. |
| EFT Request - Addenda | STL_ADDENDA2_SP | Click Addenda on the EFT Request - Destination page. | Enter addenda information. The system transmits this information to the recipient. For funds transfers, direct debits, and treasury wires, this page consists of four 35-character lines. For ACH transactions, this page is a free-form, 80-character field. |
| EFT Request - Beneficiary Address | TR_WIRE_ADDRESS | Cash Management, Fees and Transfers, EFT Request, Beneficiary Address | Capture the address and telephone information for the recipient of your funds transfers. |

## Entering Transfer Origin Information

Access the Transfer Funds - Origin page.


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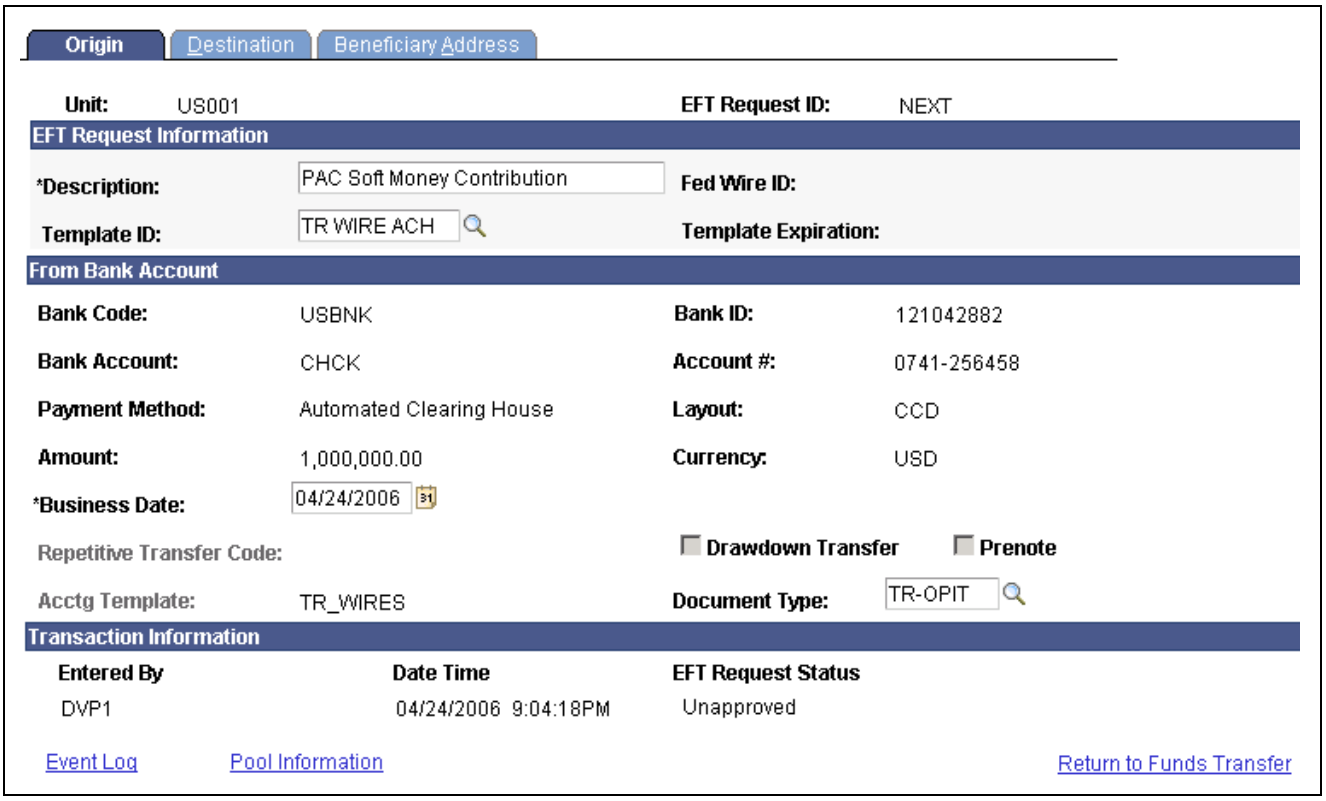


Transfer Funds - Origin page

**Template ID** Select the template, if you are executing the EFT requests from a template.

**Note.** Expired templates are not available for selection.

**Prenotification** This field is display-only and will appear selected for ACH prenotes.

See Chapter 8, "Transferring Funds," Understanding the Funds-Transfer Process, page 121.

**Fed Wire ID** (federal wire ID) For EFT requests associated with federal fund transfers, the Federal Reserve agency assigns a Federal Wire ID code after receiving the request. Enter the code in this field for your reference. This field is automatically populated if the bank returns acknowledgements containing the Fed Wire ID.

This field is used only as reference in Cash Management; it is not necessary for the accounting process.

**Note.** The Federal Wire ID code is the only reference number that the Federal Reserve recognizes when handling issues or questions about the transfer.

**Fees** Click to create fees for this EFT request.

See Chapter 8, "Transferring Funds," Creating Fee Entries for EFT Requests, page 141.

**Payment Method** Select an available payment method (methods are determined by the values that you defined in the Bank Code and Bank Accountfields).

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Values are: *Automated Clearing House, Direct Debit, Electronic Funds Transfer,* or *Wire Transfer.*

You cannot select a payment method for any type of repetitive transfer.

**Business Date** Enter the business date on which the funds transfer is to occur. The date that you select carries over to the next business day, depending on:

- Holiday lists associated with the currency of the nation funding the transaction.
- Business day conventions established at your organization's Treasury Management implementation.

**Acct Template** (accounting template) Select an accounting template if accounting is to be run for the transfer. Leave this field blank if the transfer is already accounted for in another PeopleSoft application (for example, Payables).

**Note.** The Acct Template field is unavailable when the selected account in the Account # field is not enabled for cash clearing.

### Transaction Information

**EFT Request Status** Displays a value of *Unapproved.* This value changes as activity occurs later in the workflow—for example, when a supervisor approves the entered funds.

**Pool Information** Click to access the Pool Information page. If this bank account is used for holding investment pool funds, enter the business unit and identifier of the pool.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

## Specifying Destination Information

Access the Transfer Funds - Destination page.

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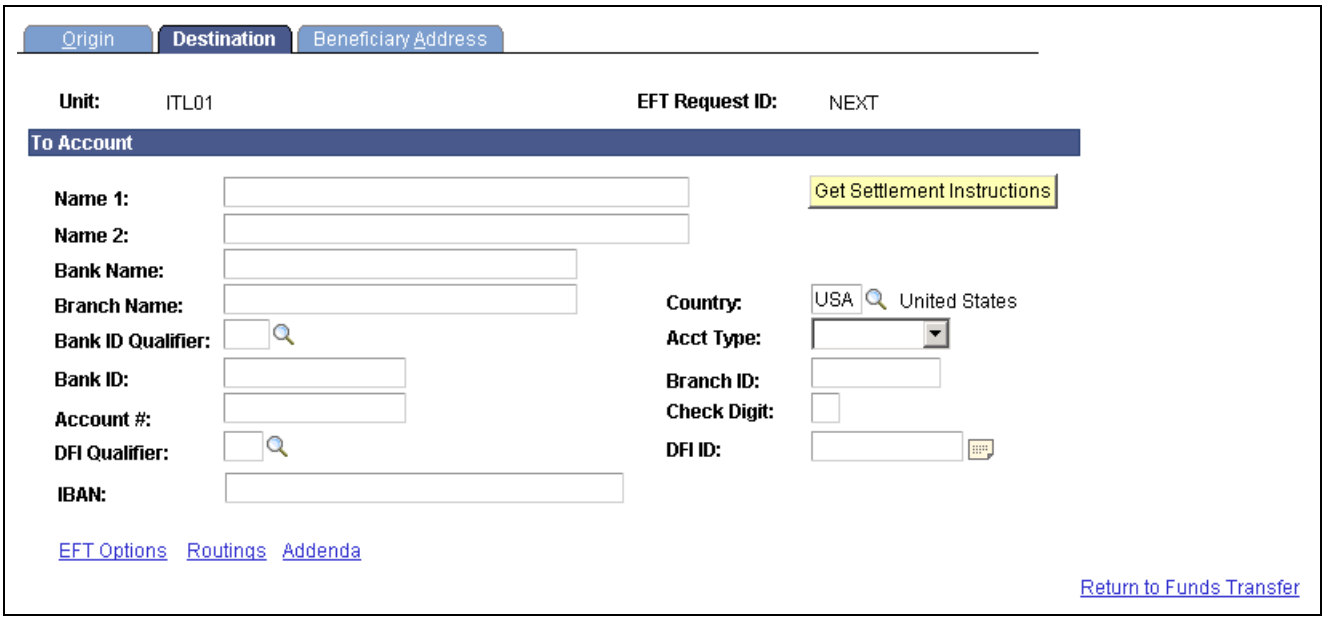


Transfer Funds - Destination page

**Get Settlement Instructions** Click to select settlement instructions and automatically populate fields. All fields are overwritten with the settlement instruction information, including fields on the Beneficiary Address, EFT Options, Routings, and Detailed Description pages. Also, if a field is blank in the settlement instruction, the corresponding field on this page is also blank.

**Name 1 and Name 2** Enter the recipient's name and other significant identifying information (for example, a company name, a DBA, or joint payees).

**Country** Select the destination country code, which also determines the selection of available values in the Bank ID Qual (bank ID qualifier) values. Then specify a qualifier that determines which edit algorithm the system should use to check the bank ID number sequence.

**Bank ID** Enter the routing number of your recipient's financial institution.

**Branch ID** Enter the recipient's branch number.

**Acct Type** (account type) Select the destination account type:

- *Bond*
- *Bus Acct* (business account)
- *Check Acct* (checking account)
- *Dem Dep* (demand deposit)
- *Lf Ins-Net* (life insurance)
- *Mutual* (mutual fund)
- *Ret It-DDA* (returned item, demand deposit account)
- *Ret It-Sav* (returned item, savings account)
- *S&B Acct* (stocks and bonds account)
- *Stock*

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- *Time Dep* (time deposit)
- *Trust Fund*

**Account #** (account number) Enter the account number that you are funding with this transaction.

**Check Digit** This field is conditional and dependent on the selected country.

Click the View Description button to add internal notes about the funds transfer. These notes are not transmitted to the recipient.

**DFI Qualifier** (depository financial institution qualifier) Select to identify the bank and enter the associated DFI ID (depository financial institution ID), if required. If you use intermediary routings, this bank represents the final bank into which funds are transferred.

The DFI qualifier indicates what format—how many characters and numerics—are in the bank's DFI ID. Note that each type has a specific number of digits that you can enter. Values are:

*Transit Number:* Exactly 9 numeric characters, plus check digit calculation.

*Swift ID:* 8 or 11 characters; positions 5 and 6 must be a valid 2-character country code.

*CHIPS Participant ID* (Clearinghouse Interbank Payments System participant ID): 3 or 4 numeric characters.

*CHIPS Universal ID* (Clearinghouse Interbank Payments System universal ID): 6 numeric characters.

*Canadian Bank Branch/Institute:* No validation.

*Mutually Defined:* No validation.

**IBAN** Enter the IBAN. This field appears only if the IBAN Enterable field is selected on the IBAN Formats page.

**IBAN Digit** (international bank account number digit) Define the account's IBAN for transmittal with other transfer information. Enter the check digit and click View IBAN. If the DFI qualifier for the specified country is IBAN enabled, and the system successfully validates check digit, the IBAN for this account appears. This field and the View IBAN button appears only if the IBAN Enterable field is not selected on the IBAN Formats page.

## See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Understanding IBAN

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Defining IBAN Formats

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," International Bank Account Number Functionality

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Accounts Information


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# Creating Fee Entries for EFT Requests

This section discusses how to:

- Define fee codes for EFT requests.
- Create fee entries using EFT request fee codes.

## Pages Used to Create Fee Entries for EFT Requests

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Fee Code | FA_FEE_CD_PNL | Set Up Financials/Supply Chain, Product Related, Treasury, Fee Codes | Define fee codes for EFT requests.<br><br>See Chapter 5, "Managing Fees and Account Analysis," Defining Fee Codes, page 32. |
| Fee Entry | FEE_GENERATOR_PNL | Cash Management, Fees and Transfers, Fee Entry | Create fee entries for EFT requests using previously defined fee codes.<br><br>See Chapter 5, "Managing Fees and Account Analysis," Creating Fee Entries, page 44. |

# Creating Bank Account Transfers

This section provides an overview of bank account transfers and discusses how to:

1. Process bank account transfers.
2. (Optional) View associated bank transfer ChartFields.
3. (Optional) View accounting events.
4. Process bank transfers using electronic settlements.

## Understanding Bank Account Transfers

Transferring funds between bank accounts is a common requirement for cash managers. Typical tasks that require fund transfers are:

- Adjusting daily cash balances.
- Making a trade payment or receipt on behalf of a business unit.
- Funding the internal accounts of other business units.

**Note.** Only corporate treasury-designated banks can initiate fund transfers. However, this rule does not apply when the transfer is between two bank accounts that belong to the same business unit.

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The system schedules accounting events and updates bank balances. Bank transfer transactions are also available to the settlements module for all settlement-related processes and eventual payment. You can create templates for transfers that occur frequently; you can then recall the template and enter the amount and the date.

These transfer types are supported by the system:

- Internal bank transfers: from one internal account to another internal account.
- External bank transfers: from one external account to another external account.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Internal Account Information

## Prerequisites

You must set up internal bank accounts for internal transfers. for external transfers, external accounts must be created.

To set up internal bank accounts:

1. Define a bank with the Type set to *Internal* on the Bank Information page.
2. Create an internal bank account between two internal bank types.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Internal Account Information

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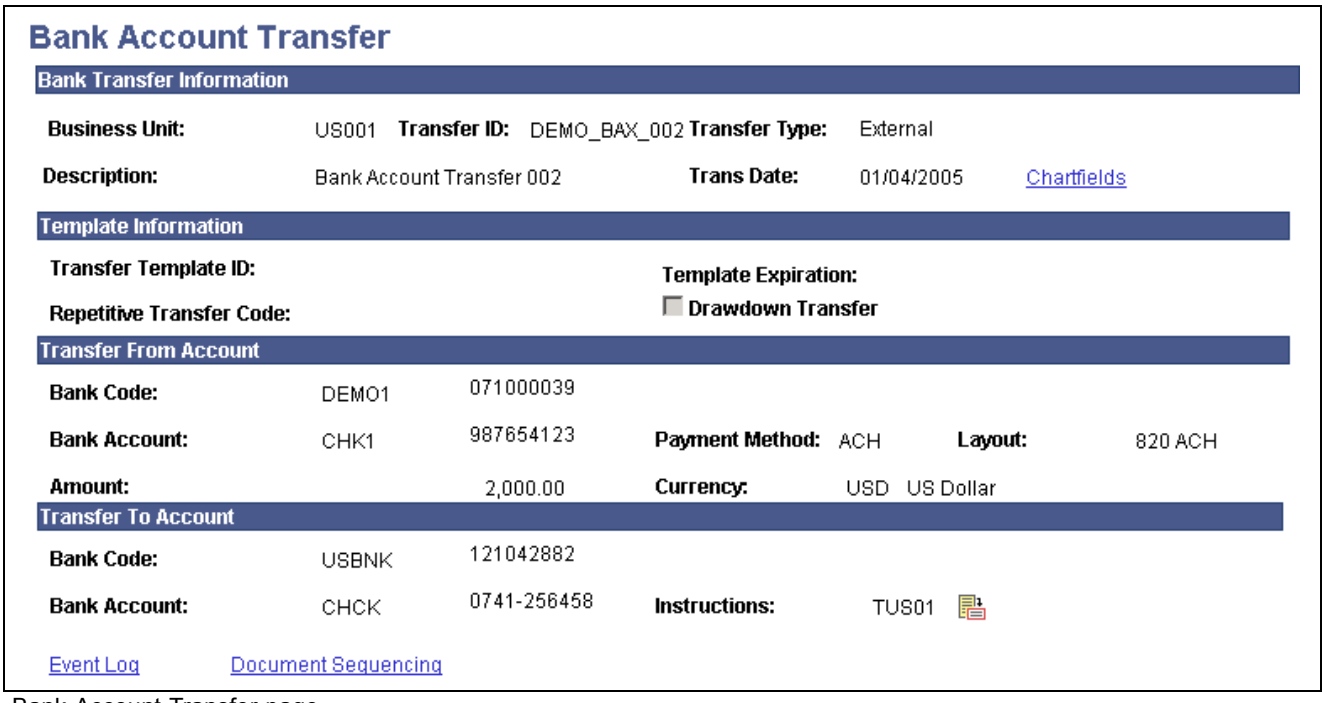
# Pages Used to Create Bank Account Transfers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Transfer Funds | TR_TRANSFER_PAGE | Cash Management, Fees and Transfers, Transfer Funds | Begin the setup of a bank transfer. |
| Bank Account Transfer | BAX_TRANSFER_PNL | Cash Management, Fees and Transfers, Bank Account Transfer | Initiate bank transfers for internal or external bank transfers. |
| Bank Transfer ChartFields | BAX_CF_ENTRY | Click ChartFields on the Bank Account Transfer page. | View associated bank transfer ChartFields. |
| Accounting Events | TRA_EVENT_CAL | Cash Management, Treasury Accounting, Accounting Events | View summary accounting event information generated from deals, facility fees, and bank transfers.<br>Enter *Bank Transfers* in the Source Code field to view the scheduled accounting event.<br>See Chapter 11, "Managing Treasury Accounting," Reviewing Accounting Information, page 206. |

# Processing Bank Account Transfers

Access the Bank Account Transfer page.




Bank Account Transfer page

To create internal bank account transfers:

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1. Select the Add a New Value tab on the Bank Account Transfer search page.
2. Enter values in the Business Unit and Transfer ID fields, and specify a value of *Internal Transfer* in the Transfer Type field.
3. Click Add.
4. Enter a description.
5. Create internal bank account transfers from a template or on an ad hoc basis:
   - Click Use Template to select a defined template on which to base a transfer. This displays a list of templates from which you can select according to the business unit transfer ID and description. The system populates all of the fields except Tran Date (transaction date) and Amount. To create the transfer, complete those fields.

     **Note.** Expired templates are not available for selection.

   - Create an ad hoc internal bank account transfer by completing fields only in the Transfer From Account and Transfer To Account regions.

     If you anticipate that the ad hoc transfer will recur frequently, select the Can be used as Template check box to save it as a template.
   - Click the Instructions button to review the settlement instructions. The settlement instructions define how the payment or transfer is made—the system uses the deposit instructions from the bank account that is receiving funds (the Transfer To Account bank).
6. Save the transfer.

If you are creating external bank account transfers, you can specify a transfer template that may also include drawdown wire or repetitive wire information.

To create external bank account transfers:

1. Select the Add a New Value tab on the Bank Account Transfer search page.
2. Enter values in the Business Unitand Transfer ID fields, and specify a value of *External Transfer* in the Transfer Type field.
3. Click Add.
4. Enter a description.
5. Create external bank account transfers from a template or on an ad hoc basis:
   - Select a transfer template ID to automatically populate the external bank account transfer with information. If you create an external bank account transfer from a template, you can also click the Chartfields link to edit the bank transfer ChartFields.
   - Leave the Transfer Template ID field blank to create an ad hoc bank account transfer. Complete the remaining fields on the page. If you create an ad hoc external bank account transfer, you cannot modify the bank transfer ChartFields.
   - Click the Instructions button to review the settlement instructions. The settlement instructions define how the payment or transfer is made—the system uses the deposit instructions from the bank account that is receiving funds (the Transfer To Account bank).
6. Save the transfer.

## Transfer From Account

Describe the bank account that is serving as the fund source.

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- For an external bank, select the bank and the bank account.
- For an internal bank, select the bank, and then specify the account customer and associated bank account. (The customer represents the business unit that is serving as the fund source.) Enter the monetary amount to transfer.

### Transfer to Account

Indicate the bank account or internal account that is receiving the funds. Select a bank that is an appropriate match for the transfer from account only.

- If the transfer from account bank is an external bank, then the transfer to account bank must also be external. For an external bank, select the bank and bank account.
- For an internal bank, select the bank and then specify the customer and the associated bank account. (The customer represents the business unit that is receiving funds.)

For example, suppose that you want to move business unit UBUO3's balance from its account with TBU02 to TBU01's account with TBU02. This table lists the set up:

| Group box | Bank | Customer |
|---|---|---|
| Transfer From Account | *TBU02* | *OBU03* |
| Transfer To Account | *TBU02* | *TBU01* |

**Note.** External transfers must first be selected and approved before being processed through the Financial Gateway or Pay Cycle Manager.

For internal transfers, some restrictions are enforced:

- The customer specified as the Transfer From Account cannot be the same as the bank specified as the Transfer To Account for the same transaction.
- Similarly, the bank specified as the Transfer From Account cannot be the same as the customer specified as the Transfer To Account for the same transaction.

After you save the transfer, the system updates cash flows and generates an accounting event to create journal entries for this transaction.

**Note.** When internal accounts are established between two business units, you can specify a default internal account. If more than one account exists between two business units with the same currency, the default account is the one that is processed in bank transfer.

### See Also

Chapter 11, "Managing Treasury Accounting," Reviewing Accounting Information, page 206

*PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Setting Up Electronic Banking Using Financial Gateway," Understanding Electronic Banking

## Viewing Accounting Events

Access the Accounting Events page.

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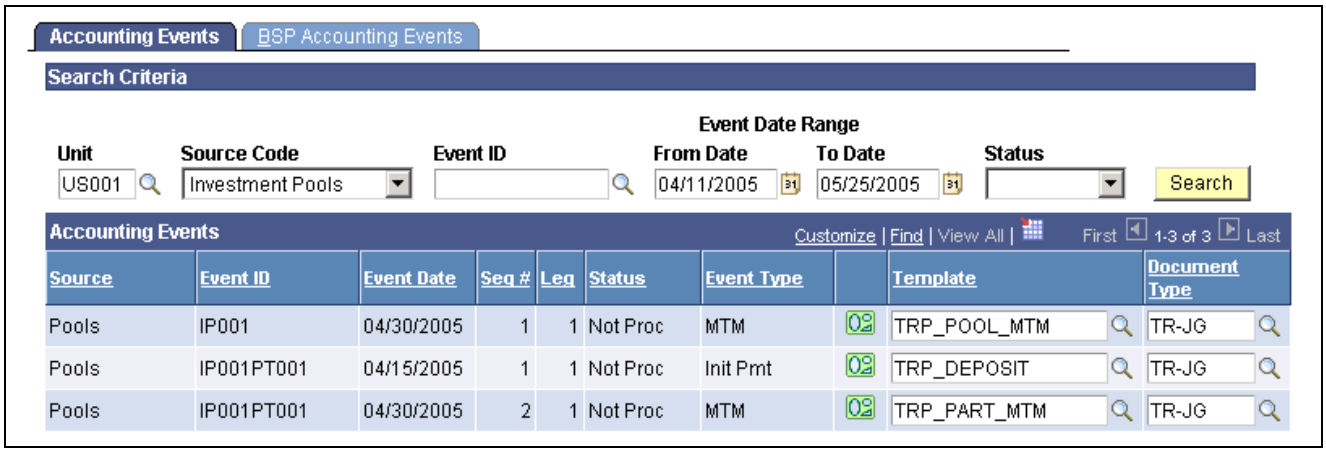



Accounting Events page

Enter *Bank Transfers* in the Source Code field to view the scheduled accounting event.

See Chapter 11, "Managing Treasury Accounting," Reviewing Accounting Information, page 206.

# Reviewing Repetitive Transfers

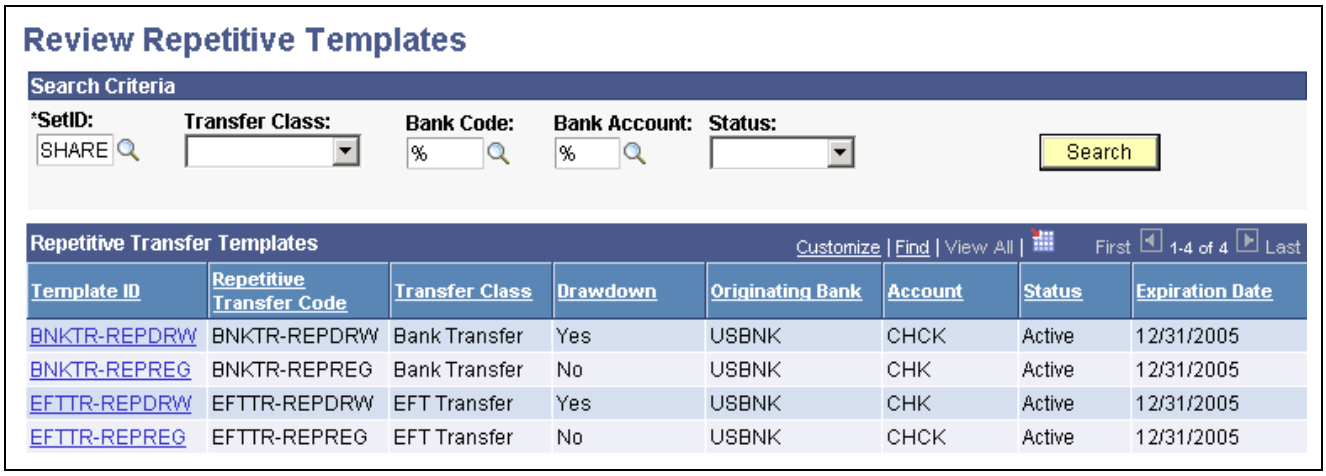
This section discusses how to review repetitive transfers.

## Page Used to Review Repetitive Transfers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Review Repetitive Transfers | TR_REPTVE_TRNF_PG | Cash Management, Fees and Transfers, Review Repetitive Templates | Search for and maintain your organization's repetitive transfers. |

## Reviewing Repetitive Transfers

Access the Review Repetitive Transfers page.




Review Repetitive Transfers page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To maintain your repetitive transfers:

1. Enter your search criteria, and click the Search button.
2. From the returned results, click a Template ID to access the specific transfer template's information.
3. If you edit any information on the transfer template:
   - Click OK to save your changes and return to the Review Repetitive Transfers page.
   - Click Cancel to discard your changes without saving, and return to the Review Repetitive Transfers page.
   - Click Apply to save your changes without returning to the Review Repetitive Transfers page.

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# CHAPTER 9

# Working with Settlements

This chapter provides an overview of the settlements payment process, lists prerequisites and common elements, and discusses how to:

- Select settlements for outbound submission.
- Review Settlements for Financial Sanctions
- Manually approve settlements.
- Dispatch settlements.
- Review payment files.
- Use the Settlement Manager.
- Specify deal settlement netting.

## Understanding the Settlements Payment Process

This section discusses the process for handling settlements within Treasury.

Settlements are cash-flow transactions that the system transforms into payment instructions for different financial institutions. In Cash Management you can generate settlements from bank account transfers, electronic funds transfer (EFT) requests, and fee entries. You can also generate a settlement by entering a deal in Deal Management. The settlement process involves three steps: selection, approval (an optional step), and dispatch. You first select settlements that are to be processed as payments by using the Select Settlements page. Depending on system settings, certain selected settlements must be approved prior to being processed. You can establish one of three following settlement approval methods:

- No approval required.
- Manual settlement approval, performed by an authorized user (or users) by using the Settlement Approval page.
- Automatic settlement approval, performed by PeopleSoft Workflow.

If the financial sanctions service is enabled and the bank that is being used to pay requires validation, the system automatically performs a search for the matches between the names and addresses entered on the settlement with those on the financial sanctions list. This functionality is enabled on the Financial Sanctions Options page by selecting the Enable in Treasury Settlements check box.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Setting Financial Sanctions Options.

Next, the Financial Sanction Validation check box must be selected on the Bank Information page. Settlements transacted through these banks will initiate the financial sanctions comparison upon there selection.

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See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Defining Bank Information.

Once the settlements are approved, they are either sent to Financial Gateway where they are dispatched to a financial institution using the Dispatch Payments page or obtained by the Pay Cycle Manager for processing. The system processes payments according to the pay method that is defined on the External Accounts - Payment Methods page. Depending on the payment method type, you can specify that the payment be settled through one of two methods: PeopleSoft Enterprise Financial Gateway or the Payables Pay Cycle Manager. Within Financial Gateway, the dispatch process transforms these settlements into payment files, and submits them to the appropriate institution.

- For payments that are set to be processed through Financial Gateway, you use the pages and functionality that is discussed in the Financial Gateway PeopleBook.

  See *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Working with Payments in Financial Gateway".

- For payments that are set to be processed through Payables Pay Cycle Manager, you should refer to the Payables chapter Processing Pay Cycles to process these types of payments.

