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PeopleSoft FSCM 9.2: Application Fundamentals

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment, and the documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

To configure the context-sensitive help for your PeopleSoft applications to use a locally installed online help website, see Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

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- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	***Description***
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.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

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Typographical Convention	*Description*
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific 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 region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- 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 the PeopleSoft Online Help:

- USF (U.S. Federal)

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- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

PeopleSoft FSCM Related Links

Oracle Help Center

Hosted Online Help

PeopleSoft Information Portal

My Oracle Support

Financial and Supply Chain Management information for Search Framework search engine can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the “Understanding Keyword Search within Components ” (Application Fundamentals) topic.

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

PeopleSoft Spotlight Series

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com.

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Please include the applications update image or PeopleTools release that you're using.

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	Connect with PeopleSoft on LinkedIn

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Chapter 1

Getting Started With PeopleSoft Application Fundamentals

PeopleSoft Application Fundamentals Overview

PeopleSoft Application Fundamentals discusses the following functionality and processes:

- Using the PeopleSoft Data Migration Workbench for Application Data.
- Using the PeopleSoft Data Export Import Utility.
- Using PeopleSoft Business Process Weaver
- Defining Financials and Supply Chain Management common definitions.
- Setting installation options for PeopleSoft applications.
- Defining user preferences.
- Securing your system.
- PeopleSoft Search for Financials and Supply Chain Management.
- Securing ChartFields.
- Defining and using ChartFields.
- Editing ChartField combinations.
- Configuring ChartFields.
- Summarizing ChartFields using trees.
- Setting up and using Business Request and Approval.
- Setting Up and Using Fluid Financial Structure Requests
- Using entry events.
- Using alternate account.
- Defining accounting calendars.
- Setting up ledgers.
- Using journal generator.
- Using interunit and intraunit accounting and ChartField inheritance.

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- Processing allocations.
- Setting up on-demand processing.
- Using common usability features.
- Working with and Personalizing PeopleSoft Fluid WorkCenters
- Setting up and using PeopleSoft Fluid for Financials and Supply Chain management
- PeopleSoft Mobile Applications.
- Third party images provided with sample data
- PeopleSoft Application Fundamentals reports.

Using PeopleSoft Classic Plus

PeopleSoft Classic Plus has replaced the traditional PeopleSoft Classic User Interface as the standard user interface for PeopleSoft applications. PeopleSoft Fluid, introduced in PeopleTools 8.54, has co-existed with the traditional classic user interface in all PeopleSoft applications and will continue to do so. The introduction of Classic Plus is a step toward unifying the look of all pages, the "classic plus" feature allows reworked classic components to be displayed in a Fluid-like manner.

Beginning with PeopleTools 8.56, the pages contained within specific PeopleTools classic components have been reworked and delivered with a "classic plus" setting enabled. Most PeopleSoft pages have been reworked and are delivered with a fluid-like style. This Fluid-like style, for Classic pages, is determined at the PeopleTools level, on the Branding System Options page.

Note: The page controls on Classic plus pages resemble the page controls on Fluid pages. However, because these components and pages remain as classic definition, certain aspects of the PeopleSoft Fluid User Interface experience are absent, such as dynamic responsive rendering across all supported device types.

Note: Oracle highly recommends that you adopt the Classic Plus styling across your organization's applications. The styling combines the styling of PeopleSoft Fluid User Interface and brings continuity across applications. If you choose to stay on the Classic style, you may end up having to review and customize delivered pages for future images.
If you have not yet enabled the PeopleSoft Fluid UI, you may want to wait to implement Classic Plus.
If you have already adopted the PeopleSoft Fluid UI we highly recommend you adopt the Classic Plus styling as soon as possible to further enhance your user experience with the new styling approach for all your PeopleSoft components and pages

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Page Used to Set Up Classic Plus

Page Name	*Definition Name*	*Usage*
Classic Plus Setup Page	EOCP_SETUP	To enable or disable the Classic Plus user interface for Classic components. You can also view a list of the application components that are delivered as Classic Plus.

Understanding Classic Plus Setup for FSCM

The Classic Plus user interface is enabled for most Classic components when you take PeopleTools 8.56 and FSCM Image 26. However, PeopleSoft recommends PeopleTools 8.56.05 for the Classic Plus feature.

A Classic Plus Setup page is available to review the delivered products and components for Classic Plus. Some of the components also include recommendations regarding screen resolution and other factors that may guide you in adopting Classic Plus.

The Classic Plus Setup page is available for system administrators to view a list of application components delivered as Classic Plus. This page can also be used to enable or disable the Classic Plus user interface for multiple application components.

When the “Fluid like theme for Classic” theme type is enabled on the Branding System Options page, the pages in all components that have the component level theme type enabled are displayed with fluid-like styling, rather than the standard classic pages. These components include any component delivered with PeopleSoft applications that have also been reworked.

Enabling Classic Plus

To view pages in the Classic Plus theme, you must enabled Classic Plus at two levels:

- Level One: PeopleTools level and is performed on the Branding System Options page.

  This level must be ON if you want to if you want to enable or disable the Classic Plus theme at the component level.

- Level Two: Component level and is performed on the Classic Plus Setup Page.

For more information on Classic Plus components and branding options, see the following PeopleTools documentation:

- PeopleTools: PeopleTools Components Delivered as Classic Plus
- PeopleTools: Configuring Branding System Options

Classic Plus Setup Page

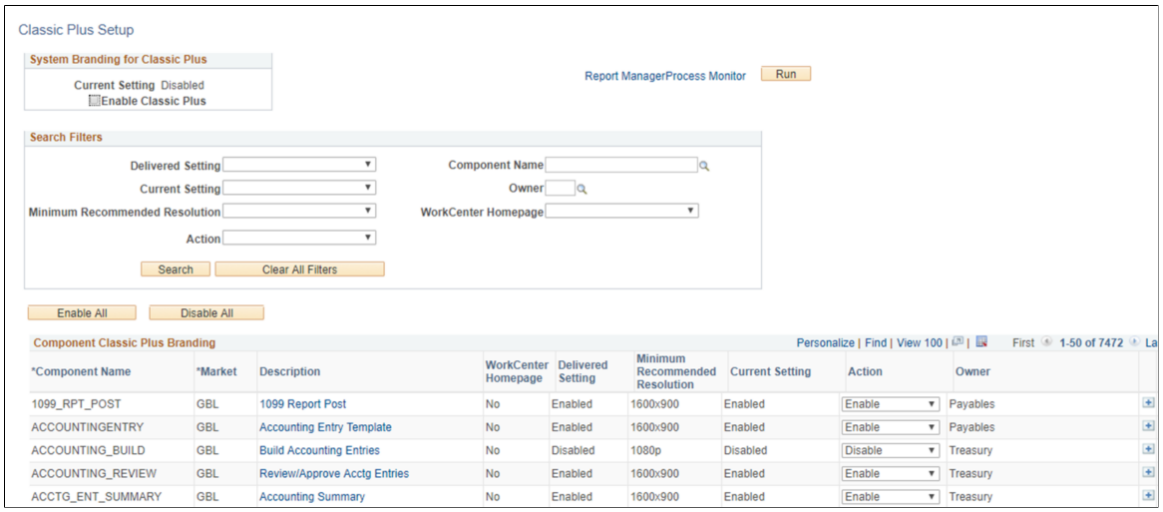
Use the Classic Plus Setup page (EOCP_SETUP) to enable or disable the Classic Plus user interface for FSMC components. You can also view a list of the application components that are delivered as Classic Plus.

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Navigation:

Enterprise Components > Common Utilities > Classic Plus Setup

This example illustrates the fields and controls on the Classic Plus Setup page



System Branding for Classic Plus

Field or Control	*Description*
Current Setting	Displays the current Classic Plus configuration status at the system level (as given in the PeopleTools - Branding System Options page). If System Classic Plus branding is enabled, then the current setting is displayed as *Enabled*. If system Classic Plus branding is not enabled, then the status is displayed as *Disabled*.
Disable Classic Plus / Enable Classic Plus	Select to disable or enable Classic Plus at the system level. **Note:** This field is displayed based on the current system settings. For example, if the Classic Plus feature is enabled at system level, the field appears as ‘Disable Classic Plus' .

Component Search Filters

Use this section to narrow your search results that appear in the Component Classic Plus Branding section.

Field or Control	*Description*
Delivered Setting	Select *Enabled* to have the system display all the delivered Classic Plus pages.

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Field or Control	*Description*
Component Name	Select the component to display in the component list.
Current Setting	Select the current setting (*Enabled* or *Disabled*) to filter the component list.
Owner	Select the PeopleSoft application owner to filter the component list. For example: General Ledger, Expenses, Purchasing, and so on.
Minimum Recommended Resolution	Select a resolution to filter the component list.
WorkCenter Homepage	Select *Yes* or *No* to filter the component list. If you select Yes, then the component list displays components that have a WorkCenter landing page such as the AM WorkCenter, Receivables WorkCenter, Expenses WorkCenter, and so on.
Action	Select *Enable* or *Disable* to filter the component list.

Enable and Disable All

Field or Control	*Description*
Enable All	Click to enable the Classic Plus user interface for all components listed in the Component Classic Plus Branding section. After clicking this button, all values in the Action column of the Component Classic Plus Branding section are set to *Enable*. You must then click the Run button to process the changes made to the Action column.
Disable All	Click to disable the Classic Plus user interface for all components listed in the Component Classic Plus Branding section. After clicking this button, all values in the Action column of the Component Classic Plus Branding section are set to *Disable*. You must then click the Run button to process the changes made to the Action column.

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Component Classic Plus Branding

Field or Control	*Description*
 (grid action menu)	Click to access grid actions such as: • Personalize - opens the Grid Customization window where you can personalize the order of the columns in this section. • Zoom Component Classic Plus Branding - open the Classic Plus Setup in a new window displaying only the Component Classic Plus Branding section. • Download Component Classic Plus Branding Table to Excel - Opens Excel with all search results and columns.
 (search)	Click to open a search prompt window.
Description (link)	Click the link to access the component.
WorkCenter Homepage	Select one of these options: • *Yes* to apply the Fluid-like theme to Classic WorkCenter Homepages. When you select *Yes*, the **Apply Fluid like theme Classic** check box is automatically selected for the WorkCenter. This check box can be found by accessing the Workcenter, then select WorkCenter Settings, Configure, and Properties. • *No* to have the WorkCenter appear a Classic - tangerine theme.
Minimum Recommended Resolution	Select an option from these values: • *1600x900* • *1080p* • *1080p* with scrolling • *Not Applicable*, which applies to all the components when PeopleSoft recommends that Classic Plus styles not be used. When you manually add a row, the default value is *Not Applicable*.

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Field or Control	*Description*
Action	Select *Enable* or *Disable* to perform this action when you click the Run button. You can change the Current Setting value for one specific component by changing the value in the Action field, for that specific row. Then click the Run button to process the change. The process with change the setting for that component only. If you perform multiple searches and change the action for individual components, be sure to click the Save button before you click the Run button. This will save all components selected for each search.
 (add)	Click to add a new row to the grid. When you add a row, these field are open for you to complete: • Component Name • Market • WorkCenter Homepage • Minimum Recommended Resolution • Action When a row is added using this button, the system displays a delete row button to the right.

Implementation Considerations

Each product's overview contains specific implementation and component interface information for that product. The Application Fundamentals documentation includes information about setup of features common to Financials and Supply Chain products such as ChartFields, ledgers, interunit and intraunit functionality, calendars, security, combination editing, allocations, and so on.

Additionally, 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 PeopleSoft product documentation.

For more information, see the product documentation for *PeopleTools: Setup Manager*.

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Common Elements Used in Application Fundamentals

Field or Control	*Description*
As of Date	The last date for which a report or process includes data.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Freeflow text up to 256 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row. See *PeopleTools: PeopleSoft Applications User's Guide, "Using PeopleSoft Application Pages," Using Effective Dates.*
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Language or **Language Code**	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: *Once* executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. *Always* executes the request every time the batch process runs. *Don't Run* ignores the request when the batch process runs. See *PeopleTools: PeopleSoft Process Scheduler.*
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests. See *PeopleTools: PeopleSoft Process Scheduler.*
Report ID	The report identifier.

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Field or Control	*Description*
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. See *PeopleTools: PeopleSoft Process Scheduler.*
Run Control ID	An identification code that represents a set of selection criteria for a report or process.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.
Status (effective status)	Indicates whether a row in a table is *Active* or *Inactive.* You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.
User ID	The system identifier for the individual who generates a transaction.

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Chapter 2

Using the PeopleSoft Data Migration Workbench for Application Data

Understanding the PeopleSoft Data Migration Workbench

The PeopleSoft Data Migration Workbench facilitates the process to migrate application configuration data. Using Application Data Sets (ADS) as its underlying transport technology, the Data Migration Workbench enables you to compare, validate, and copy the content data from one database to another.

The Data Migration Workbench is an effective alternative to Data Mover scripts, providing greater visibility and control of managed changes in your environments. Authorized developers or administrators can define application data sets, and compare and copy the data in much the same way as the copy and compare process of managed objects.

Note: You can still use Data Mover scripts to load application data; however, Data Mover does not provide a way to compare and validate the data that is copied.

For more information regarding application data sets and the Data Migration Workbench, see the product documentation for *PeopleTools: Lifecycle Management Guide*.

Currently, PeopleSoft delivers the following Application Data Set (ADS) definitions as sample data:

Supported Functionality	***Application Data Set Usage***	***Delivered Application Data Set Names***
Accounts Receivable - Condition Monitor See “Using Application Data Sets for Condition Monitor” (PeopleSoft Receivables).	The Condition Monitor process checks for customer's accounts or items that meet a condition—such as a change of status for a customer’s account—and creates an action based on templates and rules that you define. You can use the ADS definitions to migrate Action Codes, Action Templates, Collection Rules, Assessment Rules, and Condition Definition Users between databases—and ultimately to your production environments.	There are many ADS names delivered.

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Supported Functionality	***Application Data Set Usage***	***Delivered Application Data Set Names***
Accounts Receivable - Aging See “Using Application Data Sets for Aging” (PeopleSoft Receivables).	Aging reports categorize invoices in PeopleSoft Receivables according to the length of time an invoice has been outstanding. You can create and test Aging tables with specified aging rules in a test database, and use ADS definitions to move them to other databases or to the production database when finalized.	COMP_AGING_TBL_GBL
Accounts Receivable - Payment Predictor See “Using Application Data Sets for Payment Predictor” (PeopleSoft Receivables).	The Payment Predictor Application Engine process is the automatic cash application process in PeopleSoft Receivables. Items that have a payment method of cash, check, credit card, electronic file transfer, or giro - EFT qualify for Payment Predictor processing. You can create and test tables with specified Payment Predictor methods in a test database, and use ADS definitions to move them to other databases or to the production database when finalized.	PP-METHOD
Accounts Receivable - Run Control Date Update	Run Control Update Registry is used to register and query run control data available for update. You can register and test new run controls in a test database, and use ADS definition to move the registry data to other databases or to the production database.	EORC_REGISTRY_DATASET
Accounts Payable - Accounting Entry See the section Understanding the Data Migration Workbench for the Accounting Entry Template, under Accounting Entry Template Page	Accounting Entry Templates are used to generate Payables and Payment Processing accounting entries. You can create and test Accounting Entry Templates in a test database, and use ADS definitions to move them to other databases or to the production database when finalized.	ACCOUNTINGENTRY
Asset Lifecycle Management See “Using the Data Migration Workbench for PeopleSoft Asset Profiles” (Asset Lifecycle Management Fundamentals)	Asset profiles are templates that contain standard depreciation criteria for an asset type and its corresponding asset books. Use the Asset Profile ADS to migrate asset profile data from a test environment to a production environment and validate the data.	ASSET PROFILE

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Supported Functionality	*Application Data Set Usage*	*Delivered Application Data Set Names*
Bank Reconciliation See “Migrating Bank Reconciliation Application and Configuration Data” (PeopleSoft Banks Setup and Processing)	Data sets for bank reconciliation are used to migrate or move bank reconciliation rules or reconciliation rules for a bank account from one environment to another environment.	TR_BANK_RECON_RULE TR_BANK_ACCT_RCN_RULE
Business Process Weaver See Using the Data Migration Workbench for PeopleSoft Business Process Weaver.	PeopleSoft Business Process Weaver provides a framework for stringing together key jobs. You can use the ADS definitions to migrate the Business Process Definitions, Task Registry, Business Process Run Controls, and Business Process Weaver Application Class registry between databases—and ultimately to your production environments.	COMP_BPW_APPCLS_REG COMP_BPW_PROC_DEFN COMP_BPW_PROC_RUN COMP_BPW_TASK_REG
Contracts - Accounting Rules See “Using the Data Migration Workbench for PeopleSoft Accounting Rules ” (PeopleSoft Contracts)	Accounting Rules are used to generate billing and revenue accounting entries. You can create and test Accounting Rules in a test databases, and use ADS definitions to move them to other databases or to the production database when finalized.	ACCOUNTING RULES
Data Export Import Utility See Using Application Data Sets to Migrate DEIU Data	The Data Export Import Utility is a data-mapping utility that empowers you to map fields easily and to interface both incoming and outgoing data between source and target. ADS is used to move setup data for DEIU from testing databases into production.	FS_MAP_DEFINITION FS_DOC_RELATION FS_FLAT_FILE FS_MAP_RUN

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Supported Functionality	*Application Data Set Usage*	*Delivered Application Data Set Names*
Expenses “Migrating Data Using Application Data Sets” (PeopleSoft Expenses)	ADS simplifies the administration, testing, and transfer of setup data between databases. ADS records are delivered in PeopleSoft Expenses for: • Expense Types, Expense Type Groups, Expense Type Categories • Expense Locations, Location Amounts • Approval Workflow configuration (Approver Stages, Refinement Templates, Risk Templates) • Roles & Privilege Templates (employee & approver) • Per Diem (including Range Categories, Ranges, Per Diem Amounts, Formulas)	EX_TYPE EX_TYPE_CAT EX_TYPE_GRP EX_TYPE_IMG EX_TYPE_VAT EX_LOC EX_LOC_AMT EX_LOC_GRP EX_LOC_AMT_TYPE_GRP EX_APPRVR_TYPE EX_REFINE_TMPL EX_RISK_TMPL EX_TRANS_DEFN EX_APPRVR_ASSIGN EX_APPRVR_LIST EX_PRIV_TMPL EX_APPRVR_PROF EX_EE_PRIV_TMPL EX_ROLE EX_ROLE_EXCEPTION EX_ROLE_VAT EX_ROLE_EXP_TYPE EX_PD_CATEGORY EX_PER_DIEM_RANGE EX_PER_DIEM_AMT EX_PD_CALC

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Supported Functionality	***Application Data Set Usage***	***Delivered Application Data Set Names***
General Ledger - Allocations See Using the Data Migration Workbench for PeopleSoft Allocations	Allocations are used to apportion amounts such as costs and revenues to lines of business, departments, and so on. It is advantageous to create the Allocations setup in a development database and use ADS definitions to migrate configurations to test databases, and ultimately to a production database, for example.	ALLOCATION_GROUP ALLOCATION_REQUEST ALLOCATION_STEP
General Ledger - Closing Rules and Groups See “Using the Data Migration Workbench for PeopleSoft Closing Rules and Closing Process Groups” (PeopleSoft General Ledger)	Closing rules define how General Ledger calculates retained earnings and carries forward balances to the new year. Closing process groups include one or more closing rules that you define. PeopleSoft delivers Application Data Sets (ADS) to migrate closing rule and closing process group setup data from one database to another.	GL_CLOSE_DEFN GL_ CLOSE_GRP **Note:** The GL_CLOSE_GRP is enabled with related data sets. Enabling this related data set during the creation of a project helps to copy the corresponding Closing Rule along with the Closing Process Group.
General Ledger - Combination Editing See Understanding the Data Migration Workbench for Combination Editing	Combination editing is an optional feature that is used to filter unwanted journal entry lines. The combination editing process compares the combination of ChartFields and their values to combination definition and rules that you define.	GL_COMBO_GROUP GL_COMBO_RULE GL_COMBO_DEFN **Note:** The GL_COMBO_GROUP is enabled with Related Data Sets. Enabling the related data sets GL_COMBO_ DEFN and GL_COMBO_RULE during the creation of a project helps to copy the corresponding Combo Definition and Rule data along with Combo Group.
General Ledger - Journal Source Security See “Enabling Journal Source Security” (PeopleSoft General Ledger)	ADS can be used to migrate the Journal Source Security set up data between PeopleSoft environments.	GL_GL_JRNL_SRC_SETID GL_GL_JRNL_SRC_SEC_BU GL_GL_JNL_SRC_SEC_USR GL_GL_JRNL_SRC_ROLE GL_GL_JNL_SRC_PRD_END
Project Costing See “Using the Data Migration Workbench for PeopleSoft Project Costing” (PeopleSoft Project Costing)	ADS can be used with PeopleSoft Project Costing for the purpose of moving data between development environments, test environments, and ultimately to a production environment.	PC_RATE_SET PC_RATE_PLAN PC_CUSTOM_RATES

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Supported Functionality	*Application Data Set Usage*	*Delivered Application Data Set Names*
Purchasing - Change Template See “Using the Data Migration Workbench for PeopleSoft Change Templates” (PeopleSoft Purchasing)	Use Change Template ADS in a given database to create a project using the Data Migration Workbench, add associated data set definitions, select and export data to file for replication into other databases.	PO_CHANGE_TEMPLATE
Supplier Contract Management See “Using the Data Migration Workbench for PeopleSoft Supplier Contract Management” (PeopleSoft Supplier Contract Management).	Setup data is used in test or pre-production, and production databases. You can use ADS definitions to move selected setup data from a production database to a test database, or from a test database to a production database.	There are many ADS names delivered. See .
WorkCenters See Using the Data Migration Workbench for PeopleSoft WorkCenters	PeopleSoft WorkCenters provide critical My Work Link filters that are based in SQL application classes. You can use the ADS definitions to migrate the My Work Links, Filters, and Pagelet configurations to your production environments.	WORKCENTER_CONFIGURATION WORKCENTER_FILTERS WORKCENTER_FILTER_VALUES

Note: Although ADS does provide basic validation, you should validate your results by running tests using test environments before using ADS to migrate data to your production environment.

Using Application Data Sets

Understanding Data Set Designer and the Data Migration Workbench

The Application Data Set functionality includes the Data Set Designer component (PTADSMMGR) and the Data Migration Workbench component (PTADSDMW):

Data Set Designer

Authorized administrators use the Data Set Designer to create data set definitions (ADS definitions) as a hierarchical structure of records and their collective properties.

A data set definition, with its group of records, constitutes a data set. Both record definitions and data set definitions are metadata that define the *shape* of the migration data. The same data set definition must exist in any PeopleSoft database that participates in a data set copy or compare.

For more information about Data Set Designer, see *PeopleTools: Lifecycle Management Guide*, “Using Data Set Designer”.

Data Migration Workbench

Authorized administrators can then use the Data Migration Workbench to insert data set instances (data content) into projects that represent a unit of work as a data migration project. Data migration projects are

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like managed object projects: a collection of data set instances with various data set definitions. The Data Migration Workbench enables administrators to copy and compare projects containing data sets as well as view compare reports and validation reports.

You can also integrate the Enterprise Components Approval Framework to provide administrative control of the *Project Copy from File* process. Employ enhanced security to ensure that the Data Set definitions are suitable for copying data, to enable user security for the data set pages, and assign access to copy and compare the data. PeopleSoft delivers the MigrateData process ID for enabling data migration Approval Framework.

For more information about security, see *PeopleTools: Lifecycle Management Guide,* ”Implementing Data Set Security”.

Steps for Using the Data Migration Workbench

Following is an example of steps for migrating application data sets using the Data Migration Workbench:

1. Create a Project for your migration using the Add New Project page, by entering a Project Name and Description.

   Select PeopleTools, Lifecycle Tools, Migrate Data, Data Migration Workbench. From the Project Search page, click the Add a New Value link.

2. On the Data Migration Workbench page, select the Data Set Name look-up icon.

3. On the Look Up Data Set Name, select the Data Set Name referenced for the application data set.

4. On the Insert Data Set Content page, select values (or content) for specific fields that are used for that data set and you want to migrate to another database.

   For example, for the SETID field name, select SHARE in the Values column. Additional field names are available depending on the data set.

5. Click the Search button.

6. Review all values in the Search Results section of the Insert Data Set Content page to verify that all desired content is selected.

   If you want to narrow your results:

   - Repeat steps four through five until you get your desired results.
   - Select only the content you want to include.

7. Select the Insert Content or the Insert and Return button:

   - The Insert Content button to insert selected content into your project, but remain on the Insert Data Set Content page to perform another search.
   - The Insert and Return button inserts the selected content and returns you to the Data Set Content page

8. Repeat steps two through seven for all application data sets for the project.

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9. On the Data Set Content page, select the desired content for the data set and select the Insert Content button.

   The system returns to the Data Migration Workbench page with selected content in the Project Content section.

10. Click Save on the Data Migration Workbench page.

    When saving , the Project Status changes from *New Project* to *Created*. You cannot save the project if you have not included data set content for each data set in your project.

11. Click the **Copy to File** button on the Data Migration Workbench page.

    You must have a valid file location defined on the Manage File Locations page before you can perform this step. See *PeopleTools: Lifecycle Management Guide,*.

12. Click the Run button from the Copy to File page.

    Access the process monitor to check progress. When the process completes, the Project Status in the Data Migration Workbench becomes *Copy to file succeeded*.

13. Verify that project files are copied to the file location as specified on the Manage File Locations page.

14. Log in to the target database to import the project file.

15. Access the Data Migration Workbench, Project Search page, and click the Load Project From File link.

16. Select the copied location and the project to import from the Load Project From File page and click the Load button.

17. On the Data Migration Workbench, Project Search page, find your migrated project and select it to access the Data Migration Workbench page.