---

**Note.** If deal approval is required, then related deal transactions do not appear for selection on the Select Settlements page until the deal is approved.

---

See *PeopleSoft Enterprise Payables 9.0 PeopleBook*, "Processing Pay Cycles".

### See Also

*PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Working with Payments in Financial Gateway"

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up and Using the Financial Sanctions Service"

## Settlement Workflow

Settlement selection and settlement approval functionality are integrated with PeopleSoft Workflow. When you select or approve settlements, the system routes workflow notifications to defined user's worklists, alerting them that the settlements are being processed.

If you implement multiple levels of approval, the system automatically routes the approval through the levels until the appropriate user authorizes it.

For example, you establish the following two levels of approval:

- Administrator, with a 50,000 USD limit.
- Manager, with a 100,000 USD limit.

If the administrator approves a settlement of 75,000 USD, the system does not set the settlement status to approved as the amount is over the defined approval limit. Instead, the system routes the settlement to the manager's worklist for approval. The manager can then select settlement approval work items on the worklist to access the Settlement Approval page, and approve the settlement.

### See Also

Appendix B, "Delivered Workflows for Cash Management," page 237

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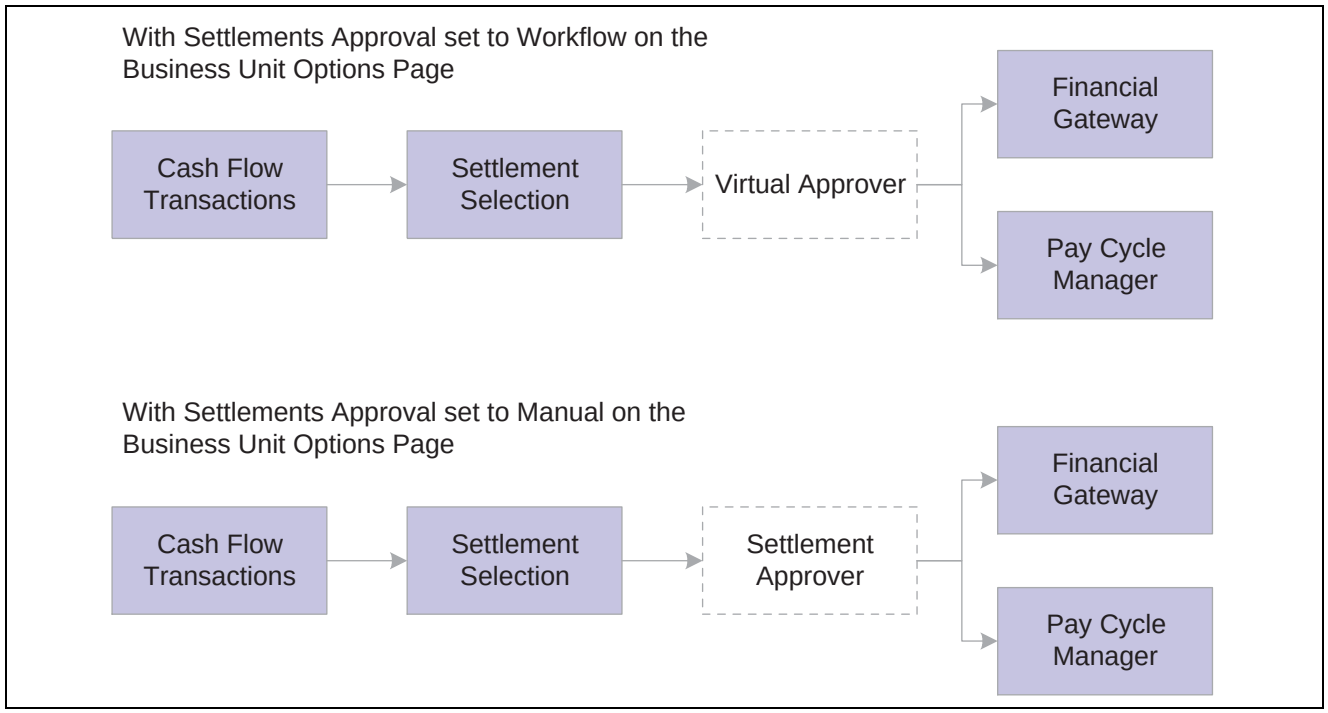
## Settlement Approval

You use one of two approval methods: manual settlement approval, or automatic settlement approval using a PeopleTools Workflow process called Virtual Approver. Once authorized, whether manually or automatically by the Virtual Approver, you process the settlements for payment.

See *Enterprise PeopleTools 8.48 PeopleBook: Workflow Technology, "Defining Approval Processes," Understanding Virtual Approver*

This diagram illustrates the settlement process:




Understanding the settlement process

**Note.** If you're enabling Virtual Approver, you must select *Workflow* as the approval method on the Treasury Options page. Also, you can only authorize settlements up to the maximum approval limit with Virtual Approver.

# Common Elements in this Chapter

| | |
|---|---|
| **Account** | Displays the account from which payment originates. |
| **Bank** | Displays the bank from which payment originates. |
| **Cpty** (counterparty) | Displays the counterparty receiving the payment. |
| **Cutoff Time** | Enter the time by which the payment must be received. |
| **Cutoff Date** | Enter the date by which the payment must be received. |
| **Filter by Source** | Select *Bank Fees, Bank Transfers, Deal Fees, Deals, Facility Fees, Hedges, Interest Calculated, Letter of Credit Fees, Treasury Wires,* or *Wire Fees* to limit the search results. |

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| | |
|---|---|
| **Preferences** | Click to establish the default search criteria for settlement selection or settlement approval. |
| **Stlmt Inst** (settlement instructions) | Enter payment instructions for the settlement, including recipient address and bank information. |
| **Sort By** | You can also sort the results by *Account, Amount, Bank, Method,* or *Source ID,* using this field. |
| **Src BU** (source business unit) | Displays the Treasury Management source business unit. |
| **Source Code** | Displays the original Treasury Management source for the transaction. Source codes are represented by a single letter in the transaction results.<br>Bank Fees: *B.*<br>Bank Xfers (bank transfers): *X.*<br>Deals: *F.*<br>Deal Estimated Maturity Accrual: *M.*<br>Deal Fees: *E.*<br>EFT Fees: *R.g*<br>EFT's: *W.*<br>Fac Fees (facility fees): *F.*<br>Hedges: *H.*<br>Interest Calculated: *I.*<br>LC Fees (letter of credit fees): *T.* |
| **Source ID** | Displays the source identifier code for the specific transaction. |
| **Status** | Indicates the payment status: *Selected* for payment, *Unselected* for payment, or *Pending* approval. When you select a payment on this page, its status changes to *Pending.* |
| **Total Payment Amount** | Displays the sum of all payment results, and currency code. |
| **Value Date** | Enter the effective date of the settlement. |
| **View Payment Life Cycle** | Click to access payment details and events in the settlement's lifecycle.<br>See Chapter 9, "Working with Settlements," Using Payment Life Cycle Functionality, page 156. |

# Selecting Settlements for Outbound Submission

This section discusses how to:

- Select settlements for outbound submission.
- Use payment-life-cycle functionality.

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# Pages Used to Select Settlements

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Select Settlements | STL_SELECTION | Cash Management, Settlements, Select Settlements | Review and select payments that are scheduled for outbound submission. |
| Settlements User Preferences | STL_SELECTION_PREF | Click Preferences on the Review Settlements page. | Set up the default criteria for searching settlements. |
| Sanction Review | STL_VIOLATIONS | Select payments on the Select Settlements that fail the financial sanctions validation. | Lists selected settlements where the names or addresses match those found on the list of Specially Designation Nationals (SDN) published by the US Department of the Treasury's Office of Foreign Asset Control (OFAC), the European Union, or an enterprise-defined list. |
| Treasury Payment Life-Cycle | PMT_LIFE_CYCLE_PG | Click View Payments Life Cycle on the Select Settlements page. | View detailed and summary information for a payment, from the initial creation through payment and reconciliation. |
| Review Settlements | STL_SELECTION | Cash Management, Settlements, Review Settlements | View the payments that are scheduled for authorization and release. |

# Selecting Settlements for Outbound Submission

Access the Select Settlements page.

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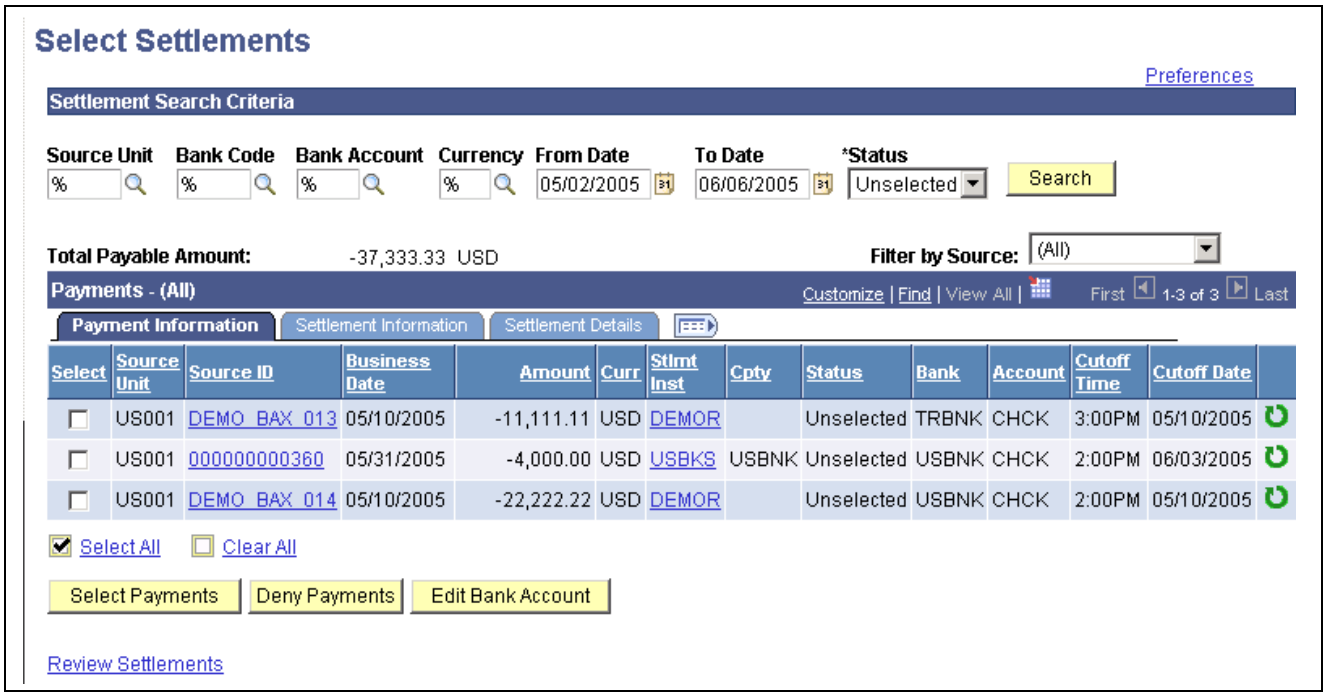

Select Settlements page

## Settlement Search Criteria

Enter the search criteria for payments and click Search to display a list of payments.

**Status** — Select a status value of *Denied, Selected,* or *Unselected.* The selected value determines what settlement action buttons are available to you.

## Payments - (All)

**Source ID** — Click to view a settlement's details.

**Stlmt Inst** (settlement instructions) — Click to view the specified settlement instructions.

**Cutoff Time** and **Cutoff Date** — Payments arriving by this time and date are processed by the bank that day. Payments arriving afterwards are processed on the next business day.

**Method** — Displays the payment method for the settlement, as defined in the settlement instructions.

**Select Payments** — Select a payment and click to process. After you select a payment, the system changes the Status field to *Pending* (pending approval).

If the payment is designated for financial sanctions validation, the system will compare the names and addresses of the financial sanctions list with those entered on the To Account for EFT Requests and the settlement instructions for all other settlements. If potential matches are found, the Sanction Review page appears displaying the payments that require a closer review.

If you enable settlement authorization workflow, the system submits payments to the appropriate worklists for approval. If you enable auto approval, the system marks the payments as approved and ready for dispatch.


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If you enable manual settlement approval, you must manually approve the payments on the Settlement Approval page.

If you do not enable automatic settlement approval, the system automatically marks the payments as approved and ready for dispatch.

**Note.** Settlements associated with a deal that requires deal approval, will not be available for approval until the deal itself is first approved.

**Deny Payments** Click to deny settlements for payment. After you deny a payment, the system changes the Status field to *Denied*.

**Note.** You cannot deny a payment once the automated accounting process is run for the settlement.

See Chapter 11, "Managing Treasury Accounting," Processing Accounting Entries, page 194.

**Edit Bank Account** Select a payment and click to change the settlement bank account. If more than one payment is selected, the payments must be in the same currency.

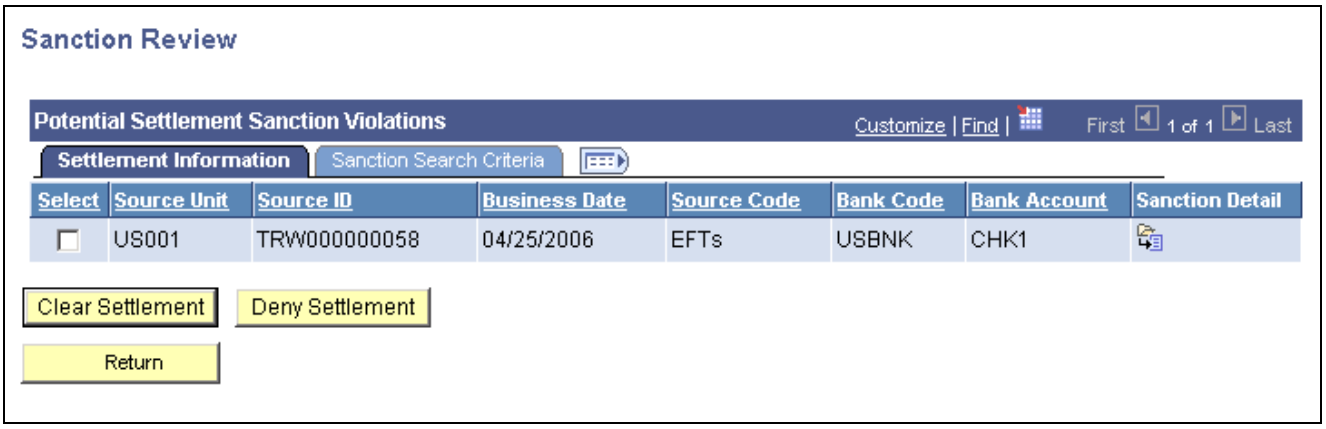
**UnSelect Payments** Click to reverse the status of settlements that are pending approval. After you clear a payment, the system changes the Status field to *unselected*.

### See Also

Appendix B, "Delivered Workflows for Cash Management," page 237

## Reviewing Settlements for Financial Sanctions

Access the Sanction Review page.




Sanction Review page

This page displays settlements that have payees who potential match those listed on the financial sanctions list.

**Sanction Detail** Click to view details of the payee on the Financial Sanctions Entry page.

**Clear Settlement** After selecting and reviewing the settlement, click to allow further processing of the settlement.

**Deny Settlement** After selecting and reviewing the settlement, click to deny further processing of the settlement.

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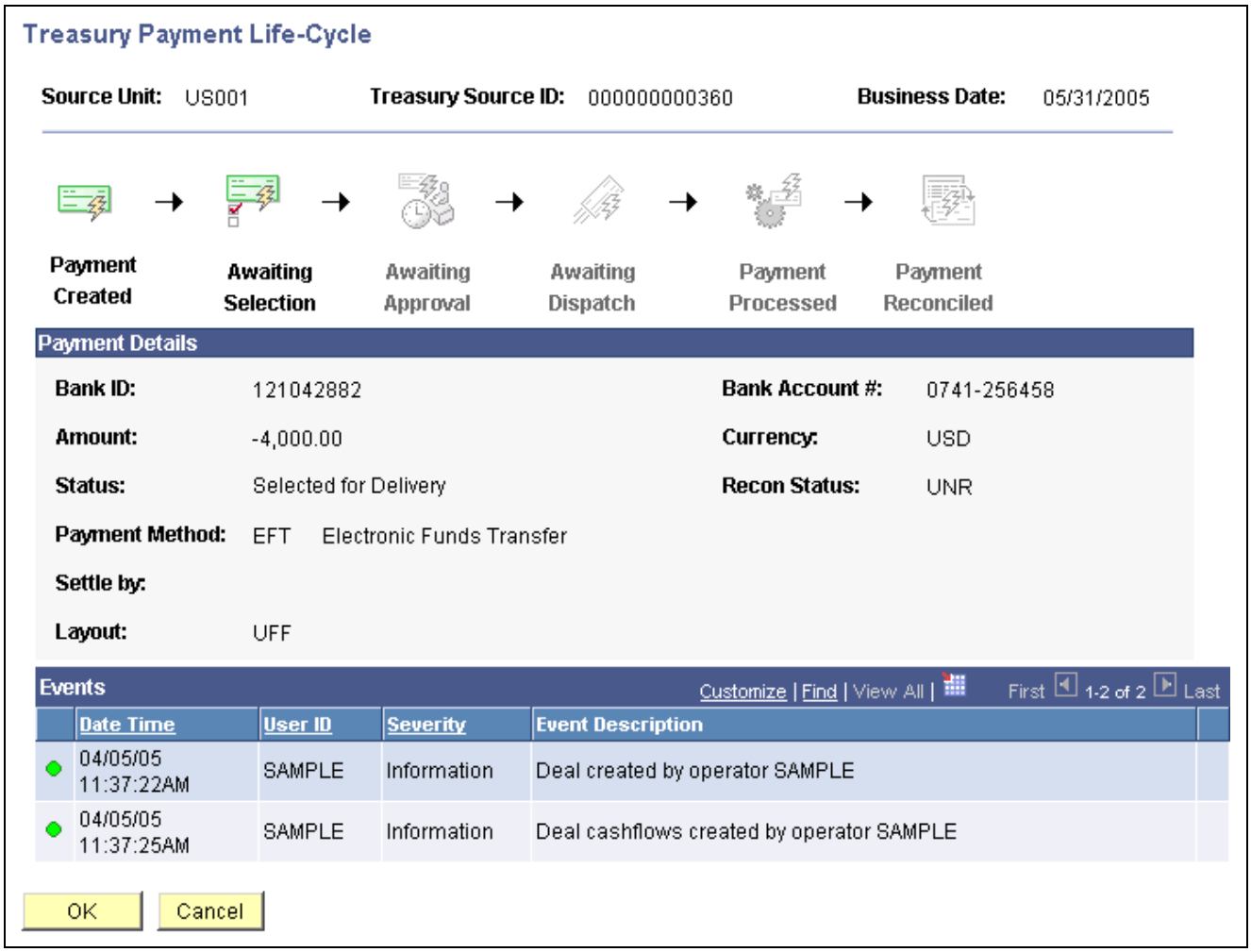
**Return** Click to return to the Select Settlements page.

# Using Payment Life Cycle Functionality

Access the Treasury Payment Life-Cycle page.




Treasury Payment Life-Cycle page

The buttons at the top of the page—Payment Created, Awaiting Selection, Awaiting Approval, Awaiting Dispatch, Payment Processed, and Payment Reconciled—become linked and change from black and white to color when that specific action occurs for the payment. Click a button to access the associated page and view the indicated life-cycle information.

**Payment Details** View summary information about the settlement. The Status and Recon Status field values change as you process the settlement.

**Payment Events** View date, time, and descriptive information about each event that you perform on the settlement.

## See Also

Appendix B, "Delivered Workflows for Cash Management," page 237

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# Manually Approving Settlements

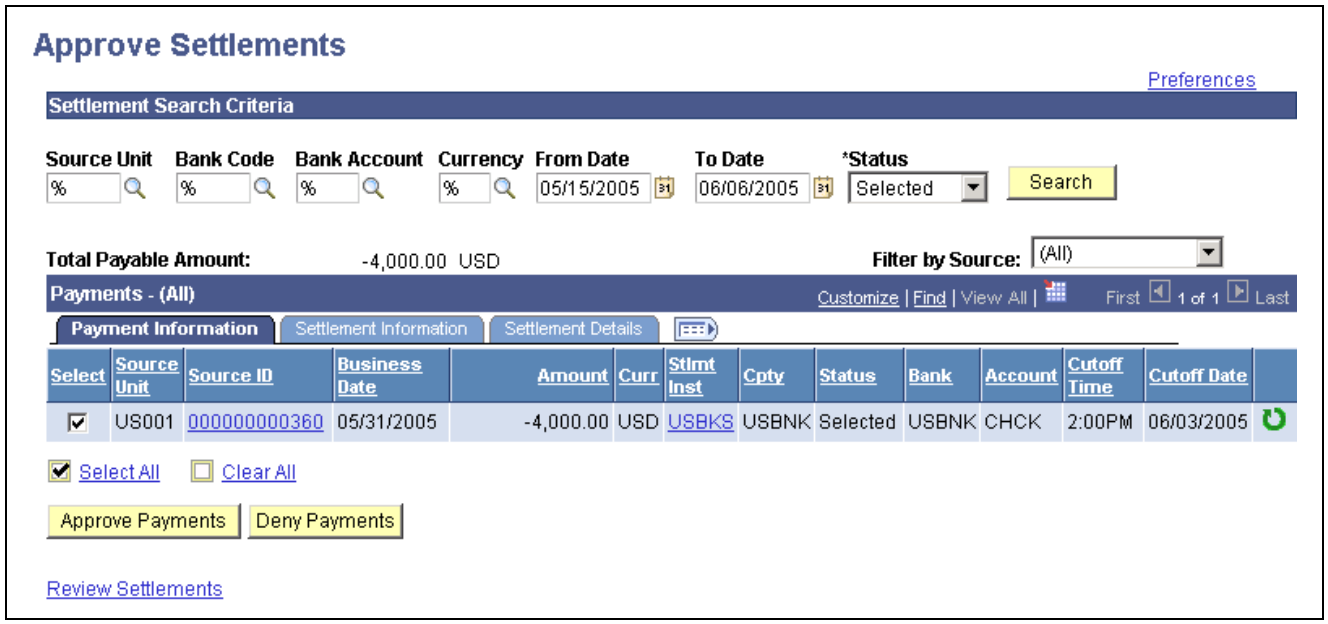
This section discusses how to manually approve settlement payments. You need to manually approve or deny settlements if you do not configure automatic Settlement Approval Workflow.

## Pages Used to Manually Approve Settlements

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Approve Settlements | STL_SELECTION | Cash Management, Settlements, Approve Settlements | Authorize the release of scheduled treasury settlement transactions. |
| Settlement Approval - Preferences | STL_SELECTION_PREF | Click Preferences on the Approve Settlements page. | Set up the default criteria for searching for settlements for approval. |

## Manually Approving Settlement Payments

Access the Approve Settlements page.




Approve Settlements page

### Settlement Search Criteria

Enter the search criteria and click Search to display a list of payments.

**Status** Select a status value of *Approved, Denied,* or *Selected.* The selected value determines what settlement action buttons are available to you.

### Payments - (All)

**Approve Payments** Select payments and click to approve settlements for payment processing. The Status of the payments changes to *Approved* and is sent to Financial Gateway.

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**Note.** The status will not change immediately to *Approved* if the system is configured to use workflow for settlements requiring additional approval based on the dollar amount.

**Note.** Settlements associated with a deal that requires deal approval, will not be available for approval until the deal itself is first approved.

See Appendix B, "Delivered Workflows for Cash Management," page 237.

**Deny Payments** Select payments and click to deny settlements for payment processing. The Status of the payments changes to *Denied.*

**Note.** You cannot deny a payment once the automated accounting process is run for the settlement.

See Chapter 11, "Managing Treasury Accounting," Processing Accounting Entries, page 194.

**Note.** You define settlement approval options on the Treasury Options page. If you enable settlement approval workflow, do not use this page to approve settlements. Instead, the system changes the settlement status to *Approved* when Virtual Approver finds that the item passes the approval rules that are defined under workflow.

You establish the workflow approval rule definition at implementation. PeopleSoft delivers a rule in the database for the Approval Rule Set called Execute Treasury Settlements.

See *Enterprise PeopleTools 8.48 PeopleBook: Workflow Technology, "Defining Approval Processes," Understanding Virtual Approver*

### See Also

Chapter 9, "Working with Settlements," Settlement Workflow, page 150

Appendix B, "Delivered Workflows for Cash Management," page 237

# Using the Settlement Manager

Use the Settlement Manager to review all of the settlements from a central location. You can see the gross daily exposure, make projections, and view exposures according to counterparty. In addition, you can select a settlement category to review and approve settlements from the same page.

This section discusses how to:

- Use the Settlement Manager.
- Set Settlement Manager preferences.

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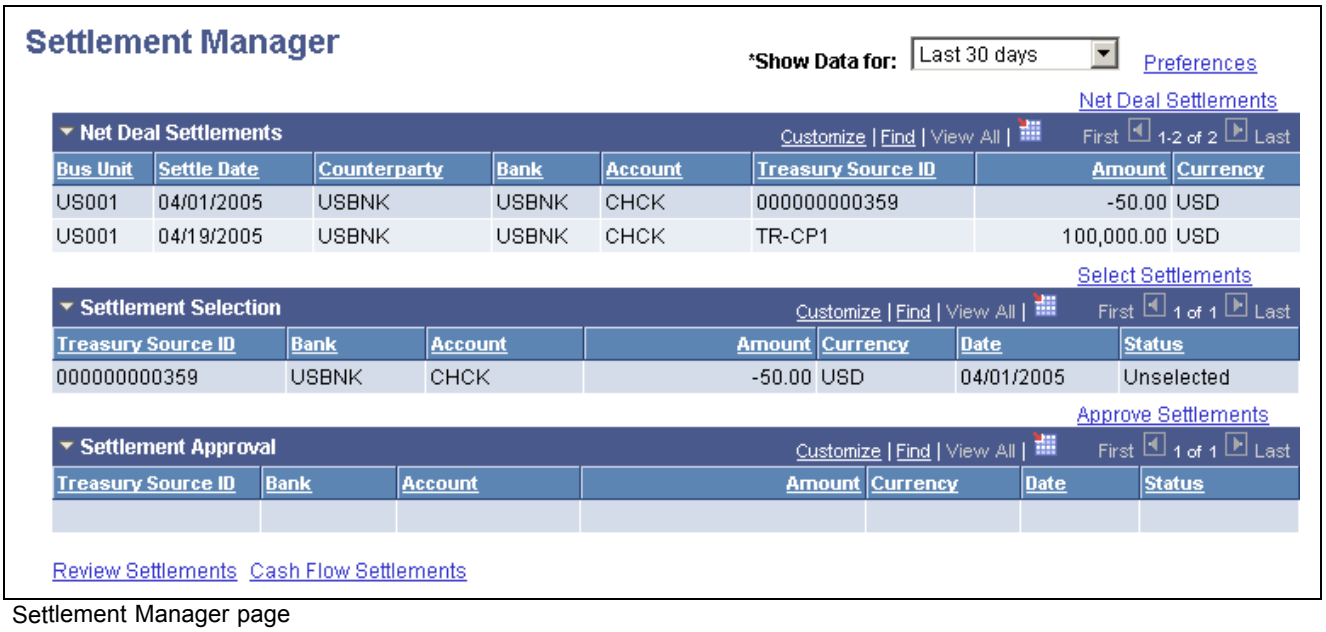
# Pages Used with the Settlement Manager

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Settlement Manager | STL_MGR | Cash Management, Settlements, Settlement Manager | Review and manage all settlement activity from a central location. |
| Settlement Manager - Preferences | STL_MGR_PREF | Click Preferences on the Settlement Manager page. | Set up default search criteria for the Settlement Manager. |
| Cash Flow Settlements, | RUN_TRC1014 | Click Cash Flow Settlements on the Settlement Manager page. | Run the Cash Flow Settlements process (RUN_TRC1014) to generate the a report that lists bank, account, and settlement information for cash flows of a specified business unit and time period. |
| Review Settlements | STL_SELECTION | Cash Management, Settlements, Review Settlements | View the payments that are scheduled for authorization and release. |
| Settlements User Preferences | STL_SELECTION_PREF | Click Preferences on the Review Settlements page. | Set up the default criteria for handling settlements. |

# Using the Settlement Manager

Access the Settlement Manager page.




Settlement Manager page

This manager displays settlement categories with summarized information. To view the content of a settlement category, click the link that is located on the right in each category.

**Show Data for** Select to view data of:

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- *Today,*
- *Last 7 Days,*
- *Last 30 Days.*
- *Next 7 Days,*
- *Next 30 Days.*

**Preferences** Click to establish the default search criteria for Settlement Manager.

**Net Deal Settlements** Click to access the Net Deal Settlements page, and view deal transactions that are coming up for netting.

**Select Settlements** Click to access the Select Settlements page, and view which settlements are available for selection.

**Approve Settlements** Click to access the Approve Settlements page, and view which settlements are coming up for approval.

**Review Settlements** Click to access the Review Settlements page and review settlement information.

**Cash Flow Settlements** Click to access the Cash Flow Settlements page and generate the Cash Flow Settlement report (RUN_TRC1014).

## Setting Settlement Manager Preferences

Access the Settlement Manager Preferences page.

**Default Time Period** Select *Today, Last 7 Days,* or *Last 30 Days.*

# Specifying Deal Settlement Netting

This section discusses how to:

- Specify deal settlement netting.
- Select payable and receivable cash flows.

The Deal Settlement Netting page enables you to select which cash flows to net that results from deal transactions. You can view and offset cash flows by counterparty, categorized by bank account and currency per settlement date. This creates a netted cash flow record for each counterparty and currency combination by bank account.

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# Page Used to Specify Deal Settlement Netting

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Deal Settlement Netting | STL_NETTING | Cash Management, Settlements, Net Deal Settlements | Select which cash flows to net that resulted from deal transactions. |
| Settlement Details | STL_NETTING_DTL | Click Show Details on the Net Deal Settlements page. | Select to include or exclude payable and receivable cash flow actions for a deal settlement net. |
| Review Deal Netting | STL_NETTING_INQ | Cash Management, Settlements, Review Deal Netting | View the results of net-deal settlements (Deal Settlement Netting page). |

# Specifying Deal Settlement Netting

Access the Deal Settlement Netting page.

---

**Note.** Transactions are netted depending on the settlement netting options that are set on the Counterparty Information page. For netted cash flows, you can view the transaction detail and clear any transactions that you want to exclude.

---

## Search Criteria

**Netting Status** Displays *Do Not Net* or *Net Bulk.*

## Cash Flow

**Detail** Click to see the individual transactions that compose the net amount. To modify which transactions are included in the net, select or clear them here.

**Cpty Ref** (counterparty reference) Enter the reference ID that the counterparty provides referring to this netting transaction.

**CP Nettor** (counterparty nettor) Enter the name of the person in the counterparty's organization that agreed to the net.

**Net** Click to process the netting transaction.

## See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Netting Accounts

*PeopleSoft Enterprise Deal Management 9.0 PeopleBook*, "Capturing Deals and Trade Tickets"

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# CHAPTER 10

# Managing Investment Pools

This chapter provides an overview of investment pools and discusses how to:

- Set up investment pools.
- Add participants to an investment pool.
- Manage participants' funds.
- View investment pool positions.
- Maintaining investment pool positions.

## Understanding Investment Pools

Agencies and organizations use Investment pools to collect and concentrate surplus funds from various departments and programs for investment purposes. The departments and programs that deposit their surplus funds into the investment pool are referred to as participants. Each participant is assigned an individual account number in order to track their fund transactions within the investment pool.

An investment pool administrator organizes the investment pool and manages the fund's investments similar to that of a portfolio manager. The funds in the investment pool are invested by either the pool administrator or by an external investment manager. The system stores only the investment manager's contact information.

Participants do not enter transactions into the investment pool system, but rather communicate their requests to deposit, withdraw, or transfer funds to the pool administrator. The pool administrator then enters the appropriate data—participant and transaction information—into the system. Participants may transfer funds from one account to another within the same investment pool, but may not transfer funds from one account to an account belonging to another investment pool.

If the pool is set up using share accounts, then shares are distributed to the participants pool account. Share balances are then updated periodically for deposits, withdrawals, and transfers.

Interest and fees are periodically distributed among the participants of the pool.

The method used for transferring funds depends on the structure of the organization and pool's participants. Funds can be transferred by way of accounting book entries or between the participant's bank and the investment pool's bank through electronic wire transfers and Automated Clearing House (ACH) transactions.

Periodically, the investment pool transfers funds to an external investment manager (if applicable) or to the internal investment system. The investment manager provides the pool with reports containing the current market value, income, interest and fees data. Using this data, the pool administrator updates the pool with this information by entering the market value information online and in turn updates the market value for the pool and each participant. The new share price (if applicable) is also computed based on the new market values and the number of shares in the pool.

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Besides providing investment and fund management expertise to the participants, the pool administrator also provides accounting and financial reporting for each participant's funds as well as consolidated reporting for the entire investment pool.

# Setting Up Investment Pools

To define investment pool information, use the Investment Pool component (TRP_POOL_DEFN_GBL).

This section discusses how to:

- Set up an investment pool.
- Define pool investment limits.

## Pages Used to Set Up an Investment Pool

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pool Information | TRP_POOL_DEFN | Cash Management, Investment Pools, Pool Information | Define the fee, interest, and accounting ChartField information of the investment pool. |
| Concentration Limits | TRP_POOL_LMT_SEC | Cash Management, Investment Pools, Pool Information<br>Click the Concentration Limits link on the Pool Information page. | Define the securities to which the investment pool funds will be invested, as well as the maximum percentage of the pool's funds that can be invested in each security. |
| Contact Information | TRP_POOL_CNT_SEC | Cash Management, Investment Pools, Pool Information<br>Click the Contact Information link on the Pool Information page. | Enter contact information for the external investment managers who are investing pool funds. |

## Defining an Investment Pool

Access the Pool Information page.


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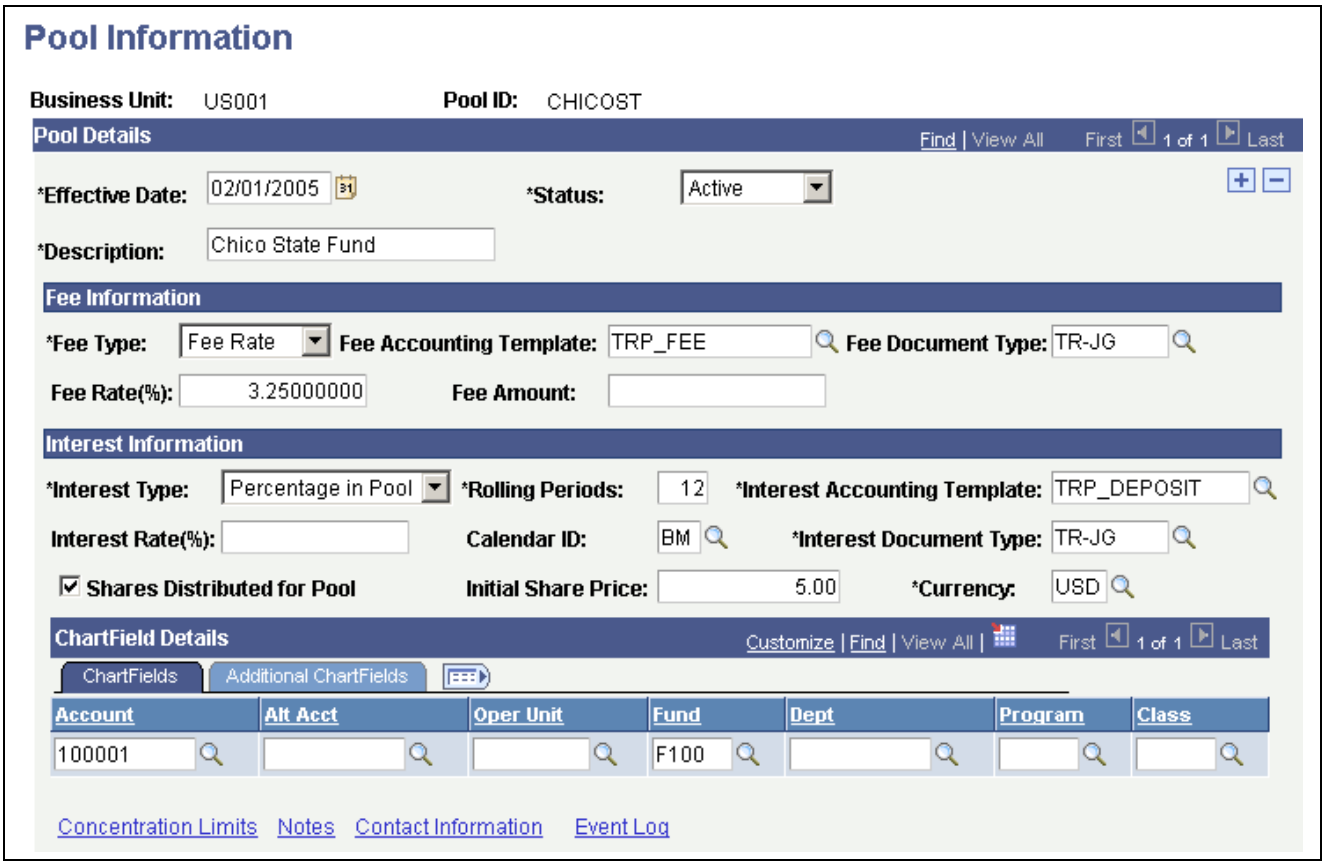

Pool Information page

**Fee Type** Specify how the fee charged to participants for maintaining the investment pool will be assessed. The options are:

- *Fee Rate:* The fee is based on a percentage of the income transactions the participant has present in the pool. Selecting this option requires that a value be entered in the Fee Rate (%) field.
- *Flat Fee:* Participants are charged a flat fee. Selecting this option requires that a value be entered in the Fee Amount field.
- *N/A:* No maintenance fees are assessed.

**Fee Accounting Template** Select an existing accounting template to enter the correct accounting and debit and credit configuration for the maintenance fee.

**Fee Document Type** If using document sequencing, select a document type for tracking maintenance fee transactions.

**Fee Rate (%)** Enter the percentage rate for the maintenance fee charged to participants. This is a required field if Fee Rate was selected in the Fee Type field.

**Fee Amount** Enter the amount for the maintenance fee charged to participants. This is a required field if Flat Fee was selected in the Fee Type field.

## Interest Information

**Interest Type** Select how the interest on participants' pool investments is accrued. The options are:

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- *Fixed Rate:* Interest is accrued based on the amount of a participant's investment multiplied by an interest rate. Selecting this option requires a value be entered in the Interest Rate (%) field.
- *Percentage in Pool:* Interest is accrued based on return on pool's investment multiplied by the percentage of the total investment funded by the participant.

**Interest Rate (%)** Enter the rate at which income is allocated to the participants' pool account. A value is required here if fixed rate is selected in the Interest Type field.

**Shares Distributed for Pool** Select if pool is based on share accounts. Share distribution is commonly used when the interest type is fixed rate.

**Initial Share Price** If the investment pool issues shares, enter the initial share price. Most investment pools seek to maintain an initial net asset value of $1.00 USD per share.

**Rolling Periods** Enter the number of periods, based on the calendar selected, for which to calculate the interest on the average participant position over the span of the number of periods entered. For example, using a monthly calendar with three rolling periods, the interest calculation is based on the average participant position over a span of three months.

**Calender ID** Select the business calendar to be used for calculating accrued interest payments to the participants' pool account.

**Interest Accounting Template** Select an existing accounting template to enter the correct accounting and debit/credit configuration for interest accruals.

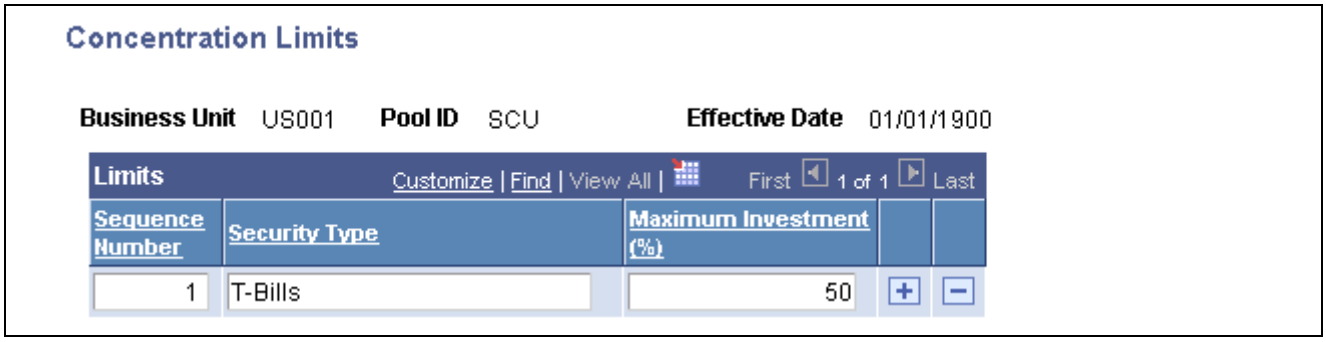
**Interest Document Type** If using document sequencing, select a document type to track interest accrual transactions.

### ChartField Details

Enter the investment pool's ChartField information for accounting purposes.

## Defining the Concentration Limits of an Investment Pool

Access the Concentration Limits page.




Concentration Limits page

Use the Concentration Limits page to identify the securities to which the investment pool funds can be invested, and the maximum percentage of the pool's total investment that can be invested in the specified type of security. The Investment concentration limits are set to ensure investment diversity and are defined by the organization's investment policy.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**Note.** Concentration Limits page is for information only. There is no underlying functionality to enforce the maximum investment percentages for each security. Thus, the total maximum investment percentages can equal more than 100 percent.

| | |
|---|---|
| **Sequence Number** | Enter the unique identifier for the security type. |
| **Security Type** | Enter a security to which to invest pool funds. |
| **Maximum Investment** | Enter the maximum percentage of the pool's total funds that can be investment in a particular security. |

# Adding Participants to an Investment Pool

To define investment pool participant information, use the Participant Information component (TRP_PART_DEFN_GBL).

This section provides an overview of pool participant information and discusses how to:

- Add an agency or department as a participant of an investment pool.
- View and adding participants' contact information.

## Pool Participation Information

When an entity joins an investment pool, the organizational entity's name, and the person who is authorized to act on behalf of the entity must be recorded. In addition, the participating entity may have alternative pools in which to invest based on their investment objectives.

Each entity can have one or more accounts that tie them to a pool:

- One account that is used for making deposits to the investment pool. (required)
- One account that is used for tracking investment income. (optional)

Participants typically set up both accounts—deposit accounts for the depositing new funds into the pool and income accounts for accruing income from the pool. Each pool account has at least one general ledger account and related fund.

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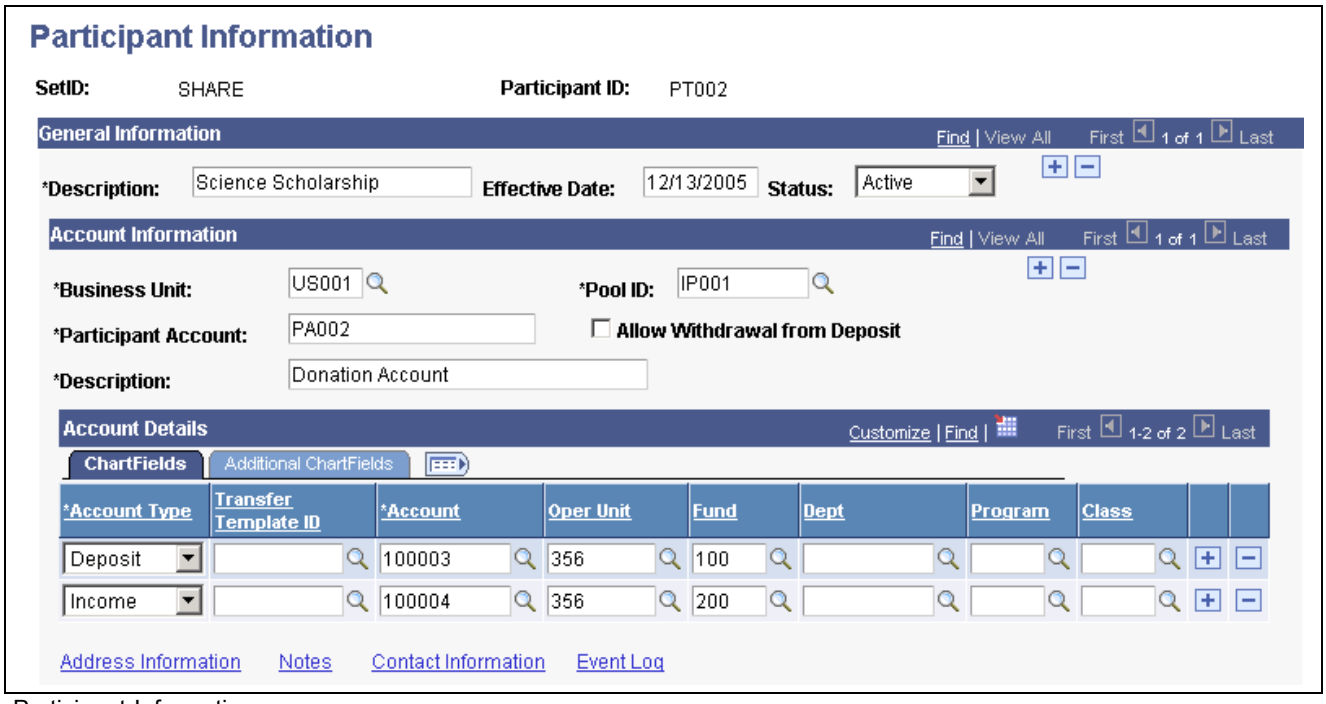
# Pages Used to Add Participants to an Investment Pool

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Participant Information | TRP_PART_DEFN | Cash Management, Investment Pools, Participant Information | Define the account details of a participant of an investment pool. |
| Contact Information | TRP_POOL_CNT_SEC | Cash Management, Investment Pools, Pool Information<br>Click the Contact Information link on the Pool Information page. | View and modify a list of external investment managers responsible for investing the pool's funds. |
| Contact Information (Detail) | TR_CONTACT_PNL | Cash Management, Investment Pools, Pool Information<br>Click the Add Pool Contact link on the Contact Information page. | Enter detailed contact information for an external investment manager. |

# Entering Investment Pool Participants' Information

Access the Participant Information page.




Participant Information page

**Note.** You can import participant information by creating an ExcelToCI spreadsheet and using the TRP_PART_DEFN_CI component.

See *Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Component Interfaces, "Using the Excel to Component Interface Utility."*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| | |
|---|---|
| **Effective Date** | Date current status took effect. |
| **Business Unit** | Enter the business unit to which the investment pool account belongs. |
| **Pool ID** | Enter the pool identifier to which the entity will participate. |
| **Participant Account** | Enter the account identifier for the participant's account for the specified investment pool. |
| **Allow Withdrawal from Deposit** | Select to allow the withdrawal funds from the participant's investment pool deposit account. Left unchecked, withdrawals will be allowed only from the a participant's investment pool income account. |

### Account Details

Enter ChartField information for a participant's investment pool deposit account, and, if required, its investment income account.

# Managing Participants' Funds

This section provides and overview on participant transactions and discusses how to:

- Create a transaction between an investment pool and a participant.
- View and approve transactions between the pool and a participant.

## Understanding Participant Transactions

A participant invests in a pool by moving cash into it's pool deposit account and making a request to pool administrator to deposit the cash into the pool. The pool administrator makes a record of this request using the Participant Transactions page. The actual cash transaction, however, is tracked outside of investment pools.

Because withdrawals entail an actual transfer of cash, participants have the option of creating an electronic fund transfer (EFT) for a withdrawal of funds from the bank. Clicking the Create EFT link on the Participant Transactions page accesses the EFT Request - Origin page that displays the key information required for the cash transaction. The pool administrator can save the EFT. The EFT is reconciled and accounted for in Cash Management. The relevant book entry is tracked in the investment pools component.

Deposit transactions created on the Participant Transactions page are saved as "pending" transactions. These transactions are approved on the Approve Transactions page by the pool administrator once it has been verified that the actual funds have been received through the EFT.

Besides deposits, the pool administrator also uses the Participant Transactions page to maintain records of all requests to withdraw, or transfer investment pool funds on behalf of its participants. All transactions are managed from within the pool by the pool administrator. Some of these transactions can be scheduled in advance. Records of recent pending activity and completed activity are retained. Participants can also view a listing of transactions on the View Transactions page, which is similar to the Approve Transactions page, but without the transaction approval functionality.

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## Pages Used to Create Participant Transactions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Participant Transactions | TRP_PART_TXN | Cash Management, Investment Pools, Participant Transactions | Used by the pool administrator to record a participant's request to deposit, withdraw, or transfer funds among a participant's investment pool accounts. |
| Approve Transactions | TRP_TXN_APPR | Cash Management, Investment Pools, Approve Transactions | Review and approve or reject transactions initiated by participants of an investment pool. |
| View Transactions | TRP_TXN_APPR | Cash Management, Investment Pools, View Transactions | View all investment pool transactions matching the defined search criteria.<br><br>**Note.** Provides a view of transactions related to an investment pool to users who do not have access to the Approve Transactions page because they are not authorized to approve or reject transactions. The View Transactions page is identical to the Approve Transactions page without the approval functionality.<br><br>See Chapter 10, "Managing Investment Pools," Approving Investment Pool Transactions, page 172. |

## Creating Participant Transactions

Access the Participant Transactions page.


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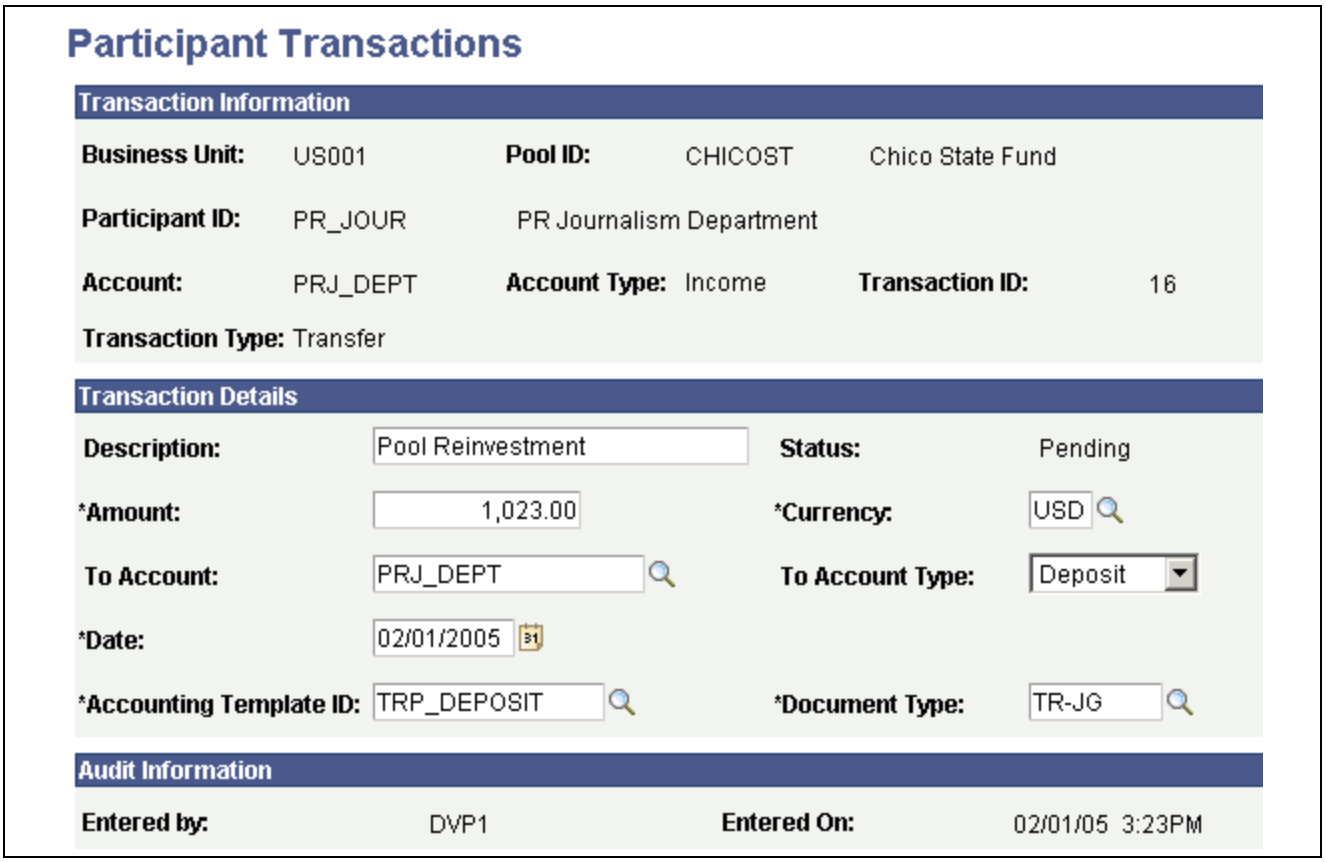


Participant Transactions page

**Note.** You can import participant transactions by creating an ExcelToCI spreadsheet and using the TRP_PART_TXN_CI component.

See *Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Component Interfaces, "Using the Excel to Component Interface Utility."*

**Transaction Type** Displays the type of transaction being initiated by the pool participant. The options are:

- *Deposit:* Participants can make a deposit only to a pool deposit account and selecting Deposit from the To Account Type field.
- *Withdrawal:* Participants can withdraw funds from income accounts. They can also withdraw from a deposit account only if Allow Withdrawal from Deposit is selected on Participant Information page.
- *Transfer:* Transfers are allowed between different accounts of a participant within the same pool, however, a participant cannot transfer funds from a deposit account to an income account.

**Status** All newly created transactions are given a status of *Pending* until the pool administrator has approved or denied them. Pool administrators can *Deny* the transaction or *Approve* it. Approval for withdrawal transactions are contingent upon verification of the transfer of funds from the bank by the pool administrator.

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**To Account** Used only for fund transfer requests. Enter an account to which to transfer the funds.

**To Account Type** Used only for fund transfer requests. Select either Deposit or Income. Transferring funds from an deposit account to an income account are not allowed.

**Date** Enter a date for completing the transaction. The transaction date must be after the last accounting date for transactions of the pool (viewable in the Position Details grid on the Participant Position page), or the transaction will be rejected.

**Transfer Template ID** Select a transfer template to facilitate the transfer of funds with parties with which you conduct regular, specific transactions. Fields from the template selected here are used as default values when creating an EFT for withdrawal transactions.

**Note.** Expired templates are not available for selection.

**Transaction Accounting Template** Select the accounting template that depicts the correct accounting and debit/credit configuration for the particular transaction.

**Document Type** Select the document type that the system uses to assign document sequence numbers.

**Create EFT** Click to access the EFT Request - Origin page to request a physical transfer of funds—withdrawal—based on the parameters of the current participant transaction request defined on this page and fields from the selected transfer template. This link appears on the page only for withdrawal transactions.

### See Also

*PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Defining Document Sequencing"

Chapter 8, "Transferring Funds," Creating and Approving Funds Transfer Templates, page 125

Chapter 11, "Managing Treasury Accounting," Accounting Templates, page 183

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts"

## Approving Investment Pool Transactions

Access the Approve Transactions page.