18. Click the Compare button to launch the Copy and Compare process (PTADSAEPRCS) and click Run.

    Access the process monitor to check progress. When the process completes, the Project Status in the Data Migration Workbench for the project becomes *Compare from file succeeded.*

    Upon completion, a compare summary is displayed on the project definition page. Statistics are displayed for each data set definition in the project indicating the count of data set instances based on type (additions, deletion, differences, same or message). When you click on a count the compare report is displayed.

19. If all looks as expected, return to the Data Migration Workbench page for your project, click the Submit for Copy button and then click Run.

20. Upon successful completion of the Copy and Compare process (PTADSAEPRCS), you can navigate within your target database and find the migrated Allocation Steps and Allocation Groups.

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Chapter 3

Using the PeopleSoft Data Export Import Utility

Understanding the Data Export Import Utility

PeopleSoft Financials delivers the Data Export Import Utility, which is a data-mapping utility that empowers you to map fields easily and to interface both incoming and outgoing data between source and target. The data set for the source and target can be in XML, flat file, fixed, or record formats. Examples of typical uses for this mapping utility are:

- Importing external data from third-party systems.
- Exporting data to third-party systems.
- Creating payment files by format.
- Creating statutory audit files.

You can map simple structures or modify complex mappings without having to alter the underlying PeopleCode, thus avoiding customizations. The Data Export Import Utility applies transformation rules to format the data with controls in order to meet third-party system requirements.

Prerequisite for Using the Data Export Import Utility

The prerequisite for implementing the Data Export Import Utility process includes familiarity with PeopleSoft documents.

See the product documentation for *PeopleTools: Documents Technology*.

Overview of the Data Export Import Utility Mapping Process

The Data Export Import Utility mapping process enables you to:

- Export PeopleSoft database data to these formats:
    - Delimited files, such as CSV.
    - Fixed format files.
    - Other database records.
    - XML files.
- Import data from these formats into a PeopleSoft database:

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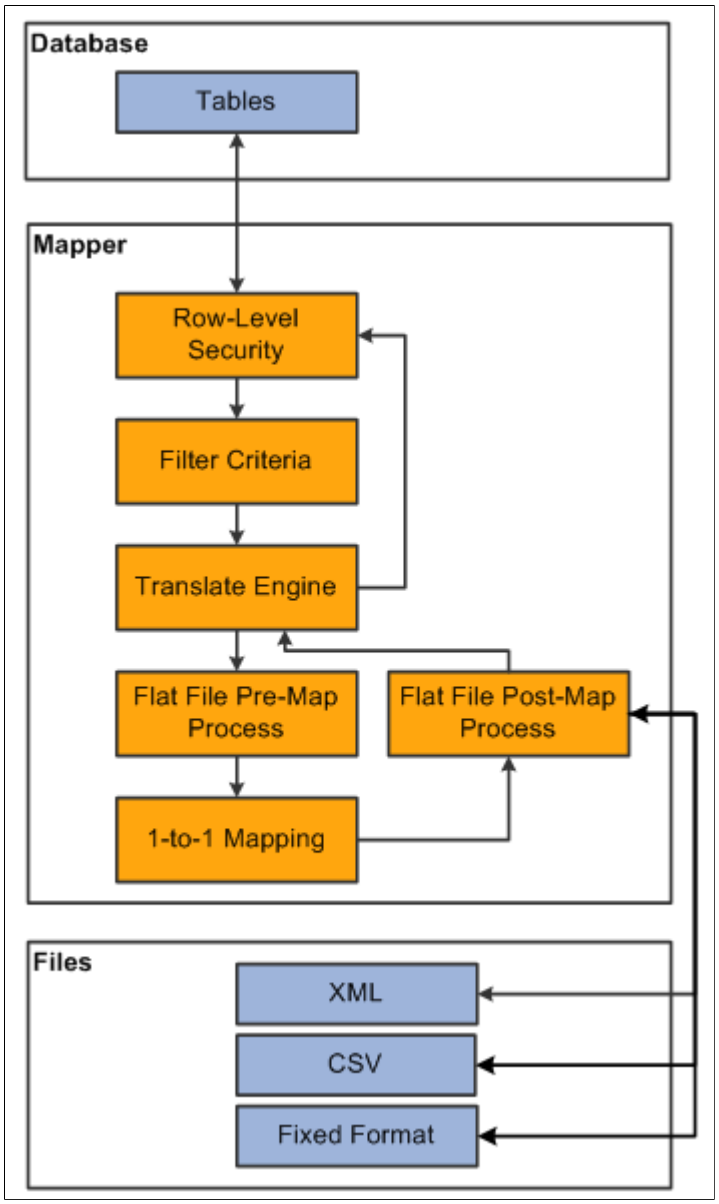
- Delimited files, such as CSV.
- Fixed format files.
- XML files.

These steps comprise the Data Export Import Utility mapping process:

1. Define or identify a PeopleSoft document.
2. Define a document relationship.
3. Create a mapping definition for the source and target fields.
4. Define data transformation rules between source and target structures.
5. Run the Application Engine mapping process.

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The mapping process is based on a PeopleSoft document and a document relationship definition that sets up the relationship rules between records and fields in the PeopleSoft document. Before running the mapping process, you create a map definition between the source and target data structures. The mapping process then applies the relationship and transformation rules when transferring the data from source to target.



For more information about defining a PeopleSoft document and setting up a document relationship, see Mapping File Layouts and Document Relationships .

For more information about defining the map, see Defining the Data Source and Target.

For more information about executing the mapping process, see Requesting the Data Export Import Process.

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Mapping File Layouts and Document Relationships

Pages Used to Map File Layouts and Document Relationships

Page Name	*Definition Name*	*Usage*
Document Builder - Document Page	IB_LOGICALSCHEMA	View and edit a document in the Document Builder See Defining a PeopleSoft Document. See the product documentation for *PeopleTools: Documents Technology* for more information.
Document Relationship Page	FS_DOC_RLTS	Define a relationship for each node of a PeopleSoft document that is based on database records.
Delimited File Layout Page	FS_FF_LAYOUT	Define the structure for the delimited file with a constant delimiter used to map the source data set.
Code Mappings Page	TR_CODE_MAPPINGS	Define input and output values for mappings of a selected code map group. See Using Code Mappings.

Understanding Mapping File Layouts and Document Relationships

The Data Export and Import Utility uses the PeopleSoft Documents Technology in PeopleTools to retrieve document data. PeopleSoft Documents Technology provides a Document Builder tool that enables you to build the structure of a document and define XML and relational formats for it.

For more information, see the product documentation for *PeopleTools: PeopleSoft Documents Technology*.

The mapping utility supports two source types: PeopleSoft documents and delimited files.

To map file layouts and document relationships:

1. Create or identify a PeopleSoft document.
2. Set up a data relationship for the database table-related document.
3. Create an XML-formatted PeopleSoft document.
4. Define the delimited file layout and associate it with the XML-formatted document.

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5. Define code mappings.

Defining a PeopleSoft Document

Use the Document Builder - Document page (IB_LOGICALSCHEMA) to view and edit a document in the Document Builder.

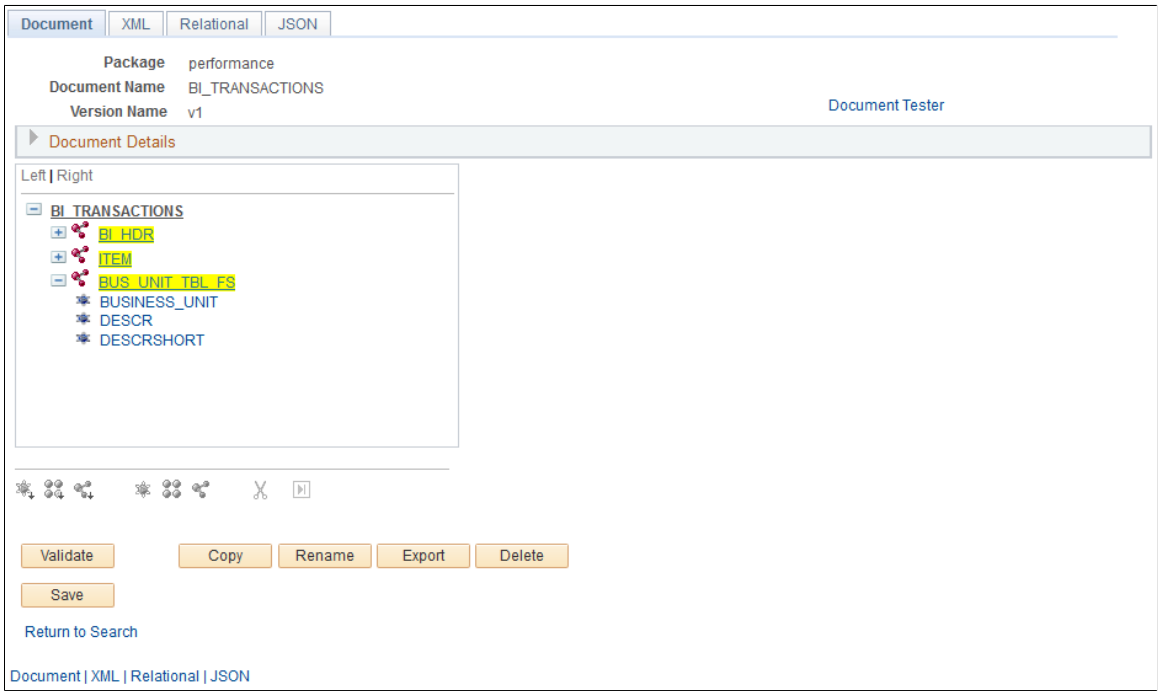
For use in the Data Export Import Utility process, define PeopleSoft documents that will be the source, target, or both in the mapping definition.

For more information about defining a PeopleSoft document, see the product documentation for *PeopleTools: PeopleSoft Documents Technology*.

Navigation:

PeopleTools > **Documents** > **Document Builder**

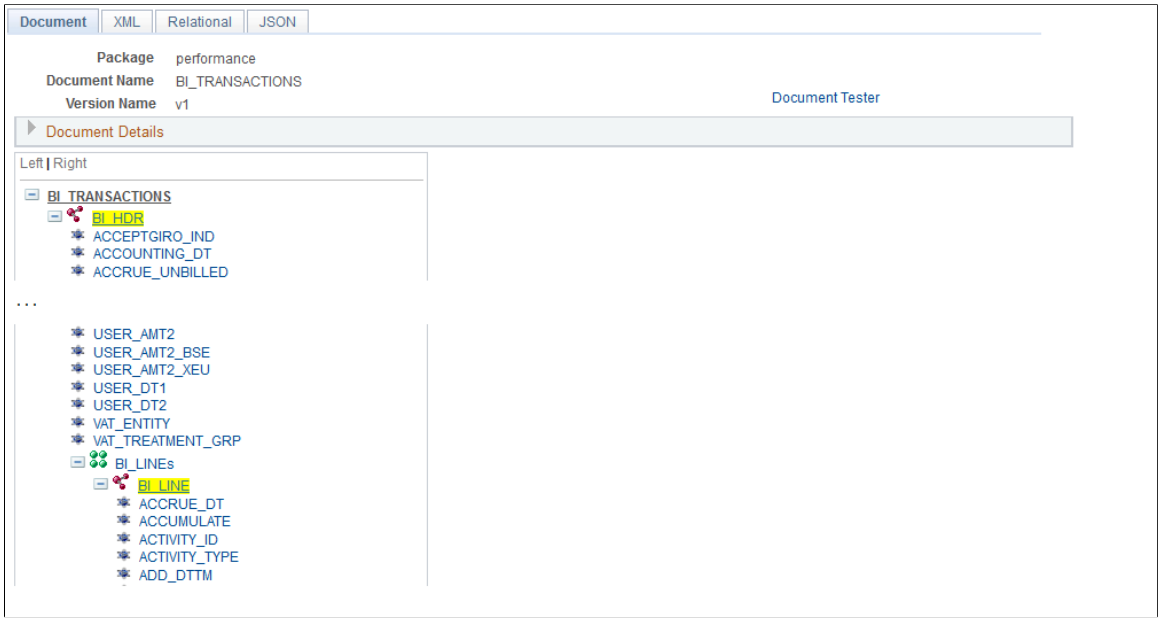
This example illustrates the fields and controls on the Document Builder - Document page.



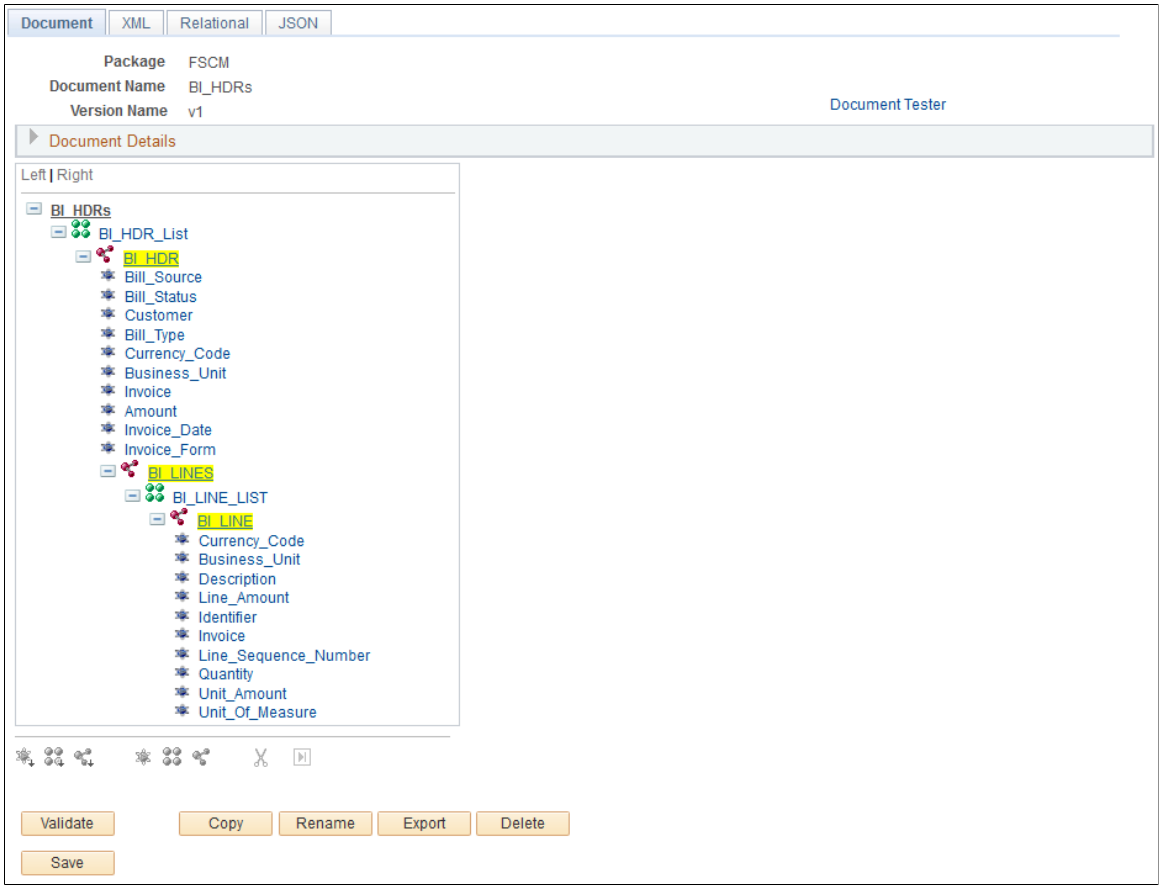
In this example, BI_HDR is the anchor node and BUS_UNIT_TBL_FS is a sibling node that contains fields in the records for billing transactions.

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This example illustrates the fields and controls on the Document Builder - Documents page.



This example, which illustrates the fields and controls on the Document Builder - Document page, shows an XML-formatted PeopleSoft document.



If the PeopleSoft document is defined from the database record, the next step is to define the relationship among the group nodes.

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Using PeopleSoft Documents for Specific Scenarios

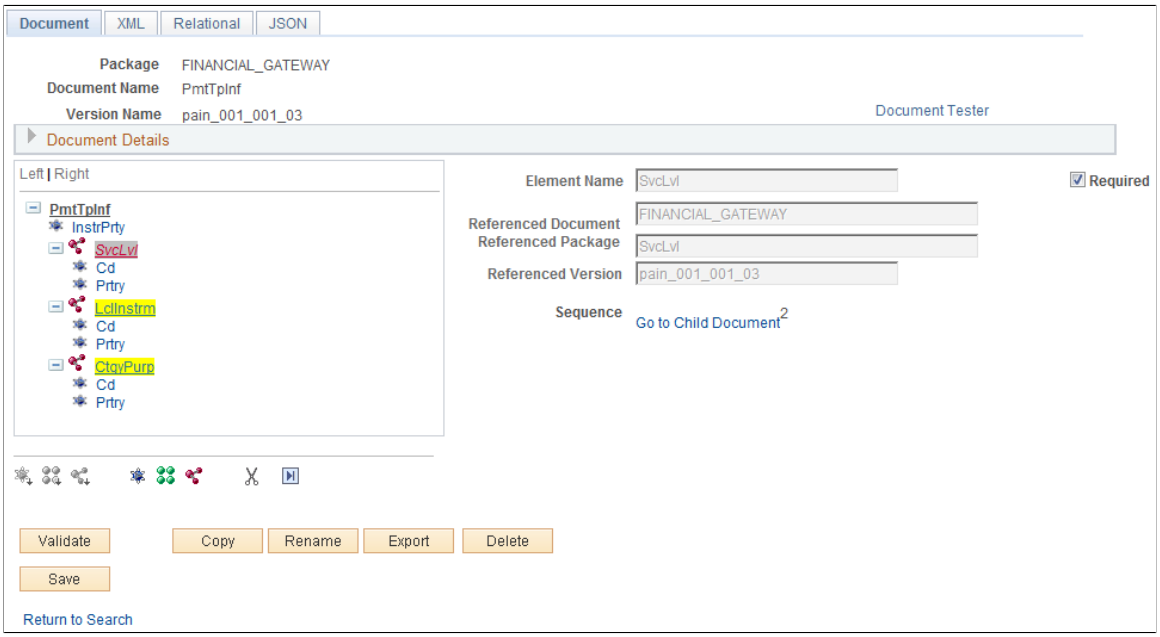
Data Export Import Utility processing identifies and analyzes the **Required** check box on XML-formatted PeopleSoft documents to assemble the data mapping, depending on the map definition.

See also “Understanding How to Use the Data Export Import Utility for Payment Dispatch” (PeopleSoft Financial Gateway).

There are three cases considered by the system:

1. The **Required** check box is selected for the compound node and primitive element, but they are not mapped in the map definition.

   This example illustrates the fields and controls on a PeopleSoft Document, showing a Compound Element with the Required check box selected.



   In addition, the mapping details do not exist for this field on the Map Definition - Detail (Step 4 of 6) page.

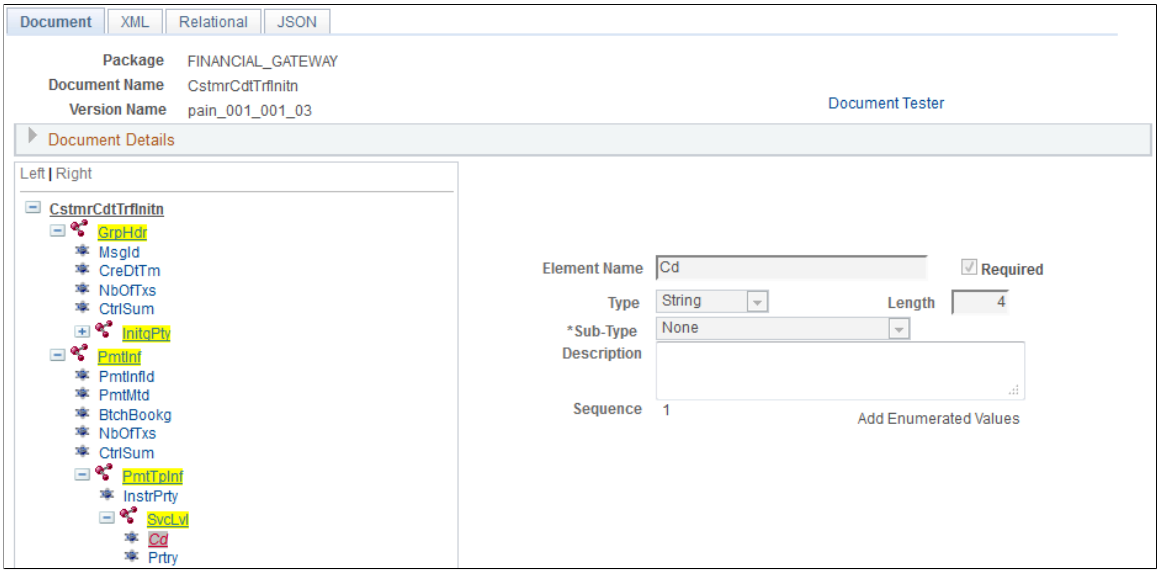
   The XML output in this case would look like this:

```
- <PmtTpInf>
    <InstrPrty>NORM</InstrPrty>
  - <SvcLvl>
     <CD />
    </SvcLvl>
  </PmtTpInf>
```

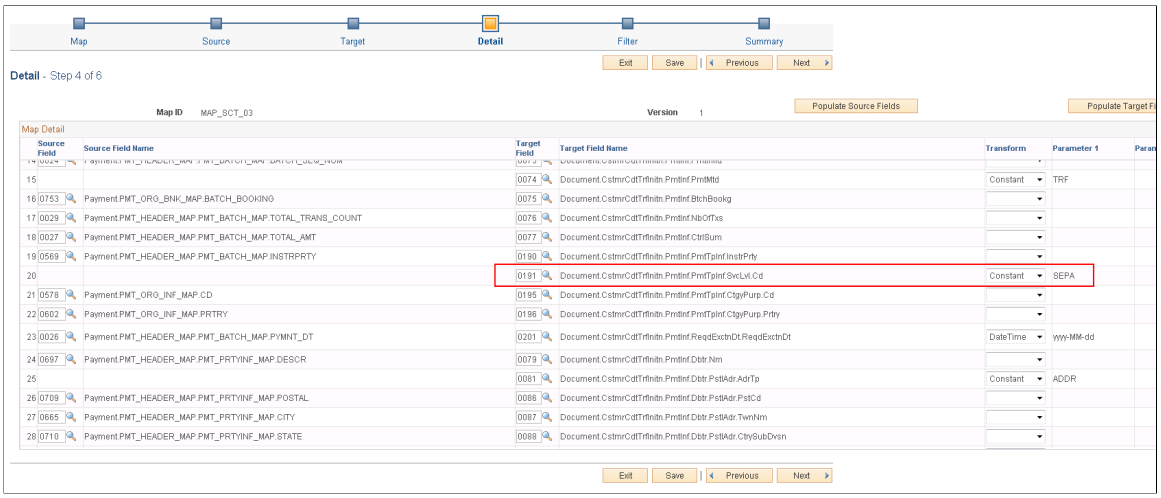
2. The **Required** check box is selected for the compound node and primitive element, and they are mapped in the map definition.

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This example illustrates the fields and controls on a PeopleSoft Document, showing a Primitive Element with the Required check box selected.



This example illustrates the fields and controls with the target fields populated on the Map Definition - Details page.



The XML output in this case would look like this:

```
- <PmtTpInf>
    <InstrPrty>NORM</InstrPrty>
  - <SvcLvl>
     <Cd>SEPA</Cd>
    </SvcLvl>
  </PmtTpInf>
```

3. The **Required** check box is not selected for the compound node and primitive element, and they are not mapped in the map definition.