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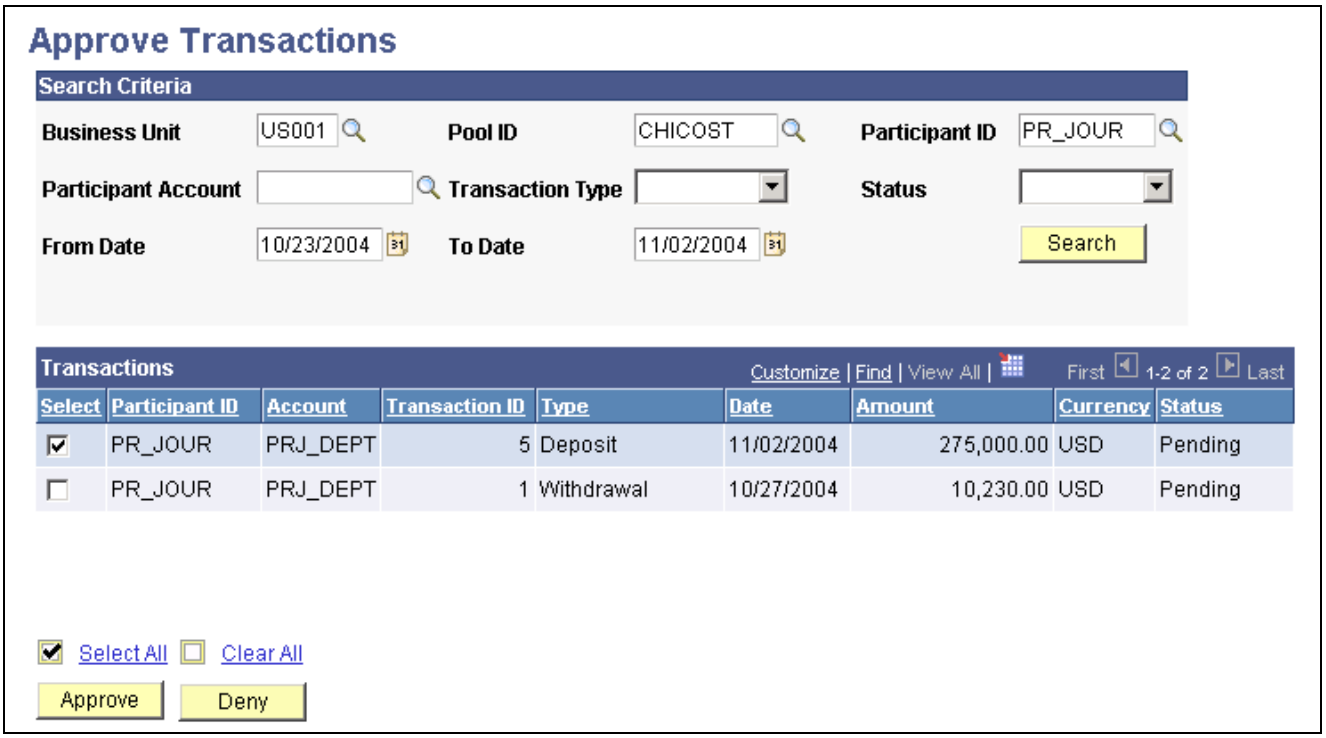


Approve Transactions page

Use the Search Criteria to define the transactions related to a business unit and investment pool. To approve a transaction, check the corresponding Selectbox and click Approve. To deny the transaction, click Deny.

# Viewing Investment Pool Positions

This section discusses how to:

- View pool positions.
- View participants' positions.
- View position details for a single participant.

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## Pages Used to Manage Investment Pool Positions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pool Position | TRP_POOL_POS | Cash Management, Investment Pools, Pool Position | View the current position of an investment pool. |
| Position History | TRP_POOL_POS_DTL | Click the Market Values/Incomes link on the Pool Position page. | View the historical market values and income transactions of the investment pool. Income updates are added using the Update Pool Position page. |
| Participant Position | TRP_PART_POS | Cash Management, Investment Pools, Participant Position | View the cash investment, balances, and income of an investment pool's participants. |
| Position Details | TRP_PART_POS_DTL | • Cash Management, Investment Pools, Pool Position<br>Click the Details link for specific investment pool.<br>• Cash Management, Investment Pools, Participant Position<br>Click the Details link for specific participant. | If accessed from the Pool Position page, you can view the cash investment, balances, and income of a specified investment pool.<br>If accessed from the Participant Position page, you can view the cash investment, balances, transactions, and income of a participant of a specified investment pool. |
| Participant Transaction | TRP_PART_TXN | Cash Management, Investment Pools, Participant Position, Details link<br>Click the Transaction ID link of a specific transaction. | View details of a specific transaction of a pool's participant. |

## Viewing Pool Positions

Access the Pool Position page.


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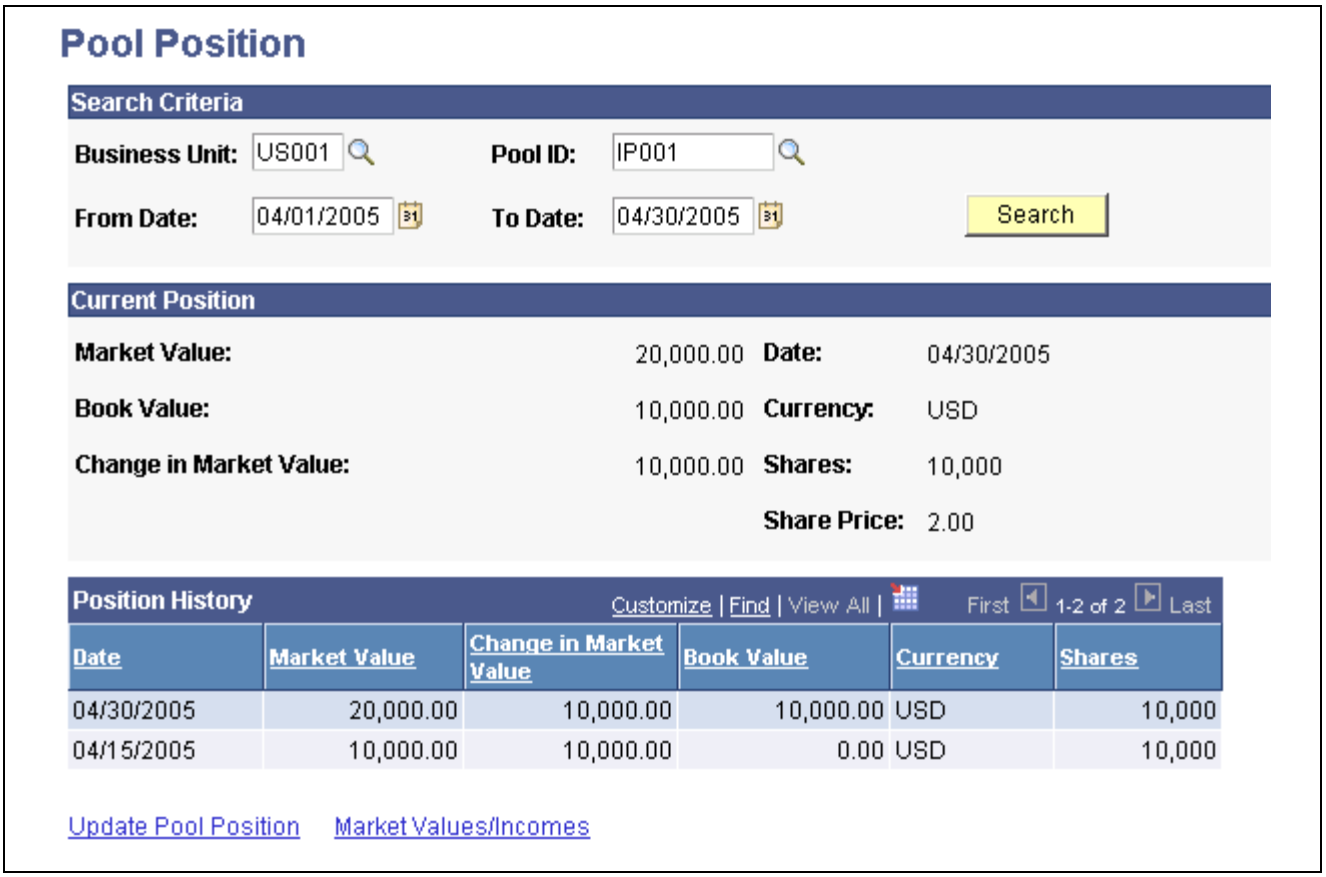


Pool Position page

**Market Value** Displays the current value of the investment pool based on the last reported sale price of securities to which the pool funds are invested.

**Book Value** Displays the previous market value of the pool.

**Change in Market Value** Displays the change in the market value of the pool since the last time the pool position was updated.

**Shares** If shares are used, this field displays the number of shares of the investment pool.

**Share Price** Displays the current price of investment pool shares.

**Update Pool Position** Click to access the Update Pool Position page to manually update the pool's cash position.

See Chapter 10, "Managing Investment Pools," Updating Pool Positions Manually, page 180.

**Market Values/Incomes** Click to access the Position History page to view the historical market values and position updates of the investment pool.

You can generate a report of a pool's position as well as the positions of each pool's participants for a specified business unit.

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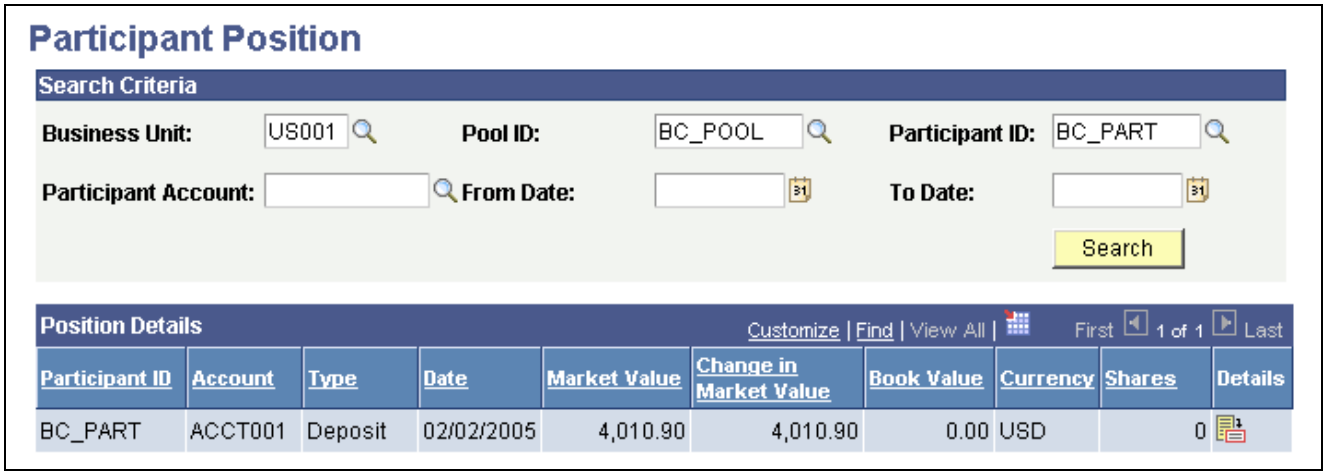
### See Also

Appendix C, "Cash Management Reports," Cash Management Reports: A to Z, page 239

## Viewing Participants' Pool Positions

Access the Participant Position page.




Participant Position page

This page displays the position and information of all participants' accounts for a specified pool.

**Details** Click to access the Position Details page that lists the participant's transactions. Details of the transactions can be accessed from the Position Details page.

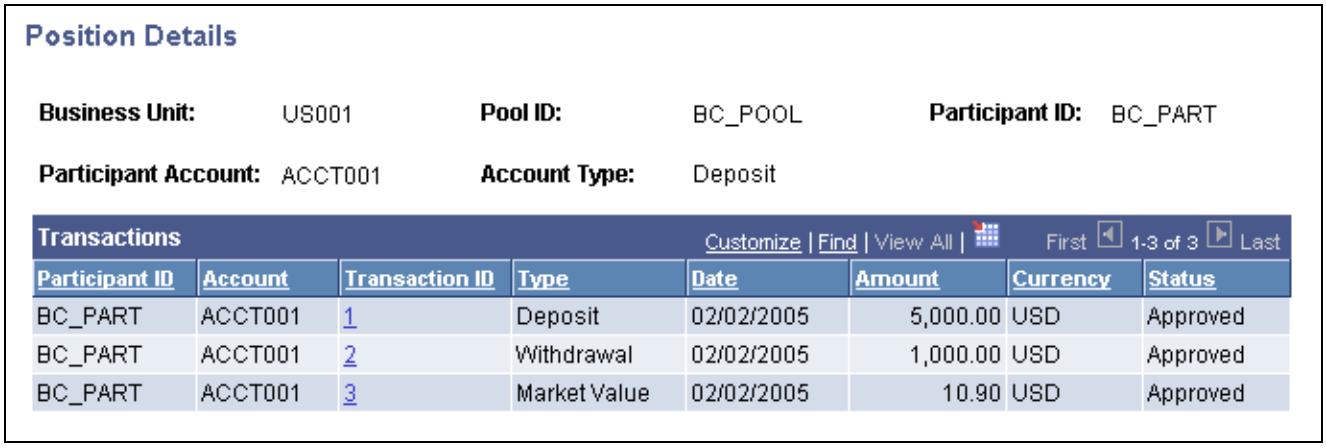
You can generate a report of a pool's position as well as the positions of each pool's participants for a specified business unit.

### See Also

Appendix C, "Cash Management Reports," Cash Management Reports: A to Z, page 239

## Viewing Position Details

Access the Position Details page.




Position Details page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This page displays transaction information for a single participant of a specified investment pool.

**Transaction ID** Click the link to access the Participants Transactions page to view details of a particular transaction.

# Maintaining Pool Positions

This section provides an overview of the investment pool maintenance process discusses how to:

- Import pool position data from an external investment management source.
- Manually update pool positions.
- Distribute investment pool income.

## Updating Investment Pools

In order to have an accurate view of an investment pool's position, as well as the position of its participants, you must periodically update the investment data. To do so requires importing income and fee data from external investment managers into the pool and distributing it among the pools participants.

There are two ways to update investment pool data:

- Import the data in a flat-file format from the Import Pool Position page.

  A file layout already provided will need to be modified along with its transformation code.
- Obtain a hard copy of the data and manually enter it using the Update Pool Position page.

Once the pool has been updated, run the Income Distribution Application Engine process (TRP_INC_DIST ) to update the pool's participant positions by distributing the income and maintenance fees among them.

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## Pages Used to Update Pool Positions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Layout Catalog | PMT_FORMAT_CATLOG | Banking, Administer Bank Integration, Layout Catalog | Define and configure the files that will be used to import a flat file containing pool position data into the system.<br><br>**Note.** Modify the POOL file layout to define your pool-position, flat file.<br><br>See *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Setting Up Electronic Banking Using Financial Gateway," Configuring Bank Statement, Payment, and Payment Acknowledgment Layouts. |
| Import Pool Position | BSP_IMPORT | Cash Management, Investment Pools, Import Pool Position | Update an investment pool's position by importing data in a flat file format from an outside investment source. |
| Update Pool Position | TRP_POOL_POS_ADD | Cash Management, Investment Pools, Pool Position<br><br>Click the Update Pool Position link. | Manually update the pool's cash position with current values obtained from outside investment sources. Obtaining the updated pool data may require running the Import Pool Position process. |
| Income Distribution | TRP_INC_RUN | Cash Management, Investment Pools, Income Distribution | Run the Income Distribution Application Engine (TRP_INC_DIST) process to disburse investment pool income and maintenance fees among participants based on the parameters set on the Pool Information page. |

## Importing Pool Position Data

Access the Import Pool Position page.


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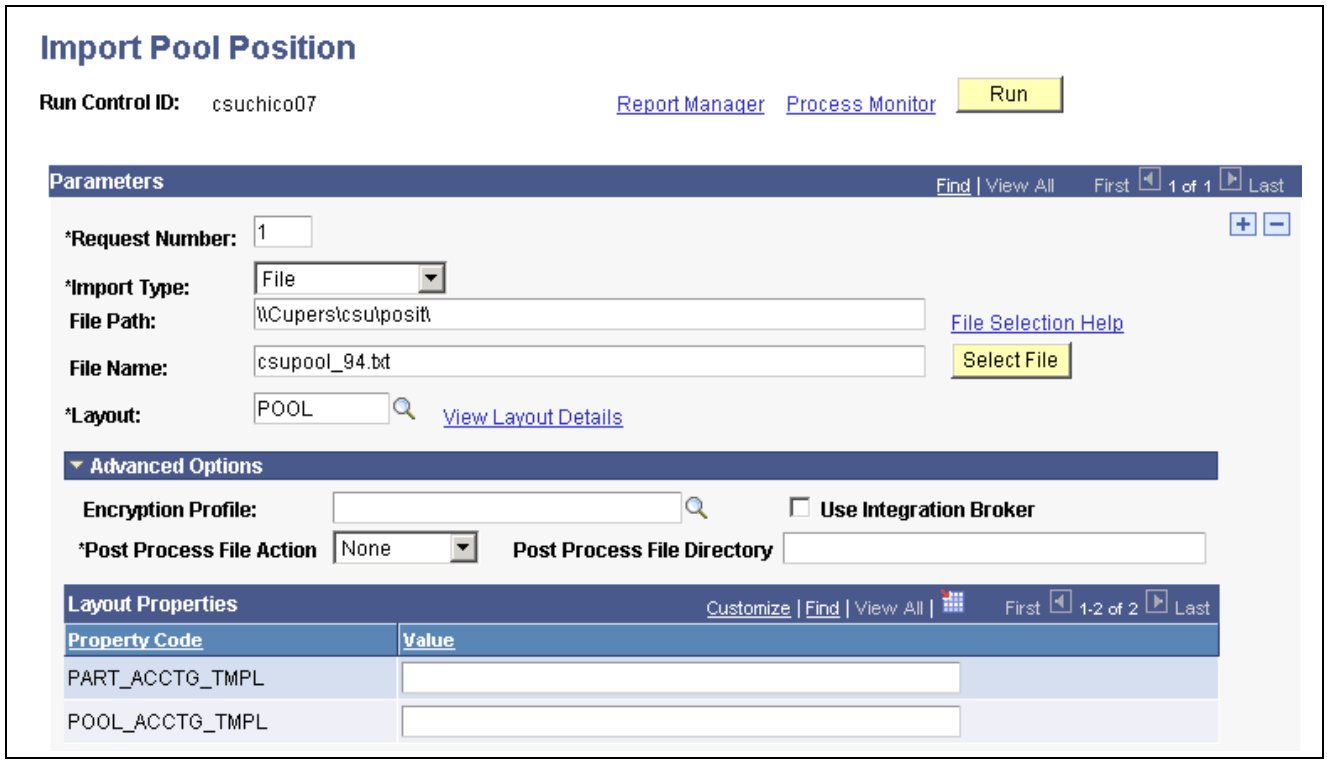


Import Pool Position page

## Parameters

**Import Type**

Select the method for importing the data file. The options are:

- *FTP:* Select if you are importing the file by using file transfer protocol, and enter a bank node through which to transfer the data.
- *File:* Select if you are importing a file, and complete the File Path and File Name fields.
- *HTTP:* Select if you are importing a file using a URL that is included as part of the node configuration. No file path or file name is required.

**Integration Node**

Enter the integration node used to transfer the data. This field appears only if FTP or HTTP is selected as the Import Type.

See *Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Integration Broker, "Configuring Nodes and Transactions"*

See Enterprise PeopleTools 8.48 PeopleBook: Integration Broker, "Using Listening Connectors and Target Connectors," Working with AS2 Connectors

See *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Setting Up Electronic Banking Using Financial Gateway".

**View Integration Node Details**

Click to access the Integration Node Details page and review property details of the selected node. This link appears only if FTP or HTTP is selected as the Import Type.

**File Path**

Enter the complete file path location. To select files by using the Select File button, the file path must have a trailing backslash (\).

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You can also search for files of a specific type by entering an asterisk and the extension suffix. For example, to search all files with a .txt suffix enter:

```
\*.txt
```

**File Selection Help** Click to view help information on specifying file paths and file names.

**File Name** Select the specific file to import. If you want to import multiple files based on extension, leave this field blank.

### Advanced Options

**Encryption Profile** Select an encryption profile to decrypt the data file. Encryption profiles contain both encryption and decryption information.

**Use Integration Broker** Select this check box to format the files and publish the formatted document to PeopleSoft Enterprise Integration Broker. Integration Broker then processes the formatted file accordingly.

You select this option if you want to use the pool position information as a trigger for Integration Broker to perform other processes, or to integrate with other systems.

**Post Process File Action** Select what action, if any, to be performed on the pool position data file after the data has been processed. The options are:

- *Copy:* Copy the file to the directory entered in the Post Process File Directory field.
- *Delete:* Delete the file after the data in it is processed.
- *Move:* Move the file to the directory entered in the Post Process File Directory field.
- *None:* Take no action. The data file remains unprocessed.

**Post Process File Directory** Enter a file path to the directory to which the file will be moved or copied if either option is selected as the Post Process File Action.

### See Also

*Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Integration Broker, Configuring Nodes and Transactions*

## Updating Pool Positions Manually

Access the Update Pool Position page.

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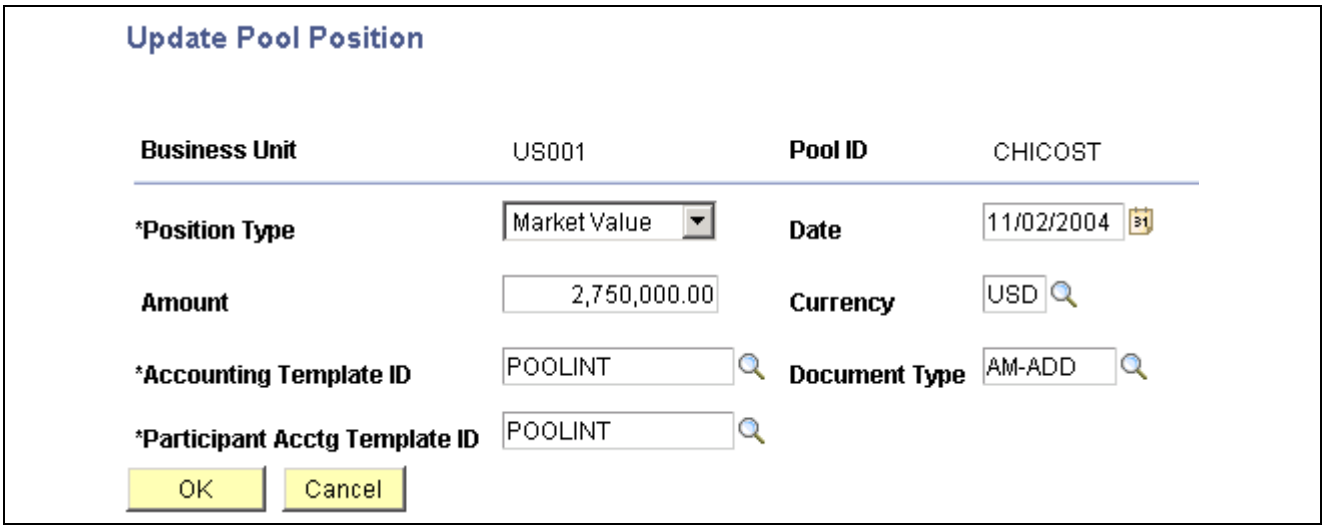


Update Pool Position page

**Position Type** Select the type of position being updated. The options are:

- *Market Value:* Update the current value of the investment pool based on the last reported sale price of securities to which the pool funds are invested.
- *Interest:* Updated the interests accrued on the pool's investments.

**Amount** Enter the new market value of the investment pool.

**Accounting Template ID** Select the accounting template for the pool that depicts the correct accounting and debit and credit configuration for this update transaction.

**Document Type** Select the document type that the system uses to assign document sequence numbers.

**Participant Acctg Template ID** Select the accounting template for the participants account that depicts the correct accounting and debit and credit configuration for this update transaction.

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# CHAPTER 11

# Managing Treasury Accounting

This chapter provides an overview of the Treasury Management accounting process and discusses how to:

- Establish accounting templates.
- Process accounting entries.
- Manage accounting entries.
- Review accounting information.
- Maintain fiscal period closure.

## Understanding the Treasury Management Accounting Process

You use accounting templates to define the ChartFields used for various kinds of accounting activities, called *accounting events.* By associating accounting templates with accounting events, you can automate most of the accounting process. In addition, you can also manually adjust accounting entries and create ad-hoc entries.

### Accounting Templates

The accounting template depicts the correct accounting and debit/credit configuration for a given treasury transaction/business event. For example, the purchase of a U.S. Treasury bond may involve the construction of two debit lines, Bonds Receivable and Unamortized Bond Discount, as well as one credit line, Cash. The accounting template for this type of transaction would include three predefined records to depict this particular debit/credit configuration.

The accounting template contains the following characteristics:

- A unique template ID.
- Options that determine how the correct ChartField combination is selected.
- An attribute (calculation type) that describes how the accounting monetary amount is calculated or derived.
- An attribute that designates whether the accounting build requires review.

### Accounting Events

An accounting event describes the treasury business process activity that triggers the construction of a pending accounting build.

PeopleSoft delivers the following treasury accounting event types with the system:

- Deal transactions.

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- Facility, deal, wire, and letter of credit fees.
- Bank transfers.
- Bank statement processing transactions.
- Hedges.
- EFT requests.
- Internal account interest.
- Investment pool transactions.

To automate accounting entries, you assign each accounting event type to a corresponding accounting template for all accounting events except Bank Transfers. Bank Transfers do not have accounting templates as the accounting is derived from the bank and business unit of the bank. The template controls which ChartFields and monetary amounts to use in each accounting entry.

For treasury deals, you define the accounting event at the instrument level. You associate each instrument with various accounting events, depending on the instrument base type. In addition, you define each accounting event based on the accounting treatment (Held to Maturity, Available for Sale, Trading, or Other) and assign each accounting template to the appropriate accounting treatment. At deal entry, you select the appropriate accounting treatment. The system then automatically associates the appropriate accounting template, based on the instrument type's accounting treatment.

The following diagram illustrates the process flow:

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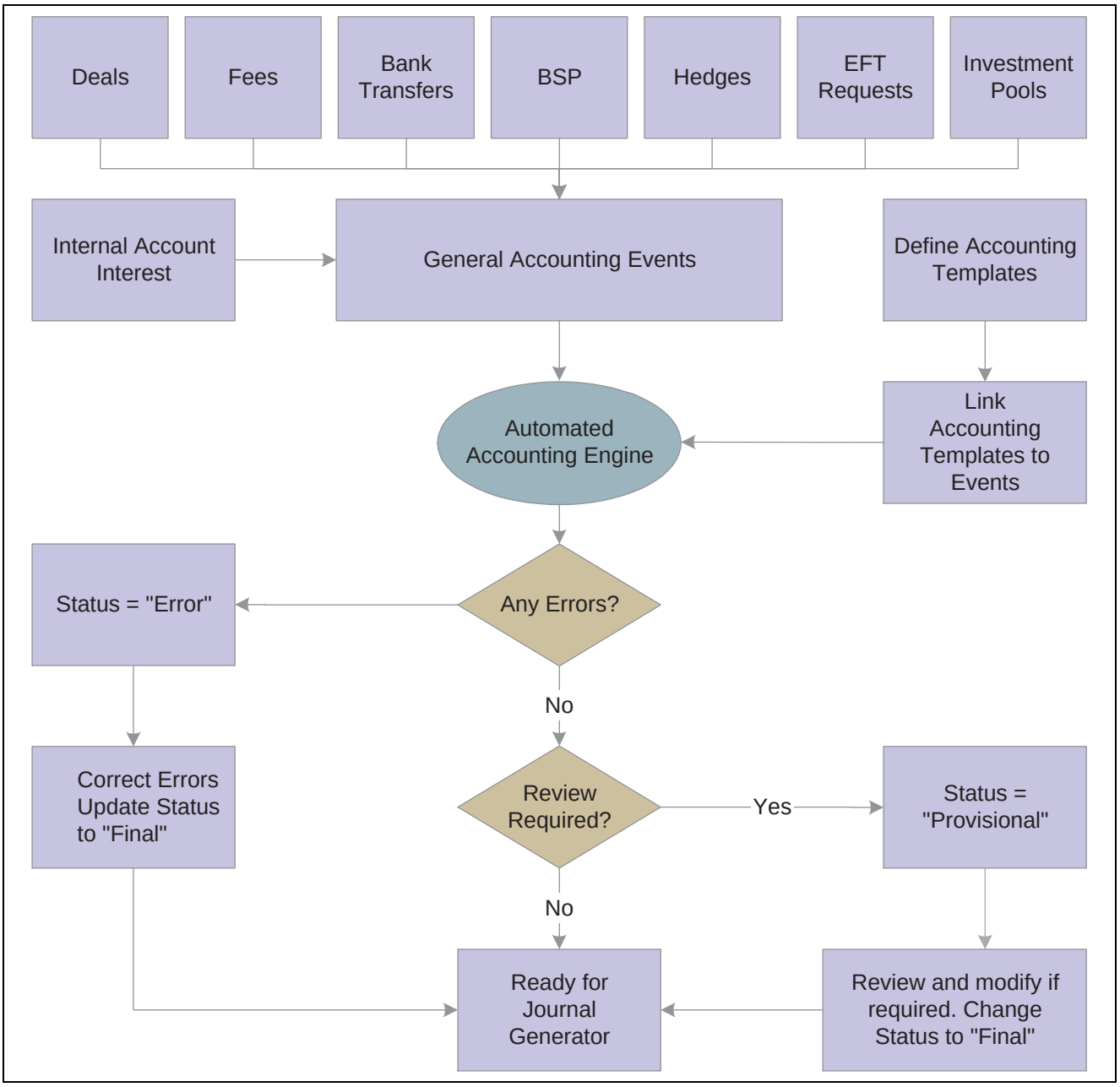


Process flow for treasury accounting

# Interunit and Intraunit Processing in Accounting

The PeopleSoft centralized processor generates the due-to/due-from entries for both interunit and intraunit balancing. Treasury Management provides functionality to support interunit and intraunit processing using the centralized processor on the Accounting Template and Accounting Entries pages.

## Interunit and Intraunit Balancing Methods

Interunit refers to balancing transactions that involve two general ledger business units. The bank accounts contain the ChartFields and the rules by which their values should be determined.

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Intraunit refers to balancing transactions within same general ledger business unit in which the transaction involves more than one value on the lower level balancing ChartField. For all transactions that Treasury Management generates, the system obtains the ChartFields from either the bank account or an accounting template. Inherited ChartFields get their values from the corresponding ChartField on the offsetting entry.

## Treasury System Transaction Definitions

To facilitate interunit and intraunit processing, you segregate your interunit and intraunit payable and receivable accounts by the type of transaction. The interunit and intraunit system transactions are a predefined list of transactions, with one system transaction for each major type of Treasury transaction that generates interunit and intraunit entries. By defining transaction codes and associating them with system transactions, you control the level by which you segregate your Interunit and intraunit balances.

---

**Important!** PeopleSoft delivers predefined system transactions, which you can view on the System Transaction Definition page. You should not change the information on this page because it affects the intraunit and interunit processing.

---

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Running the Centralized Interunit and Intraunit Processor.

| Accounting Source | System Transactions |
|---|---|
| Deals | TRDEAL |
| Hedges | TRHEDGE |
| Letter of Credit, Deal, Facility, or EFT Fees | TRFEE |
| Bank Statement Items | TRBSP |
| EFT Requests | TREFT |
| Bank Transfers | TRBAX |
| Interunit Interest | TRIUINT |
| Manual Entry | TRMANUAL |
| Investment Pools | TRINPOOL |

## Intraunit and Interunit Accounting Entries Generation Using the Centralized Processor

Here's an overview of the process:

1. Specify an anchor entry in the accounting template as a model for any interunit and intraunit entries.

   The anchor entry may not be a line where the ChartField is determined by Bank Account.

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2. Process treasury accounting using the Automated Accounting process (TR_ACCTG), which invokes the centralized processor. The centralized processor automatically creates any necessary offset entries tagged with a source identifier label, *System IU* (viewable on the Additional Details tab of the Accounting Entries page) and inserts this data into the accounting tables.
3. If you make any changes to an accounting entry line, you must click the Update Accounting button to invoke the centralized processor and regenerate accounting entries.

### See Also

Chapter 11, "Managing Treasury Accounting," Entering Accounting Template Information, page 187

Chapter 11, "Managing Treasury Accounting," Processing Automated Accounting, page 196

*PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Product Interface and System Transaction Categorization

# Establishing Accounting Templates

To define accounting templates, use the Accounting Templates component (ACCTG_TEMPLATES_GBL).

This section discusses how to:

1. Enter accounting template information.
2. Define additional substitution criteria.
3. Link accounting events with the associated accounting template.

## Pages Used to Establish Accounting Templates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Accounting Templates - Template | TRA_TMPL_DETL | Cash Management, Treasury Accounting, Accounting Templates | Define general template and template line information. |
| Accounting Templates - Substitution Rules | TRA_SUB_RULE | Select the Substitution tab on the Template page. | Specify a different ChartField for a template line when certain criteria exist. |
| VAT Defaults Setup | VAT_DEFAULTS_DTL | Click VAT Defaults on the Accounting Template page. | Define VAT default processing options for the specified accounting template. |

## Entering Accounting Template Information

Access the Accounting Templates - Template page.

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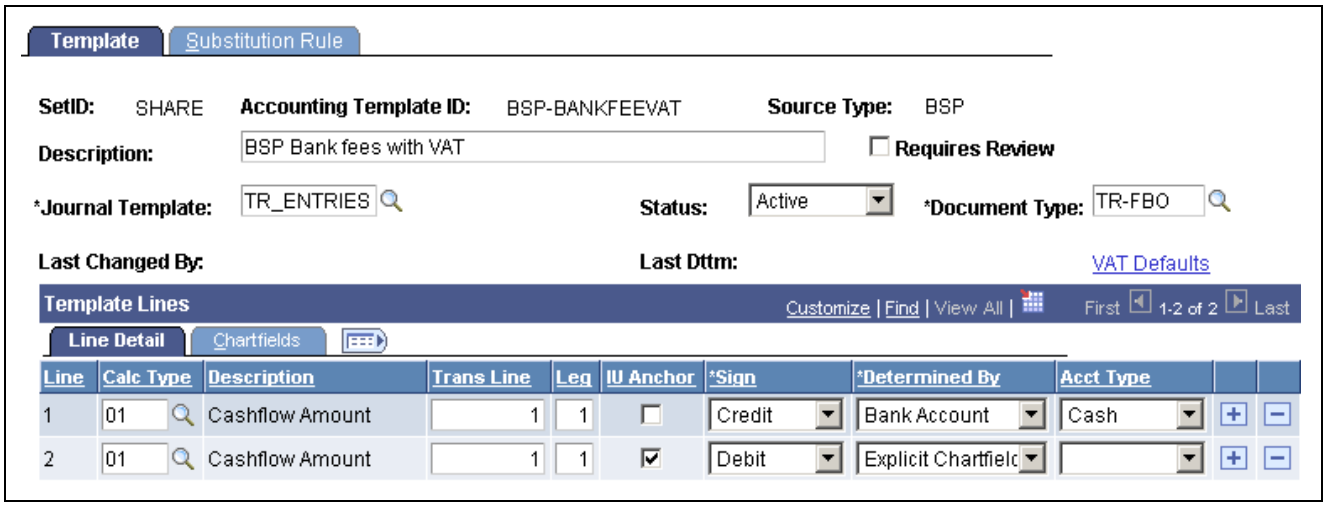

Accounting Templates - Template page

**Requires Review** Select to force review of the accounting transactions that use this template.

When selected, the system assigns error-free accounting entries using this template a *Provisional* status. To finalize the provisional entry, use the View/Approve Entries page to review and to change the status to *Final.*

If Require Review is not selected, the system assigns error-free accounting entries using this template a *Final* status.

**Source Type** Source of the accounting entry, either *BSP* (bank statement processing), *Deals, Fees, Hedge Accounting, Interest, EFT Requests,* or *Investment Pools.*

**Status** Indicate if this accounting template is *Active* or *Inactive.* This determines which templates are available to users. The system selects only active accounting templates for display and use.

This feature enables you to:

- Retain all the accounting templates you create, both current and discontinued.
- Research the accounting for all your accounting entries, whether the respective accounting template is active or not.

When an accounting template is marked inactive it is not available for processing, but is retained for historical reference. If you need to review accounting entries processed by an inactive accounting template, the template is still present in the system.

**Document Type** Select the document type that will be used as the basis for assigning document sequencing numbers to these types of transactions.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Defining Document Sequencing".

**VAT Defaults** Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define accounting template defaults as applicable. You must first specify one of the accounting lines as a VAT applicable line to establish VAT defaults for this template.


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See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT".

## Line Detail Tab

Select the Calc Type (calculation type) to use on each template line—this varies depending on the source type. For deal-related calculation types, you must also specify a transaction line and leg of the deal.

The following table lists each available calculation type by source type.

| Source Type | Available Calculation Types |
|---|---|
| *Bank Statement Processing (BSP)* | Cashflow Amount |
| *Fees* | Cashflow Amount |
| *Fees* | Fee Accrued |
| *Deals* | Cashflow Amount |
| *Deals* | Deal Amount |
| *Deals* | Price |
| *Deals* | Purchased Interest |
| *Deals* | Interest Compounded into Principal |
| *Deals* | Interest Accrued |
| *Deals* | Mark to Market Gain/Loss |
| *Deals* | Forward Points |
| *Deals* | FX Deal Cash-flow Amount |
| *Deals* | Forward Points Accrued |
| *Deals* | Maturity Interest |
| *Deals* | Maturity Principal |
| *Deals* | Amortized Discount/Premium |

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| Source Type | Available Calculation Types |
|---|---|
| *Deals* | Sale Current Accounted Value |
| *Deals* | Premium Accrued |
| *Deals* | Sale Settlement |
| *Deals* | Sale Price (Clean) |
| *Deals* | Sold Accrued Interest |
| *Deals* | Gain/Loss on Sale |
| *Deals* | Accumulated MTM Gain/Loss |
| *Deals* | Bond Discount/Premium |
| *Deals* | Principal Payment |
| *Deals* | Interest Payment |
| *Deals* | Amounts Rolled Out |
| *Deals* | Principal Rolled Out |
| *Deals* | Interest Rolled Out |
| *Deals* | Amounts Rolled In |
| *Deals* | Principal Rolled In |
| *Deals* | Interest Rolled In |
| *Deals* | Write-Off Unamort Disc/Premium |
| *Deals* | Write-Off Unamort Fee |
| *Deals* | Day Delay Price |


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| Source Type | Available Calculation Types |
|---|---|
| *Deals* | Day Delay Purchased Interest |
| *Deals* | Dividend Payment |
| *Deals* | FV Excluded time Value G/L |
| *Deals* | CF Excluded Time Value G/L |
| *Deals* | FX Net Investment Excluded G/L |
| *Deals* | Fair Value Hedge Gain/Loss |
| *Deals* | Cash Flow Hedge Gain/Loss |
| *Deals* | FX Net Investment Gain/Loss |
| *Deals* | Not Hedge Designated Gain/Loss |
| *Hedges* | Fair Value Hedged Item G/L |
| *Hedges* | Firm Commitment to Carrying |
| *Hedges* | Amortize Adj to Carrying |
| *Hedges* | De-recognize Firm Commitment |
| *Hedges* | AOCI Adjustments |
| *Hedges* | AOCI Reclassify |
| *Hedges* | Will Not Occur-AOCI Reclassify |
| *Interest* | Cashflow Amount |
| *Investment Pools* | Cashflow Amount |
| *Investment Pools* | Interest Payment |

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| Source Type | Available Calculation Types |
|---|---|
| *Investment Pools* | Mark-to-Market Gain/Loss |
| *EFT Requests* | Cashflow Amount |

**Trans Line** (transaction line) For Deals source type, this indicates the line from the deal instrument. All other sources have a default of *1*.

**Leg** Indicates the deal accounting leg number.

**IU Anchor** (interunit anchor) Specify one line of the template as the anchor. This is a required field because the centralized processor uses it to generate interunit entries. The anchor line may not be a line where the ChartField is determined by Bank Account.

**Sign** Select from *Credit*, *Debit*, *Keep Sign* or *Rev Sign* (reverse sign).

**Determined by** Indicate how to inherit ChartField values for the specified template line. Select from:

*Bank Account:* ChartField values are inherited from the bank account specified by the source transaction. Fields on the ChartField tab for this line are then disabled.

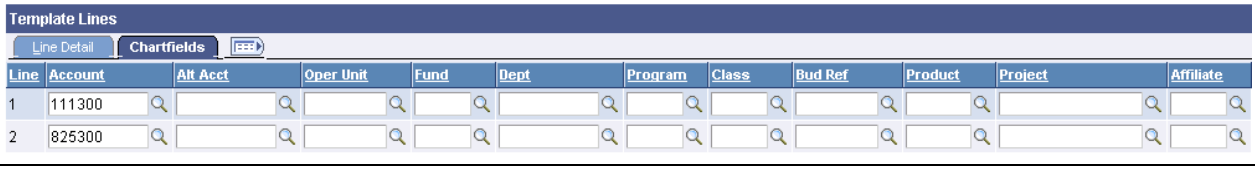
*Explicit ChartField:* You define specific ChartField values on the ChartField tab.

**Acct Type** (account type) If the ChartField is determined by Bank Account, then you must choose the General Ledger account type. For Treasury, select *Cash Account.*

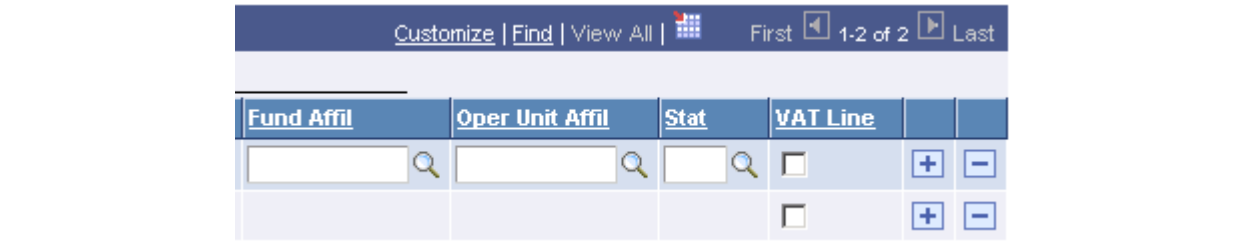
If the ChartField is determined by Explicit ChartField, then leave this field blank.

## ChartField Tab

Enter the appropriate ChartField values.




Accounting Templates - Template page - Template Lines region - Chartfields grid (1 of 2)




Accounting Templates - Template page - Template Lines region - ChartFields grid (2 of 2)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**Stat** (statistic) Select a statistics code for the specific accounting line. This field is editable on the accounting entry.

**VAT Line** Click to specify that VAT is applicable for this accounting line. You can specify VAT options only for accounts with:

- The VAT Applicable Flag check box selected on the Account page.

  See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," Adding Account Values.

- Source types of *BSP* or *Fees*.

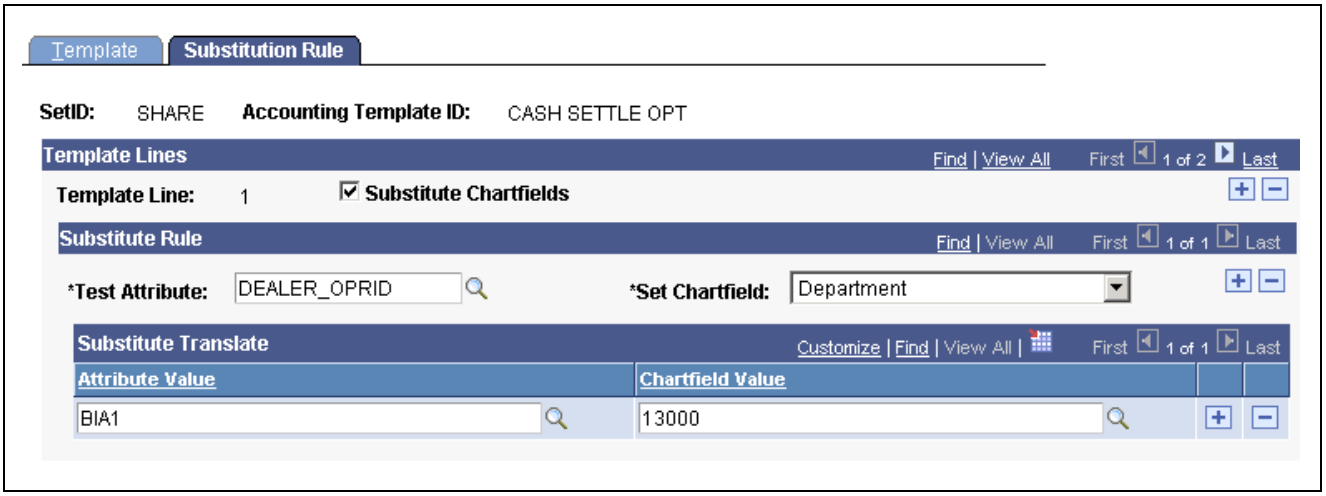
### See Also

Chapter 11, "Managing Treasury Accounting," Entering Accounting Template Information, page 187

*PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Using Statistics"

## Defining Additional Substitution Criteria

Access the Accounting Templates - Substitution Rule page.




Accounting Templates - Substitution Rule page

Use substitution rule functionality to make minor adjustments to templates without having to rebuild them. For example, you might require that certain departments perform deal accounting on deals by dealers, by specifying criteria for each dealer's user ID. Using this example, when the DEALER_OPRID equals a particular dealer, such as BIA1, then the department ChartField equals 13000.

**Substitute ChartFields** Select to specify which template line is affected by a rule. You define criteria for each line

**Test Attribute** Define the database object to test in. Your selection for this field determines the available Attribute Values. You can have more than one substitute rule per template line, but additional rules must control a different ChartField value.

**Set ChartField** Select which ChartField to set against the Test Attribute, and enter the ChartField Value to substitute when the defined test attribute equals the specified attribute value.

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## Linking Templates with the Associated Accounting Events

Accounting events are linked with their corresponding accounting templates on various pages, which is defined in this table:

| Accounting Event Source | Page Name | Navigation |
|---|---|---|
| Bank Statement items | External Transactions | Banking, Reconcile Statements, External Transactions, Transactions Detail tab, Accounting Template ID field |
| Deals | Accounting Templates | Deal Management, Administer Deals, Define Instruments, Accounting Templates |
| EFT Requests | EFT Template | Cash Management, Fees and Transfers, EFT Requests, Origin tab, Template ID field |
| Letter of Credit, Deal, Facility, or Wire Fees | Fee Code Definition | Set Up Financials/Supply Chain, Product Related, Treasury, Fee Codes, Expense Template or Accrual Template field |
| Hedges | Deal Accounting | Risk Management, Analyze Hedge, Hedges, Deal Accounting |
| Hedges | Item Accounting | Risk Management, Administer Risk, Hedged Item Sources |
| Investment Pools | Pool Information,<br>Participant Transactions<br>Pool Position | Cash Management, Investment Pools, Pool Information<br>Cash Management, Investment Pools, Participant Transactions<br>Cash Management, Investment Pools, Pool Position |

# Processing Accounting Entries

In this section, we discuss how to run the Automated Accounting process (TR_ACCTG). During processing, the program “calls” the centralized processor to generate inter/unit and intraunit balancing (IU_PROCESSOR).

These diagrams illustrate the inbound and outbound transaction processes.


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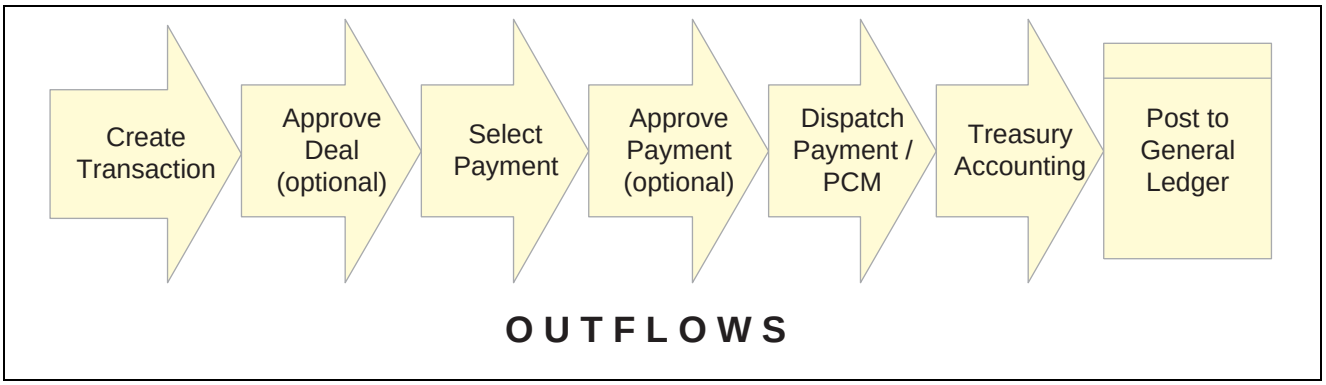
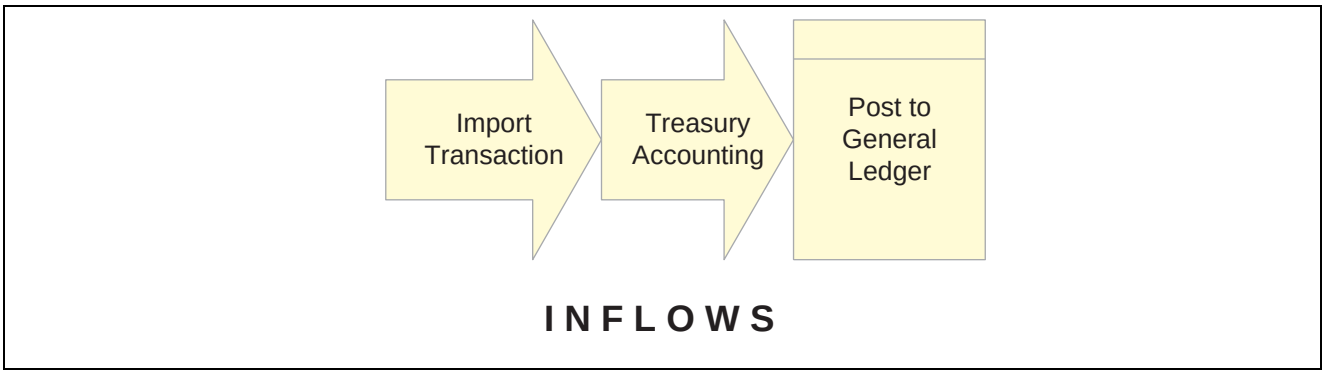



Outbound transaction process




Inbound transaction process

## Understanding the Automated Accounting Build Process

The Automated Accounting process populates the treasury accounting event calendar with transaction reference information, event type, event date, template ID, and processing state.

When specific processing events occur (as shown in the following table), the program that builds automatic accounting entries selects any unprocessed transactions from the treasury accounting event calendar and copies them into the Accounting Entries table.

| Accounting Event Type | Processing Event |
|---|---|
| Treasury Deals | When an open deal is saved and the Cash Flows button is clicked. |
| Bank Transfers, EFT transfers | When the transaction is dispatched. |
| Fees and Charges | When fees are saved. |

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| Accounting Event Type | Processing Event |
|---|---|
| Mark to Market | During revaluation processing. |
| Investment Pools | • When participant transactions are approved.<br>• When pool positions are updated.<br>• When the Income Distribution Application Engine process (TRP_INC_DIST ) is run. |

Once the underlying data is established, the Automated Accounting process works as follows:

1. Selects unprocessed records with the correct event date from the Accounting Event table.
   - Process inbound cash flows unconditionally upon receipt of cash.
   - Process outbound cash flows after transactions have been approved and sent to the bank.
2. Constructs the ChartField combination according to the appropriate accounting template.
3. Retrieves the correct monetary amount according to the calculation type.

## Pages Used to Process Accounting Entries

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Automated Accounting | TRA_ACCTG_REQ | Cash Management, Treasury Accounting, Automated Accounting | Run the Automated Accounting process, which creates accounting entries and prepares them for the Journal Generator (FSPGJGEN) process. |

## Processing Automated Accounting

Access the Automated Accounting page.


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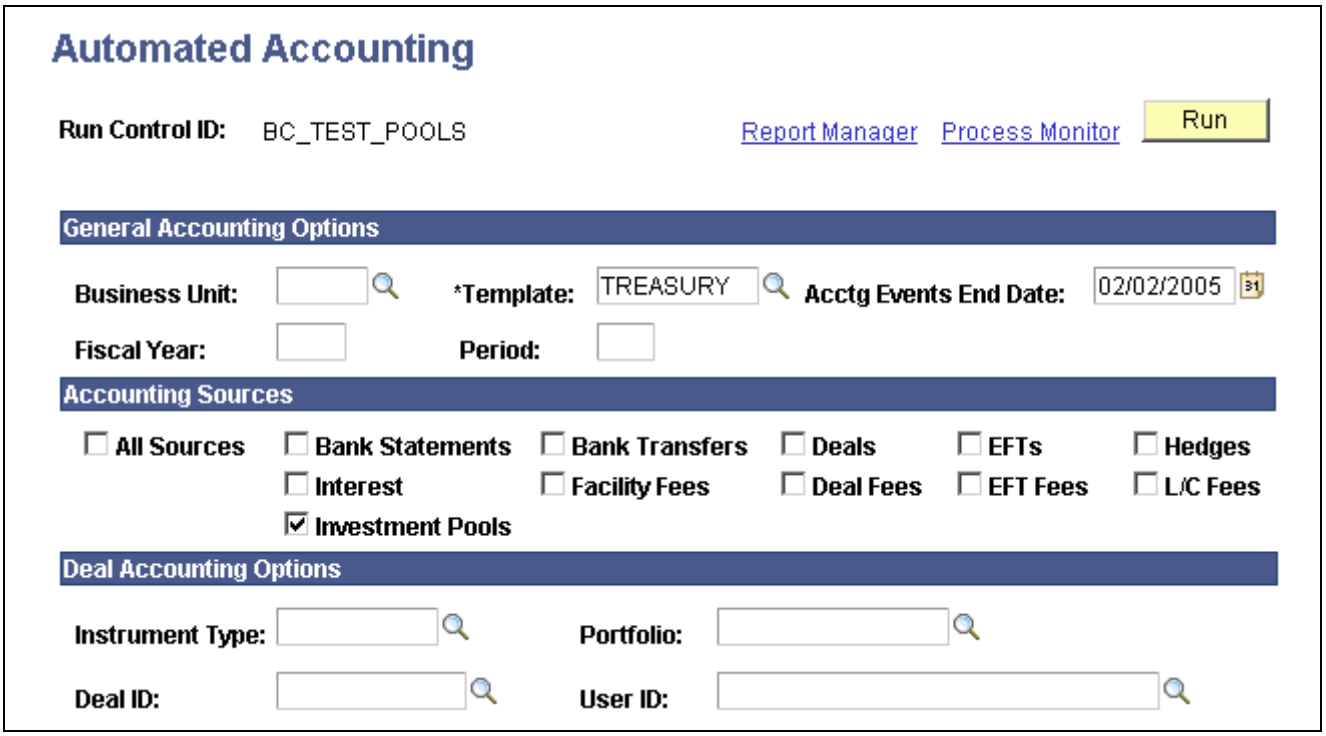

Automated Accounting page

**Note.** The process creates accounting entries even if errors occur. Use the Accounting Entries page to correct any errors, then change the status from *Error* to *Provisional*. Use the View/Approve Entries page to change the *Provisional* to *Final*.The accounting entries are then ready for General Ledger. You do not have to rerun the Automated Accounting process.

# Managing Accounting Entries

This section discusses how to:

- Adjust accounting entries.
- Create ad hoc accounting entries.
- Review and approve accounting entries
- View the accounting summary.

## Common Elements for this Section

**Created By** Displays the userID who created the entry.

**Created Dttm** (created date and time) Displays the entry creation date and time.

**Last Changed By** Displays the most recent UserID to edit the entry.

**Last Dttm** (last updated date and time) Displays the most recent modification date and time.

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**Source Code** Indicates the source for the accounting entry or fee. Select from the following values:

- *(none)*
- *BSP* (bank statement processing
- *Bank Xfers* (bank transfers)
- *Deal Fees*
- *Deals*
- *EFT Fees*
- *EFTs*
- *Fac Fees* (facilities fees)
- *Hedges*
- *Interest*
- *LC Fees* (letter of credit fees)
- *Other*
- *Pools*
- *Securities*

## Pages Used to Manage Accounting Entries

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Accounting Entries | TRA_ACCTG_LINE | Cash Management, Treasury Accounting, Accounting Entries | • Review and adjust automated accounting entries.<br>• Create manual accounting entries online. |
| View/Approve Entries | TRA_ACCTG_LINE | Cash Management, Treasury Accounting, View/Approve Entries | Approve accounting entries that are awaiting review. |
| Accounting Summary | TRA_ENT_SUM_PNL | Cash Management, Treasury Accounting, Accounting Summary | View line-by-line accounting events. You can retrieve information according to ad-hoc search criteria and navigate to all functional areas of accounting. |
| Treasury VAT Information | TRV_ACCTG_LINE_VAT | Click VAT on the Accounting Entries page. | Review VAT information for a VAT applicable accounting entry line. |

## Adjusting Accounting Entries

Access the Accounting Entries page.