   The XML output in this case would look like this:

```
- <PmtTpInf>
    <InstrPrty>NORM</InstrPrty>
```

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```
</PmtTpInf>
```

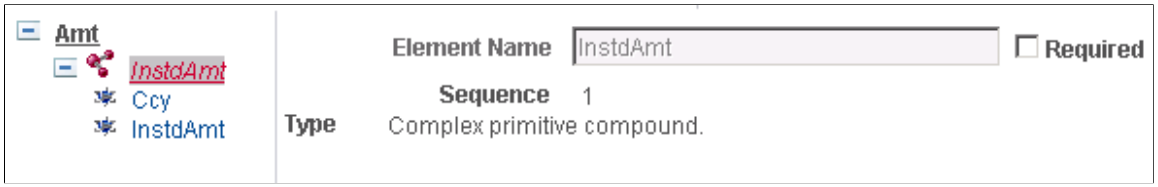
If a compound node is static (that is, there are mappings of this compound node only with a *Constant* transformation type in the map definition), the **Required** check box must be selected for the system to output the value. Otherwise, the system ignores the static node and the value will not appear in the output XML.

For more information about the map definition , see Defining the Data Source and Target.

Using a Document with a Complex Primitive Compound Element Type

In a target PeopleSoft document tree, the complex primitive compound element type is used to define an XML element with multiple properties. Here is an example of the PeopleSoft document and corresponding XML output:

This example illustrates a PeopleSoft Document with a Complex Primitive Compound Element Type.



The XML output for this example would look like this:

```
<InstdAmt Ccy="EUR">1000</InstdAmt>
```

Because you cannot ungroup Primitive Peers in PeopleSoft documents, the ungrouping primitive can be defined as a complex primitive compound element.

Understanding Parent-Child and Sibling Levels in PeopleSoft Documents for Data Export Import Utility

Two types of relationships in PeopleSoft documents can be defined for Data Export Import Utility processing: parent-child and sibling. This example of a PeopleSoft document illustrates the document structure and the document relationships set up to be used as the data source for exporting data into an XML file.

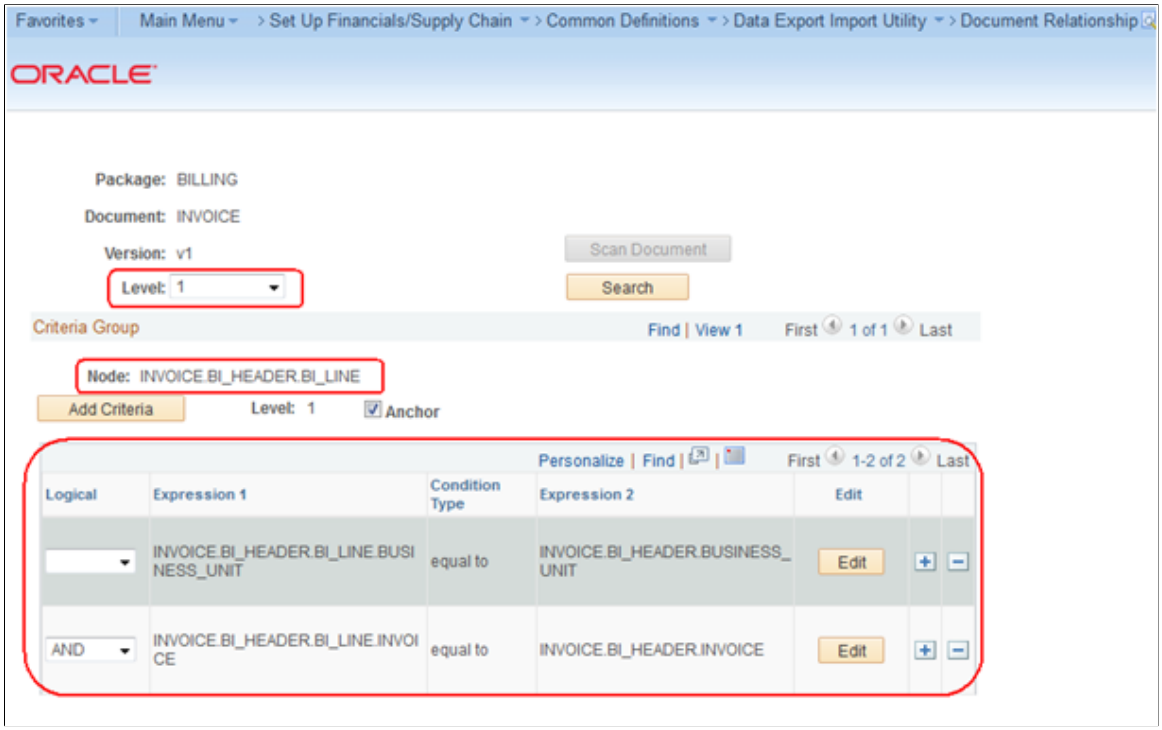
The INVOICE document in the BILLING package, includes these group nodes:

- BI_HEADER
- BI_LINE
- BI_ACCT_ENTRY
- BUS_UNIT_TBL_FS

BI_HEADER is the parent of BI_LINE, and BI_LINE is the parent of BI_ACCT_ENTRY. In this example, BI_LINE must have the same BUSINESS_UNIT and INVOICE ID as BI_HEADER. The Data Export Import Utility mapping process must know this relationship in order to fetch the correct BI_LINE that belongs to BI_HEADER. The document relationship would be shown as follows:

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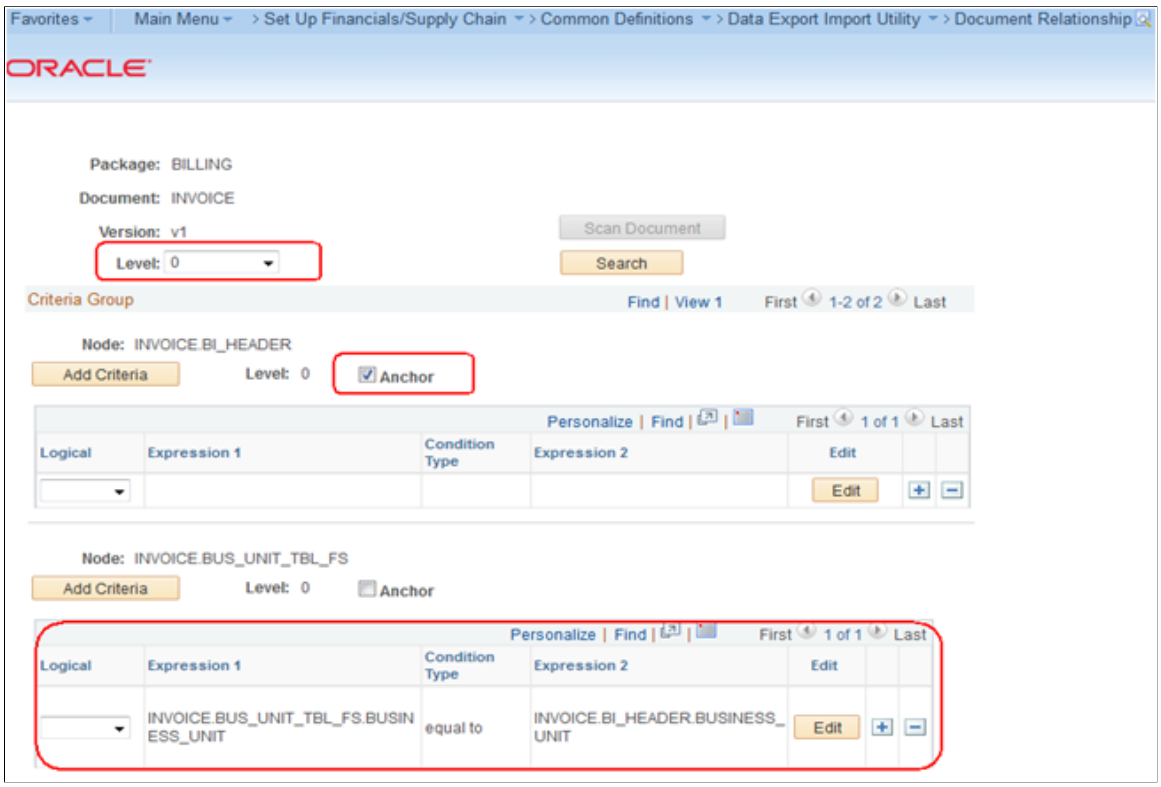
This example illustrates the Parent-Child Relationship on the Document Relationship page.



In this example, BUS_UNIT_TBL_FS and BI_HEADER are siblings. The purpose of adding the BUS_UNIT_TBL_FS record into this document is that you can translate the BUSINESS_UNIT field of BI_HEADER (for example, US001) into the DESCR field of BUS_UNIT_TBL_FS (for example, US001 New York Operator), thus providing more information in the output.

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This example illustrates the Sibling Relationship on the Document Relationship page.



However, in this scenario, the goal is to export BI (billing) information, not BU (business unit) information. Thus the BI_HEADER node becomes the anchor. When exporting BI information, you can translate the BUSINESS_UNIT ID (for example, US001) to BU Name. When Data Export Import Utility processing fetches data from the sibling table, it must find the foreign key.

Document Relationship Page

Use the Document Relationship page (FS_DOC_RLTS) to define a relationship for each node of a PeopleSoft document.

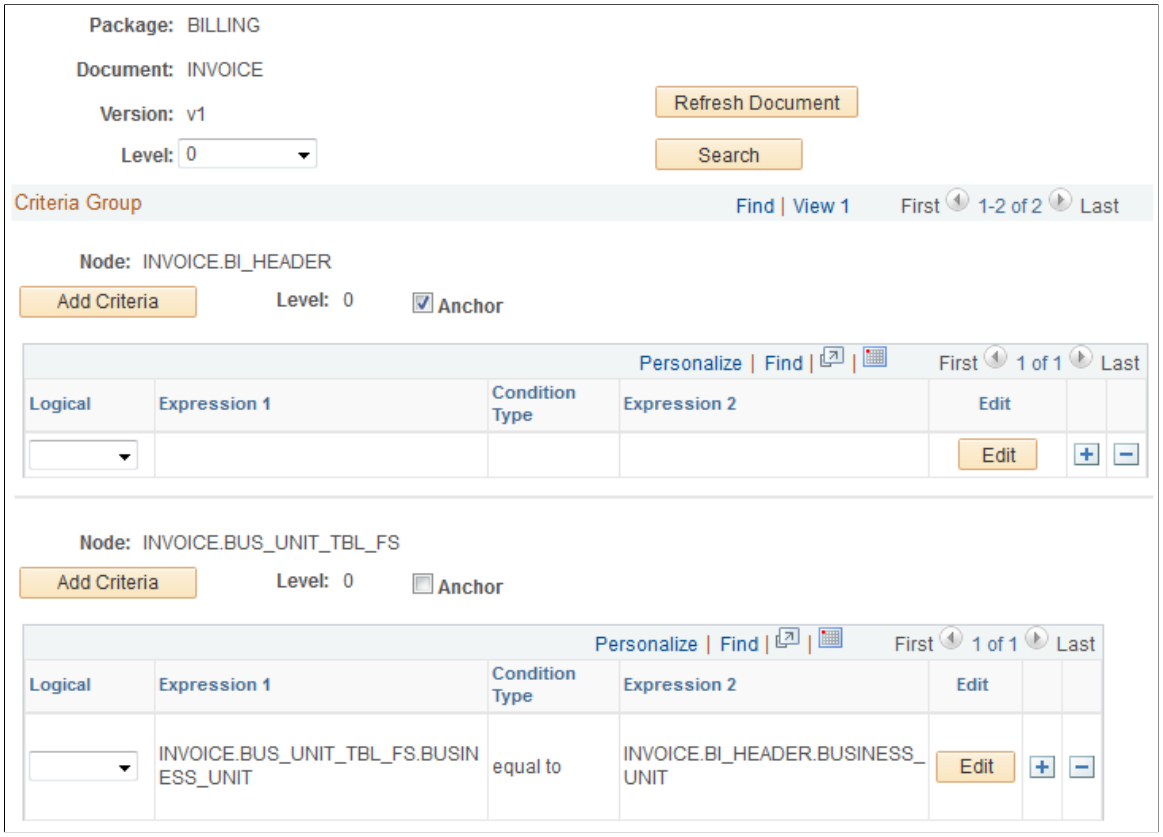
You must define a document relationship if the document refers to data that is stored in more than one PeopleSoft table.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Data Export Import Utility** > **Document Relationship**

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This example illustrates the fields and controls on the Document Relationship page.



In this example, only Level 0 document relationships are shown. Use the same logic to define other levels. The INVOICE_BI_HEADER is the anchor node for Level 0, which means that INVOICE_BI_HEADER is the driver table. It contains the main data, and data in tables from the other nodes will be loaded according to the anchor node.

Field or Control	***Description***
Scan Document	Appears upon creating a new document relationship. Click this button to build the initial PeopleSoft document structure for the database table-related document identified by the selected Package, Document Name, and Version.
Level (header-level)	Select a level used in the criteria group. You must define the correct parent-child node relationship for each level.
Search	Click this button to filter for the selected Level criteria group.
Node	Displays the node of the PeopleSoft document to which the relationship criteria apply.
Add Criteria or **Edit**	Click the Add Criteria or Edit button to create new criteria or edit existing criteria, respectively, that define the relationship between the records and fields.

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Field or Control	*Description*
Level (criteria-level)	Shows the level of the node in the PeopleSoft document.
Anchor	Identify the node that drives the data. The Data Export Import Utility process first loads the anchor node value and then uses the anchor node value to load sibling node values. For example, the INVOICE_BI_HEADER node (table) contains the BUSINESS_UNIT field, which is the ID of BU. The BUS_UNIT_TBL_FS table contains the BU information. Data Export Import Utility processing first loads the INVOICE_BI_HEADER table and retrieves the BU ID; processing then proceeds to the BUS_UNIT_TBL_FS table, and it uses this BU information. The system distinguishes the anchor nodes from sibling nodes following these rules: The system can display multiple anchors at one level. When the system displays a child node as an anchor, its parent nodes must also be displayed as an anchor. When the system displays a parent node as an anchor, the anchor check boxes of its child nodes are deselected. The mapping utility scans anchor by anchor, and synchronizes at the sibling node.
Logical	Enter the logical relationship between different expressions. In most cases, this value is *AND*.

Delimited File Layout Page

Instead of using PeopleSoft tables, a user may define a Delimited File as the source or target data structure. The mapping utility uses the PeopleSoft document related to the Delimited File Layout ID to identify the structure of the source or target file.

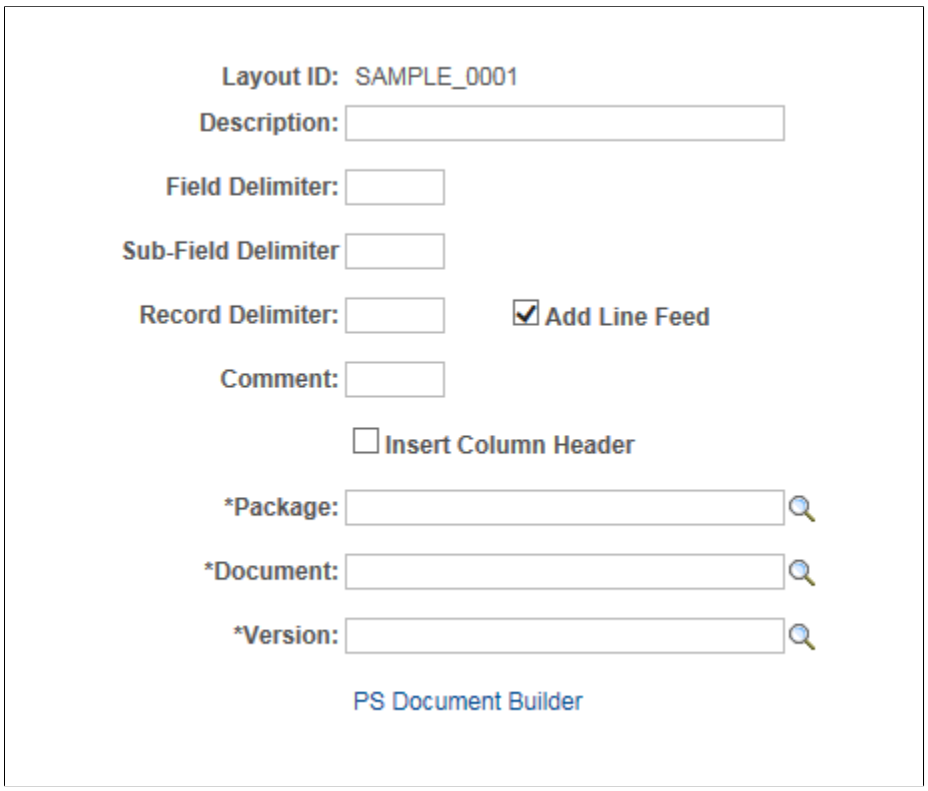
Use the Delimited File Layout page (FS_FF_LAYOUT) to define the structure for the delimited file with a constant delimiter used to map the source or target data set.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Data Export Import Utility** > **Delimited File Layout**

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This example illustrates the fields and controls on the Delimited File Layout page.



Define the delimited file layout and associate the layout with the XML-formatted PeopleSoft document.

Field or Control	*Description*
Layout ID and **Description**	Enter a layout ID and description for this delimited file layout.
Field Delimiter	Enter up to 5 characters. This delimiter is a constant separator between each field of one row or record. Enter *RT* to indicate a return symbol when exporting to delimited files Processing recognizes only literal values.
Sub-Field Delimiter	Enter up to 5 characters. This delimiter separates sub-elements. Enter *RT* to indicate a return symbol when exporting to delimited files Processing recognizes only literal values.
Record Delimiter and **Add Line Feed**	Enter up to 5 characters. This delimiter is a row or record terminator that is followed by a line feed as the default. For no line feed, deselect the line feed option.

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Field or Control	*Description*
Comment	Identify the comment type that will be used in the delimited file. For example, if the comment is "//", then the information or text after "//" will be ignored.
Insert Column Header	Select to indicate that you want the first line of the delimited file to be the column header. The PS Document node name will be used as the column header.
Package, **Document**, and **Version**	Enter a package name, document name, and version to identify the PeopleSoft document that should be associated with this definition.
PS Document Builder	Click this link to view the identified document on the Document Builder - Document page.

Using Code Mappings

Use the Code Mappings page (TR_CODE_MAPPINGS) to define input and output values for mappings of a selected code map group.

This page enables you to define the mapping between external bank codes and their equivalent internal PeopleSoft codes for both bank statement and bank payment processing.

Navigation:

Banking > **Administer Bank Integration** > **Bank Integration Code Map**

For more information, see "Setting Up Common Components for Bank Statement, Payment, and Payment Acknowledgment Processing" (PeopleSoft Financial Gateway).

Defining the Data Source and Target

After you have defined PeopleSoft documents for the source and target, and have set up document relationships for records and fields, use the Map Definition (FS_MAPPER_DEF_WIZ) component to set up the transformation from data source to target output.

Pages Used to Create a Map Definition

Page Name	*Definition Name*	*Usage*
Map Definition - Map (Step 1 of 6) Page	FS_MAP_DEF_WIZ	Create identifying information for the map definition.

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Page Name	*Definition Name*	*Usage*
Map Definition - Source (Step 2 of 6) Page	FS_MAP_SRC_DEF_WIZ	Identify the source, which can be a PeopleSoft document, a delimited file, or a fixed format file.
Map Definition - Target (Step 3 of 6) Page	FS_MAP_TRG_DEF_WIZ	Identify the target, which can be a PeopleSoft document, a delimited file, or a fixed format file.
Map Definition - Detail (Step 4 of 6) Page	FS_MAP_DTL_WIZ	Define map detail for source and target fields as well as the transformation type.
Map Definition - Filter (Step 5 of 6) Page	FS_MAP_FILTER_WIZ	Add filter criteria.
Map Definition - Summary (Step 6 of 6) Page	FS_MAP_SUMMARY_WIZ	Review and submit the map definition.

Understanding the Map Definition

Create a map definition to do this:

- Link the formats for the data source and target output.
- Define the mapping detail, that is, how each field is exported or imported and using which transformation rule.
- Define the data filter criteria.

The horizontal navigation, also known as *train stops*, guides you through these pages for creating a map definition:

1. Map - Step 1 of 6: Create a map ID and define high level map attributes and map security options.
2. Source - Step 2 of 6: Identify the source data structure and fields.
3. Target - Step 3 of 6: Identify the target data structure and fields.
4. Detail - Step 4 of 6: Define field-to-field mappings and data transformation rules.
5. Filter - Step 5 of 6: Define data filter criteria.
6. Summary - Step 6 of 6: Review and submit the map definition.

After creating a map definition, you can run the Data Export Import Utility process to move the data. A run control page allows you to initiate the process that reads the data maps in order to generate the specified output. The run control page generates prompts as defined in the filter criteria of the wizard, allowing users to narrow the data set for processing. The wizard also allows for hard-coded filter criteria that do not need to be entered on the run control page.

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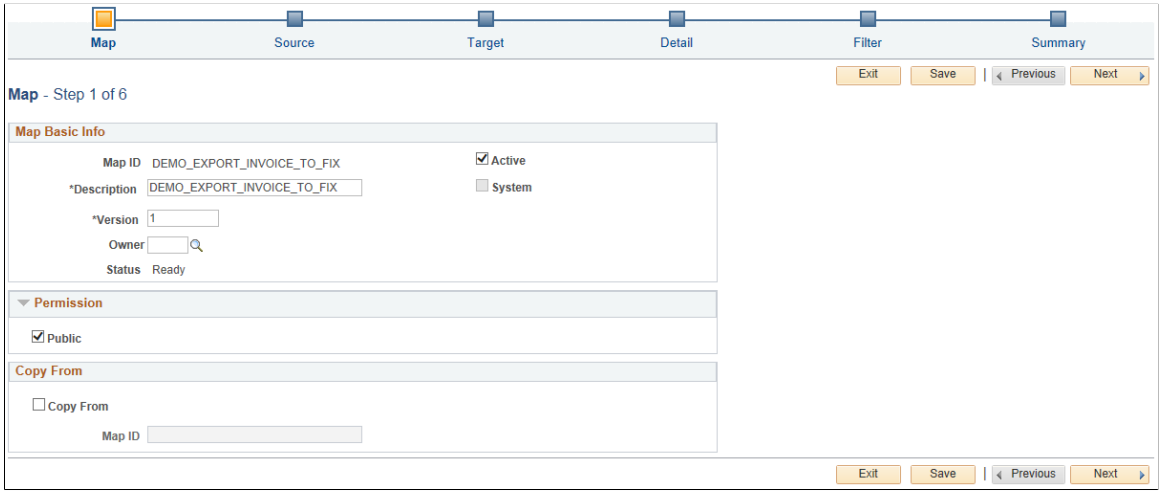
Map Definition - Map (Step 1 of 6) Page

Use the Map Definition - Map (Step 1 of 6) page (FS_MAP_DEF_WIZ) to create identifying information for the map definition.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Data Export Import Utility > DEIU Map Definition

This example illustrates the fields and controls on the Map Definition - Map (Step 1 of 6) page.



Field or Control	*Description*
Active	Select to indicate this map definition can be requested from the run control page and copied to create new map definitions.
System	Displays as selected to identify this map definition as provided by the Oracle system. Displays as deselected to indicate the map is defined by the user.
Version	Enter a value to identify the historical version of the map definition. The same map definition can have several versions.
Owner	Enter the owner ID for the owner of the map definition.
Public	Indicates that all system users can request DEIU processing based on this map definition. If deselected, enter the roles of users authorized to execute the map.
Copy From	Select to copy from an existing map definition. If selected, enter the map ID of the map definition to copy. Only Active map IDs can be selected.

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Map Definition - Source (Step 2 of 6) Page

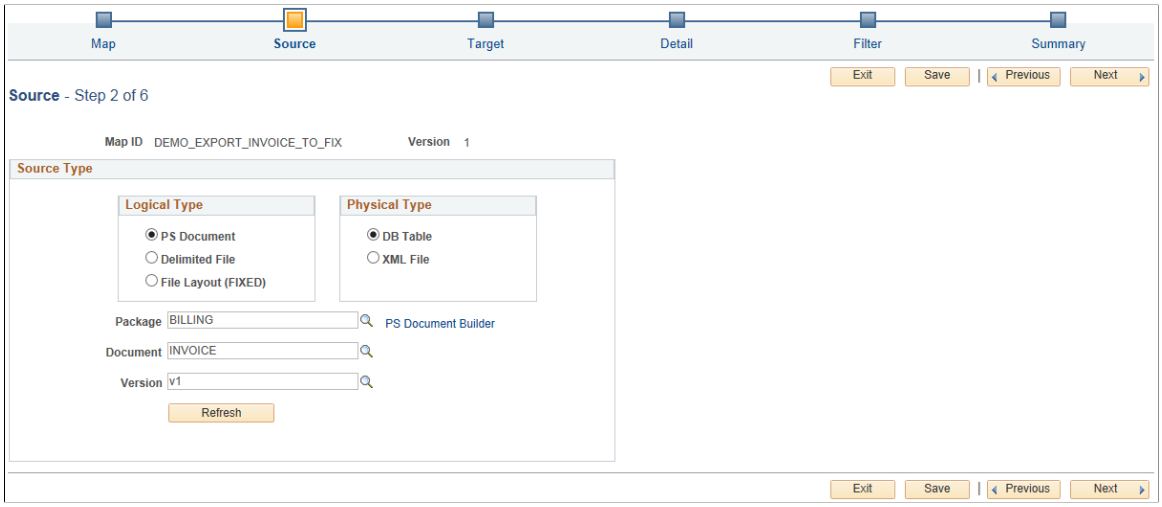
Use the Map Definition - Source (Step 2 of 6) page (FS_MAP_SRC_DEF_WIZ) to identify the source, which can be a PeopleSoft document or a delimited file.

To export data, select a PeopleSoft document or a database table as the source and identify the corresponding PeopleSoft document.

Navigation:

Click the **Next** button on the Map - Step 1 of 6 page.

This example illustrates the fields and controls on the Map Definition - Source (Step 2 of 6) page.



Field or Control	*Description*
PS Document	Select to indicate that the source type is a PeopleSoft document. You must indicate whether the physical type of the document is a *DB Table* (database table) or an *XML File* and enter the **Package**, **Document**, and **Version** that identify the PeopleSoft document. When you select *XML File*, you must also enter a character set. Select from UTF-8 or GBK18030.
Delimited File	Select to indicate that the source type is a delimited file. Enter values in these fields: • **Layout ID**: Enter the layout ID that you defined on the Delimited File Layout Page. You can click the **Definition** link to view the layout definition on the Delimited File Layout page. • **Character Set**: Enter a character set to use in the delimited file. Select from *UTF-8* or *GBK18030*.

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Field or Control	*Description*
File Layout (FIXED)	Select to indicate that the source type uses a fixed file layout format. Enter values in these fields: • **File Layout**: Select a file layout using the lookup prompt. The available layouts are defined with a *FIXED* file layout format in the *PeopleTools: Application Designer Developer's Guide*. • **Character Set**: Enter a character set for the fixed file layout format. Select from *UTF-8* or *GBK18030*.
PS Document Builder	Click this link to access the Document Builder - Document page, where you can review the selected PeopleSoft document.

Map Definition - Target (Step 3 of 6) Page

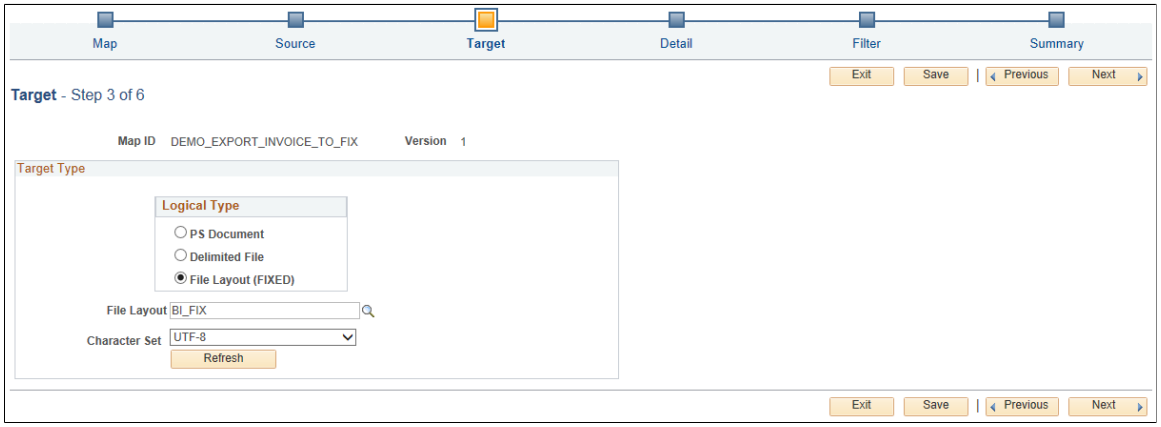
Use the Map Definition - Target (Step 3 of 6) page (FS_MAP_TRG_DEF_WIZ) to identify the target, which can be a PeopleSoft document or a delimited file.

To export data to an XML file, select the option for an XML-formatted PeopleSoft document and identify the target PeopleSoft document.

Navigation:

Click the **Next** button on the Source - Step 2 of 6 page.

This example illustrates the fields and controls on the Map Definition - Target (Step 3 of 6) page.



This page uses the same fields as the Map Definition - Source (Step 2 of 6) page, except for defining the character set and the option to update only existing data in the database.

Field or Control	*Description*
Character Set	Select the character set. This value appears in the XML header of the output.

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Field or Control	*Description*
Update Only Flag	Select this check box to update only existing data by matching key fields in the database. The default value is deselected. When this field is deselected, the system concurrently inserts new and updates existing data in the table. Any data that has no matching key fields can be listed in a log file. This option is available only when the Target Type is a *PS Document* with a physical type of *DB Table*.

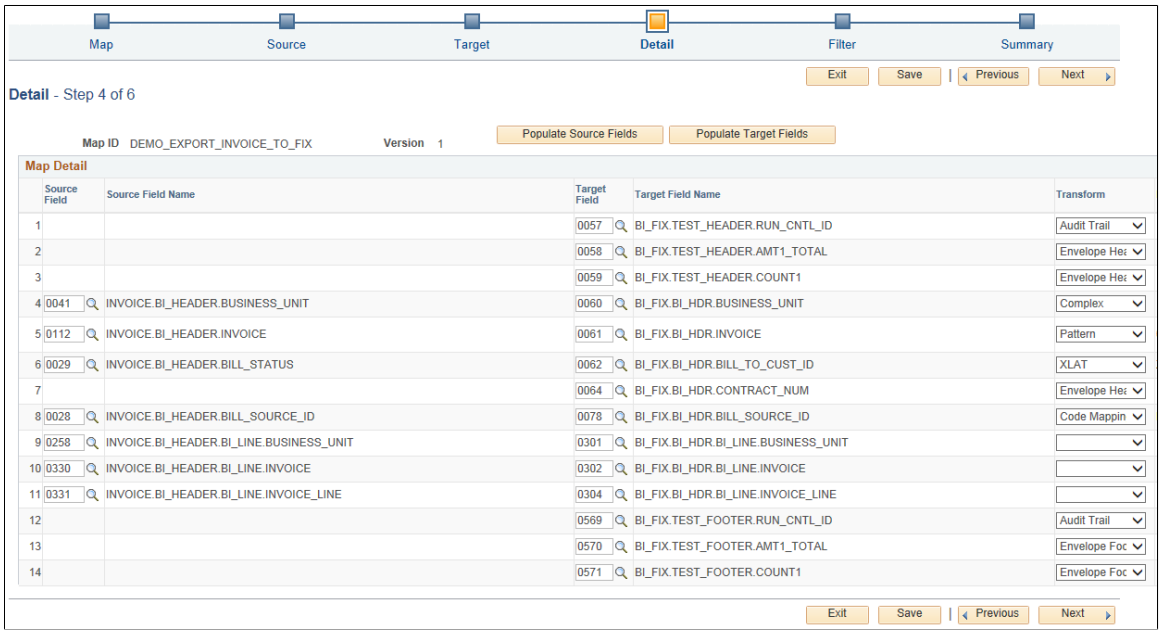
Map Definition - Detail (Step 4 of 6) Page

Use the Map Definition - Detail (Step 4 of 6) page (FS_MAP_DTL_WIZ) to define map detail for source and target fields as well as the transformation type.

Navigation:

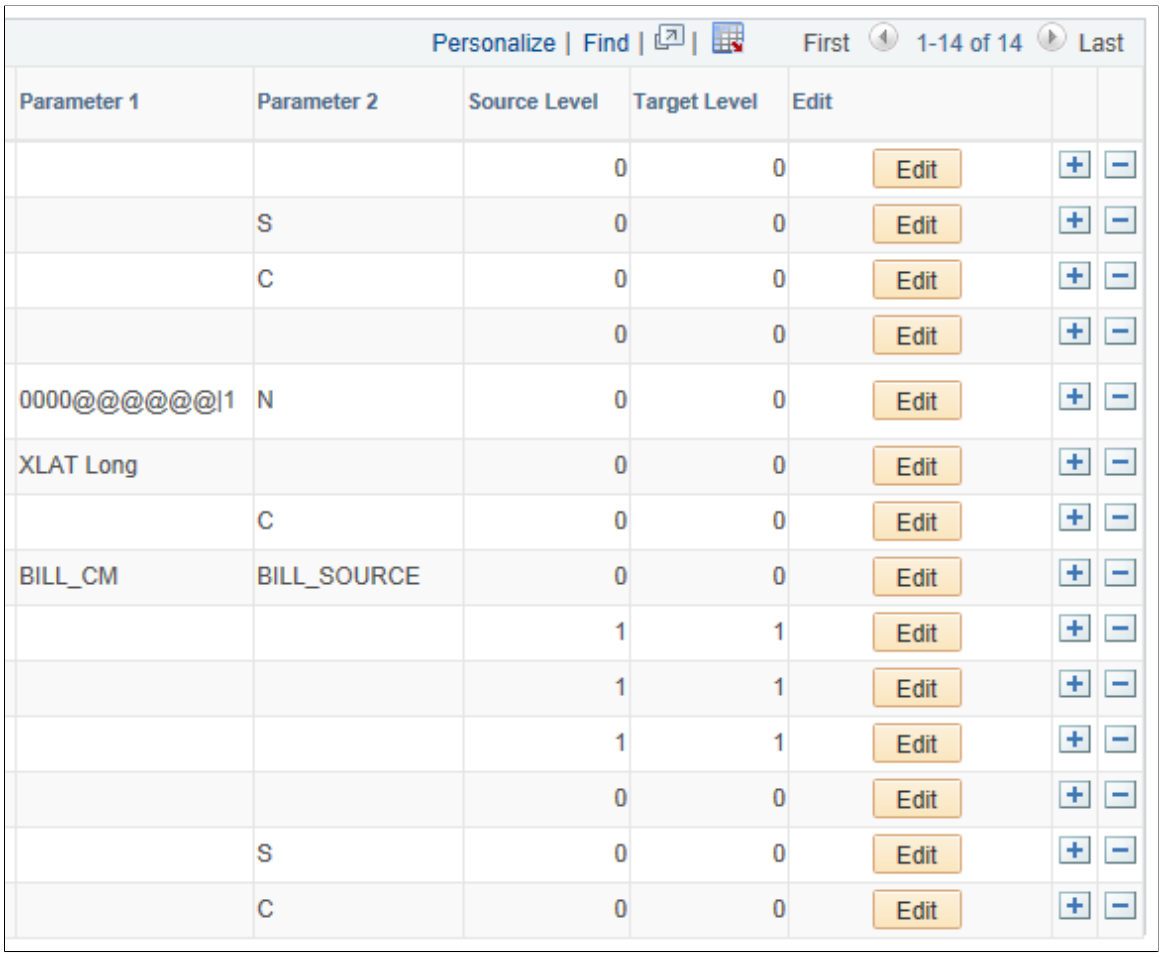
Click the **Next** button on the Target - Step 3 of 6 page.

This example illustrates the fields and controls on the Map Definition - Detail (Step 4 of 6) page.



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This example illustrates the fields and controls on the Map Definition - Detail (Step 4 of 6) page, continued.



Personalize | Find | First 1-14 of 14 Last

Parameter 1	Parameter 2	Source Level	Target Level	Edit
		0	0	Edit
	S	0	0	Edit
	C	0	0	Edit
		0	0	Edit
0000@@@@@@|1	N	0	0	Edit
XLAT Long		0	0	Edit
	C	0	0	Edit
BILL_CM	BILL_SOURCE	0	0	Edit
		1	1	Edit
		1	1	Edit
		1	1	Edit
		0	0	Edit
	S	0	0	Edit
	C	0	0	Edit

Field or Control	*Description*
Populate Source Fields	Click to automatically populate the source fields in the **Map Detail** grid. Alternatively, you can add fields manually. When the map detail list contains more than one record, this button is not available.
Populate Target Fields	Click to automatically populate the target fields in the **Map Detail** grid. Alternatively, you can add fields manually. When the map detail list contains more than one record, this button is not available.

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Field or Control	*Description*
Source Field and **Target Field**	Enter a pair of one source field and one target field for each row. The following exceptions apply: • In the map detail grid, the target field must be populated, but the source field can be left blank. • If the source field is blank, the target field must use the *Constant* transform type with a constant value parameter, sequence action, or run control action. • You can map one source field to multiple target fields, if necessary.

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Field or Control	*Description*
Transform	Select one of the following transformation rules for each source/target field pair: • *<Blank>* - The system copies the value of the source field into the target field without alteration or transformation. • *Audit Trail* - The system enters the Process Instance ID value, which can be used as a batch number to distinguish the batch of exported or imported data. • *Calculate* - The *Multiply* operator appears in the **Parameter1** column and the factor appears in the **Parameter2** column. For example, you can use this to multiply amount values by 100 to remove the decimal point value in the target data set. • *Code Mappings* - Refer to predefined code mapping in the **Parameter1** and **Parameter2** columns. For more information, see “Setting Up Common Components for Bank Statement, Payment, and Payment Acknowledgment Processing” (PeopleSoft Financial Gateway). • *Complex* - Use this transformation rule to define a series of transformation actions that are executed when specified conditions are met. When you select *Complex,* the **Edit Transform Property** secondary page automatically opens. You must add filter criteria and transformation types for operations used in the Map Definition - Detail (Step 4 of 6) page on the secondary page. • *Constant* - The system displays a constant string in the **Parameter1** column. • *DateTime* - Use when XML outbound data transformation is selected. Click the **Edit** button to enter the Date/DateTime format as business needs require. • *Related Field* - The **Parameter1** field must define a source field that has a related value and a document relationship. • *Runtime INFO* (runtime information): Enter an index in the *Index in Parameter* field to specify a runtime parameter such as a run control ID or a process instance. • *Sequence* - No parameters, and the target field increases incrementally by 1, starting from 1. • *XLAT* - The source field must be a field with translate values, and the **Parameter1** field must define the translate value type to use, such as XLAT long or XLAT short.

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Field or Control	Description
Edit	Click the **Edit** button to access the Edit Transform Property secondary page, where you can edit the parameters for the selected transform value. See the next section for more information.

Editing Format Transformation Properties

Click the **Edit** button to access the Edit Transform Property secondary page, where you can edit the parameters for the selected transform rule.

In the **Choose Transform Type** field on the secondary page, select from the following options. The parameter fields shown vary depending on the selected transformation type. The system returns an error message when required field values are missing.

Field or Control	Description
Code Mappings	Select an available **Code Map Group** and **Mapping Group** using the lookup prompts.
Related Field	Select an available related field using the lookup prompt.
XLAT	Select an XLAT type from the drop-down list. Values are: • *XLAT Long* • *XLAT Short*
Calculate	Define the calculation rule. Select the *Multiplier* operator and enter a factor.
Constant	Define the constant.
DateTime	Define the date/date time format. • Outbound map definitions: Select *Source Field*, *Current Date*, or *Current DateTime* to output date time data. You can also define a date time format for generating target output data. • Inbound map definitions: Select *Source Field*, *Current Date*, or *Current DateTime* to input date time data. When you define source data as *Current Date* or *Current DateTime*, the *Input Source Format* field is unavailable.

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Field or Control	***Description***
Concatenate	Enter fields that should be concatenated into one output string. The delimiter is an interval character that appears between each field value. Use *\b* to insert a space between fields in the output string.