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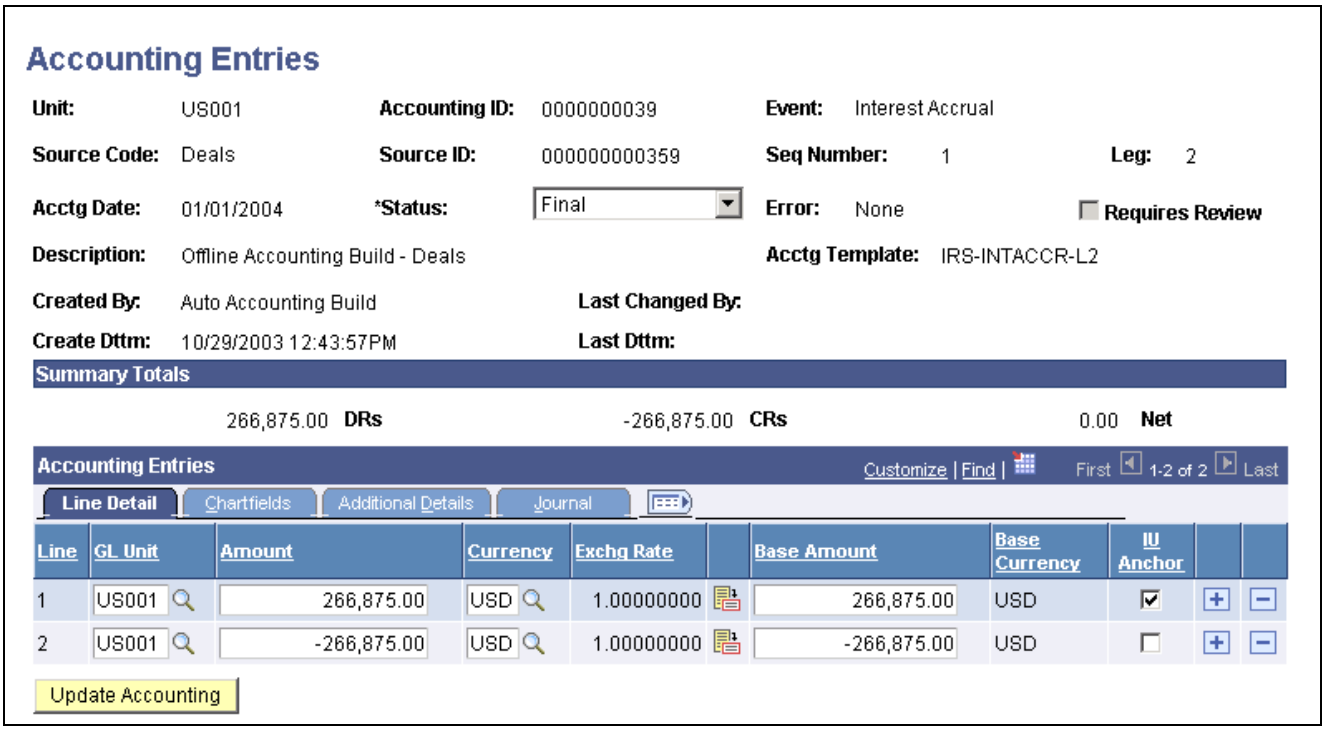


Accounting Entries page

**Event** Displays a descriptive label for the accounting entry, based on the source code value.

**Source Code** Displays the accounting entry source, as processed by the Automated Accounting process, or entered on a manual Accounting Entry.

**Source ID** Displays the unique identification number on the source side for the accounting entry.

**Acctg Date** (accounting date) Displays the date the entry was processed through Automated Accounting, or entered as a manual Accounting Entry.

**Status** Indicates the current condition of the accounting entry. Values are:

*Provisional:* The entry is not finalized. You can make any required changes.

*Error:* An error exists within the accounting entry. The system assigns this status—you cannot select it. Once you correct an error, change the status to *Provisional*. After the status has been changed to *Provisional* use the View/Approve Entries page to change the status to *Final.* The entry is then ready for the Journal Generator process—you do not need to reprocess it.

*Final:* The entry is ready for Journal Generator processing and is free from errors.

Until the entry is actually processed through the Journal Generator process, you can continue to make changes to it, even if the status is *Final.* Once the Journal Generator processes the entry, the distribution status changes to *Distributed,* indicating it has been posted to a General Ledger journal and no further modifications can be made.

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**Acctg Template** (accounting template) Displays the name of the accounting template attached to the accounting entry.

**Note.** If you use General Ledger, you can automatically reverse any unrealized gain/loss accounting generated by Treasury Management at the next accounting period. You need to create a journal template for this type of treasury accounting and enable the feature for automatic journal reversal. You must assign this journal template to the treasury accounting template in order for General Ledger to perform the automatic reversals.

**Error** Indicates the error source of an automated accounting entry. Values are:

*None:* No error condition exists. This appears when status is provisional or final.

*Unbalanced:* Debits do not equal credits, or debits and credits are not equal, but refer to different General Ledger business units.

*CF Combo Error* (ChartField combination error): The ChartField generated is invalid.

*No Exchange Rate:* The currency exchange rate for the applicable currency pair is missing. The base amount could not be converted to the accounting entry currency.

*Account Not Specified:* The account was undefined, and the amounts cannot be distributed.

*IU Processor Error:* The centralized processor encountered an error. Review the accounting entries, correct any errors, then click the Update Accounting button to regenerate accounting.

**Requires Review** If selected and uneditable, this indicates the Review Required option is enabled in the accounting template on which this was based.

**Integration Status** Displays the status of the integration between Treasury and PeopleSoft EnterpriseOne General Accounting. This field only appears if the integration is enabled on the Installation Options - Treasury page. The values are:

- *Pending:* The entry is ready to be sent to the Integration Broker for transmission to the EnterpriseOne General Accounting.
- *Sent:*The entry has been sent to the Integration Broker.
- *Received:* The accounting entries have been loaded into the EnterpriseOne staging table.
- *Loaded:* The accounting entries have been loaded into the EnterpriseOne application tables.
- *Posted:* The accounting entries have been posted to the EnterpriseOne General Accounting.
- *Error:* Indicates that the accounting entry contain erroneous data or an error occurred somewhere in the data transmission process and must be resent.

**Note.** If an entry must be resent, the integration status can be changed to Pending unless the integration status is already displayed as Posted.


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See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Treasury Installation Options.

See *PeopleSoft EnterpriseOne 8.12 Application Integrations with PeopleSoft Enterprise Applications, "Using the PeopleSoft Enterprise Treasury with PeopleSoft EnterpriseOne General Accounting Integration"*

## Accounting Entries

**Line** Displays the line number of the automated accounting process.

**GL Unit** Displays the associated General Ledger unit.

Click the Exchange Rate Detail button to view currency exchange rate information.

**Base Amount** Displays the GL BU (General Ledger business unit) amount in the base system currency.

**IU Anchor** (interunit anchor) Specify one line of the template as the anchor. This is a required field, as the centralized processor uses it to generate interunit entries.

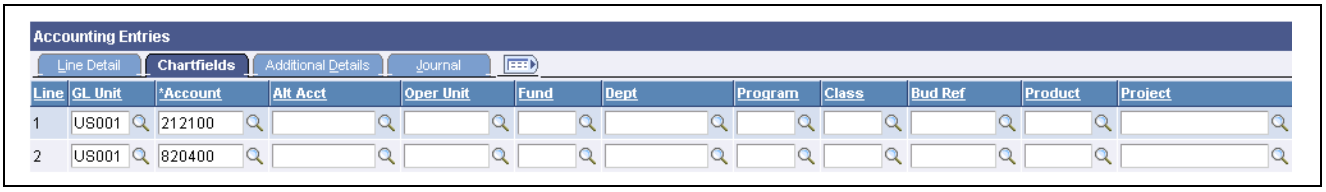
**Update Accounting** If you edit any of the information under the Accounting Entries group box, click this button to run the centralized interunit processor.

**Note.** If you are editing information only in the page header (Status field or Requires Review check box), do not click the Update Accounting button.

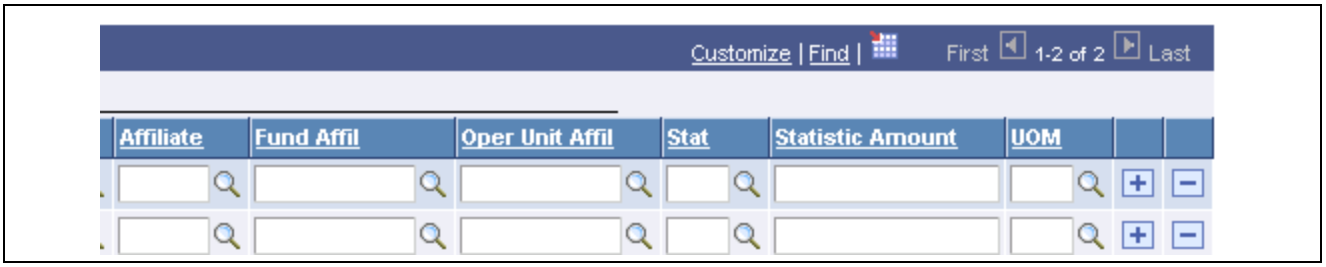
**VAT** Appears for VAT-applicable accounting entries. Click the link to access the Treasury VAT Information page.

## ChartFields Tab

Select the ChartFields tab.




Accounting Entries page - Accounting Entries region - Chartfields grid (1 of 2)




Accounting Entries page - Accounting Entries region - Chartfields grid (2 of 2)

**Stat** (statistic) If a statistics code is set for this accounting line on the template, that code displays here. You can edit this field. Select a statistics code—the associated

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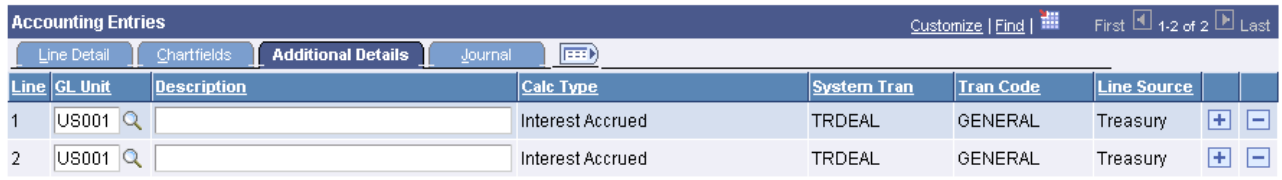
UOM displays for the selected code. You must also enter a Statistic Amount with which to measure the statistic.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining and Using ChartFields," ChartField Values.

## Additional Details Tab

Select the Additional Details tab.

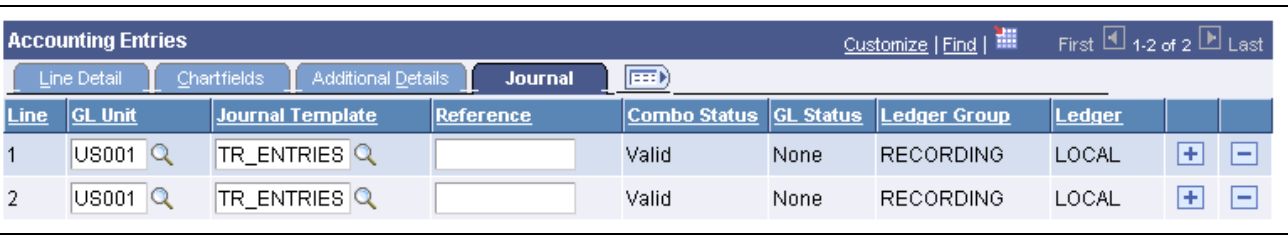



Accounting Entries page - Accounting Entries region - Additional Details grid

**Line Source** Displays either *Treasury* for accounting lines generated by the treasury accounting program, or *System IU* for accounting lines generated by the centralized processor.

## Journal Tab

Select the Journal tab.




Accounting Entries page - Accounting Entries region - Journal grid

**Combo Status** Indicates whether the ChartField combination that the system built based on the accounting template is *Valid* or *Invalid.*

**GL Status** (General Ledger status) Provides information on the entry's posting status. Possible values include:

- *Distributed:* Distributed to a General Ledger journal.
- *Hold:* An error condition exists; the entry must be corrected before Journal Generator can process it; or the entry requires review.
- *None:* The entry has been created without errors, but has not been processed by the Journal Generator process.

**Ledger Group** Indicates the general ledger group associated with the General Ledger Unit on the accounting line.

**Ledger** Indicates the general ledger associated with the General Ledger Unit on the account line.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### See Also

Chapter 11, "Managing Treasury Accounting," Establishing Accounting Templates, page 187

Chapter 12, "Processing VAT Transactions in Treasury Management," Reviewing VAT Accounting Entries, page 224

## Creating Ad Hoc Accounting Entries

Access the Accounting Entries page.

The Source Code, Source ID, Event, and Accounting Template fields are optional.

- If you complete the Source Code, Source ID, and Event fields, the system can create a link between the manual and the automated accounting results.
- If you input manual entries on a recurring basis, you can create and use an accounting template to minimize the data entry process for these entries. Any template you create displays in the Accounting Template field. When you select an accounting template for this ad-hoc entry, the system automatically populates the accounting lines with the template data.

To create ad hoc accounting entries:

1. Enter the Business Unit and optionally, an Accounting ID. Click Add.
2. Select an accounting Event from the following field values:
   - *(none)*
   - *AOCI Adjustment*
   - *AOCI Reclassify*
   - *Amortize Adj of Carrying*
   - *Barrier Rebate Payment*
   - *Commodity Cash Difference*
   - *Commodity Settlement*
   - *Deal Booking*
   - *Deal Maturity*
   - *Derecognize Firm Commitment*
   - *Discount Accrual*
   - *Fair Value Hedged Item G/L*
   - *Fee Accrual*
   - *Firm Commitment to Carrying*
   - *Forward Points Accrual*
   - *Generic Cash Flow*
   - *Initial Payment*
   - *Interest Accrual*
   - *Interim Principal Payment*
   - *Mark to Market*

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- *Maturity Payment*
- *Option Cash Difference*
- *Option Exercise*
- *Option Premium Accrual*
- *Periodic Payment*
- *Premium Payment*
- *Sell / Buyback*
- *Transaction Fee*
- *Will Not Occur - AOCI Reclassify*

3. Specify a Source Code.
4. Select a specificSource ID of the selected Source Code.
5. Review the Acctg Date (accounting date) for accuracy.
6. The default Status for ad-hoc entries is *Provisional.* Do not change this setting.
7. The Require Review check box is automatically selected for ad-hoc entries. You cannot clear this check box.
8. (Optional) Enter a Description.
9. Select an Acct Template (accounting template).
10. Enter at least one debit and one credit line to balance the entry, and select one line as the IU Anchor.
11. Enter an Account and any other ChartFields for each line.
12. Select *TR_ENTRIES* for the Journal Template.
13. Click Update Accounting to run the centralized processor function, which creates any necessary offset entry lines and saves the manual accounting entry.

If the debits and credits do not balance, you receive an error message and the accounting entry is not saved. Make the necessary corrections, and then save the page.

---

**Note.** Once the Journal Generator processes the entry, the distribution status changes from *None* to *Distributed,* and no further changes can be made.

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### See Also

Chapter 11, “Managing Treasury Accounting,” Adjusting Accounting Entries, page 198

## Reviewing and Approving Accounting Entries

Access the View/Approve Entries page.

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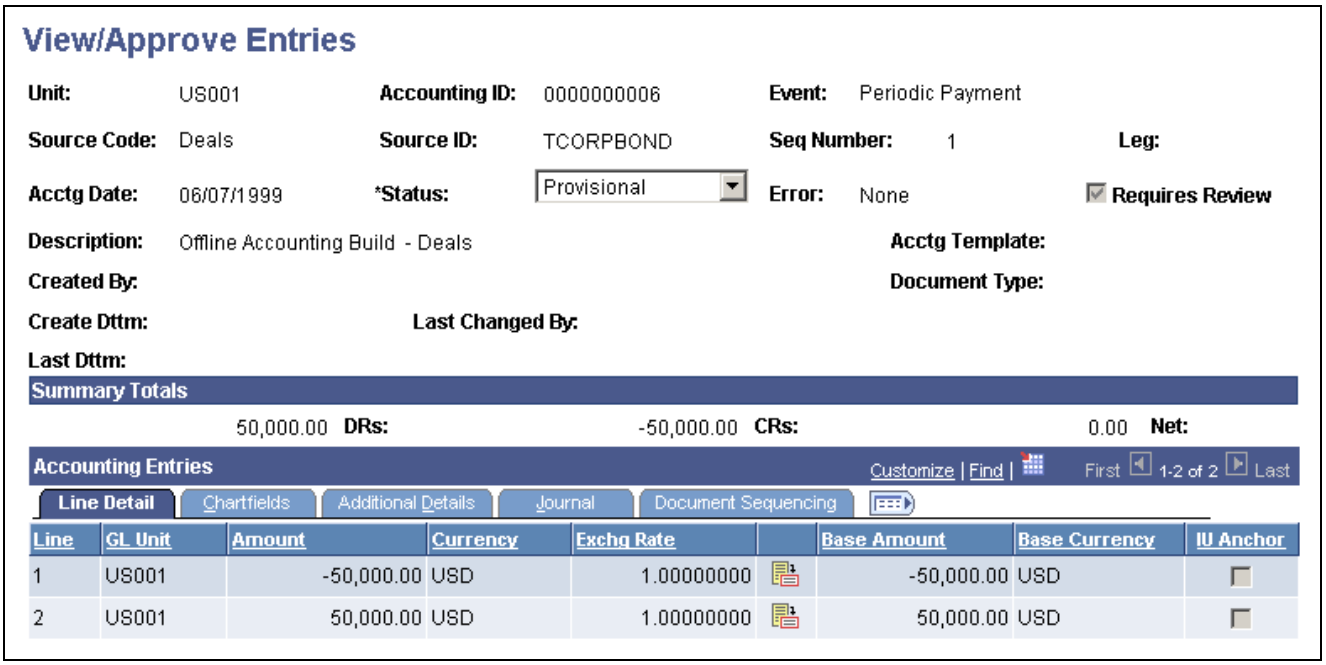

View/Approve Entries page

**Status** Initially displays the status of accounting entries displayed in the Accounting Entries grid. Values are:

- *Error:* Accounting entries are in error and must be corrected before they can be posted to the general ledger. Possible cause of errors include unbalanced entries, currency exchange rate cannot be found, accounting template cannot be found, interunit errors, and so forth. Error status can only be set by the Automated Accounting Process.
- *Needs Correction:* Accounting entries are found to be in error. Needs Correction status can only be set manually.
- *Provisional:* Accounting entries passed system verifications, but require visual inspection. You can review the entry and save it with a new status of *Final* or *Needs Correction.*
- *Final:* Accounting entries are ready to be posted to the general ledger.

**Note.** Use PeopleSoft Security functionality to identify which users have access and approval privileges to provisional accounting entries. You can define permission lists and accessible pages for a specific UserID.

### See Also

*Enterprise PeopleTools 8.48 PeopleBook: Security Administration*

## Viewing the Accounting Summary

Access the Accounting Summary page.

**Acctg Date** (accounting date) Displays the accounting transaction creation date.

**Status** Select from *Error, Final,* or *Provisional.*

**Line** Click a link to access the Accounting Entries page for that event.

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**Event ID** Click to navigate back to the source transaction.

# Reviewing Accounting Information

You can inquire on various aspects of your accounting activity.

## Common Elements Used in this Section

**Event ID** Displays the source identifier mapped by the originating source transaction.

**Status** Select from *Accruing, Deactiva'd* (deactivated), *Error, In Process, Not Proc* (not processed), or *Processed.*

**Template** Displays the associated accounting template. For events that have not been processed yet, or are only partially accrued, you can modify the template.

However, for BSP and Fee accounting events, if there is VAT associated with the source transaction, you cannot change the template. You must adjust VAT charges at the source transaction level—this ensures the VAT accounting is kept in synchronicity in the system.

Click to access a specific Accounting Template page.

## Pages Used to Review Accounting Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Accounting Events | TRA_EVENT_CAL | Cash Management, Treasury Accounting, Accounting Events, Accounting Events | View accounting events generated from deals, facility fees, and bank transfers. |
| Bank Statement Processing Accounting (BSP) | TRA_EVENT_CAL_2 | Cash Management, Treasury Accounting, Accounting Events<br>Select the BSP Accounting Events tab. | View accounting events generated from bank statement processing. |
| Accounting Summary | TRA_ENT_SUM_PNL | Cash Management, Treasury Accounting, Accounting Summary | View line by line accounting entries. You can retrieve information according to ad-hoc search criteria and navigate to all functional areas of accounting. |
| TR Journal Drill | TR_DRILL_PNL | Cash Management, Treasury Accounting, Journal Drill | View accounting entries and associated General Ledger journal data. A link to the General Ledger Journal page enables you to view the journal in greater detail. |

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# Maintaining Fiscal Period Closure

This section discusses how to maintain fiscal period closure functionality.

### Fiscal Period Summary Page

The Fiscal Period Summary page enables you (or those users with end-of-period accounting responsibilities) to manage your fiscal period close process and the integrity of closed fiscal periods. Once you close a fiscal period, system processes prevent users from running Treasury Management accounting processes for that period. This helps ensure accurate end-of-period reporting and analytical results, as any additional accounting for the period is transferred to and handled by the next accounting cycle. This type of fiscal period close is considered a "soft-close" of your accounting ledger, as the closure only occurs in the Treasury Management product, not the General Ledger product.

If another user (such as an accounting clerk) attempts to run accounting on entries of the closed fiscal period, the system will not run the accounting request. Functionality on the Automated Accounting and the Process Scheduler pages prevents the process request from occurring.

When you close or reset an entry or entries in a series of entries, the system enforces closing or resetting the entries in a certain logical order. This is to maintain the integrity of your Treasury Management accounting entries. You can also reset (open) any fiscal period that may have been closed in error. The system tracks and displays your most recent action for each fiscal period row on the Audit Detail page, providing an activity log.

In addition, individual business units can maintain their own Treasury Management close cycle calendars, independent of the close cycle performed for the general ledger. This means one of your Treasury business units can close using a weekly calendar, while another Treasury business unit can close using a monthly calendar.

## Prerequisites

Before configuring the Fiscal Period Accounting Summary page:

- Confirm that only those users who need access to this page have access permission, as defined in the permission lists associated with their user profile.
- Verify that the Treasury business units you will use in this page are defined with a Calendar ID on the Treasury Options page (BUS_UNIT_OPT_TR).

### See Also

*PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining Accounting Calendars," Defining Business Calendars

Chapter 2, "Defining Cash Management Processing Options," Defining Treasury Business Unit Options, page 10

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## Page Used to Maintain Fiscal Period Closure

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Fiscal Period Summary | TR_FISCPRD_CLS | Cash Management, Treasury Accounting, Fiscal Period Summary | Close or "lock down" the accounting for a specified fiscal period, in preparation for end-of-period financial report generation and analysis. This prevents other users from rerunning Treasury Management accounting processes for the closed fiscal period. You can also reset a fiscal period that has been closed in error. |

## Maintaining Fiscal Period Closure

Access the Fiscal Period Summary page.

When you add rows to existing fiscal period information, the system automatically populates the Fiscal Year and Period fields with the next chronological period.

---

**Note.** Rows must be closed in ascending entry order, from first entered row to last entered row. For example, if you wish to close Fiscal Year 2002, Period 2, you must first close Fiscal Year 2002, Period 1. Conversely, rows must be reset in descending entry order. Using the previous example, you need to reset (or open) Fiscal Year 2002, Period 2, before you can reset Fiscal Year 2002, Period 1.

---

To close a fiscal period:

1. Enter the Business Unit and a Calendar ID. Click Add.
2. Select a Fiscal Year.
3. Select an accounting Period.
4. If you want to close this fiscal period, select the Close Acctg (close accounting) check box.

To reset a closed fiscal period:

1. Click Reset. The system enables theFiscal Year and Period fields, and automatically clears the Close Acctg (close accounting) check box.
2. In Reset Reason, overwrite any existing text with the reason for the fiscal period reset.

The Audit Detail page lists audit information for each row.

**Create Dttm** (creation date and time) Indicates the entry creation date and time.

**Last Dttm** (last changed by date and time) Indicates the most recent edit date and time of the entry.

**Reset Dttm** (reset date and time) Indicates the most recent reset date and time of the entry.


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# CHAPTER 12

# Processing VAT Transactions in Treasury Management

This chapter provides an overview of processing Value Added Tax (VAT) in Treasury Management, provides the prerequisite tasks to setup and process VAT, and discusses how to:

- Set up VAT for Treasury Management.
- Edit VAT External Transaction details.
- Create VAT transactions for fees.
- Create VAT transactions using Automatic Reconciliation.
- Manage VAT accounting.
- Process final Treasury Management VAT transactions.

## Understanding VAT Processing in Treasury Management

The VAT functionality in Treasury Management enables you to automatically process VAT accounting entries for VAT applicable transactions. Your use of VAT in Treasury Management deals in large part with setting defaults and applying these at the business unit, bank, bank branch, and accounting template levels. The objective is to calculate and create a variety of VAT accounting entries to record not only the tax, but also simultaneously record the recoverable, nonrecoverable, and rebate portions of the VAT at the accounting line level.

For PeopleSoft applications, primarily all of the VAT calculation values are derived from the VAT global defaulting architecture. The VAT defaulting architecture uses VAT Drivers, which are certain information elements on a VAT transaction that determine or “drive” the VAT processing for that transaction. (See the section Treasury Management VAT Drivers Table in this chapter for a list of Treasury specific VAT drivers.) To establish a VAT defaulting hierarchy, you must first define the overall VAT environment for your system, and then define Treasury Management VAT driver defaults on the global setup pages. For Treasury Management VAT processing, these global setup pages are accessed from the Bank Information, Bank Branch Information, Accounting Templates, and Treasury Options pages.

Treasury Management transaction sources affected by VAT are fees and interest sources. You generate or enter these transactions on the External Transactions - Treasury VAT Processing page or the Fee Entry (Fee Generator) page. When force reconciling transactions in the Automatic Reconciliation Exceptions (Bank Statement Processing) page, VAT transactions are created, where applicable, as the balancing external transaction is created (likewise, in the Bank Statement Accounting process, VAT transactions are created for any applicable external transaction created).

Though VAT is applicable to both goods and services, Treasury Management records VAT only on service transactions. As such, the Physical Nature field shown on certain pages always displays the value *Services.*

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Once the setup, transactional, and accounting information is in the system, you can also run inquiries and reports on your VAT information.

As shown in the illustration, the four Treasury Management setup pages derive VAT calculation values from the primary default architecture. These VAT values are then used by the system when calculating VAT for Treasury Management accounting entries.

**Important!** Refer to the following documentation before establishing the primary VAT defaulting hierarchy for your system and setting up VAT for calculating Treasury Management transactions.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT".

Here's how to work with VAT in Treasury Management, from start to finish:

1. Define all VAT setup information, both on general system and Treasury Management specific pages.
2. Create VAT entries on either the External Transactions or Fee Generator pages (or automatically through the Automatic Reconciliation Exception page or the Bank Statement Accounting process).
3. Process VAT accounting through the Automated Accounting page.
4. View VAT information on VAT Accounting Summary or VAT Inquiry pages.
5. Process VAT transactions through the system using the VAT Transaction Loader page.
6. Create VAT reports.

# Prerequisites

You need to establish VAT processing options in both your PeopleSoft system and in General Ledger.

### See Also

*PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Processing Value Added Tax (VAT) Transactions in General Ledger"

# Setting Up VAT for Treasury Management

Though the Treasury VAT Options and VAT Defaults links display on the Treasury VAT setup pages (the VAT Defaults link on the Bank Information, Bank Branch Information, and Accounting Template pages; both links on the Treasury Options page) you can access the Treasury VAT Options and VAT Defaults pages only when the selected business unit is VAT-enabled.

This section discusses how to:

1. Define Treasury business unit VAT processing defaults.
2. Define bank VAT processing defaults.
3. Define bank branch VAT processing defaults.
4. Define Treasury accounting template VAT processing defaults.

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## Prerequisites

Before specifying Treasury Management VAT options for a treasury management business unit, you must enable VAT for that business unit. A treasury management business unit is VAT-enabled after you link the general ledger business unit representing the treasury business unit to a VAT Entity.