Trim	Select *Left Trim* or *Right Trim* to remove characters starting at the left or the right, respectively. In the **Remain Chars** (remaining characters) field, enter the number of characters that should remain in the output string.
Pad	Select *Left Pad* or *Right Pad* to add characters starting at the left or the right, respectively. In the **Char** field, enter the character that the transformation adds to the source string. In the **Length** field, enter the total number of characters desired in the target string.

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Field or Control	*Description*
Pattern	Use this transformation type to match a substring with a pattern that you want to replace in the output. Add the wildcard character "@" to the pattern to identify the length of the entire string to include in the output. For example, when you enter *abc@@@* in the **Pattern** field, you want to find substrings with "abc" and include three trailing characters in the output. If the entered source string is *dfabc123kkyabc456*, DEIU processing identifies the pattern "abc" and inserts "123" in the target field. • Select the **Check Match Value** option to determine whether the pattern string matches a substring entered in the **Match Value** grid. Both the pattern string and substring length must match. If a substring is an exact match with one of the values, the substring appears in the output, otherwise the output is empty. In the scenario where the source string is "dfabc123kkyabc456" and the pattern is "abc@@@," the target field would be empty because processing searches for the pattern "abc" and three trailing characters only, for a string of six total characters. • Enter a value in the **Index** field to identify which occurrence of the pattern you want in the output. The default value is *1* to use the first occurrence of the pattern in the string. In the scenario where the source string is "dfabc123kkyabc456" and the pattern is "abc@@@," the system inserts the substring "123" in the target field when the index value is 1, and "456" when the index value is 2.
Extract	Enter *From* and *To* values to extract a substring beginning with a specified location and ending with a specified location. Use the **Without** field to specify a character or character sequence that should be excluded from the extracted substring. Select the **Check Match Value** check box to determine whether the extracted substring matches a string entered in the **Match Value** grid. If a string is an exact match with one of the values, the string appears in the output, otherwise the output is empty.

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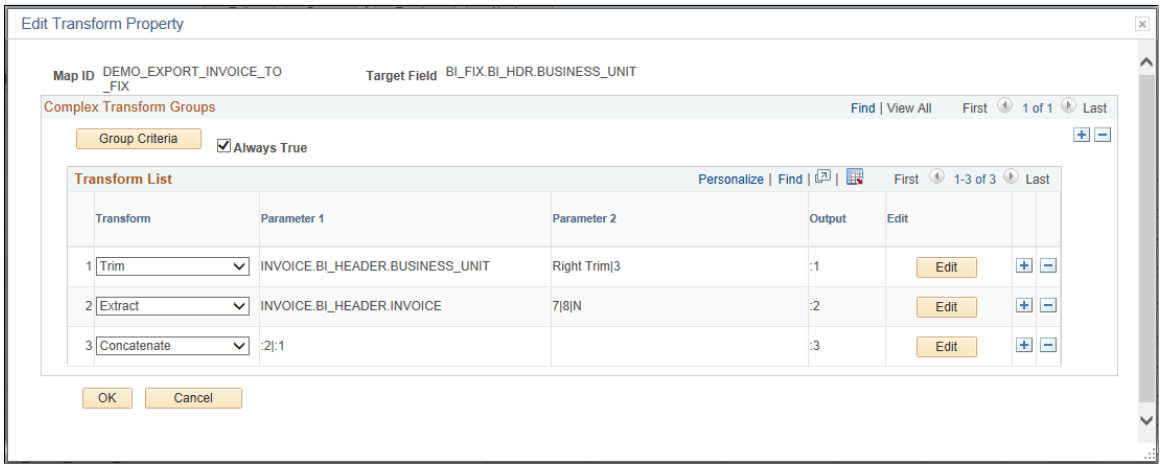
Field or Control	*Description*
Envelope Header	Use this transformation type to include an envelope header in the output. This transformation type is for use only when the target field is defined and the corresponding source field is blank in the map definition. The Envelope Header is not supported with Complex transformation. Select an operator from the drop-down list: • *Count* - When you select this option, you must also enter a source field in the **Select Operated Source** field. The Data Export Import Utility processing calculates the line count from this source field's parent node level, and enters the count total in the target field. • *SUM* - When you select this option, enter source fields that belong to the same node in the **Select Operated Source** field. The Data Export Import Utility processing calculates the total amount from this node's parent node level, and enters this amount in target field. The envelope header is executed once for each parent node record.
Envelope Footer	Use this transformation type to include an envelope footer in the output. This transformation type is for use only when the target field is defined and the corresponding source field is blank in the map definition. The Envelope Footer is not supported with Complex transformation. Select an operator from the drop-down list: • *Count* - When you select this option, you must also enter a source field in the **Select Operated Source** field. The Data Export Import Utility processing calculates the line count when the source field changes, and does not affect the target field. • *SUM* - When you select this option, enter source fields that belong to the same node in the **Select Operated Source** field. The Data Export Import Utility processing calculates the total amount when the source field changes, and does not affect the target field. The envelope footer node is designated as a special node. When the output for the parent target node record is complete, the transformation automatically adds the envelope footer node.

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Using the Complex Format Transformation Method

Use Complex format transformation rule to define a series of transformation actions that are executed when specified conditions are met. You can select *Complex* in the **Transform** column for a field mapping that includes only a target field. Add filter criteria and transformation types for operations on the **Edit Transform Property** secondary page:

This example illustrates the fields and controls on the Edit Transform Property page for Complex transformation.



Complex format transformation contains several branches or transformation groups, and each group includes two parts: Criteria and Transform List. Data Export Import Utility processing executes for the first branch or group where the criteria are true.

For example, a customer defines three groups in the complex transformation, each with its own criteria. The processing for the first group returns false, the second group returns true, and the third group returns true. Because the criteria for the second group are true, and the second group is the first group where the criteria are true, the system executes the second group for the complex transformation. The last output of the group is used in the target field.

Field or Control	***Description***
Group Criteria	Click the this button to access the Edit Criteria Grouping page, where you can insert the opening parenthesis just before one criterion and the closing parenthesis just after the last criterion in the grouping. For more information about criteria grouping, see the product documentation for *PeopleTools: Query*.
Always True	Select this check box to clear all criteria in the **Criteria** grid. In this case the filter criteria do not apply and the branch is always included in the transformation.
Criteria grid	Enter criteria for each complex transformation group. The criteria fields are the same as the fields on the Map Definition - Detail (Step 4 of 6) Page. If the Always True check box is selected, this grid is inactive and all groups are true.

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Field or Control	*Description*
Transform List grid	Enter the transformation method and operations as shown on the Map Definition - Detail (Step 4 of 6) Page. The output is generated in sequence as shown in the **Output** column. The transformation method can use the source field for its process, and the transformation method can also use the output variable generated before it.

Using the Date/Date Time Format

The format field uses a string value, which indicates how you want the DateTime or Date value converted.

This table shows the valid values for the **Output Format** field.

Note: The values for format are case-sensitive. For example, if you specify a lowercase m, the system displays minutes, whereas an uppercase M displays the month.

Symbol	*Definition*	*Type*	*Example*
G	Era designator	Text	AD
y	Year	Number	1996
M	Month in year	Text&Number	July&07
d	Day in month	Number	10
h	Hour in am/pm	Number (1-12)	12
H	Hour in day	Number (0-23)	0
m	Minute in hour	Number	30
s	Second in minute	Number	55
S	Millisecond	Number	978
E	Day in week	Text	Tuesday
a	am/pm marker	Text	PM

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Symbol	*Definition*	*Type*	*Example*
k	Hour in day	Number (1-24)	24
K	Hour in am/pm	Number (0-11)	0
'	Escape for text	Delimiter	
''	Single quote	Literal	'

The number of letters determines the format, as explained in the following table:

Type	*Format*
Text	If 4 or more pattern letters are used, the full form is used. If fewer than 4 pattern letters are used, the short or abbreviated form is used, if one exists.
Number	Use the minimum number of digits. Shorter numbers are zero-padded to this amount. The system uses special handling for the year; that is, if the count of y is 2 (as in, yy), the year is truncated to 2 digits.
Text&Number	If 3 or more pattern letters are used, text is used. Otherwise, a number is used.

Characters in the format field that are not in the ranges of ['a'..'z'] and ['A'..'Z'] are treated as quoted text. For example, characters such as colon, period, blank, pound or hash, and at symbol (':', '.', ' ', '#' and '@', respectively) appear in the resulting string even though they are not within single quotes.

A format that contains invalid letters results in a runtime error.

This table presents examples using a locale in the United States:

Format	*Result*
"yyyy.MM.dd G 'at' hh:mm:ss"	1996.07.10 AD at 15:08:56
"EEE, MMM d, "yy"	Wed, July 10, '96
"h:mm a"	12:08 PM
"hh 'o"clock' a"	12 o'clock PM

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Format	*Result*
"K:mm a"	0:00 PM
"yyyyy.MMMMM.dd GGG hh:mm aaa"	1996.July.10 AD 12:08 PM

Map Definition - Filter (Step 5 of 6) Page

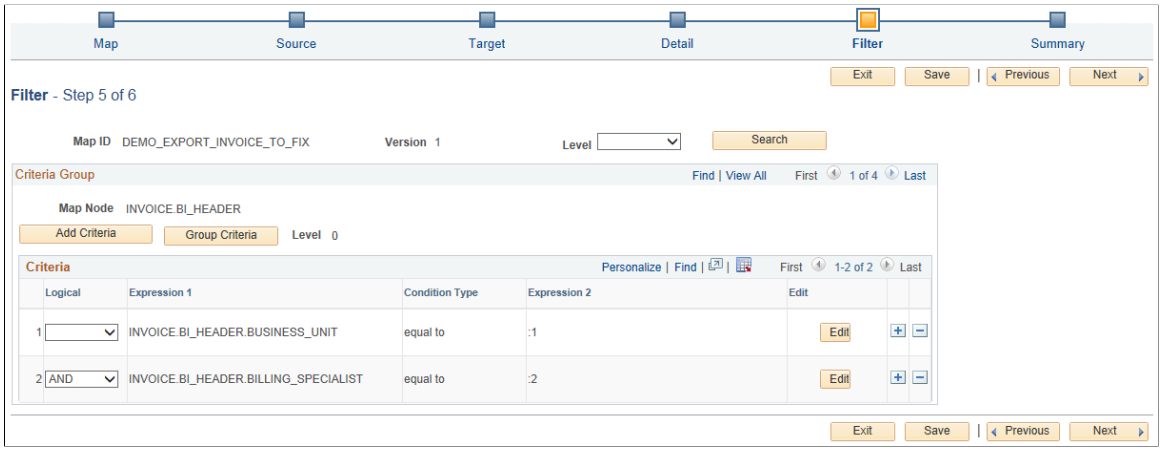
Use the Map Definition - Filter (Step 5 of 6) page (FS_MAP_FILTER_WIZ) to add filter criteria.

The Filter page is available only when you have selected the PeopleSoft document source and the Physical Type is *DB Table*. The DEIU processing applies the filter to source data to retrieve a subset of the source data, and it controls which subset of the source data will be output to the target.

Navigation:

Click the **Next** button on the Detail - Step 4 of 6 page.

This example illustrates the fields and controls on the Map Definition - Filter (Step 5 of 6) page.



Field or Control	*Description*
Add Criteria and **Edit**	Click the **Add Criteria** button to add filter criteria or click the **Edit** button to modify the criteria properties on the Edit Criteria Property page.
Logical	Select *AND*, *AND NOT*, *OR*, or *OR NOT*. If you use multiple filter criteria, leave the first **Logical** value blank.
Expression 1	Enter a source field.
Condition Type	Select *equal to*, *not equal to*, *like*, *greater than*, *less than*, *not greater than*, *not less than*, or *not like*.

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Field or Control	*Description*
Expression 2	Enter a constant string, a source field, or a variable (:1, :2,…). If **Expression 2** is a variable, the actual values for the criteria will be chosen at the time of execution. If **Expression 2** is a source field, the record with this field must inherit or indirectly inherit the source field corresponding record.

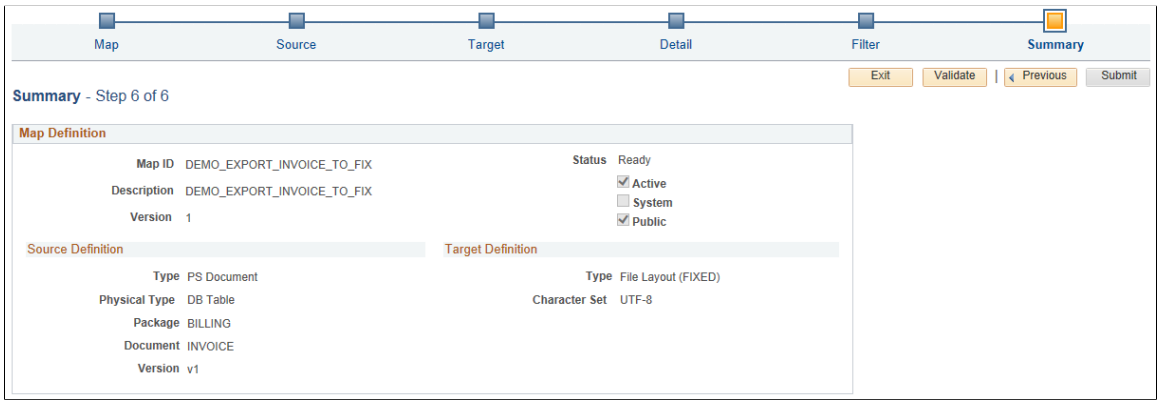
Map Definition - Summary (Step 6 of 6) Page

Use the Map Definition - Summary (Step 6 of 6) page (FS_MAP_SUMMARY_WIZ) to review and submit the map definition.

Navigation:

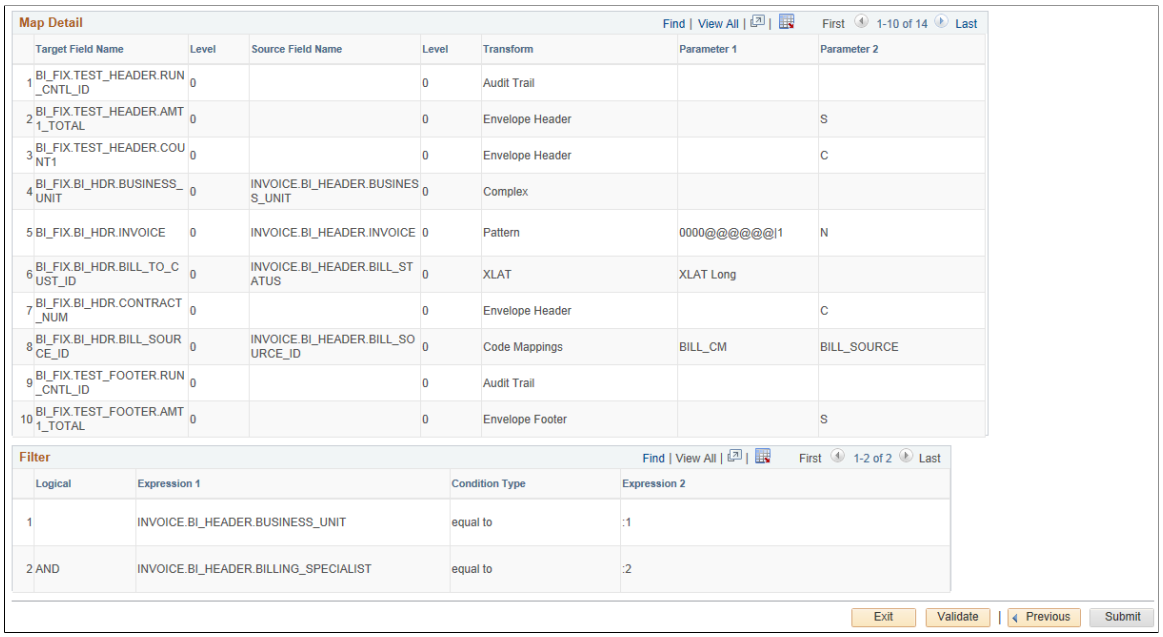
Click the **Next** button on the Filter - Step 5 of 6 page.

This example illustrates the fields and controls on the Map Definition - Summary (Step 6 of 6) page.



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This example illustrates the fields and controls on the Map Definition - Summary (Step 6 of 6) page, continued.



Field or Control	*Description*
Validate	Click this button to run a validation that verifies whether this map is defined correctly. Clicking the **Submit** button will change the map status to Ready, which means it is available for use in a DEIU processing request.
Submit	Click this button to make this map definition available for use in a DEIU processing request.

Requesting the Data Export Import Process

Once a map has been defined, processing can be executed via the Data Export Import Request run control page, or it can be invoked from other Application Engine processes that you develop or customize. If executed via the run control page, the filter criteria defined for the map are displayed on the run control page, allowing you to narrow the dataset for processing.

Page Used to Request the Data Export Import Process

Page Name	*Definition Name*	*Usage*
Data Export Import Request Page	FS_MAP_REQUEST	Initiate Data Export Import Utility processing based on the map definition and options to further filter the dataset.

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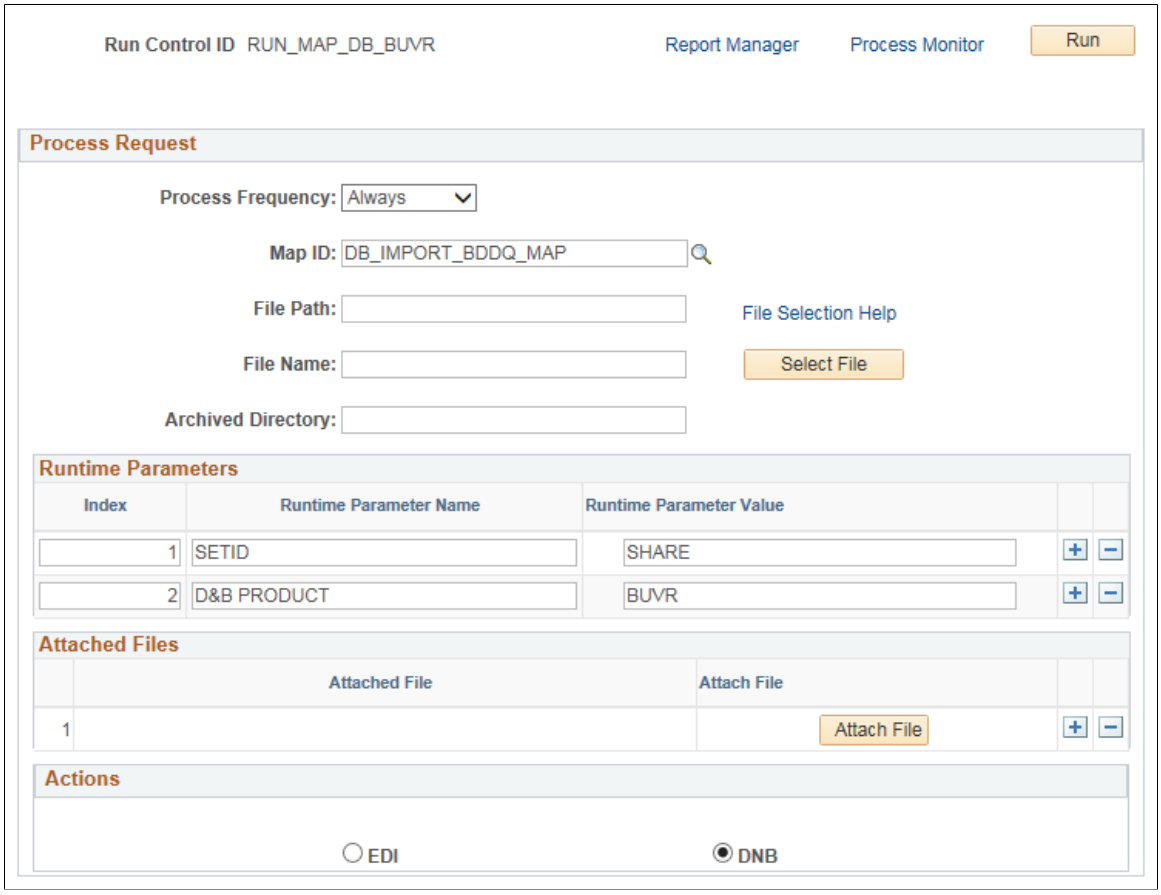
Data Export Import Request Page

Use the Data Export Import Request page (FS_MAP_REQUEST) to initiate DEIU processing based on the map definition and options to further filter the dataset.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Data Export Import Utility > Data Export Import Request

This example illustrates the fields and controls on the Data Export Import Request page, as shown for the import process.



Field or Control	*Description*
Map ID	Enter the map definition the system should use for Data Export Import Utility processing.
File Path	Enter a file path for export or import. Click the **File Selection Help** link to browse the folder structure.
File Name	Enter a file name for export or import or click the **Select File** button to view available files and select a file.

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Field or Control	*Description*
Archived Directory	Enter the filename and path of the directory used to archive files that have been imported into system. This field appears for import processing only.
Runtime Parameters	Enter runtime parameters used during the mapping process. Processing references the index in the file transformation.
Criteria	Identify data structures and values for the system to selectively convert data. For example, based on the map definition, you can run the Data Export Import Utility Application Engine processing for a field with a specific value only.
Actions	Select *EDI* to indicate a processing request for EDI files. For more information, see "Staging EDI Payment Data Using the Data Export Import Utility" (PeopleSoft Receivables). Select *D&B* to process a request to import Dun & Bradstreet reports in batch by type. For more information, see "Importing Multiple Dun & Bradstreet Reports by Type" (PeopleSoft Receivables). **Note:** When neither action type applies to the processing, deselect both options.

Using Application Data Sets to Migrate DEIU Data

PeopleSoft delivers Application Data Set (ADS) definitions to support data used by the Data Export Import Utility. Oracle's PeopleSoft recommends configuring the Data Export Import Utility in a test database, validating the data, and using ADS to migrate the data to a production environment.

For introductory information about data migration using ADS, see this documentation:

- Understanding the PeopleSoft Data Migration Workbench.
- Using Application Data Sets

Delivered Application Data Set Names for DEIU Data

The following table lists the ADS definitions delivered in Data Set Designer that support the migration of DEIU data:

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ADS Definition	*ADS Usage*	*Records in the Data Set*
FS_MAP_DEFINITION	This data set is used to move the map definition data for the Data Export Import Utility.	This data set is built on the FS_MAP _HDR_TBL record. It includes these subrecords and related subrecords used for map definitions: • FS_MAP_DTL_TBL • FS_MAP_FILT_GRP • FS_MAP_SRC_HDR • FS_MAP_TRG_HDR
FS_DOC_RELATION	This data set is used to move document relationship data used by map definitions in the Data Export Import Utility.	This data set is built on the FS_DOC_ RLTS_HDR record. It includes the FS_ DOC_RLTS_GRP subrecord and related subrecords for document relationships.
FS_FLAT_FILE	This data set is used to move delimited file layout data used by map definitions in the Data Export Import Utility.	This data set is built on the FS_FLAT _FILE record and FS_FF_LANG subrecord, which are used for delimited file layouts.
FS_MAP_RUN	This data set is used to move run control data used for Data Export Import Utility processing.	This data set is built on the FS_MAP_ REQUEST record, and FS_MAP_ATT and FS_MAP_RUN_PARA subrecords, which are used for transformation processing.

You can find complete information about setting up and using ADS definitions for data migration in the *PeopleTools: Lifecycle Management Guide*. This documentation covers the following topics:

- Using the Data Set Designer.
- Copying and comparing projects.
- Validating data sets.
- Implementing data set security.

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Chapter 4

Using PeopleSoft Business Process Weaver

Understanding PeopleSoft Business Process Weaver

PeopleSoft Business Process Weaver (BPW) provides a framework that allows processes (tasks), such as batch programs, to be defined and executed either in parallel or in sequence as part of a business process. You can create the User-Defined type of BPW business process (using the Business Process Definition page) that is executed within PeopleSoft BPW.

In addition, you can use Application Data Set (ADS) definitions to migrate the Business Process Definitions, Task Registry, Business Process Run Controls, and Business Process Weaver Application Class registry between databases—and ultimately to your production environments. For more information, see Using the Data Migration Workbench for PeopleSoft Business Process Weaver.

Prerequisites

Before using PeopleSoft Business Process Weaver, set up your system with the following:

- Integration Broker: Used to pass the process notification to the process so that status can be updated and successor steps can be triggered. In order for this to work, Integration Broker must be set up and Gateway, domain, and nodes are configured and activated. You must add local-to-local routing for service operation PRCS_STATUS_OPER and make sure its queue PSRF_REPORTING_FOLDERS is running. For more information, see also configuration and integration setup in the product documentation, *PeopleTools: Integration Broker Administration*.
- PeopleTools 8.54: Required specifically for push notifications (see Setting Up and Using Business Process Notifications) and ADS configuration (see Using the Data Migration Workbench for PeopleSoft Business Process Weaver), whereas the main functionality of Business Process Weaver notifications and ADS requires PeopleTools 8.53.
- PeopleTools 8.58.07: Required specifically for using Oracle JET libraries to create BPW business processes.

Common Elements Used in PeopleSoft Business Process Weaver

The following table describes elements and terminology that are commonly used in PeopleSoft BPW:

Term	*Definition*
Business Process	Business Process is the highest level component that defines the flow of a task's execution. It is made up of Process Steps. Each process step executes one task.

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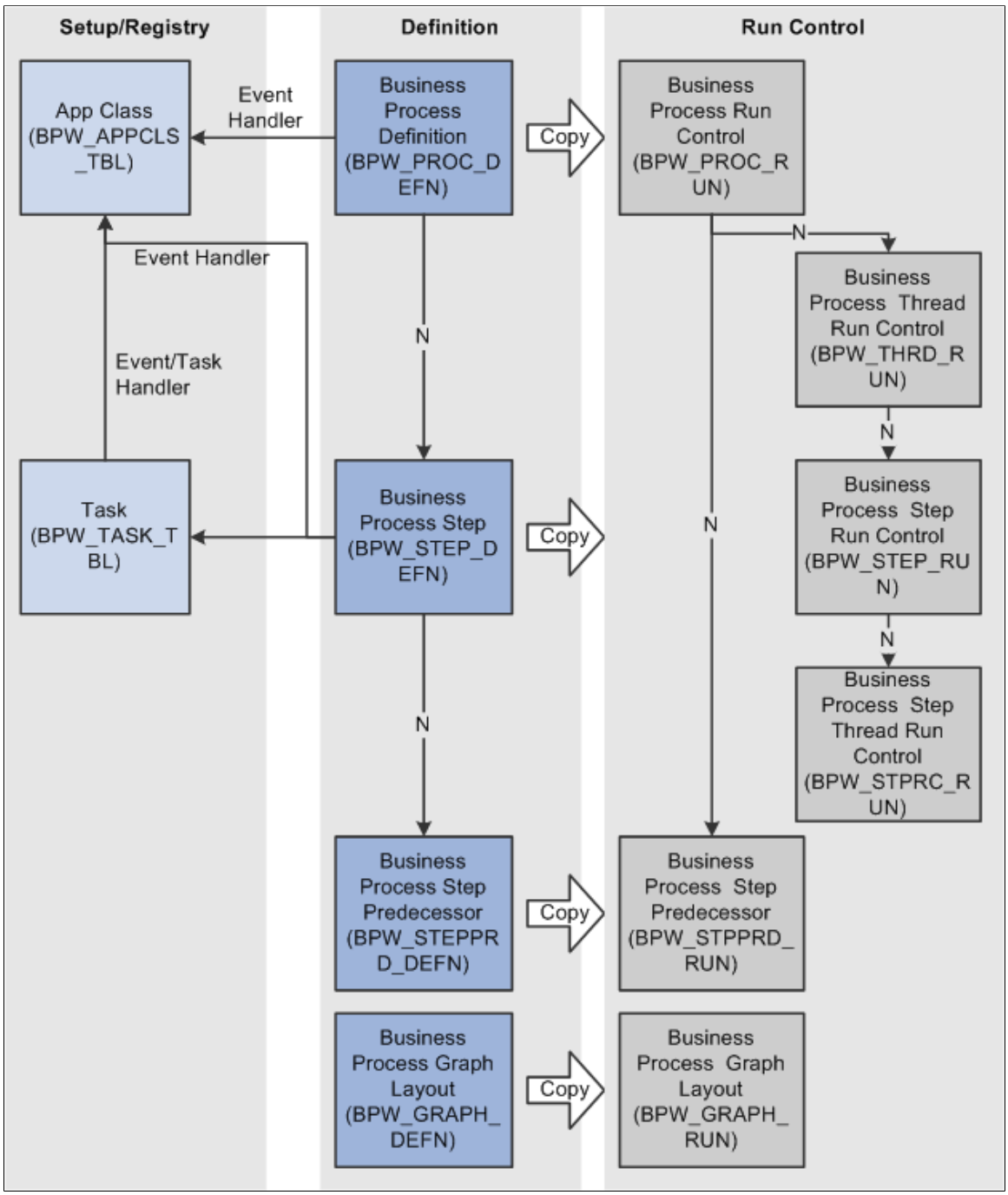
Term	*Definition*
Process Steps	Process Steps are the sub-components of Business Process. Business Process is a collection of Process Steps, with optional dependencies defined between them.
Task	A Task is a program or the business logic to be executed as part of the Business Process. A Task is defined in the Task Registry page. The most common tasks are Process Scheduler processes (Jobs). A Task is associated with a Process Step. One Step points to one Task, but the same Task can be associated with multiple Steps within a Business Process.
Batch Programs	In BPW, Batch Programs are processes (or Jobs) that are defined in Process Scheduler.
Run Control	Run Control, as is the case in all PeopleSoft documentation, identifies the parameters or input data to the processes. At the Step Thread level, it is the same as the Process Scheduler Run Control. The Run Control can be associated with the Business Process, Process Thread, Step, or Step Thread.
Process Thread	When setting up a Business Process Run Control, multiple Process Threads can be created with different run controls. Thus, different sets of input parameters and data can execute concurrent flows of the business process in parallel.
Step Thread	At the Process Step level, (for example, when running an Application Engine program), the input parameters and data can be partitioned to create multiple Step Threads to run multiple copies of the Application Engine programs (with different run controls) concurrently. The step is not considered finished until all its step threads are finished.
Process Instance	When a process (program) is executed, an instance is created to track the execution. Similar to Run Control, several levels of tracking are associated with business process, process thread, step, and step thread. This documentation refers to them as Business Process Instance, Thread Instance, Step Instance, and Step Thread Instance. Since step thread is the level at which processing is scheduled for the Process Scheduler, Step Thread Instance corresponds to the Process Instance in Process Scheduler.

Data Model Overview of Business Process Weaver

There are four groups of tables within Business Process Weaver.

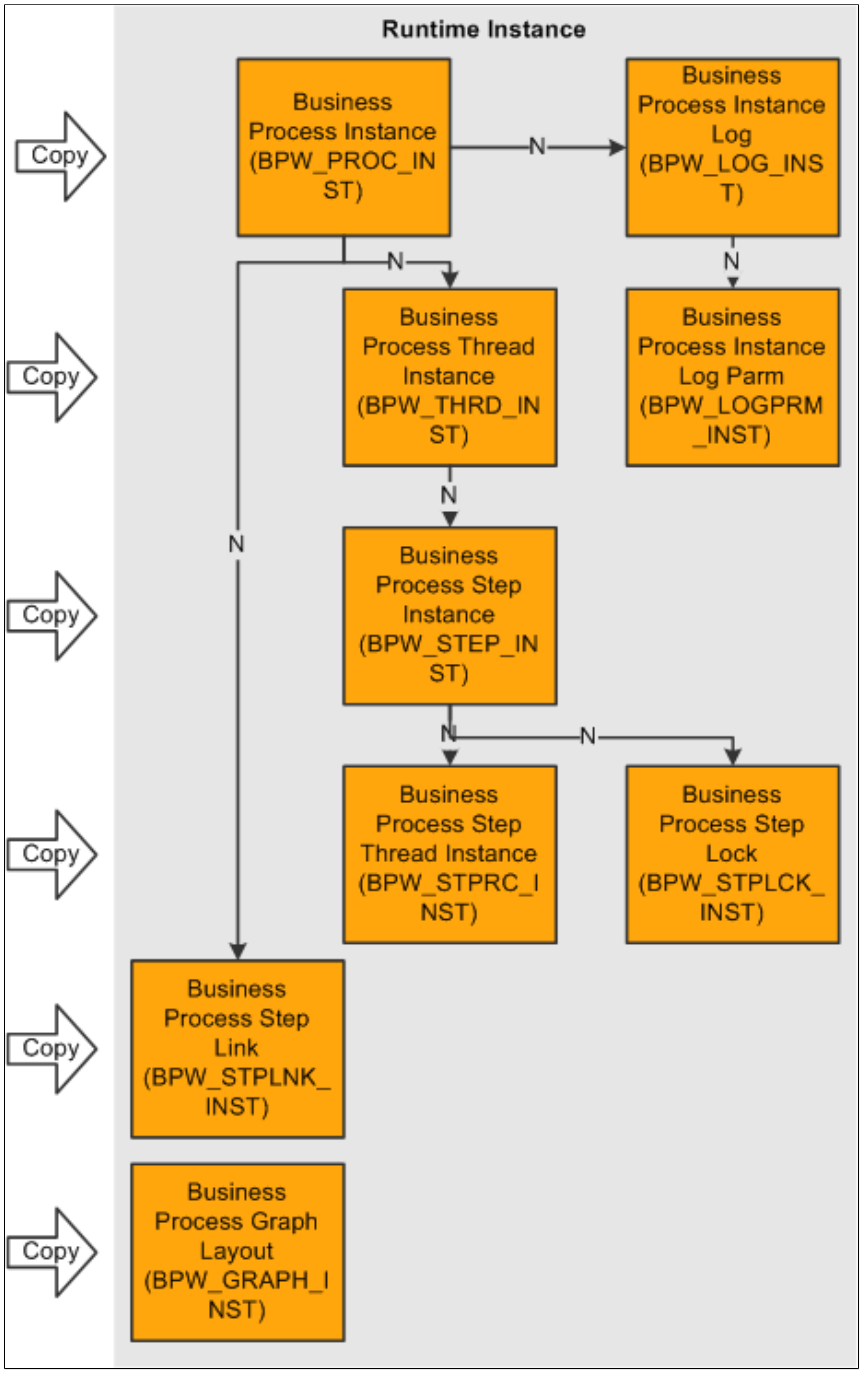
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This diagram illustrates the BPW core model tables (1 of 2):



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This diagram illustrates the BPW core model tables (2 of 2):



Configuring Business Process Weaver

Use the BPW_APPCLS_TBL component to register application classes in Business Process Weaver.

Use the BPW_ENTYPNT_REG component to register Business Process entry points.

Use the BPW_TASK_TBL component to register Business Process Weaver tasks.

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Pages Used in Configuring Business Process Weaver

Page Name	*Definition Name*	*Usage*
Application Class Registry Page	BPW_APPCLS_TBL	Register Application Classes that will be used in business processes. Any Event Handler or Task Handler used in a business process should be registered on this page. **Note:** Typically, only application developers use this page.
Business Process Entry Point Registry Page	BPW_ENTYPNT_REG	Set up the Entry Point registry. This page is intended for administrators who need to set which process is run for a system- or site-defined transaction entry point. Entry points are used to initiate a business process from a transaction page outside of the Business Process Weaver components. **Note:** Typically, only application developers use this page.
Business Process Task Registry Page	BPW_TASK_TBL	Set up the tasks that will be executed in the business processes. Application developers typically use this page to register the programs, such as Process Scheduler processes, that are part of business processes. Oracle delivers many defined tasks as System data. These are available to use in your Business Process Definitions. **Note:** Typically, only application developers use this page.

Application Class Registry Page

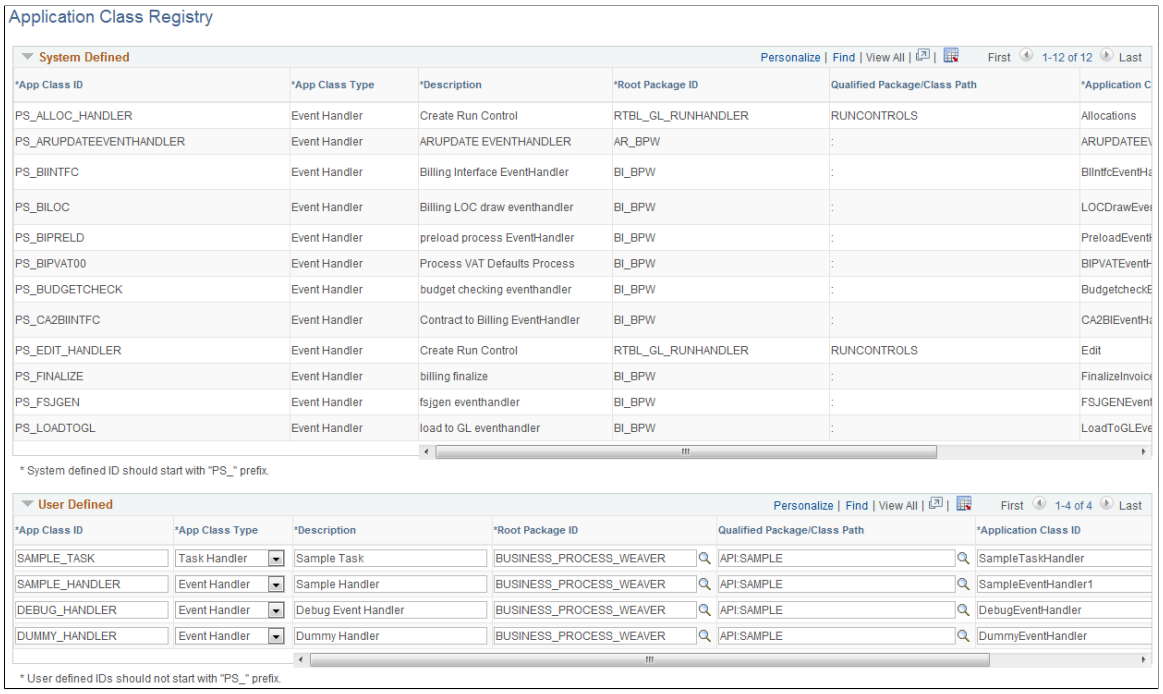
Use the Application Class Registry page (BPW_APPCLS_TBL) to register Application Classes that will be used in business processes. Any Event Handler or Task Handler used in a business process should be registered on this page.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Process Weaver** > **Application Class Registry**

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This example illustrates the fields and controls on the Business Process Weaver - Application Class Registry page. You can find definitions for the fields and controls later on this page.



Note: This page is intended for application developer use.

The purpose of this registry is to assign a single ID to the application class so that a user does not need to know the full path to the application class in order to specify it in the Business Process Definition. It also provides the flexibility to switch the application class that is used without changing the Business Process Definition, run control, or instance.

System Defined

The System Defined data is display-only. PeopleSoft delivers App Class IDs that are used by PeopleSoft applications.

User Defined

You can add your own application classes within the **User Defined** group box. The App Class ID must not start with “PS_”.

Field or Control	***Description***
App Class ID	Unique ID that the application developer assigns to the application class. It is used to reference the application class.

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Field or Control	*Description*
App Class Type	Identifies the type of the application class being registered. Values are: • *Event Handler* - The application class is used as event handler. It must be a subclass of BUSINESS_PROCESS_WEAVER:API:EventHandler. • *Task Handler* - The application class is used as task handler. It must be a subclass of BUSINESS_PROCESS_WEAVER:API:TaskHandler.
Root Package ID, Qualified Package/Class Path, and **Application Class ID**	These required fields provide the full path to the application class. When the data is saved, the fields are edited to ensure that the application class is a proper subclass of either Event Handler or Task Handler. To prevent users from removing an App Class ID that is still being used by Business Process Weaver, App Class ID and App Class Type are display-only, and the row cannot be deleted if the App Class ID is currently being used. App Class IDs are used in the: • Task Registry, either as Event Handler or Task Handler. • Business Process Definition. • Business Process Run Control. • Business Process Instance that has not been finished.

Business Process Entry Point Registry Page

Use the Business Process Entry Point Registry page (BPW_ENTYPNT_REG_GBL) to set up the Entry Point registry. This page is intended for administrators who need to set which process is run for a system- or site-defined transaction entry point. Entry points are used to initiate a business process from a transaction page outside of the Business Process Weaver components.

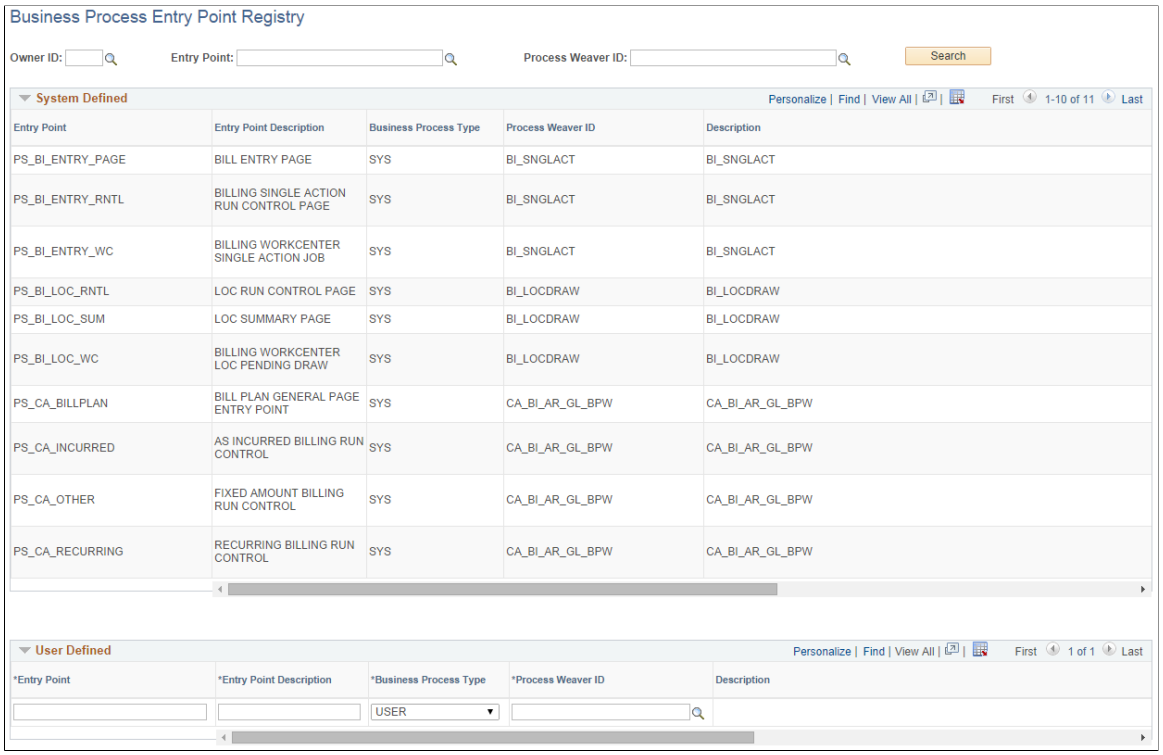
Note: A user must have access to the first step in the Business Process Weaver definition security data to initiate the Business Process Weaver defined in Entry Point Registry. See Defining Business Process Weaver Security Options for more information.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Process Weaver** > **Entry Point Registry**

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This example illustrates the fields and controls on the Business Process Entry Point Registry page. You can find definitions for the fields and controls later on this page.



When there are no values in the search fields, the results display all system-defined and user-defined entry points.

Field or Control	*Description*
Owner ID	Enter the owner ID of the entry point and click the **Search** button to return results by owner ID.

System Defined

The System Defined data is display-only. PeopleSoft delivers entry points that are used by PeopleSoft applications.

User Defined

You can add your own entry points within the **User Defined** grid.

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Field or Control	*Description*
Entry Point and **Entry Point Description**	Select from all defined entry point IDs by entry point and description. The entry point allows the user to initiate the process as defined on the Business Process Definition page. See Defining Business Processes for more information about the Business Process Weaver definition referenced by the entry point.
Business Process Type	Select from these values: • *SYS*: A system-defined business process. • *USER*: A user-defined business process.
Process Weaver ID and **Process Weaver Description**	Select from all defined Business Process Weaver processes.
Dynamic Run Control	Select from these values: *Y* (yes) or *N* (no). *Yes* indicates that all BPW step run controls are configured at runtime in PeopleCode. There is no need to go to the Business Process Run Control page to configure step run control parameters. The Business Process Weaver step run controls must set up properly before the Business Process Weaver process is started.
Active	Indicates that an entry point is active or available to be used.

Business Process Task Registry Page

Use the Business Process Task Registry page (BPW_TASK_TBL) to set up the tasks that will be executed in the Business Processes. Application developers typically use this page to register the programs, such as Process Scheduler processes, that are part of business processes.

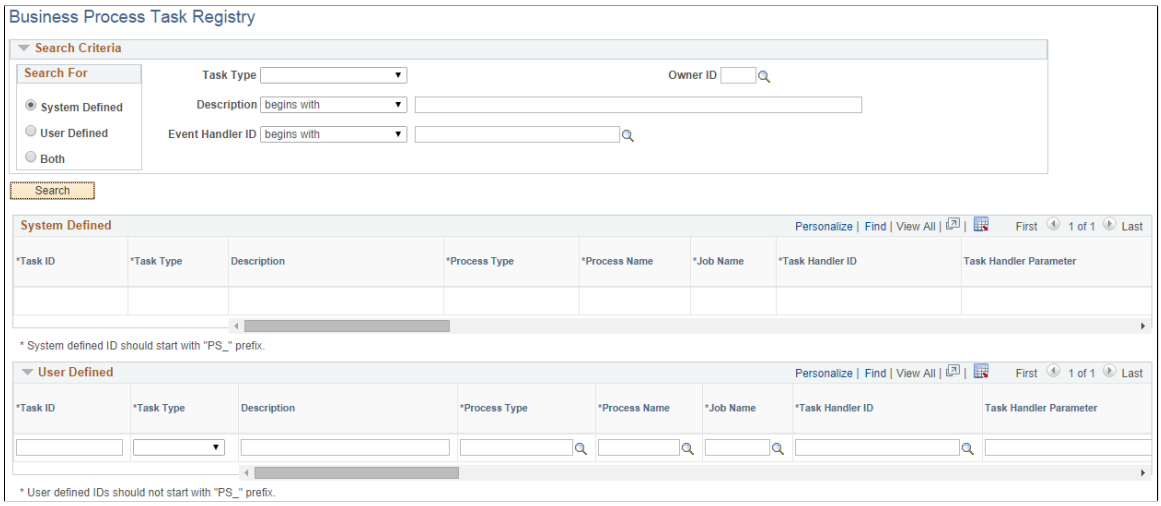
Oracle delivers many defined tasks as System data. These are available to use in your Business Process Definitions.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Business Process Weaver > Business Process Task Registry

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This example illustrates the fields and controls on the Business Process Task Registry page. You can find definitions for the fields and controls later on this page.



System Defined

The System Defined data is display-only. PeopleSoft delivers Task IDs that are used by PeopleSoft applications.

User Defined

You can add your own tasks within the **User Defined** group box. The Task ID must not start with “PS_”.

Field or Control	***Description***
Task ID	Unique ID that is assigned to the task. It is used to reference the task in BPW.

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Field or Control	*Description*
Task Type	Indicates the type of task. Values are: • *App Class* - The following search fields appear: **Task Handler ID, Description,** and **Event Handler ID.** This option indicates that the task is associated with an App Class (Task Handler that is set up in the Application Class Registry page), which is responsible for executing the step. When this value is selected, you must enter the Task Handler ID, and optionally the Description and Event Handler ID. • *Job* - Indicates that the task is a Process Scheduler job. When this value is selected, you must enter a **Process Job Name.** • *Process* - Indicates that the task is a Process Scheduler process. When this value is selected, you must enter values for both **Process Type** and **Process Name.** **Note:** Processes that cannot be run individually should not be registered. For example, AR_POST1 through AR_POST8.
Description	Description of the task. If you do not enter a description, the field adopts the description of the App Class, Job, or Process.
Process Type and **Process Name**	Fields are required when the **Task Type** is *Process* to specify the Process Type (for example, Application Engine) and the Process Name (for example, Application Engine program name).
Job Name	Required when the **Task Type** is *Job* to specify the Job to execute.
Task Handler ID, Task Handler Parameter	When the **Task Type** is *App Class*, the Task Handler ID must be entered to indicate the application class that is responsible for executing the task. Task Handler Parameter is optional and can be used to pass information to the Task Handler application class.
Event Handler ID, **Event Handler Parameter**	If an event handler is associated with the task, enter its App Class ID as Event Handler ID. Optionally populate the Event Handler Parameter to provide any parameter value to the event handler.

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Field or Control	*Description*
Run Control Prompt Record	Enter the record name of the run control record used by the task. This usually is keyed by user ID and run control ID. If it is provided, BPW can check the existing run controls and display the run control status on the Business Process Run Control and Review pages.
Run Control Required	If the Run Control Prompt Record is provided, you can indicate whether the run control is required before the task can be executed. If this is selected and if no run control is found, the step (task) cannot be started or executed. You will need to set up the run control and then manually start the step or choose to skip the step.
Menu Name, Menu Bar Name, Item Name, **Panel Name**, **Menu Action**	These fields enable you to set up the menu/component/page to the run control setup page for the task. If these are set up, you can open the run control setup page directly on the Business Process Run Control or Review pages. For batch processes or jobs, the menu action is always "Add"; therefore, Menu Action is not available when **Task Type** is *Process* or *Job*.
Output Type, **Output Format**	Select the output type and format for the task.

Similar to the Application Class Registry page, if the **Task ID** is currently used by Business Process Weaver, then it cannot be changed or removed. The following are verified:

- Business Process Definition
- Business Process Run Control
- Business Process Instance that has not been finished

Defining Business Processes

Use the BPW_PROC_DEFN component to define the business processes in Business Process Weaver.

Pages Used in Defining Business Processes

Page Name	*Definition Name*	*Usage*
Business Process Definition Page	BPW_PROC_DEFN	Define the business processes. This page is intended for power users and administrators who understand how tasks are linked and processed.

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Page Name	*Definition Name*	*Usage*
Select Step Predecessors Page	BPW_PRI_STEPS_SEC	Select the predecessors for each step, if applicable. Predecessors for the steps are used to define sequential execution.

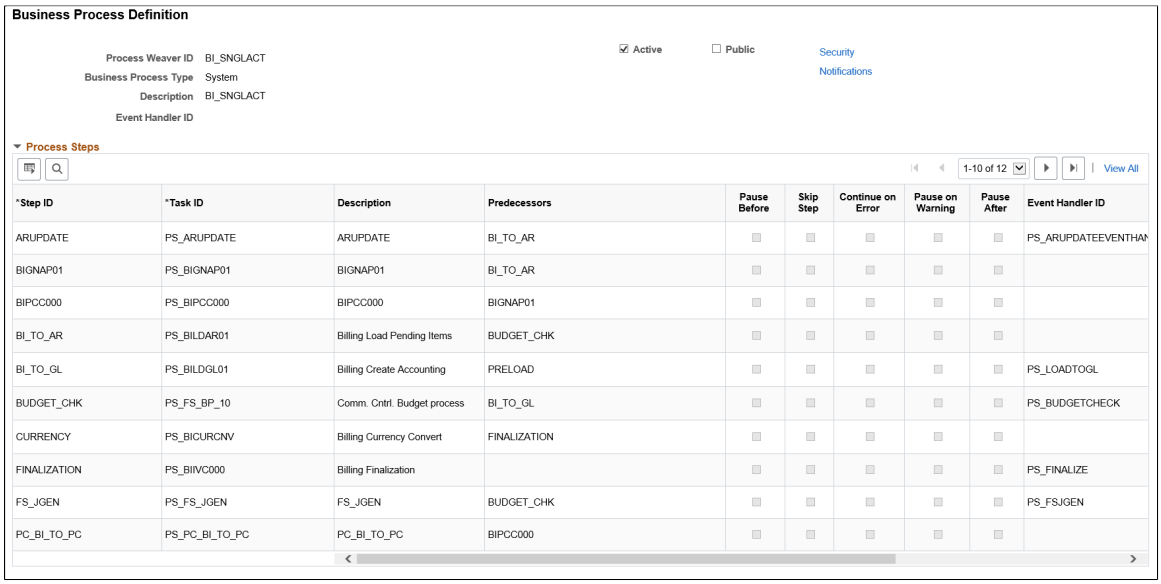
Business Process Definition Page

Use the Business Process Definition page (BPW_PROC_DEFN) to define the business processes. This page is intended for power users and administrators who understand how tasks are linked and processed.

Navigation:

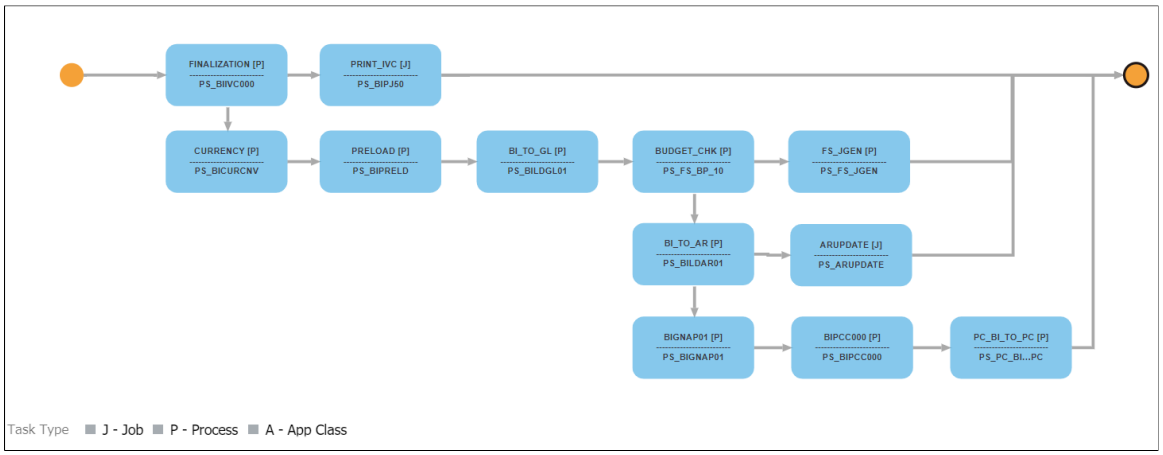
Set Up Financials/Supply Chain > Common Definitions > Business Process Weaver > Business Process Definition

This example illustrates the fields and controls on the Business Process Definition page (1 of 2). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Business Process Definition page (2 of 2). You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Process Weaver ID	Identifies a unique business process within the same Business Process Type.
Business Process Type	Select the type of the business process: • *User Defined* - Select this business process type for those business processes that you defined. • *SYS (System)* - Defined and delivered by PeopleSoft. The system business processes are display-only. These definitions cannot be changed.
Description	Provide a short description of the business process.
Event Handler ID and **Event Handler Parameter**	Select to attach an event handler and any parameter, at the process level, to the business process.
Active	Select to indicate whether the business definition is active. If not selected, you are unable to create run controls to run the business process.
Public	Select to allow all users to create a business process run control for this business process definition. When you select this option, the system disables the **Security** link.
Security	Click this link to identify users who are authorized to create a business process run control for the process definition. To enable this link, deselect the **Public** check box.

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Field or Control	*Description*
Notifications	Click this link to access the Business Process Definition Notifications page, where you can set up notification criteria and delivery channel, including worklist, email, and push to the PeopleSoft Fluid User Interface Home page.
Copy from	Click this button to copy steps from a different business process definition.
Created Date/Time, **By**	Identifies the time and the user who created this business process definition.
Updated Date/Time, **By**	Identifies the time and the user who last updated this business process definition.

Process Steps

Use the **Process Steps** group box to define the steps in the business process.

Field or Control	*Description*
Step ID	Identifies the process step. A unique ID, within the business process.
Task ID	Select the task to be executed in this step. The task must be set up in the Task Registry.
Description	Enter a short description of the step. If you do not enter a value, the field populates by default from the description of the task.
Predecessors	Displays the predecessor steps that must be executed before this step can be executed. To select the predecessors, click the Select Predecessors button, which launches the Select Step Predecessors page.
Select Predecessors	Select this button to launch the Select Step Predecessors page to select step predecessors.
Pause Before	Select to indicate that the process should pause before executing the step.

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Field or Control	*Description*
Skip Step	Select to indicate that the step should be skipped. **Skip Step**, **Continue on Error** and **Pause After** are mutually exclusive. If **Skip Step** is selected, then **Continue on Error** and **Pause After** are not available. If **Continue on Error** or **Pause After** is selected, then **Skip Step** is not available.
Continue on Error	Select this check box to indicate that the process should continue to the next steps even if an error occurred during the execution of this step.
Pause After	Select this check box to indicate that after this step completes, the process should not automatically continue to the next steps. Instead, the process should pause and wait for the user to resume the process.
Event Handler ID, **Event Handler Parameter**	Select to attach an event handler and any parameter to the step. If an event handler is associated with the task (set up in Task Registry), then it will be overridden.

Graph

The Process graph shows the execution flow of the steps in the business process. Each node in the graph represents a step in the business process. The Step ID and Task ID are shown in the node. When you hover over the Step ID, the description of the step appears. If an icon is associated with the task, it appears in the top-left corner of the node.

The system automatically positions the nodes from left to right, top to bottom. However, with complex relationships between the steps, the layout may not be optimal. In this case, you can drag the nodes to rearrange them. The connection lines are automatically redrawn.

The width of the canvas that displays the graph is fixed. However, the height will automatically expand and shrink vertically (up to a certain height) as the user moves the node. The user can use the zoom buttons to zoom in or out.

These buttons enable users to manipulate the graph:

Field or Control	*Description*
 (Zoom In and Zoom Out)	Click the plus (zoom in) icon or the minus (zoom out) icon to adjust the size of the graph. These buttons are available for graphs that are larger than the viewing area. When you reach the minimum zoom rate (0.5), the zoom out icon is not available. Adversely, when you reach the maximum zoom rate (2), the zoom in icon is not available.

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Field or Control	*Description*
Preview	In most cases, when the data is updated in the **Process Steps** group box, the graph will be redrawn automatically to show the updates. However, in the event this does not happen automatically (for example, when deleting a step), you can click the **Preview** button to update the graph.
Auto Layout	After you have moved the nodes to rearrange them, click the **Auto Layout** button if you want to restore the layout to the system version.
Revert to Saved	If you have saved the previously changed node layout, this button will be available to restore to the saved layout after changes.

Select Step Predecessors Page

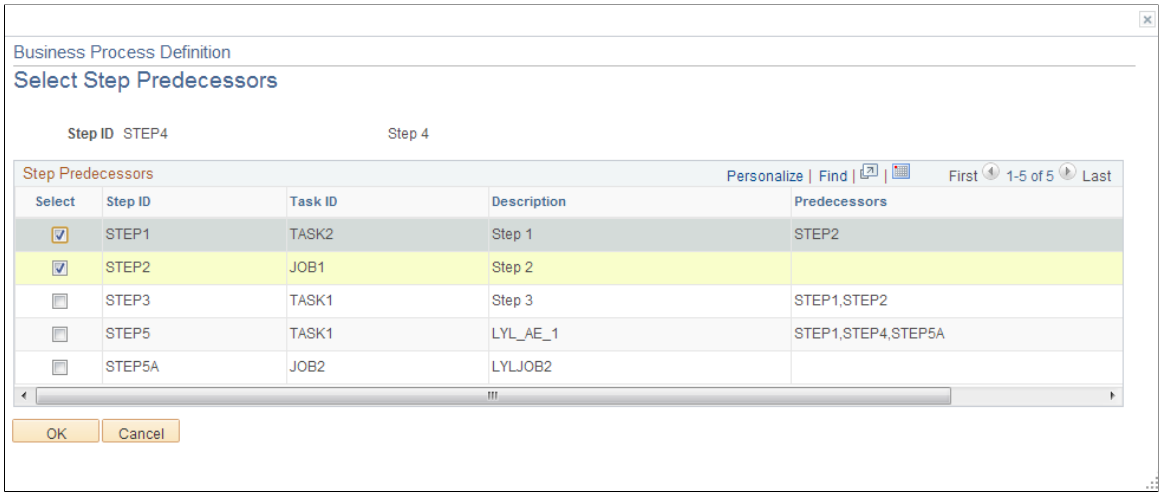
Use the Select Step Predecessors page (BPW_PRI_STEPS_SEC) to select predecessors for each step, if applicable. Predecessors for the steps are used to define sequential execution.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Business Process Weaver > Business Process Definition

Click the **Select Predecessor** icon.

This example illustrates the fields and controls on the Select Step Predecessors page . You can find definitions for the fields and controls later on this page.



Select the predecessors for each step:

Field or Control	*Description*
Select	Select this check box to select the step as a predecessor. The check box is automatically selected if it was selected previously.
OK	Select to confirm the selection or selection changes.
Cancel	Select to cancel the selection changes.

Defining Business Process Weaver Security Options

This topic discusses the options for Business Process Weaver security. Security can be set up at the business process definition level to manage security at the run control level, or security can be overridden at the run control level by authorized users or users within authorized roles.

Pages Used to Define Business Process Weaver Security Options

Page Name	*Definition Name*	*Usage*
Business Process Security Page	BPW_PRCDEFN_SEC	Define and modify security access at the process definition level. Only users who have access to the first step in the business process definition have permission to create a business process run control. See the Business Process Definition Page for more information.
Process Run Control Security Page	BPW_PRCRUN_SEC	Define and modify security access at the business process run control level. Only the users who have access to the first step in the run control security data can run the process run control. See the Business Process Run Control Page for more information.

Understanding Business Process Weaver Security

Business Process Weaver uses Process Scheduler to schedule and execute batch programs. Business Process Weaver follows the same security model as Process Scheduler.

- Process Group.