### See Also

*PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Processing Value Added Tax (VAT) Transactions in General Ledger"

*PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT"

## Pages Used to Set Up VAT for Treasury Management

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Treasury VAT Options | TRV_BU_UNIT_OPT_TR | Set Up Financials/Supply Chain, Business Unit Related, Treasury, Treasury Options<br>Click Treasury VAT Options on the Treasury Options page. | Define specific VAT processing options for a Treasury business unit.<br>**Note.** The Treasury VAT Options link is enabled only if the General Ledger business unit representing the Treasury business unit is linked to a VAT Entity.<br>See *PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Processing Value Added Tax (VAT) Transactions in General Ledger". |
| VAT Defaults Setup (for Treasury business units) | VAT_DEFAULTS_DTL | Set Up Financials/Supply Chain, Business Unit Related, Treasury, Treasury Options<br>Click VAT Defaults on the Treasury Options page. | Specify default VAT options for a Treasury business unit.<br>**Note.** The VAT Defaults link on the Treasury Options page is enabled only if the General Ledger business unit representing the Treasury business unit is linked to a VAT entity.<br>See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Establishing VAT Defaults. |
| VAT Defaults Setup (for banks) | VAT_DEFAULTS_DTL | Banking, Banks and Branches, Bank Information<br>Click VAT Defaults on the Bank Information page. | Specify VAT default options at the bank level.<br>See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Defining Bank Information. |

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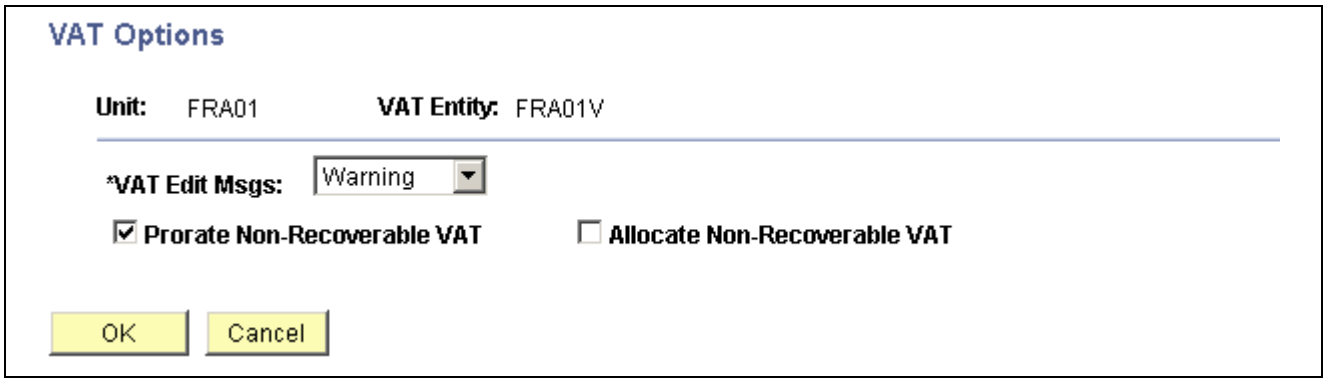
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Bank Branch Information | BANK_BRNCHPNL | Banking, Banks and Branches, Bank Branch Information | Set up the bank branch and define VAT registration options.<br><br>See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up Banks," Defining Bank Branches. |
| VAT Defaults Setup (for bank branches) | VAT_DEFAULTS_DTL | Banking, Banks and Branches, Bank Branch Information<br><br>Click VAT Defaults on the Bank Branch Information page. | Specify default VAT information for a bank branch.<br><br>See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Establishing VAT Defaults. |
| Template | TRA_TMPL_DETL | Cash Management, Treasury Accounting, Accounting Templates | Define general accounting template and template line information, including VAT template line information.<br><br>See Chapter 11, "Managing Treasury Accounting," Entering Accounting Template Information, page 187. |
| VAT Defaults Setup (for accounting templates) | VAT_DEFAULTS_DTL | Cash Management, Treasury Accounting, Accounting Templates<br><br>Click VAT Defaults on the Template page. | Define VAT default processing options for a Treasury Management accounting template.<br><br>**Note.** The Treasury VAT Defaults link is enabled only for BSP and Fee Source type accounting templates. |

# Defining Treasury Business Unit VAT Options

Access the VAT Options page.




VAT Options page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| | |
|---|---|
| **VAT Edit Msgs** (VAT edit messages) | VAT edit messages are used to indicate if VAT tolerance messages are errors, warnings, or not displayed. This is a business unit-only default and applies directly to a transaction.<br>• *Error Message:* A message displays, and you must correct the tolerance error to proceed with a transaction.<br>• *Warning:* A message displays indicating a transaction exceeds tolerance settings.<br>• *None:* No message displays. |
| **Prorate Non-Recoverable VAT** | Select this check box to record non-recoverable VAT amounts to an expense account. |
| **Allocate Non-Recoverable VAT** | Select this check box to allocate non-recoverable VAT using ChartField Inheritance logic. |

**Note.** You can select either to allocate or prorate nonrecoverable VAT transactions, but you cannot select both check boxes.

# Editing VAT External Transaction Details

This section discusses how to edit VAT external transaction details.

## Editing VAT on Treasury External Transactions

Using the External Transactions page, you can add VAT-applicable external transactions, and specify VAT options for those transactions on the Treasury VAT Processing page. To access this page, you must complete the following fields on the External Transactions page:

- Bank ID
- Account # (account number)
- Transaction amount
- Transaction code
- Transaction date
- Transaction reference ID
- Accounting template ID

See *PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Reconciling Statements," Entering External Transactions.

When you click the VAT link, the system verifies that the business unit is VAT enabled, the Tran (transaction) Code is *Fee,* and a VAT applicable accounting template is selected. (The system determines the default business unit and bank branch information for VAT by the specified bank account number, and uses this information to populate the Business Unit field on the External Transactions page.) The Treasury VAT Processing page displays only if these conditions are met.

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## The Effects of Changing VAT Defaults

The Treasury VAT Processing page displays VAT Defaults in descending order of impact. When you change multiple VAT defaults and click the Adjust Affected VAT Defaults button, specific fields will or will not be adjusted. You should work from the top down to the bottom, clicking Adjust Affected VAT Defaults at the appropriate time(s) to avoid adjustments to VAT Defaults that you overrode but not did not memorize.

For example, if you override Vendor Registration Country and click Adjust Affected VAT Defaults, the system adjusts all VAT Defaults except Vendor Registration Country and Vendor Registration ID. Then you override Place of Supply Driver and click Adjust Affected VAT Defaults again. The system adjusts all VAT Defaults except Service Type, Place of Supply Driver, Vendor Registration Country, and Vendor Registration ID.

## Pages Used to Edit VAT External Transaction Details

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| External Transactions | BNK_RCN_TRAN_UPDT | Banking, Reconcile Statements, External Transactions | Enter external transaction information and VAT information |
| Treasury VAT Processing | TRV_VAT_TRAN_SEC | Click the VATlink on the Transactions Detail tab of the External Transactions page. | Specify VAT transaction details for an external transaction. |

## Editing VAT External Transaction Details

Access the Treasury VAT Processing page.


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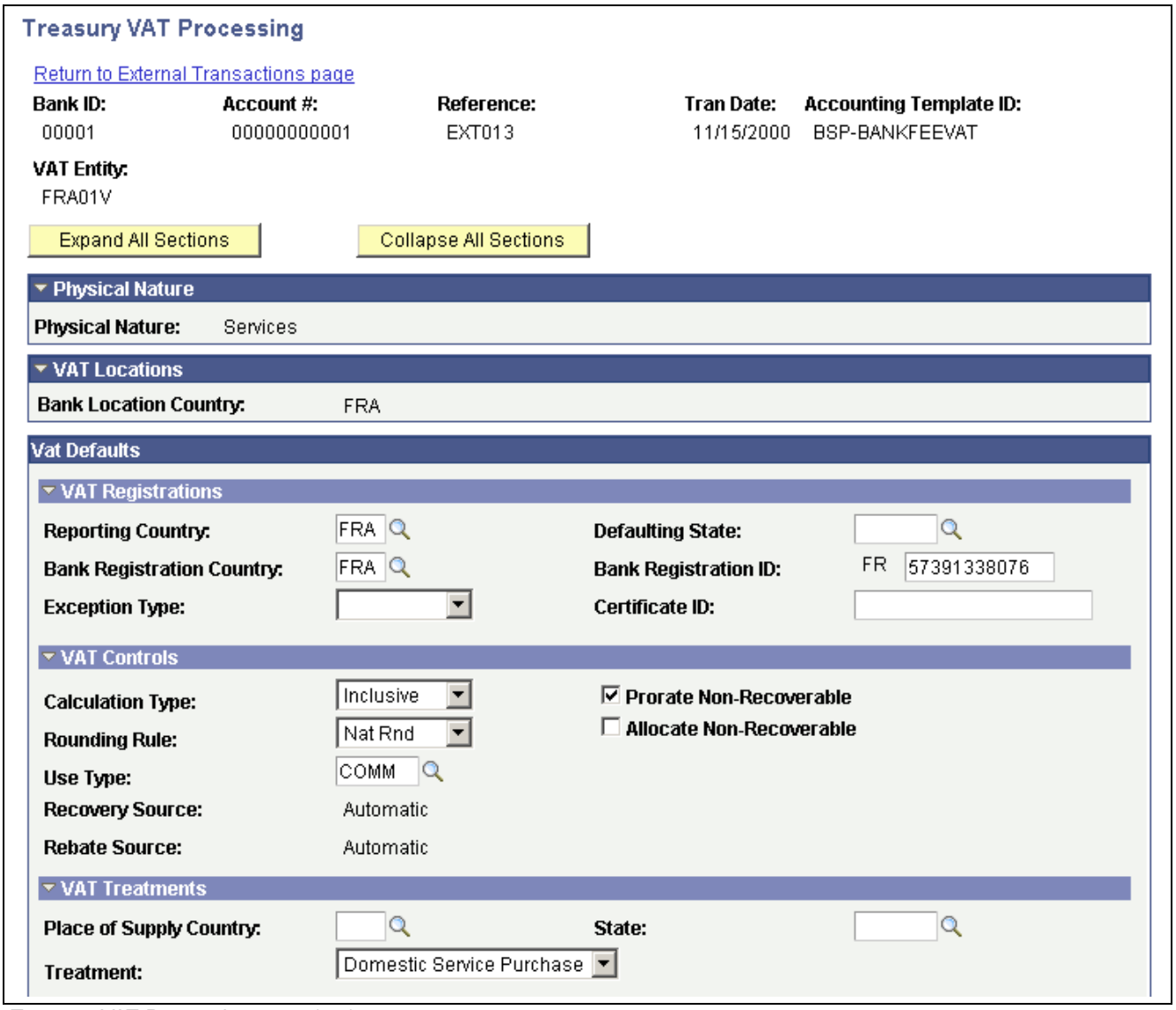

Treasury VAT Processing page (top)

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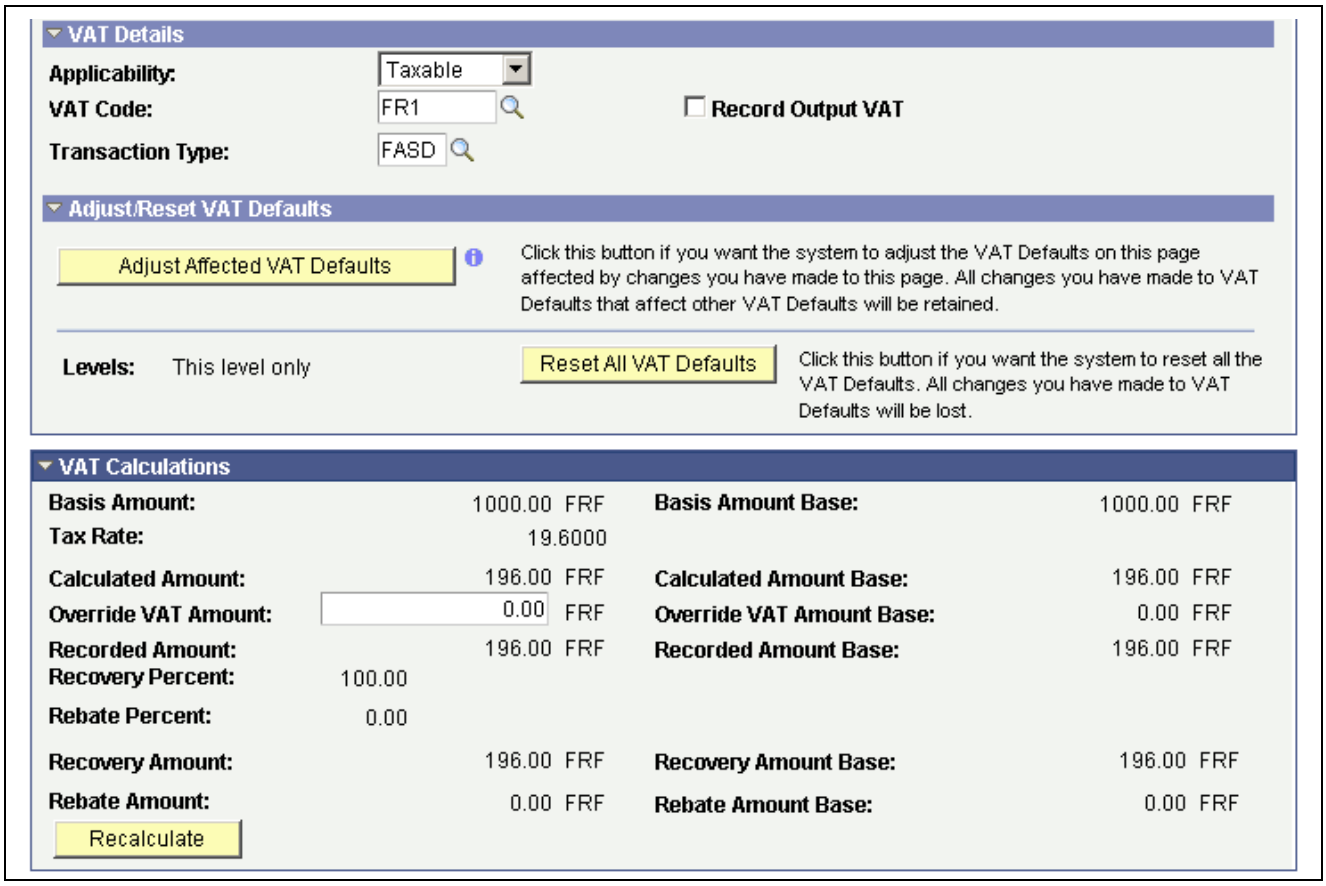

Treasury VAT Processing page (bottom)

**Note.** You can edit fields on this page only if the accounting entry has not been reconciled.

## Expanding and Collapsing Sections

To manage your VAT data more efficiently, you can expand and collapse sections on this VAT page.

**Expand All Sections** Click the expand button to scroll to and access every section on the page. You can also expand one or more sections by clicking the arrow next to the section's name.

**Collapse All Sections** Click to collapse all sections displaying only the header information. If you expand one or more sections, you can click the arrow next to the section's name to collapse the section.

## Drivers

**Physical Nature** Displays *Services*, as all Treasury VAT processing is only performed on services.

**Bank Location Country** Displays the country in which the bank is located. The default value is the country that you specified for the bank branch location. This is analogous to the "ship from country."


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## Registrations

**Reporting Country** Displays the VAT registration country of the beneficiary (*buyer*) of the service. The VAT defaulting routine retrieves the country value from the VAT entity, as either the service country, the business unit location country, or the country set as the home country.

**Defaulting State** Specify a state within the Reporting Country. If the Reporting Country tracks VAT by state, then VAT default values may be defined at the state level.

**Bank Registration Country** Displays the VAT registration country of the provider (*seller*) of the service—the registration country of the bank branch. The default value comes from the bank branch.

**Bank Registration ID** Displays both the country code and VAT registration number.

The two-character country code for the VAT registration country is display only. In addition to the three-character code (for example, Bank's Country) this two-character code is often required as part of the actual registration ID.

The system derives the default VAT registration ID number from the applicable bank branch. You can override this number. However, PeopleCode validation routines ensures the number is valid according to country-specific checksum algorithms.

**Exception Type** Select from the following:

- *Exonerated:* Select if the VAT entity is permanently excused from paying VAT.
- *None:*
- *Suspended:* Select if the VAT entity is temporarily excused from paying VAT.

**Certificate ID** Enter the VAT certificate ID number issued by certain governments to show proof of an exception.

## VAT Controls

**Calculation Type** Indicates whether the amount that you enter on a transaction is *Inclusive* (default value) of the VAT or *Exclusive.* If *Exclusive* is selected, the system calculates the VAT charge and adds it to the transaction amount. However, if the calculation type is *Exclusive,* and if you change the VAT amount on the detail transaction, the system changes the transaction amount according to the calculation type. The system retrieves the field value using the VAT default hierarchy, but you can override it.

**Rounding Rule** Specify the rule you want to use:

- *Nat Rnd* (natural round): Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46.
- *Up*: Rounds up and limits the rounding precision to one additional decimal place. For example, for a currency defined with two decimal places, 157.4610 would round up to 157.47, but 157.4609 rounds to 157.46.
- *Down*: Rounds down.

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The VAT rounding rule you specify affects the currency numbers stored in the database as well as how currency numbers print on the reports. The VAT rounding rule affects only VAT amounts.

**Allocate Non-Recoverable VAT** If selected, indicates that the system allocates nonrecoverable VAT using ChartField Inheritance logic.

**Prorate Non-Recoverable VAT** If selected, indicates that the system records nonrecoverable VAT to an expense account.

**Use Type** Defaults from the VAT defaulting hierarchy. You can override the values in this field. The field is mandatory when Applicability is set to *Taxable.*

**Recovery Source** Options specified on the VAT Default Setup page at the business unit level determine if you can edit this field.

- If the displayed value is *Automatic*, this VAT percentage is automatically calculated by the system. You can not override this value.
- If *Manual*, you can edit the Recovery Percent field in the Calculations group box.

**Rebate Source** Options specified on the VAT Default Setup page at the business unit level determine if you can edit this field.

- If the displayed value is *Automatic*, this VAT percentage is automatically calculated by the system. You can not override this value.
- If *Manual*, you can edit the Rebate Percent field in the Calculations group box.

See Chapter 12, "Processing VAT Transactions in Treasury Management," Defining Treasury Business Unit VAT Options, page 212.

## VAT Treatments

**Place of Supply Country** Displays the country that is the supplier of record for the service.

**State** Select a state within the defined Place of Supply Country. If the Place of Supply Country tracks VAT by state, then VAT default values may be defined at the state level.

**Treatment** VAT treatment determines which default values should be applied, and also controls, to some extent, the availability of some VAT-related fields.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," VAT Defaults.

Select from the following:

- *Domestic Service Purchase*
- *EU Service Purchase*
- *Outside Scope*
- *Self-Assess Service Import*

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## VAT Details

**Applicability** Displays a default value derived from the accounting template. You can override the values in this field.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Taxable Status and VAT Rates.

- *Exempt*
- *Exonerated*
- *N/A*
- *Outside*
- *Suspend*
- *Taxable*
- *VAT Only*

**VAT Code** Displays the default value derived from the appropriate VAT defaulting hierarchy depending on the defined Treatment and/or defined Applicability. You can override the values in this field. When you click the Recalculate button, the system uses the VAT defaulting hierarchy to update fields in the Calculations group box.

**Record Output** The default comes from the accounting template. You can edit this field.

Select this option to record and report one or more types of output VAT (Output, Output Intermediate, Output for Purchases) on transactions containing this VAT driver value.

**Transaction Type** Displays the assigned VAT transaction type. VAT transaction types classify and categorize transactions at a more detailed level for both VAT reporting and accounting.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," VAT Reporting and Accounting.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Reviewing VAT Field Descriptions by VAT Driver.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," Understanding VAT Transaction Type Setup.

## Adjust or Reset VAT Defaults

Adjusting or resetting VAT defaults will only affect the fields within this VAT Defaults group box:

- Adjust Affected VAT Defaults

  If you changed any fields on this page, these changes may impact VAT defaults on this page. For accuracy and consistency, click this button if you want the system to adjust the VAT defaults that are affected by your changes. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained.

  Click the "i" button to list the fields that will be adjusted.

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**Note.** PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page.

- Levels

  The levels affected when you click the Reset All VAT Defaults button may be different depending the application you are working with and the type of VAT page you are working on.

  Select the level:

  - *All lower levels*

    Select this field value to reset all VAT defaults at lower levels for this page.

    **Note.** Reset completely redetermines the VAT defaults. This does not necessarily mean they will be reset to their original values. For example, the user may not have changed any VAT default values, but if a VAT driver field was changed, pressing Reset will redetermine all defaults based on the new driver value.

  - *This and all lower levels*

    Select this field value to reset all VAT defaults on this VAT page and at any lower levels of this page.

  - *This level only*

    Select this field value to reset all VAT defaults on this VAT page.

- Reset All VAT Defaults

  Click this button if you want the system to reset the VAT defaults based the Levels value you selected. Any changes you have previously made to VAT defaults will be lost

## VAT Calculations

Except for Entered Amount, all fields in this section are display only and the Recalculate function populates them.

**Basis Amount** Displays the VAT basis amount in transaction currency.

**Basis Amount Base** Displays the VAT basis amount in the base currency.

**Tax Rate** Displays the VAT tax rate.

**Calculated Amount** Displays the calculated VAT amount in the transaction currency.

**Calculated Amount Base** Displays the calculated VAT amount in base currency. The system uses the transaction currency for the entered VAT amount, based on the exchange rate that is applicable to the transaction.

**Override VAT Amount** Enter the override amount to recalculate the VAT amount. This amount displays in the transaction currency.

**Override VAT Amount** Displays the recalculated override VAT amount in the base currency.

**Recorded Amount** Displays the transaction currency amount stored in the system VAT tables.

**Recorded Amount Base** Displays the base currency amount stored in the system VAT tables.

**Recovery Percent** Displays a system-calculated value, based on the selected Use Type.

**Rebate Percent** Displays a system-calculated value, based on the selected VAT Use Type.


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| | |
|---|---|
| **Recovery Amount** | Displays the VAT recovery amount in the transaction currency. |
| **Recovery Amount Base** | Displays the VAT recovery amount in the base currency |
| **Rebate Amount** | Displays the calculated VAT rebate amount in the transaction currency. |
| **Rebate Amount Base** | Displays the calculated VAT rebate amount in the base currency. |

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , “Working with VAT,” VAT Recoverability.

# Creating VAT Transactions for Fees

The Enter Fees page generates various types of fees, as opposed to the External Transactions page, which only generates bank statement fees. To generate VAT, you first define VAT options for specific fee codes. When you create fee entries with the VAT-enabled fee codes, the system automatically generates VAT accounting and displays it on the fee entry’s Treasury VAT Processing page.

This section discusses how to:

1. Define VAT-applicable fee codes.
2. Enter fees.
3. View VAT options for a fee entry.

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## Pages Used to Create VAT for Fees

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Fee Code Definition | FA_FEE_CD_PNL | Set Up Financials/Supply Chain, Product Related, Treasury, Fee Codes | Set up fee codes.<br><br>See Chapter 5, "Managing Fees and Account Analysis," Defining Fee Codes, page 32. |
| Enter Fees | FEE_GENERATOR_PNL | Cash Management, Fees and Transfers, Fee Entry | Create fees for deal, facility, EFT, and letter of credit sources.<br><br>See Chapter 5, "Managing Fees and Account Analysis," Creating Fee Entries, page 44. |
| Treasury VAT Processing | TRV_VAT_FEE_SEC | Click VAT on the Enter Fees page. | Specify VAT transaction details for a fee. This page displays only when the specified fee code is VAT applicable.<br><br>This page is the same as the Treasury VAT Processing page for external transactions.<br><br>See Chapter 12, "Processing VAT Transactions in Treasury Management," Editing VAT External Transaction Details, page 213. |

# Creating VAT Transactions Using Automatic Reconciliation

This section discusses creating VAT using PeopleSoft Automatic Reconciliation.

The system creates VAT automatically when you force reconcile a fee or interest through reconciliation, if the accounting template has a VAT applicable line. The force reconciliation function inserts transactions into the Bank Reconciliation Transaction table (BNK_RCN_TRAN) and the VAT record (TRV_VAT_TRAN). It also generates a Treasury accounting event. For VAT fees to be reconciled on the bank side and system side, you must select a statement activity type for the bank statement processing template.

**Note.** For VAT applicable fees to display on the Automatic Reconciliation Exceptions page, you must first process the transactions using the Automatic Reconciliation Manager page.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Reconciling Statements," Reconciling Transactions Automatically


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## Pages Used to Create VAT Using Automatic Reconciliation

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Automatic Reconciliation Exceptions | BNK_RCN_VUE_UNR | Banking, Analyze Exceptions, Auto Reconciliation Exceptions | Force an automatic reconciliation to process VAT-applicable transactions. |

## Force-Reconciling VAT-Applicable Transactions

Access the Automatic Reconciliation Exceptions page.

**Note.** For VAT applicable fees to be created and reconciled on the Automatic Reconciliation Exception page, the VAT Treatment must be *Inclusive*. Reconciliation does not occur if the system algorithm determines the VAT Treatment is *Exclusive*. To reconcile these types of fees, you must enter them on the External Transactions page, and then use the Semi Manual Reconciliation page to complete the reconciliation.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Resolving Reconciliation Exceptions," Understanding Reconciliation Exceptions

# Managing VAT Accounting

The only VAT accounting activity you need to perform is setting the VAT option on the accounting template. To enable automated VAT processing, VAT attributes and VAT amounts are recorded on a shadow table (VAT Transaction Record table, TRV_VAT_TRAN) associated with the VAT accounting lines. This process works in the background. Once you process VAT transactions through Automated Accounting process (TR_ACCTG), the system automatically generates the necessary accounting entries and VAT accounting lines based on data in the VAT Transaction Record.

This section discusses how to:

1. Process VAT entries with Automated Accounting.
2. Review VAT accounting entries.
3. Review Treasury VAT information.

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# Pages Used to Manage VAT Accounting

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Automated Accounting | TRA_ACCTG_REQ | Cash Management, Treasury Accounting, Automated Accounting | Run the Automated Accounting process, which creates accounting entries and prepares them for Journal Generator process (FSPGJGEN). |
| Accounting Summary | TRA_ENT_SUM_PNL | Cash Management, Treasury Accounting, Accounting Summary | View line by line accounting events. You can retrieve information according to ad-hoc search criteria and navigate to all functional areas of accounting. |
| Accounting Entries | TRA_ACCTG_LINE_1 | Cash Management, Treasury Accounting, Accounting Entries<br>Click VAT on the Accounting Entries tab. | Review and possibly adjust automated accounting entries, or create manual accounting entries online. |
| Treasury VAT Information | TRV_ACCTG_LINE_VAT | Click VAT on the Accounting Entries − Accounting Entries tab. | Use the Treasury VAT Information page to view VAT information for a specific accounting line. |

# Processing VAT with Automated Accounting

Access the Automated Accounting page.

To process VAT:

1. Specify the Business Unit and Template.
2. Enter a Fiscal Year and Period, or specify an Acctg Events End Date (accounting events end date).
3. Select the Bank Stmt/Trans (bank statement/transaction), Facility Fees, Deal Fees, L/C (letter of credit), or EFT Fees check boxes.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, “Reconciling Statements,” Reconciling Transactions Automatically

# Reviewing VAT Accounting Entries

Access the Accounting Entries page.


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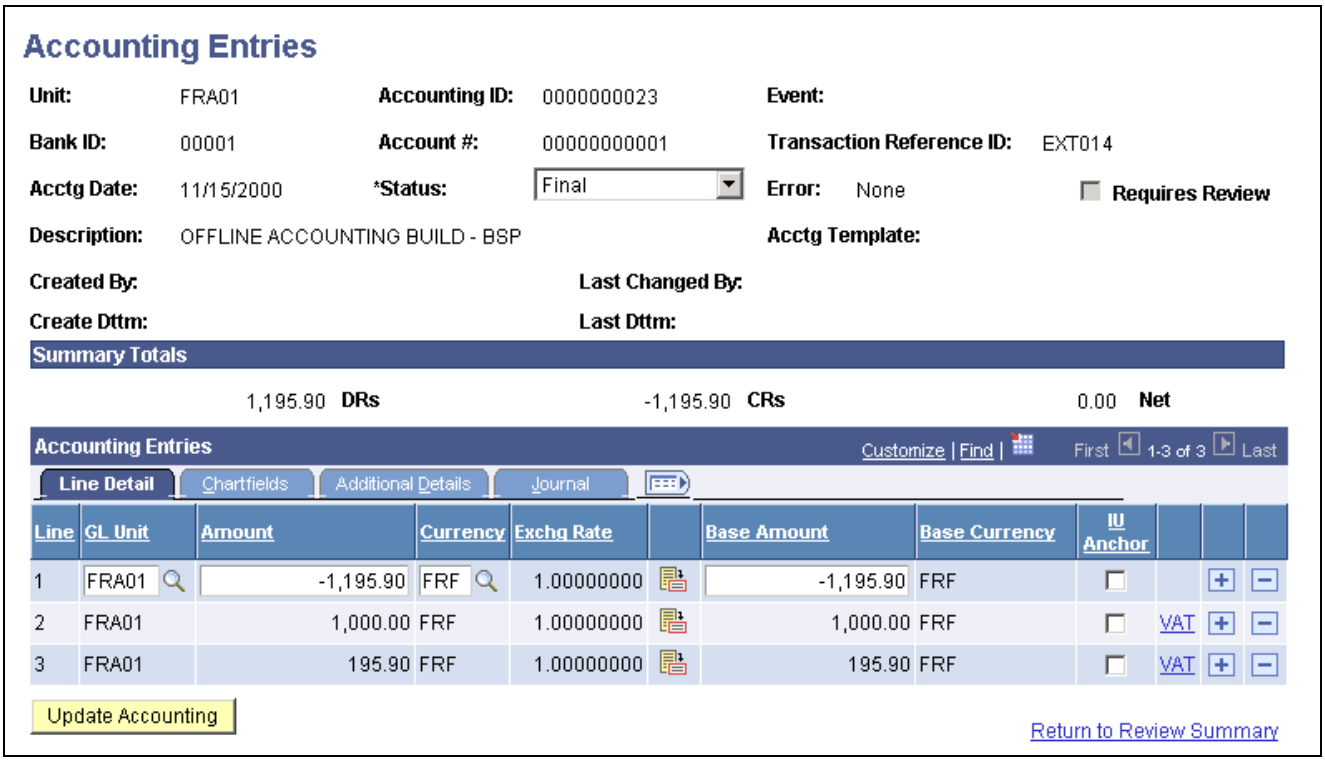


Accounting Entries page: viewing VAT accounting line

When the Automated Accounting process is complete, you can review the created accounting entries and VAT transactions. The VAT link displays on the Accounting Entries page when the accounting line has VAT information.