  Before the Business Process is executed, the user’s access to the batch programs Process Group is verified.

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- Permission List.

  The Process Profile permission defined in the Permission List for the user controls whether the user has access to view or update the Business Process. Users belonging to “Processscheduleradmin” have administrative capabilities for the Business Process.

There is also optional security set at the Business Process Definition level that allows you to control who can create and process run controls for the steps in a Business Process.

You can mark a Business Process Definition as Public, which means that anyone who can access the component can create a Run Control for the Business Process.

If you need to restrict who can create the Run Controls, you can set security on the Business Process Definition. The security can be inherited or set up when you create the Business Process Run Control.

Note: The system disables the Start Process button on the Business Process Weaver Run Control page when a user does not have access to the first step in the Business Process Weaver definition. A user must have access to both the first step in the definition and the first step in the run control security data to launch a business process.

Here are some examples where setting security might be needed:

- Where the user who created the Business Process Definition wants to authorize others to create the Business Process run controls
- Where one user creates the Business Process Run Control and wants another user to run it.
- Where a Business Process crosses multiple functional areas and the steps will be run by different users. In this case, you can give the users or roles access to create run controls or run the processes for the steps for which they are responsible.

Business Process Security Page

Use the Business Process Security page (BPW_PRCDEFN_SEC) to define and modify security access at the process definition level. Only users who have access to the first step in the business process definition have permission to create a business process run control.

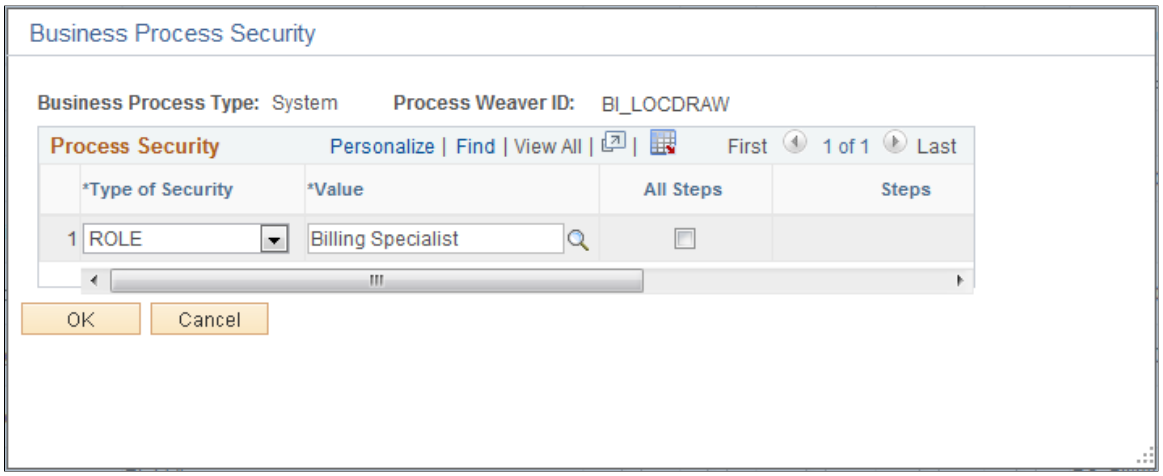
Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Process Weaver** > **Business Process Definition**

Click the **Security** link on the Business Process Definition page.

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This example illustrates the fields and controls on the Business Process Security page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Type of Security	Select from these options: • *Role*: Identify access by role. • *User*: Identify access by user.
Value	Enter a role or user ID, depending on the selected type of security.
All Steps	Select this check box to indicate that the user or role has access to all of the business process steps in the process definition.
Steps and **Select**	Click the **Select** lookup icon to select from available steps in the process definition. The step descriptions appear in the **Steps** field.

Process Run Control Security Page

Use the Process Run Control Security page (BPW_PRCRUN_SEC) to define and modify security access at the business process run control level. Only the creator of the business process run control can define or modify the security access at the business process run control level.

The same fields appear on the page as on the Business Process Security page at the business process definition level.

Executing and Managing Business Processes

Use the BPW_PROC_RUN component to define the business process run control.

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Use the BPW_PROC_INST component to review and control the business process execution.

Use the BPW_PRCRUN_REQ component to schedule business process execution.

Use the BPW_PURGE_REQ component to purge the business process instance data.

Pages Used in Executing and Managing Business Processes

Page Name	*Definition Name*	*Usage*
Business Process Run Control Page	BPW_PROC_RUN	Set up run controls for the business process that provide data parameters to execute the tasks.
Business Process Instance Page	BPW_PROC_INST	Review and control the execution of business processes.
Business Process Runner Page	BPW_PRCRUN_REQ	Schedule the execution of business processes.
Business Process Purge Page	BPW_PURGE_REQ	Set up the options to purge the business process instance data.

Business Process Run Control Page

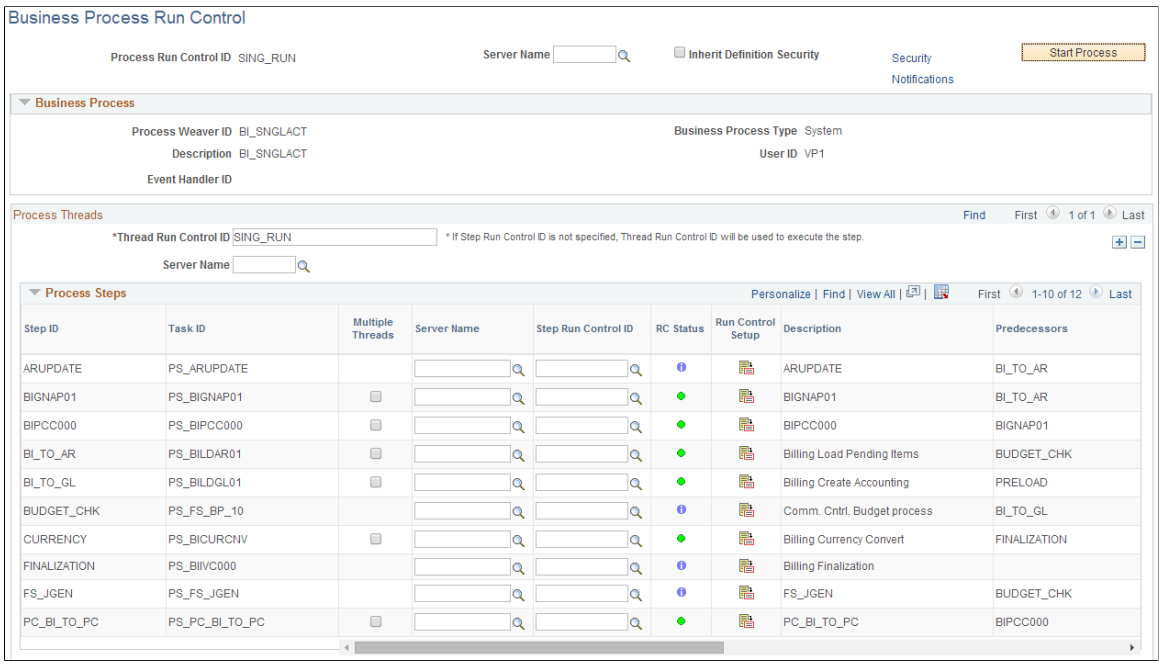
Use the Business Process Run Control page (BPW_PROC_RUN) to set up run controls for the business process. It provides data parameters to execute the tasks.

Navigation:

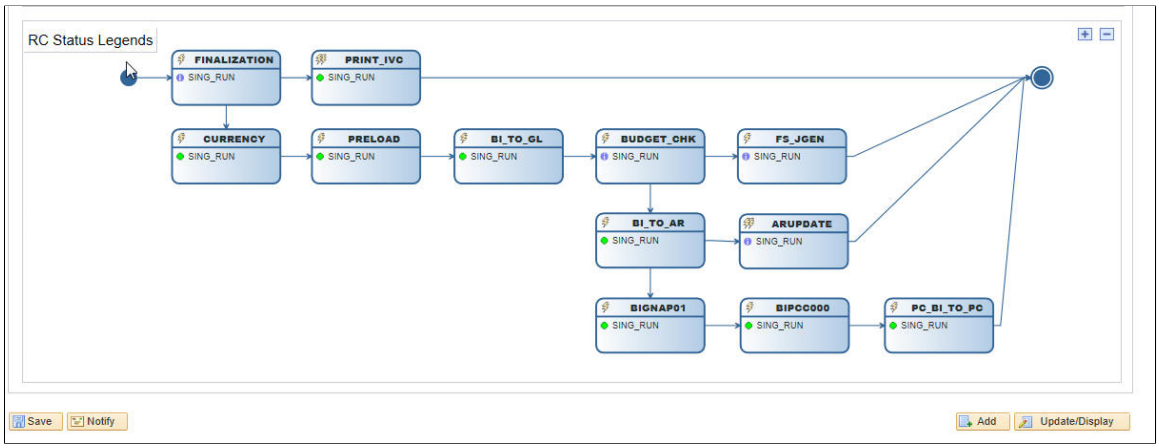
Background Processes > **Business Process Weaver** > **Business Process Run Control**

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This example illustrates the fields and controls on the Business Process Run Control page (1 of 2).



This example illustrates the fields and controls on the Business Process Run Control page (2 of 2).



Note: The system disables the Start Process button on the Business Process Weaver Run Control page when a user does not have access to the first step in the Business Process Weaver definition. A user must have access to both the first step in the definition and the first step in the run control security data.

Field or Control	***Description***
Inherit Definition Security	Select to copy and use security defined on the Business Process Security page. At least one security row must be defined on the process definition to inherit security. If security has not been defined, the system hides the **Inherit Definition Security** check box. See Defining Business Process Weaver Security Options for more information.

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Field or Control	*Description*
Security	Click the **Security** link to define security by role or user and override security set up on the process definition. See Defining Business Process Weaver Security Options for more information.
Inherit Notifications	Select to copy and use notifications defined on the Business Process Definition Notifications page. At least one notification must be active on the process definition to inherit notifications. If none of the notifications are active or defined, the system hides the **Inherit Notifications** check box. When you select the **Inherit Notifications** check box, the system hides the **Notifications** link. See Setting Up and Using Business Process Notifications for more information.
Notifications	Click the **Notifications** link to select and override notifications set up on the process definition. See Setting Up and Using Business Process Notifications for more information. Note that the Notifications setup from the Run Control page is the same as the setup from the Business Process Definition.

Many of the fields are copied from the Business Process Definition page. See Defining Business Processes.

Run Control IDs

Run controls identify the data (parameters) that are the inputs to the processes/programs. Each run control is identified by a Run Control ID. Four levels of Run Control IDs are available. A lower level ID is generally provided by default from a higher level if a value is not provided. For example, the Thread Run Control ID is used for a step if the Step Run Control ID is not provided. Step Thread Run Control ID is the lowest level, and it is the Run Control ID that is passed to the Task (for example, batch process/job) when the task is executed.

From high (parent) to low (child):

- **Process Run Control ID** – This ID identifies the business process run control. It is unique per user and per business process.
- **Thread Run Control ID** – This ID identifies a process thread inside the business process. Each process thread should have a different Thread Run Control ID.
- **Step Run Control ID** – This Run Control ID is associated with the step. It is used to create a step thread if no step threads were created explicitly. If an event handler is associated with the step to create step thread run controls dynamically, then this value can be used to pass the “master” run control to the event handler to partition data and create step thread run controls. If the prompt record is set up in the Task Registry for the step’s task, then a user can select existing Run Control IDs from

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the prompt table. However, regardless of whether a prompt table is set up, users can enter any desired value as the Step Run Control ID.

- **Step Thread Run Control ID** – This Run Control ID is associated with the step thread and is the run control passed to the task for execution. At least one step thread is created for each step. If a prompt record is set up in the Task Registry for the task of the parent step, then a user can select existing Run Control IDs from the prompt table. However, regardless of whether a prompt table is set up, users can enter any desired value as the Step Thread Run Control ID.

Header

- **Server Name** – Optionally, you can specify the Process Scheduler Server to run the process.
- **Start Process** – After the run control is set up, you click on the **Start Process** button to start running the business process. You are automatically transferred to the Business Process Instance page with the created business process instance opened.
- **Refresh from Definition** – When a business process run control is created, the business process definition selected is copied. This action will ensure the integrity of the run control. If after the run control is created the definition is changed, then this message and the **Refresh** button will be available for users to sync with the definition manually. The business process run control will be recreated with the same process thread/step/step thread run controls (if the step is not deleted).

Process Threads/Steps

The Process Threads section allows you to create multiple process threads. The Process Steps section allows you to associate run controls to each step.

- **Multiple Threads**– In the Business Process Run Control page, users can create multiple step threads to manually partition the data and create multiple parallel executions. When users select this check box, the **Step Threads** button will be available to allow users to enter multiple step thread run controls, and the Step Run Control ID will be hidden. If a value is already entered in Step Run Control ID, then it will be used as the first Step Thread Run Control ID. This check box is disabled if multiple Step Thread Run Control IDs are already entered.
- **Step Threads** – When **Multiple Threads** is selected, this button is available for users to open a secondary page to enter the Step Thread Run Controls.
- **RC Status** – This value indicates the Run Control Status. Business Process Weaver (BPW) checks and displays the RC Status, depending on the value entered and the task setup and whether event handler will create dynamic run controls. The status icons are described below. You can hover over the icon to see a description, and click the icon to open a pop-up menu that provides more details. The **RC Status** field can have the following values:

Field or Control	*Description*
 **Run Control Setup Exists**	Run control prompt record is set up in the associated task and the run control entered exists in the record.
 **Run Control Setup Missing**	Run control prompt record is set up in the associated task and the run control entered does not exist in the record.

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Field or Control	*Description*
 **Run Control Not Required**	Run control prompt record is set up in the associated task and the run control entered does not exist in the record. However, the task registry indicates the run control is not required to execute the task.
 **Run Control Setup Unknown**	Run control prompt record is not set up in the associated task and it is not possible to check whether the run control exists.
 **Dynamic Run Control**	The step is associated with an event handler, which indicates that dynamic run controls will be created.

- **Run Control Setup** – If the associated task is set up to have a Run Control Prompt Table and a Run Control Setup page in the Task Registry, then this button will be available to allow users to open the Run Control Setup page directly from the Business Process Run Control page. If the Run Control ID exists, then that run control is opened automatically. If the Run Control ID does not exist, a new run control is created and opened directly. In both cases, users must save (click **OK** or **Apply**) on the Run Control Setup page to save the updated or new run control. After returning from the Run Control Setup page, the RC Status will be refreshed.

Graph

The Process Graph shows the flow of the process and the run controls for each step. It is displayed by the process thread.

- Each node shows the Step ID and its Run Control ID with RC Status for a step. You can hover over Step ID to see the step description and the task ID for the step. If an icon is associated with the task, it will appear at the top-left of the node.
- If Run Control Setup page is set up (for example, a **Run Control Setup** button is available in the Process Steps section), you can click the Run Control ID to open the run control setup page. Whether this is available is shown by hovering over the Run Control ID to see if the Run Control ID is highlighted.
- If the step has multiple step threads, then the Run Control ID appears as "(Multiple)," and you click it to display a pop-up menu for the list of the step thread run control IDs.

  In addition, a count bubble is displayed at the top-right of the node.
- You can click **RC Status Legends** to toggle the display of the RS Status Legends.
- The graph is copied from the business process definition.

  Since it has been set up in the Business Process Definition page, you are not able to move and rearrange the nodes. However, you can use the zoom in and zoom out icons, as you do on the Business Process Definition Page.

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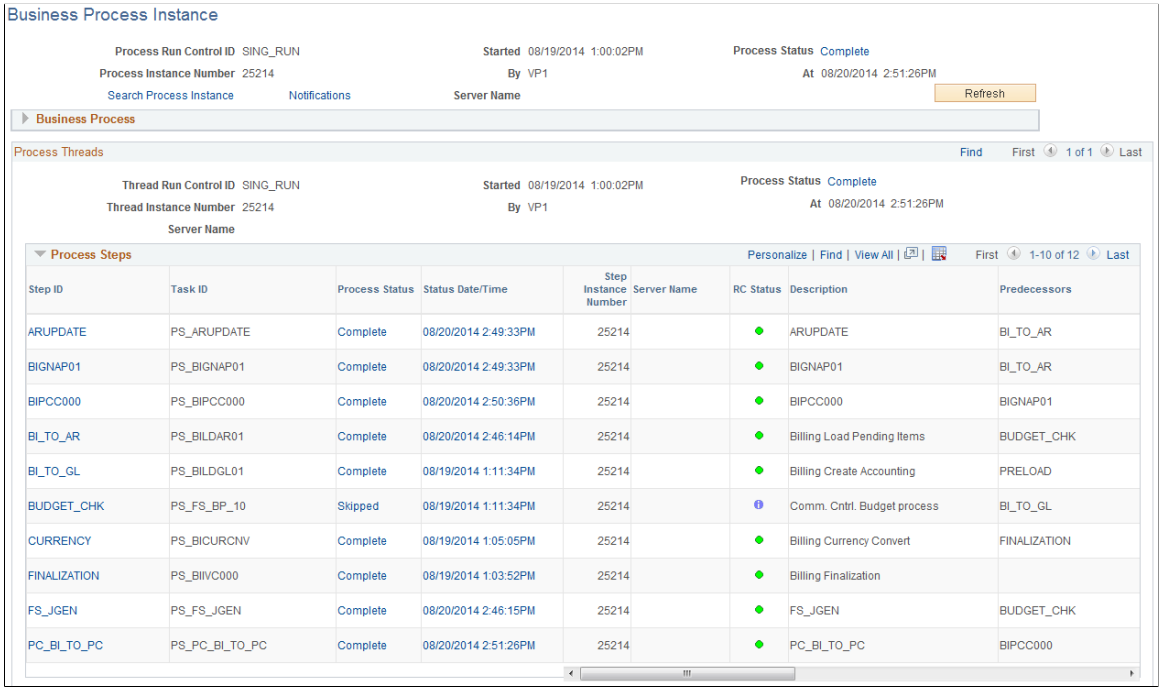
Business Process Instance Page

Use the Business Process Instance page (BPW_PROC_INST) to review and control the execution of business processes.

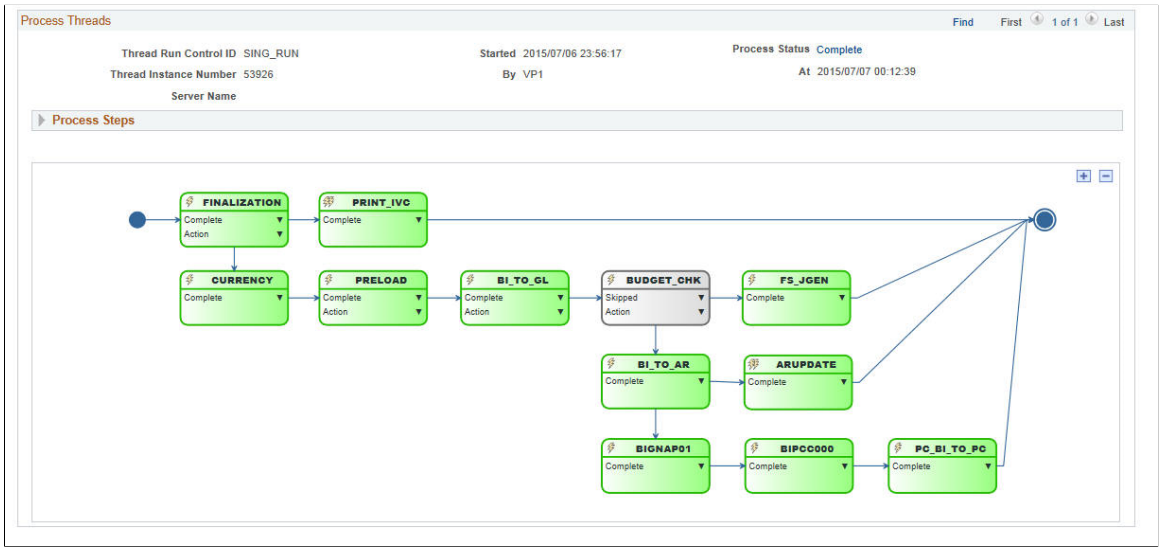
Navigation:

Background Processes > Business Process Weaver > Business Process Instance

This example illustrates the fields and controls on the Business Process Instance page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Business Process Instance page (2 of 2). You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Search Process Instance	Click this link to access the Business Process Instance Search page.
Notifications	Click this link to view the notifications for this Run Control ID. The Business Process Instance Notifications secondary page provides display-only notification details. Notification links received by email or worklist direct the user to the Business Process Instance page. See Setting Up and Using Business Process Notifications for more information.
Process Action	Select a valid action from the drop-down list to apply the action to the whole business process.
Refresh	Click this button to refresh the data on the page.

Field or Control	*Description*
Started / By	Displays the date and time that the business process instance was started and the User ID that initiated the process.
Process Status / At	Displays the Process Status of the business process instance and the date and time when it was last updated. You can click the **Process Status** link to open the Process Log secondary page, which shows the log entries for the entire business process.
Process Instance Number	Displays the instance number that is assigned to the business process instance when it was started.

Business Process

This section provides information from the Business Process Run Control.

Process Threads

Field or Control	*Description*
Started / By	Displays the date and time that the business process instance was started and the User ID that initiated the process thread.
Process Status / At	Displays the Process Status of the process thread and the date and time when it was last updated. You can click the **Process Status** link to open the Process Log secondary page, which shows the log entries for the process thread.

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Field or Control	*Description*
Thread Instance Number	Displays the instance number that is assigned to the process thread.

Process Steps

Field or Control	*Description*
Action	Select a valid action from the drop-down menu to apply the action to the step. Valid actions are determined by the status and whether the user is the user who set up the run control or whether the user is a process scheduler administrator.
Step ID	Click this link to open the Step Threads for the step.
Process Status	Indicates the process status of the step. Click the link to open the Process Log secondary page, which shows the log entries only for the step.
Status Date/Time	The date/time the process status is updated. It is a link that users can click to open the Message Log secondary page, which shows the log entries for the step.
Step Instance Number	The instance number assigned to the step by BPW.

Graph

The Process Graph shows the flow of the process and the process status for each step. It is displayed by process thread.

- Each node shows the Step ID and its process status and valid actions. You can hover over the Step ID to see the description and task ID for the step. If an icon is associated with the task, it will appear at the top-left of the node
- Click on the process status to open a pop-up menu to drill down to the Process Log, Message Log, and Step Threads secondary pages, similar to using the **Process Status**, **Status Date/Time**, and **Step ID** links in the Process Steps section. From the pop-up menu, you can also open the Reports and Log/Trace page to review the reports, the logs/trace, or both as generated from the process. For batch, this capability enables you to review the reports and logs/trace without navigating to the Report Manager or Process Monitor.
- An alert icon can appear in front of the process status to indicate whether an error, warning, or information message is available in the Process log, Message log, or both that you should review.
- If valid actions exist, you can click **Action** to open a pop-up menu with a list of the valid actions for the step and select the action to apply to the step, similar to using the Step Action drop-down menu in

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the Process Steps section. If related actions are associated with the task, then the related actions will also appear in the pop-up menu. The related actions are created and performed by the event handler associated with the step.

- The graph is copied from the business process definition. Since it has been set up in the Business Process Definition page, users are not able to move and rearrange the nodes. However, you can use the zoom in and zoom out icons, as you do on the Business Process Definition Page.

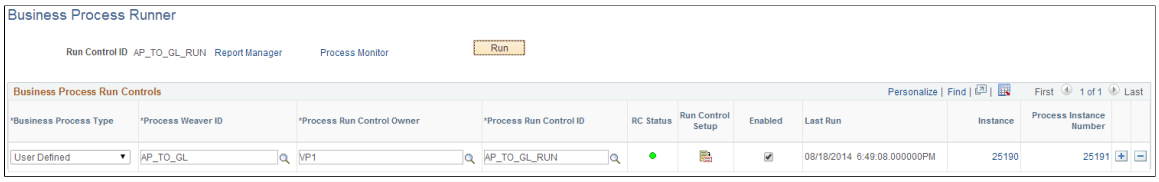
Business Process Runner Page

Use the Business Process Runner page (BPW_PRCRUN_REQ) to schedule the execution of business processes.

Navigation:

Background Processes > **Business Process Weaver** > **Run Business Process Log**

This example illustrates the fields and controls on the Business Process Runner page. You can find definitions for the fields and controls later on this page.



Business processes can be started from the Business Process Run Control page (by clicking the **Start Process** button). However, if you want to schedule the business process or to run multiple business processes at the same time, you can use the transaction/page to run the business processes.

Field or Control	*Description*
Run Control, Report Manager, Process Monitor, and **Run**	These are common fields that exist on other Process Scheduler run control pages. When you click the **Run** button, you can schedule and run the Application Engine process, BPW_PRCRUN, which then starts the business processes that you have specified.
Business Process Type, Business Process ID, and **Business Process Run Control ID**	Specify the business process run controls to be executed. They are set on the Business Process Run Control page and are all required fields.
RC Status	Indicates whether the selected Business Process Run Control ID exists

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Field or Control	*Description*
Run Control Setup	Opens the Business Process Run Control page as a modal component. It is available if the **Business Process Type**, **Business Process ID**, and **Business Process Run Control ID** fields are populated. If the selected Business Process Run Control already exists, it will be opened. If not, a new one with the selected run control ID will be created. **Note:** The new run control is not saved automatically; you must make changes and save.