**Line** As the example above shows, the Automated Accounting process created three accounting entries. Line *3* is the VAT amount. Click a Line link to access the Accounting Entries page and review the VAT transaction detail.

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**Note.** The number of VAT accounting lines created varies, depending on the accounting scenario.

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**Note.** The number and types of accounting entries depends on the VAT Treatment and whether or not any of the VAT is recoverable or subject to rebate.

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The system obtains the ChartFields used to create each accounting entry from the VAT accounting template (which is defined by VAT Code, VAT Transaction Type, and optionally the General Ledger business unit). Additionally, for nonrecoverable VAT, the ChartFields used are also dependent upon whether or not the nonrecoverable amount is being prorated or allocated to the associated expense account. If the nonrecoverable amount is not prorated or allocated to the associated expense account, the system obtains the non-account ChartFields from the VAT accounting template.

In situations when the VAT accounting entries have two different business units—one for the Transaction General Ledger business unit (Unit field in the Accounting Entries page header), and one for the Distribution General Ledger business unit (GL Unit field in Accounting Entries - Line Detail tab), you can direct the system to inherit either business unit. You specify this option at implementation on the VAT Business Unit Option page (VAT_BU_OPT). During the Automated Accounting process, if the system registers two different business units in use, it refers to the options specified on this page. The system then enters the correct inherited business unit into the GL Unit field of each entered distribution line of the system generated VAT accounting entries.

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**Note.** Accounting entries that the Automated Accounting process creates and distributes to General Ledger are display only and you *cannot* adjust them on this page. You must adjust VAT accounting through the General Ledger journal.

### See Also

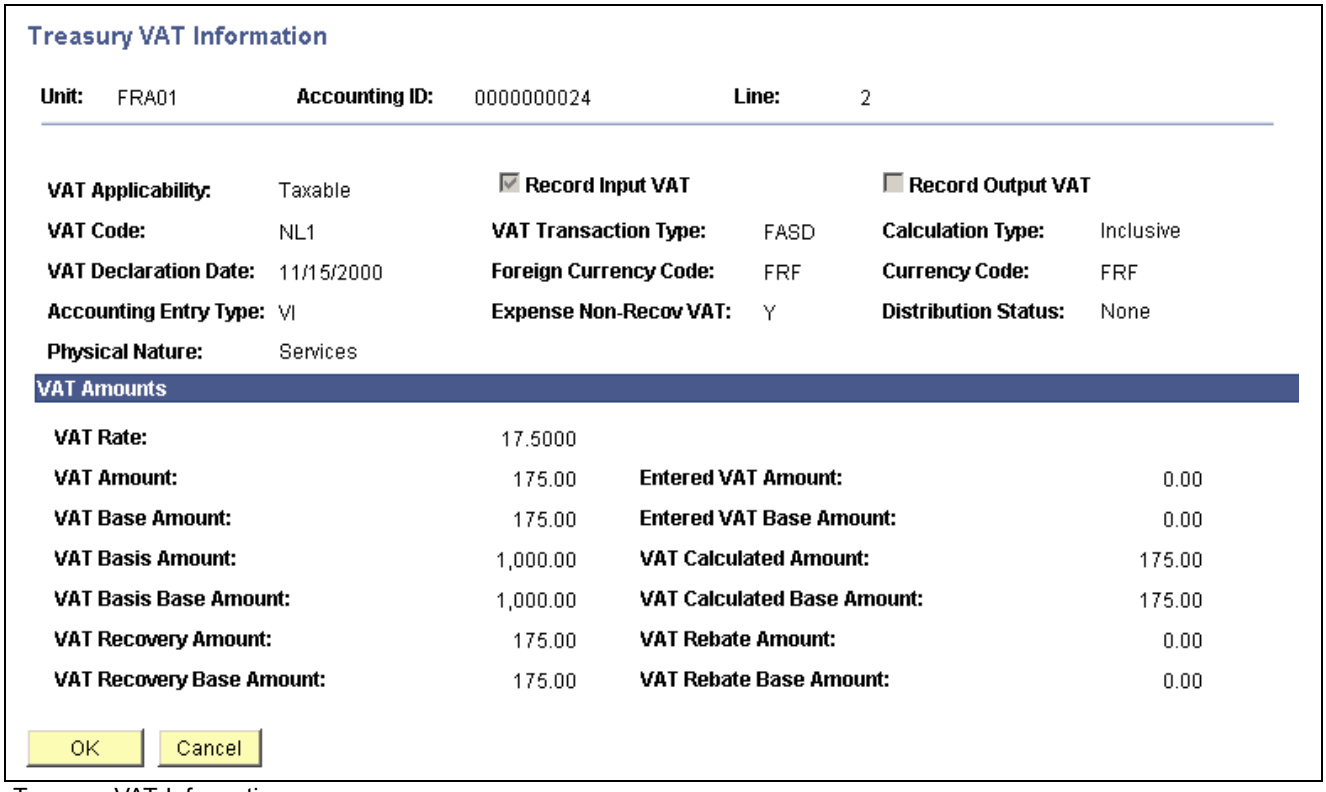
Chapter 11, "Managing Treasury Accounting," Processing Automated Accounting, page 196

*PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Making General Ledger Journal Entries"

*PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT"

## Reviewing Treasury VAT Information

Access the Treasury VAT Information page.




Treasury VAT Information page

**Note.** Treasury Management VAT functionality is currently limited to VAT on bank fees and other fees, recording only input VAT or the combination of input and output VAT. As such, it is unlikely that you will be using either the *VO* or *VONT* types for your VAT transactions.

**VAT Applicability** Displays the default value derived from the accounting template.

**Record Input VAT** This field is based on the defined VAT treatment , and always defaults to *on* (check box selected).

**Record Output VAT** This field defaults to *on* (check box selected) if the defined VAT treatment is *EU Services Purchases* or *Self-Assessed Services Imports.*

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**VAT Code** Displays the default value derived from the appropriate VAT defaulting hierarchy—this is also dependent on the VAT Treatment and/or VAT Applicability.

**VAT Transaction Type** Displays the default value derived from the appropriate VAT defaulting hierarchy—this is also dependent on the VAT Treatment and/or VAT Applicability.

**VAT Calculation Type** Displays *Inclusive* or *Exclusive*.

**VAT Declaration Date** Displays the default value derived from the transaction date.

**Accounting Entry Type** Displays the VAT accounting entry type.

VAT distribution account types define the different types of VAT accounting entries that may be required. Treasury Management only uses the following VAT distribution account types:

- *VI:* VAT Input
- *VIR:* VAT Input Recoverable
- *VIN:* VAT Input Non-Recoverable
- *VIB:* VAT Input Rebate
- *VINT:* VAT Input Non-Taxable
- *VOP:* VAT Output on Purchase
- *VO:* VAT Output
- *VONT:* VAT Output Non-Taxable.

**Expense Non-Recov VAT**(expense nonrecoverable VAT) Displays one of the following values:

- *Y* (yes): Indicates the system expenses nonrecoverable VAT to the expense account.
- *N* (no): Indicates the system separates nonrecoverable VAT.

**Distribution Status** Indicates if the transaction has been loaded to the VAT Transaction Loader. Displays one of the following values:

- *DISTRIBUTED:* Indicates the transaction has been loaded.
- *IGNORE:* Indicates the system is not to load the transaction.
- *NOT DISTRIBUTED:* Indicates the transaction is eligible to be loaded, but has not yet been loaded.
- *UNDEFINED:* Indicates the transaction requires additional processing before the system transfers it to the loader.

**VAT Rate** Displays the VAT percentage that is applied to the transaction.

**VAT Amount** Displays the VAT amount in the transaction currency.

**VAT Base Amount** Displays the VAT amount in the base currency.

**VAT Basis Amount** Displays the VAT basis amount in transaction currency.

**VAT Basis Base Amount** Displays the VAT basis amount in the base currency.

**VAT Recovery Amount** Displays the VAT recovery amount in the transaction currency.

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| | |
|---|---|
| **VAT Recovery Base Amount** | Displays the VAT recovery amount in the base currency. |
| **Entered VAT Amount** | The default value is zero *(0)*. If either the VAT calculation type is *Inclusive*, or both Record Input VAT and Record Output VAT check boxes are selected, this field is set to zero and unavailable. You can override this default value by selecting *Exclusive* for the calculation type.<br>This is the actual VAT amount in transaction currency that prints on the external document. If it is not equal to the calculated VAT amount (and not equal to zero), tolerance checking is performed. |
| **Entered VAT Base Amount** | Displays the entered VAT amount in base currency. The system uses the transaction currency for the entered VAT amount, based on the exchange rate that is applicable to the transaction. |
| **VAT Calculated Amount** | Displays the calculated VAT amount in the transaction currency. |
| **VAT Calculated Base Amount** | Displays the calculated VAT amount in the base currency. |
| **VAT Rebate Amount** | Displays the calculated VAT rebate amount in the transaction currency. |
| **VAT Rebate Base Amount** | Displays the calculated VAT rebate amount in the base currency. |

**Note.** This page is display only. Once the Automated Accounting process creates the VAT accounting entries and distributes them to General Ledger, you cannot adjust the entries on a Treasury application page. You must use the General Ledger Journal Entry page to adjust VAT accounting entries.

### See Also

Chapter 12, "Processing VAT Transactions in Treasury Management," Editing VAT External Transaction Details, page 213

*PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Making General Ledger Journal Entries," Editing Journal Entries

*PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , "Working with VAT," VAT Environment Setup

# Processing Final Treasury Management VAT Transactions

Once you have run all the individual processes to finalize the transactions, you should:

1. Run the VAT Transaction Loader process (FS_VATUPDFS) to load the VAT information into the VAT Transaction Table.
2. Run the VAT Report Extract process (VAT1001) to extract the data from the VAT Transaction Tables to reporting tables, where the data is available for final reporting to the tax authorities.

Once the VAT Report Extract process is complete, you are ready to create a variety of reports on your VAT information. We discuss this information in the *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook.*

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## See Also

*PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , “Working with VAT,” Loading the VAT Transaction Table

*PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook* , “Working with VAT,” Generating VAT Reports

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# CHAPTER 13

# Performing In-House Banking Activities

This chapter discusses how to:

- Calculate interest accruals.
- Generate schedules.
- Generate the In-House Bank Statement report.

## Prerequisites

Before you can perform in-house banking (IHB) activities, you must first:

- Set up internal banks for each business unit you intend to use to internally exchange funds.
- Define internal account information. On the Internal Account Information page you must:
  - Generate the schedule defined on Internal Account Information page (required to run interest accrual calculation process).
  - Specify both debit and credit rate index information (required to run interest accrual calculation and interest schedule generation processes).
  - Adjust the opening balances for both Service and Owner of an internal account, as needed. (The opening balances default to zero on setup.)
- Check that an accounting template that is setup for internal account interest accruals is installed.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Internal Account Information

*PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, "Processing Bank Statements in Financial Gateway"

## Managing In-House Banking Activities

This section discusses how to:

- Automatically calculate interest accruals using the IHB Interest Accruals (in house banking interest accruals) Application Engine process (TR_TRINTACU).
- View activity on your internal accounts.

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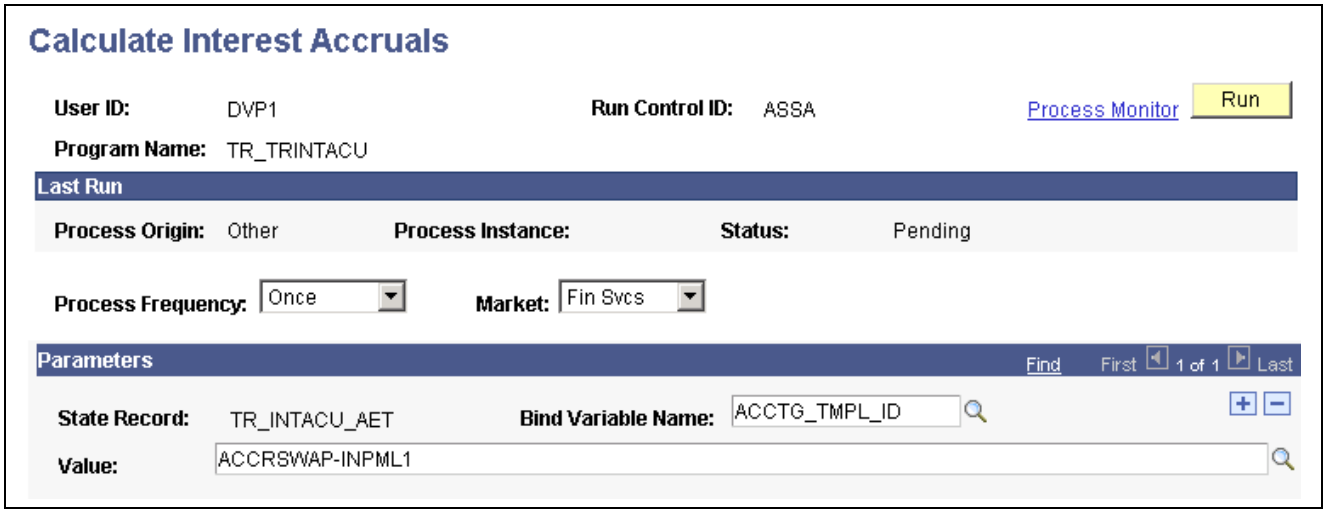
- Generate schedules for interest accrual.

## Pages Used to Manage In-House Banking Activities

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Generate Schedules | SCHEDULE_CREATE | • Click Generate Schedule on the Internal Accounts - Account Information page.<br>• Set Up Financials/Supply Chain, Product Related, Treasury, Generate Schedules | Create an interest accrual schedule. The frequency of the schedule determines the frequency with which the interest is posted to the internal account balance. |
| Calculating Interest Accruals | TR_AE_RUNCNTL | Cash Management, In-House Banking, Calculate Interest Accruals | Run the IHB Interest Accruals process to calculate the amount of interest. |
| Internal Account Activity | BNK_INT_ACCT_BAL | Cash Management, In-House Banking, Review Internal Account Activity | View data that is related to activity on your internal accounts. |

## Calculating Interest Accruals

Access the Calculate Interest Accruals page.




Calculate Interest Accruals page

**Note.** You may only run the interest accrual process once each day—only when the system date changes can you run the process again. This means that if you run this process, then perform any activity that affects an internal bank account for a prior date, you cannot run interest accruals again (in the same day) to reset the prior day interest accrual activity. You must wait until the next day to run the process and see the affect on the prior day(s) activity.

Because of this system limitation, you should perform any internal account prior day activity *before* running the interest accrual process.

**Bind Variable Name** and **Value** In the Parameters grid is an Application Engine run control function that enables you to specify the variable for which you are setting the value. Select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the Bind Variable Name of *ACCT_TMPL_ID,* and enter an accounting template in the Value field. You can add records and specify as many bind variable names as are pertinent to the job.

PeopleSoft provides *INTERNAL_INTACC* as a default accounting template.

# Generating the In-House Bank Statement Report

This report shows balance, debit, credit, and activity information for a selected bank over a specified date range.

## Page Used to Generate the In-House Bank Statement Report

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| In-House Bank Statement | RUN_TRC3005 | Cash Management, In-House Banking, In-House Bank Statements | Lists transaction and interest accrual activity for a specified bank and account during a defined time frame. |

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# APPENDIX A

# Configuring Batch Processes for Cash Management

This appendix discusses how to configure temporary tables for batch processing.

## Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

---

**Note.** When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

---

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in Cash Management:

- Bank Statement Accounting (TR_STMTACCTG).
- IHB (in house banking) Interest Accruals (TR_TRINTACU)
- Netting Auto Selection (TR_NET_ASEL).
- Netting Closing (TR_NET_ARCLS {library run from AP_APY2015}).
- Netting Closing (TR_NET_CLOSE {library run from AP_APY2015}).
- Cash Position/Position Monitor (TR_POS_TOTAL).
- Pool Transaction Information (TRP_TXN_XFM)
- Investment Pool Income Distribution (TRP_INC_DIST)
- Enterprise Cash Management to EnterpriseOne General Accounting integration (TR_JRNL_INT)

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

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If you run any of the General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft Enterprise General Ledger 9.0 PeopleBook* discusses how to do this in detail.

## See Also

*PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, "Optimizing General Ledger Performance"

*Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Application Engine, "Using Temporary Tables"*

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# APPENDIX B

# Delivered Workflows for Cash Management

This appendix discusses delivered workflows for Cash Management.

### See Also

*Enterprise PeopleTools 8.48 PeopleBook: Workflow Technology*

*Enterprise PeopleTools 8.48 PeopleBook: Using PeopleSoft Applications*

## Delivered Workflows for Cash Management

This section discusses Cash Management workflows. The workflows are listed alphabetically by workflow name.

### Settlement Selection and Settlement Approval

This section discusses the Settlement Selection and Settlement Approval workflow.

Note that these workflows are separate workflows that use the same pages and processes.

#### Description

| | |
|---|---|
| **Event Description** | When you select a settlement on the Select Settlements page, or approve a settlement on the Approve Settlements page.<br>**Note.** The Select Settlements and Approve Settlements page have the same object name (STL_SELECTION). |
| **Action Description** | Routes names of selected or approved settlements to an assigned user's worklist. |
| **Notification Method** | Worklist |
| **Active or Inactive** | Active |

#### Workflow Objects

| | |
|---|---|
| **Approval Rule Set** | Execute Treasury Settlements |
| **Business Process** | Managing Cash (TR_MANAGE_CASH) |
| **Activity** | Execute Treasury Settlements |
| **Role** | In PeopleTools Application Designer, you can edit the delivered approval rule set to change the assigned roles. |

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# APPENDIX C

# Cash Management Reports

This appendix provides an overview of Cash Management reports and enables you to view a summary table of all reports.

**Note.** For samples of these reports, see the Portable Document Format (PDF) fields that are published on CD-ROM with your documentation.

### See Also

*Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler*

## Cash Management Reports: A to Z

This table lists all of the reports provided with Cash Management, sorted alphanumerically by report ID. The reports listed are all Crystal reports.

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| FIN3003<br>Fees & Interest | Shows miscellaneous transaction details for a specified bank ID, bank account, and statement ID number. | Cash Management, Reports, Fees and Interest | RUN_FIN3003 |
| TRC1000<br>Accounting Entries | Shows comprehensive accounting entry information for a specified business unit and accounting ID.<br><br>See Chapter 11, "Managing Treasury Accounting," Processing Automated Accounting, page 196. | Cash Management, Treasury Accounting, Accounting Entries Report | RUN_TRC1000 |
| TRC1004<br>Actual vs. Projected Cash Positions | Lists actual versus projected cash positions for a specified business unit, tree name, and tree node.<br><br>See Chapter 6, "Defining Cash Positions," Generating Cash Management Position Reports, page 88. | Cash Management, Reports, Actual v Projected by BU | RUN_TRC1004 |

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| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| TRC1008<br>Actual vs. Projected Cash Positions by Currency | Lists, by currency code, actual versus projected cash positions for a specified business unit, tree name, and tree node.<br><br>See Chapter 6, "Defining Cash Positions," Generating Cash Management Position Reports, page 88. | Cash Management, Reports, Actual v Projected by BU | RUN_TRC1008 |
| TRC1009<br>Actual vs. Projected Cash Positions by Account | Lists actual versus projected cash positions for comparison by bank account number.<br><br>See Chapter 6, "Defining Cash Positions," Generating Cash Management Position Reports, page 88. | Cash Management, Reports, Actual v Projected by Account | RUN_TRC1009 |
| TRC1010<br>Settlement Instructions | Shows settlement instruction information for all settlement IDs of a specified set ID. | Cash Management, Reports, Settlement Instructions | RUN_TRC1010 |
| TRC1014<br>Cash Flow Settlements | Lists bank, account, and settlement information for cash flows of a specified business unit and time period. | Cash Management, Reports, Cash Flow Settlements | RUN_TRC1014 |
| TRC3005<br>In-House Bank Statement | Lists transaction and interest accrual activity for a specified bank and account during a defined time frame.<br><br>See Chapter 6, "Defining Cash Positions," Generating Cash Management Position Reports, page 88. | Cash Management, In-House Banking, In-House Bank Statements | RUN_TRC3005 |
| TRC4000<br>Netting Balance List | Lists comprehensive balance information for all nets of a specified netting status and time period. | Cash Management, Reports, Netting Balance List | RUN_TRC4000 |
| TRC4010<br>Netting Advice Balance Summary | Lists total receivable, total payable, and total net amounts for a specified netting status and time period. The amounts are formatted for faxing. | Cash Management, Report, Netting Advice Summary | RUN_TRC4010 |
| TRC4020<br>Netting Advice Balance Detail | Lists detailed information (such as accounts payable/accounts receivable association, business unit, gross amount, and net amount) for all nets of a specified netting status and timeframe. | Cash Management, Report, Netting Advice Detail | RUN_TRC4020 |


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| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| TRC4050<br>Fee Structures | Shows comprehensive fee structure information for a specified bank code, including the fee description, type, minimum and maximum ranges, and rate and price information. | Banking, Account Analysis, Fee Structures Report | RUN_TRC4050 |
| TRC4060<br>Actual vs. Projected Cash Position | Lists actual versus projected cash positions by a specified tree name and value date.<br><br>See Chapter 6, "Defining Cash Positions," Generating Cash Management Position Reports, page 88. | Cash Management, Reports, Actual v Projected by Position | RUN_TRC4060 |
| TRC4090<br>Book-to-Bank Reconciliation | Lists book-to-bank reconciliation details for a selected bank account, including adjusted bank statement balance or ledger balance information. | Banking, Reconcile Statements, Book to Bank Reconciliation<br><br>Click Detail on the Book to Bank Reconciliation page. Click Report on the Book to Bank Reconciliation Details page. | RUN_TRC4090 |
| TRC4100<br>Participant Positions by Pool | Lists the positions of investment pools and the positions of each pool's participants for a specified business unit. | Cash Management, Reports, Participant Positions by Pool | RUN_TRC4100 |

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# Glossary of PeopleSoft Enterprise 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 Enterprise Human Resources, PeopleSoft Enterprise Benefits |

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Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

**action template** In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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 Enterprise 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


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| | |
|---|---|
| | 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 Enterprise 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 Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items. |
| **arbitration plan** | The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price. |
| **assessment rule** | In PeopleSoft Enterprise 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 Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree. |
| **auction event** | In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score. |
| **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 Enterprise Business Planning, the lowest level time period in a calendar. |
| **benchmark job** | In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources. |
| **bid response** | In PeopleSoft Strategic Sourcing, the response by a bidder to an event. |
| **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 Enterprise 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." |

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**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 Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Enterprise 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 Enterprise product families and are supported by the Business Process Engineering group. 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 unit constraints** In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.

**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 Enterprise 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.

**buy event** In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction.For bidders, the sale of goods or services.

**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.

**cash drawer** A repository for monies and payments taken locally.

**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 Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.


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**catalog partner** In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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.

**claimback** In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.

**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 Enterprise 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*.

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**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, PeopleTools maintains a set of collections (one per language code) for each search index object.

**collection rule** In PeopleSoft Enterprise 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 Enterprise database information using a program instead of the PeopleSoft client.

**condition** In PeopleSoft Enterprise 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 Enterprise. 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).

**constraint** A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.

**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

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| | |
|---|---|
| | 3C access groups so that you can assign data-entry or view-only privileges across functions.<br><br>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 plus pricing** | In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis. |
| **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. |
| **counter sale** | A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse. |
| **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.<br><br>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.<br><br>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. |

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**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 Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). 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.

**direct receipt** Items shipped from a warehouse or vendor to another warehouse.

**direct ship** Items shipped from the vendor or warehouse directly to the customer (formerly referred to as *drop ship*).

**directory information tree** In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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.


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**elimination set** In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.

**entry event** In PeopleSoft Enterprise 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 Enterprise 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 Enterprise Human Resources, also refers to an incident that affects benefits eligibility.

**event constraints** In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.

**event propagation process** In PeopleSoft Enterprise 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. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

**exception** In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.

**exclusive pricing** In PeopleSoft Enterprise 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 Enterprise 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.

**financial sanctions** For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.

For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).

**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.

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**fund** In PeopleSoft Enterprise 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 Enterprise 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.

**GDS** Abbreviation for *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.

**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.

**global constraints** In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.

**group** In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Enterprise 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 Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.

**ideal response** In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.

**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, and user interaction objects.


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**incentive rule** In PeopleSoft Enterprise 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 Enterprise 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 Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.

**integration point** An interface that a system uses to communicate with another PeopleSoft Enterprise 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 Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Enterprise 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 Enterprise 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.

**itinerary** In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as *pending reservations.* Reservations that have been paid for are referred to as *confirmed reservations.*

**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.

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**keyword** In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise 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.

**KVI** Abbreviation for *Known Value Item.* Term used for products or groups of products where the selling price cannot be reduced or increased.

**landlord** In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.

**LDIF file** Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft Enterprise 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.

**lease** In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.

**lease abstract** In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.

**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.

**line** In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.


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**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 Enterprise 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 Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.

**local functionality** In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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 Enterprise 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.

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**meta-SQL** Meta-SQL constructs expand into platform-specific 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 Enterprise 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 Enterprise 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.

**NDP** Abbreviation for *Non-Discountable Products.* Term used for products or groups of products where the selling price cannot be decreased.

**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.

**Optimization Engine** A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.

**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 Enterprise and non-PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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.


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**PeopleCode** PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise 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 Enterprise 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.

**phase** A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.

**pickup quantity** The product quantity that the customer is taking with them from the counter sales environment.

**plan** In PeopleSoft Enterprise 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 Enterprise 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

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| | |
|---|---|
| | Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.<br><br>See also *division* and *cohort.* |
| **portal registry** | In PeopleSoft Enterprise 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. |
| **predecessor task** | A task that you must complete before you start another task. |
| **price breaks** | In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded. |
| **price components** | In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price. |
| **price list** | 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** | 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 conditions** | Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction. |
| **price rule key** | 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 Enterprise 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. |


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**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 Enterprise 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 appear with the product name and release number.

**product adds** The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as *giveaways*).

**product bidding** In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

**product category** In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft 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 Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.

**product line** The name of a PeopleSoft Enterprise 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 Enterprise 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 Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

**promotion** In PeopleSoft Enterprise 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.

**proxy bidding** In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

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**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 Enterprise 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 Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise 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 Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.

**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 Enterprise 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.


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**REN server** Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

**requester** In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

**reservations** In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.

**reversal indicator** In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

**RFI event** In PeopleSoft Strategic Sourcing, a request for information.

**RFx event** In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

**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.

**saved bid** In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.

**score** In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.

**SCP SCBM XML message** Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* 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.

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**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.

**sell event** In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.

**serial genealogy** In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.

**serial in production** In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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.

**short-term customer** A customer not in the system who is entered during sales order entry using a template.


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**single signon** With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise 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 Enterprise 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.

**sourcing objective** For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).

**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 Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.

**step** In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

**storage level** In PeopleSoft Enterprise 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 Enterprise 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.

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**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 Enterprise 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 Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise 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.

**task** A deliverable item on the detailed sourcing plan.

**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 Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

**tenant** In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.

**territory** In PeopleSoft Enterprise 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 Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.

**tiered pricing** Enables different portions of a schedule to be priced differently from one another.

**time span** A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.

**total cost** In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.


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**travel group** In PeopleSoft Expenses, the organization's travel rules and polices that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.

**travel partner** In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.

**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.

**trace usage** In PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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.

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| | |
|---|---|
| | See also *inquiry access*. |
| **user interaction object** | In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise 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 Enterprise 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 Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions. |
| **weight or weighting** | In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders. |
| **work order** | In PeopleSoft Enterprise 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 Enterprise 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 JD Edwards EnterpriseOne applications. |


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**yield by operation** In PeopleSoft Enterprise 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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# Index


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