Enabled	Select to enable a particular business process run control.
Last Run, Instance	If the business processes have been executed previously, these fields indicate the date/time stamp and the Process Instance. The Instance link takes you to the Process Monitor (as modal component).
Business Process Instance Number	The instance number of the business process instance of the previous execution. It is a link that takes users to the Business Process Instance (as modal component).

Business Process Purge Page

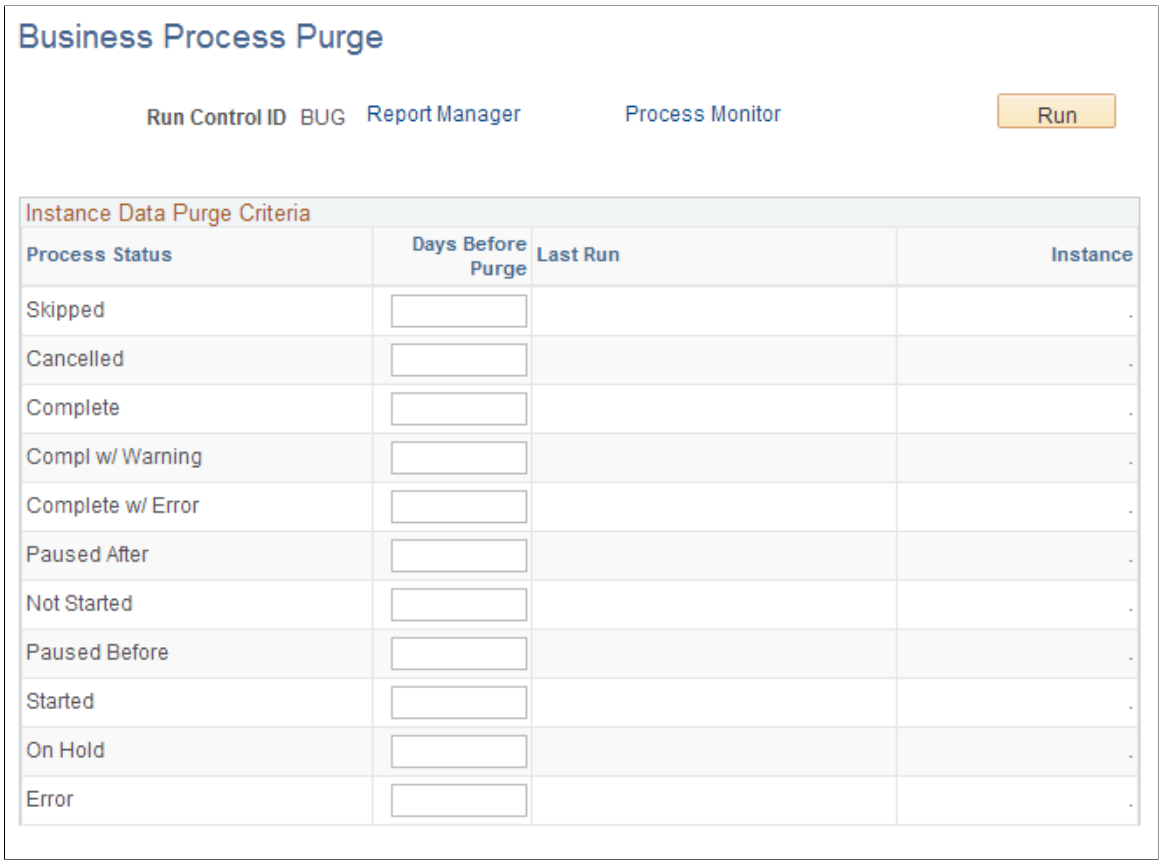
Use the Business Process Purge page (BPW_PURGE_REQ) to set up the options to purge the business process instance data.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Process Weaver** > **Business Process Purge**

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This example illustrates the fields and controls on the Business Process Purge page. You can find definitions for the fields and controls later on this page.



- **Run Control ID, Report Manager, Process Monitor,** and **Run** are the common fields that exist on other Process Scheduler run control pages. When you click the **Run** button, you can schedule and run the Application Engine process, BPW_PURGE, with business process instance data specified.
- **Process Status** - The process status of the business process instances to be purged.
- **Days Before Purge** – Enter the number of days that must pass since the last status update on the business process instances before the data will be deleted.
- **Enabled** - Select this check box to enable this option. It is available only if Days Before Purge are specified.
- **Last Run, Instance** - If the data purge executed previously, then these fields indicate the date/time stamp and the Process Instance. Instance is a link that takes you to the Process Monitor (as a modal component).

Setting Up and Using Business Process Notifications

The Business Process Weaver notification framework provides options for generating email, push, and worklist notifications during Business Process Weaver processes and steps identified on the process definition.

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Pages Used to Set Up and Use Business Process Notifications

Page Name	*Definition Name*	*Usage*
Business Process Definition Notifications Page	BPW_NOTIFYDEF_SEC	Select the process status, channel, and recipients for the notification. Channels include email, push, and worklist.
Business Process Instance Detail Notifications Page	BPW_NOTIFYINST_SEC	Provides display-only notification details for notifications that were in place when the process was run. Access from the Business Process Instance page. See the Business Process Instance Page for more information.

Understanding Business Process Notifications

A notification framework provides an easy way to specify notification options for Business Process Weaver processes and steps.

Notification options are available on the Business Process Weaver (BPW) Process Definition page and can be inherited on the BPW Run Control page. The Run Control owner can override the options copied from the process definition. The notifications can be set up to notify by User or Role (any number and combination) for specific Process Statuses. Notifications can be set at the Step or the Process level.

When the process is run, the notification data is carried over to the process instance.

Notification Composer Framework

Oracle PeopleSoft delivers Notification Composer Framework in Enterprise Components to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.

The PeopleSoft General Ledger: Business Process Weaver Process Status - Requester (BPWProcessStatusRequester) business process, which is delivered with FSCM Update Image 49, must use Notification Composer.

For more information about Notification Composer Framework, see “Understanding Notification Composer” (Enterprise Components).

Understanding Notification Types

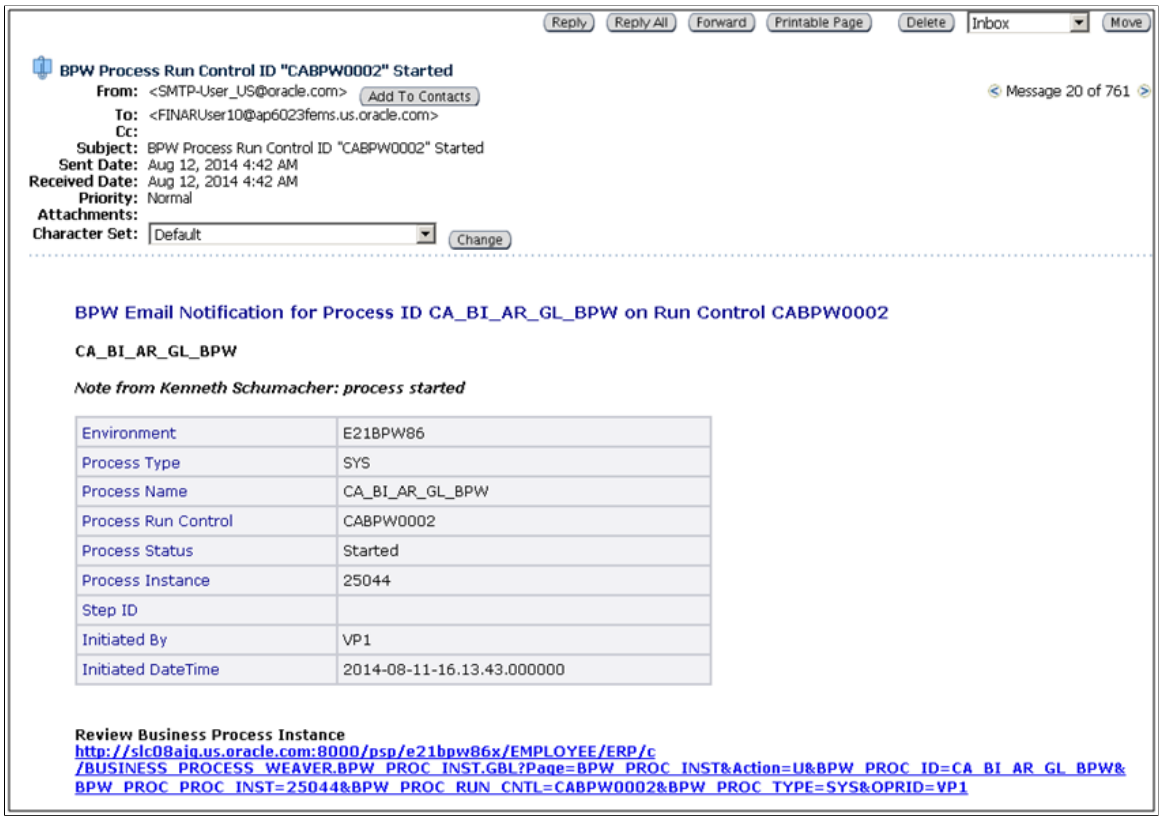
The following are examples of each type of notification:

Email Notification

Email notifications use a generic template for all process status notifications and recipients. Email messages are sent in HTML format. Email note text is included in the email if it was entered when the notification was set up. The Email footer displays a URL link to the Business Process Instance Page.

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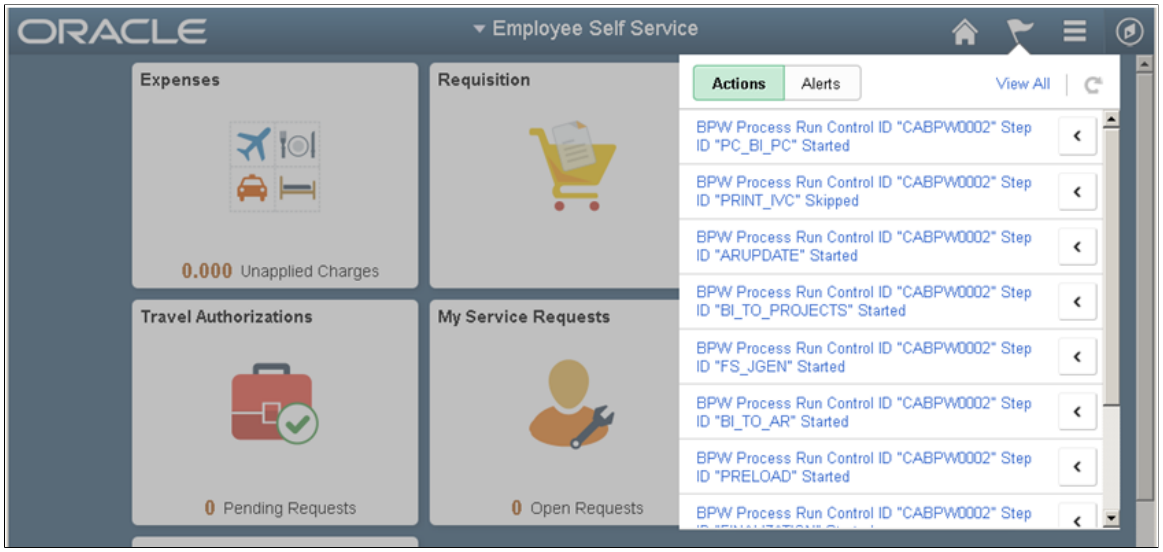
This example illustrates the fields and controls on the Email Notification in Business Process Weaver.



Push Notification

Push notifications are delivered in PeopleTools 8.54 and available in Fluid mode. Select the NavBar then Fluid Home. The flag icon shows a counter for new push notifications. Note that the counter disappears once you view the push notification list.

This example illustrates the fields and controls on the Push Notification in Business Process Weaver.

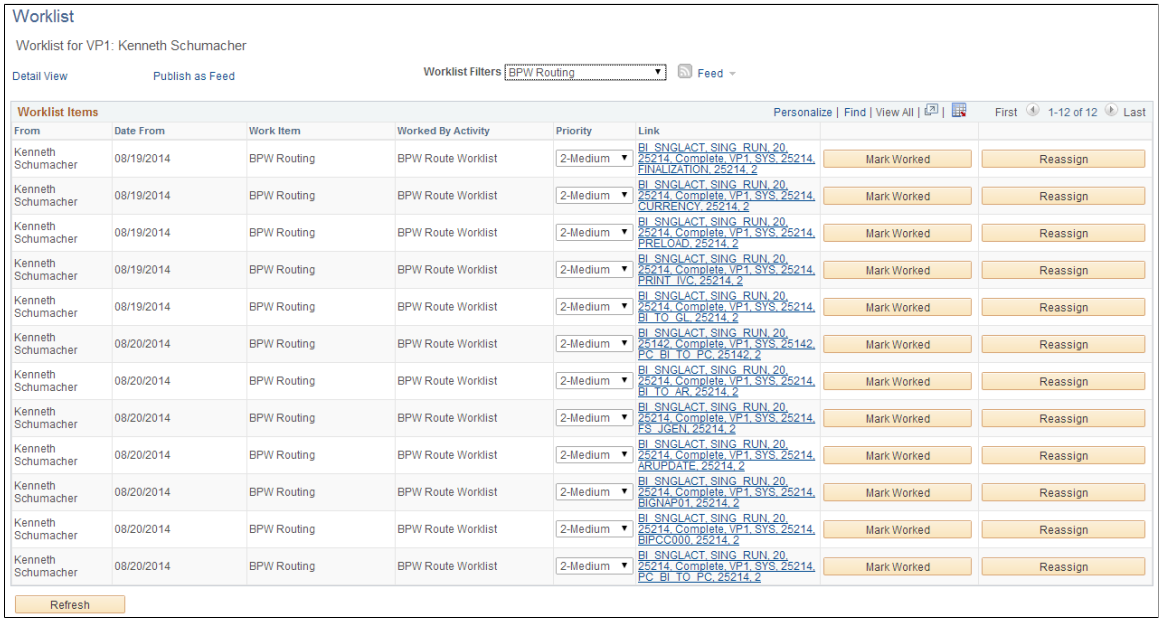


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Worklist Notification

Worklist notifications can be viewed in the Worklist as Worklist Item: BPW Routing. In this example, the notification was for all completed steps. The link takes the user to the Business Process Instance Page.

This example illustrates the fields and controls on the Worklist Notifications in Business Process Weaver.



Business Process Definition Notifications Page

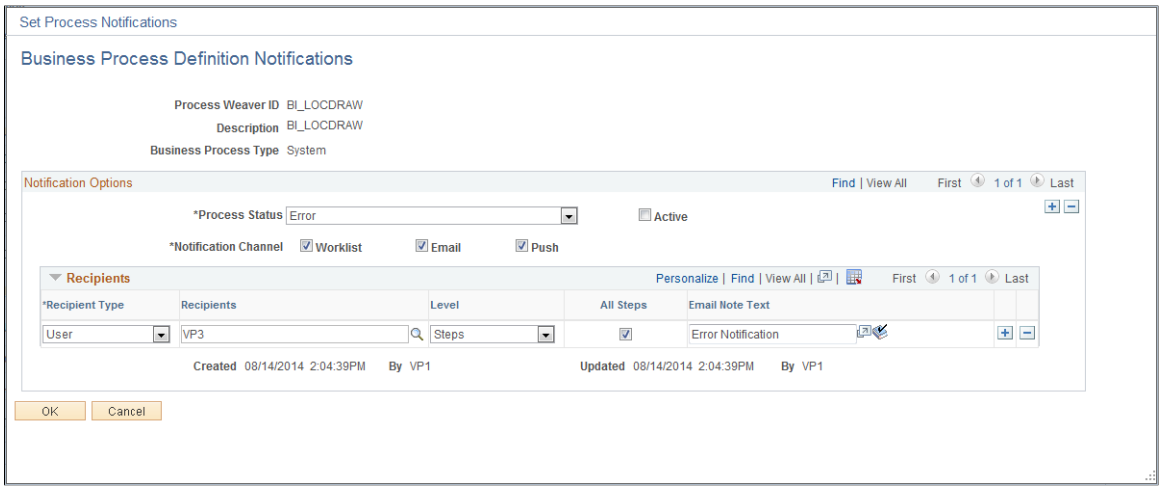
Use the Business Process Definition Notifications page (BPW_NOTIFYDEF_SEC) to select the process status, channel, and recipients for the notification. Channels include email, push, and worklist.

Navigation:

Background Processes > **Business Process Weaver** > **Business Process Instance**. Select the **Notifications** link.

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This example illustrates the fields and controls on the Business Process Definition Notifications page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Process Status	Select from a list of all existing process statuses except the *Not Started* value.

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Field or Control	*Description*
Notification Channel	Select at least one channel from these options: • *Worklist* - Creates a worklist entry for the recipients. This is the default option if no channels have been selected for the process status. • *Email* - Sends an email to the recipients. In addition, a custom text field is available by recipient row with this option. The information entered in the **Email Note Text** field appears on the email. **Note:** When the Notification Composer check box is selected on the Installation Options - Overall page, this option is hidden. • *Push* - Generates a push notification item on the PeopleSoft Fluid User Interface Home page for the recipients. Push functionality is available only with PeopleTools 8.54. **Note:** When the Notification Composer check box is selected on the Installation Options - Overall page, this option is hidden. • **Notification ID** - select **BPWProcessStatusRequester** or a user-defined notification ID. **Note:** When the Notification Composer check box is not selected on the Installation Options - Overall page, this option is hidden. Notification links take the user to the Business Process Instance Page.
Active	Select to indicate that this process status notification is available for use. When selected, the notification options associated with this processes status are available to be inherited on the Business Process Run Control page. At least one notification must be active on the process definition to inherit notifications.

Recipients

Recipients' routing preferences must include **Worklist User** and **Email User** on their user profile (go to **PeopleTools** > **Security** > **User Profiles** > **User Profiles - Workflow**) before they can receive email and worklist notifications.

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Field or Control	*Description*
Recipient Type and **Recipients**	Select from *User* or *Role*. *User* is the default value. Depending on the recipient type, enter recipients. The available recipients change based on the selected recipient type.
Level	Select from these options: • *Process*: Indicates that the notification criteria apply to the process level. Select to notify recipients anywhere in the process that the Process Status occurs. • *Steps*: Select to notify recipients at specific steps in the process. If you select this option, then you can also select specific steps or All Steps for notification. If you select all steps, then for each step, if the Process status occurs, a notification will be sent. For example, you could set a notification for Process Status of Complete. If you set this at the Process level, the notification would be sent when the Process completes. If you set it at the Step Level for All Steps, then a notification would be sent when each step is Complete.
All Steps	Available only when the selected **Level** is *Steps*. Select the **All Steps** option to send a notification for the selected process status to recipients at each step of the process.
Select and **Steps**	Available for the Step level when the **All Steps** check box is not selected. Click the **Select** icon to open a secondary page, where you can select from the list of steps in the process definition. The **Steps** field lists the steps selected for notification.
Email Note Text	Available only when the selected **Notification Channel** is *Email*. Enter custom text that will be displayed on the email notification.

Working with Notifications for Entry Points

You can set up notifications associated with entry points in a business process.

For more information about entry points, see Configuring Business Process Weaver.

These steps outline the setup necessary for entry point notifications:

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1. Activate entry points in a business process on the Business Process Entry Point Registry Page by clicking the **Active** check box for each entry point and save your changes.

2. Set up the notification definition for the business process on which you want to activate alerts. You can set up notifications for one or more steps in the process.

   Access the Business Process Definition Notifications Page for the Process Weaver ID of the business process and enter notification parameters. Select the **Active** check box and save your changes.

3. Create a run control for the business process on the Business Process Run Control Page.

   Select the **Inherit Notifications** check box to use the notification data that you set up on the Business Process Definition Notifications Page (see Step 2) and save your changes.

4. Navigate to the transaction run control page that is the entry point for the business process.

   Select the run control created in Step 3, then click the **Launch** button to initiate the first step in the business process sequence.

   Alternatively, you can opt to create a new run control and click the **Launch** button. With this option, all defined and active notifications for the business process are automatically inherited.

5. You can monitor the steps on the Business Process Instance Page. To review the notification data, which is copied from the Business Process Definition Notifications Page, click the **Notifications** link.

6. View alerts and notifications generated during processing, such as in email or on the Worklist.

   Push notifications appear in the page banner. The notification flag icon shows the number of alerts that have been generated. Click the alert links to access the push notifications on the Business Process Instance page.

   Note: Push notification functionality is delivered in PeopleTools 8.54.

Using the Data Migration Workbench for PeopleSoft Business Process Weaver

PeopleSoft Business Process Weaver provides a framework for stringing together key jobs. You can use the ADS definitions to migrate the Business Process Definitions, Task Registry, Business Process Run Controls, and Business Process Weaver Application Class registry between databases—and ultimately to your production environments.

The following table lists the delivered ADS definitions (delivered in Data Set Designer) to support the migration of PeopleSoft Business Process Weaver configuration data:

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Delivered ADS to Support PeopleSoft Business Process Weaver	*Application Data Set (ADS) Usage*
COMP_BPW_APPCLS_REG	This data set includes the records that store the Application Classes used as task or event handlers in Business Process Weaver. Use this if you have created user-defined Application Classes. Select this data set on the Project Definition page to move the Application Class records. **Note:** The application classes must exist in the target database.
COMP_BPW_PROC_DEFN	This data set includes the records that store the Business Process Definitions. Select this data set on the Project Definition page to move the Business Process Definitions. **Note:** If the Business Process uses user-defined Application Classes or tasks, these must be migrated before moving the Process Definition.
COMP_BPW_TASK_REG	This data set includes the records that store the Business Process Task Registry. Select this data set on the Data Migration Workbench – Project Definition page to move the Task Registry records.
COMP_BPW_PROC_RUN	This data set includes the records that store the Business Process Run Control definitions. Select this data set on the Data Migration Workbench – Project Definition page to move the Business Process Run Control definitions.

All relevant records are delivered in the Query Access Tree, QUERY_TREE_GL, within the BPW access group (PeopleTools, Security, Query Security, Query Access Manager).

PeopleSoft delivers an ADS Administrator permission list. For access, the BPW access group should be included on the Data Migration page within the Access Group Permissions and the proper access is granted on the Copy Compare Permissions.

See *PeopleTools: Security Administration, Permission Lists.*

Related Links

Understanding the PeopleSoft Data Migration Workbench
Using Application Data Sets
Configuring Business Process Weaver
Defining Business Processes
Executing and Managing Business Processes

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Chapter 5

Defining Financials and Supply Chain Management Common Definitions

Defining Agency Location Codes

To set up agency location codes (ALCs) and Government-wide Accounting and Reporting (GWA) options for reporting, use the Agency Location component (AGENCY_LOC_CD)

Pages Used to Define Agency Location Codes

Page Name	*Definition Name*	*Usage*
Agency Location Code Page	AGENCY_LOC_CD	Define agency location codes by SetID for federal payment schedules and reporting purposes and provide ALC name, location, address, and telephone information.
Agency Location Code - GWA Reporting Options Page	AGENCY_LOC_CD2	Assign a Business Activity and one or more effective dated Reporter Categories to an Agency Location Code. When an agency system is ready to pass the BETC code to the U.S. Treasury, the agency will select the appropriate Reporter Category so that the data can be reported as required.
IPAC Fields Page	ALC_IPAC_FLDS	Define additional IPAC fields as required or optional.

Understanding Agency Location Codes

The Agency Location Code (ALC) is an identifier that is used to define agencies by SetID for federal payment schedules and reporting purposes.

PeopleSoft supports IPAC Payments (PeopleSoft Payables) and Collections (PeopleSoft Receivables) as well as IPAC adjustments and zero dollar transactions. The department of Treasury and the IPAC system utilize bulk file formats to send and receive IPAC transactions. These formats are flat files that contain the necessary information to accurately report and account for payments, collections, adjustments, and zero dollar (info only) IPAC transaction types.

See “Processing Inbound IPAC Transactions” (PeopleSoft Payables).

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See “Processing Outbound IPAC Transactions” (PeopleSoft Payables).

See “(USF) Submitting Transactions Between Agencies Using the IPAC System” (PeopleSoft Receivables).

For General Ledger, by using the ALC field on the Journal Header page, agencies can record cash transactions by journal entry directly to the general ledger. The journal header ALC field can be used by the system to select cash entries that were entered directly to the general ledger for reporting purposes. Journal entries made directly to the general ledger are usually made for the recording of undeposited cash, or collections. However, they can also be used to record cash reclassification for payments or collections.

Undeposited collections are amounts received by an agency that have yet to be deposited with the U.S. Treasury. Some agencies receive small amounts of money that they deposit once a week. Agencies book these amounts to an undeposited collections account until they are officially deposited with the U.S. Treasury.

Common Terms Used for U.S. Government Agency Reporting

These terms are commonly used when referring to U.S. Government Reporting for Agencies:

Term	***Description***
TAS (Treasury Account Symbol)	Federal agencies are required to use Treasury Account Symbols (TAS) when reporting cash transactions to the U.S. government. They must also use valid combinations of TAS and Business Event Type Codes (BETC) that the Department of Treasury publishes when entering and reporting GWA Transactions. See “Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements” (PeopleSoft General Ledger)
BETC (Business Event Type Code)	This code identifies the business event type of a transaction for U.S. government reporting.
IPAC Payment	Originates from PeopleSoft Payables and provides the IPAC system with payment-specific information using bulk file formats.
IPAC Collection	Originates from PeopleSoft Receivables and provides the IPAC system with collection-specific information via bulk file formats.

Agency Location Code Page

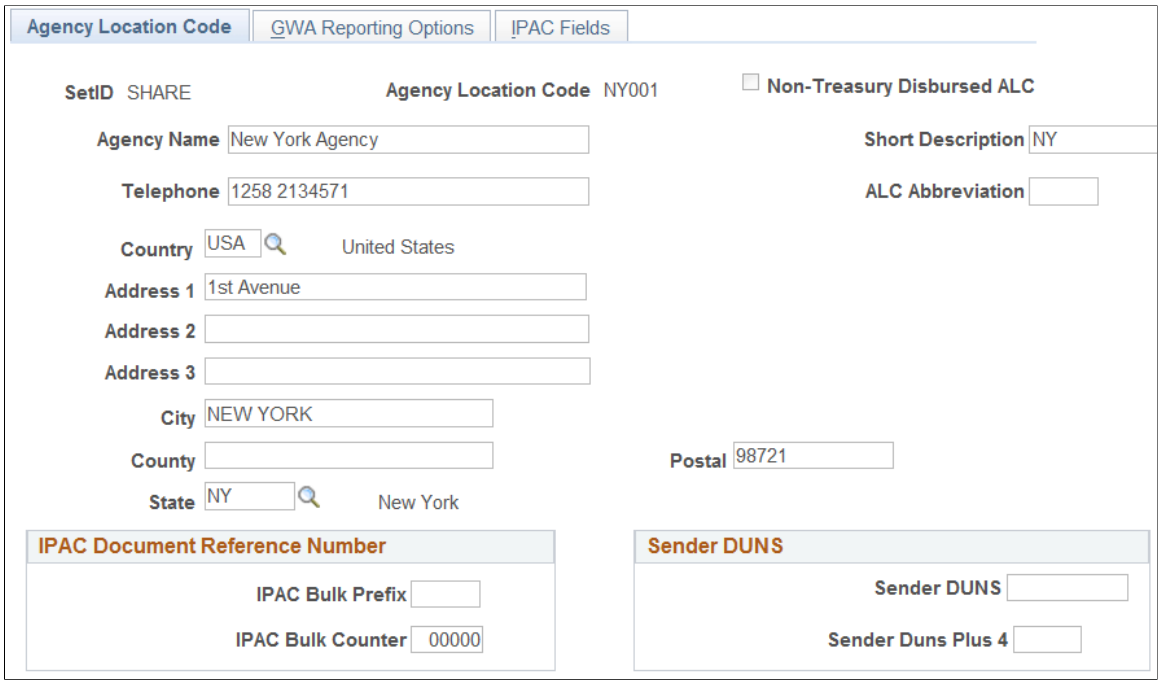
Use the Agency Location Code page (AGENCY_LOC_CD) to define agency location codes by SetID for federal payment schedules and reporting purposes and provides for ALC name, location, address, and telephone information.

Navigation:

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Set Up Financials/Supply Chain > Common Definitions > Agency Location Codes > Agency Location

This example illustrates the fields and controls on the Agency Location Code page.



Field or Control	*Description*
Agency Location Code	Enter an 8-digit numeric value for the ALC.
Non-Treasury Disbursed ALC	Click if the ALC does not use the US Treasury to carry out payments or if the ALC is authorized to create its own payments outside the U.S. Treasury. **Note:** If you set this option incorrectly for an ALC and save it, the incorrect ALC and option remains because you cannot delete the rows online. You must define a new ALC with the appropriate option.

IPAC Document Reference Number

IPAC (Intra-governmental Payment and Collection system) is designed to transfer funds between government agencies and provide the capability to include descriptive information related to each transaction. This descriptive information assists with monthly reconciliation.

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Field or Control	*Description*
IPAC Bulk Prefix	Enter a 3-digit alphanumeric prefix to be used by PeopleSoft in creating unique document reference numbers (to differentiate from the Department of Treasury document reference numbers) for those Agency Location Codes that are used to send payments and collections.
IPAC Bulk Counter	Enter the beginning number from which to increment the sequential counter for the document reference number.

See “Processing Outbound IPAC Transactions” (PeopleSoft Payables).

See “(USF) Submitting Transactions Between Agencies Using the IPAC System” (PeopleSoft Receivables).

Sender DUNS

Field or Control	*Description*
Sender DUNS and **Sender DUNS Plus 4**	Enter a Sender DUNS and optionally a Sender DUNS Plus 4 value for the Sender Agency Location Code (ALC). These fields may be required as defined on the IPAC Fields page. (The Receiver DUNS and DUNS Plus 4 values are stored on the Customers - Additional General Information page). If the Sender DUNS and Sender DUNS Plus 4 are defined as required on the IPAC Fields page, the system uses these values as the Sender information defaults on the Receivable IPAC Transactions page. **Note:** The Sender and Receiver DUNS and DUNS Plus 4 fields will only appear as defaults on the IPAC transactions if they are marked as required on the IPAC Fields Page. This applies to items created online and from an external interface (therefore derived from the AR Posting program).

Agency Location Code - GWA Reporting Options Page

Use the GWA Reporting Options page (AGENCY_LOC_CD2) to assign a Business Activity and one or more effective dated Reporter Categories to an Agency Location Code.

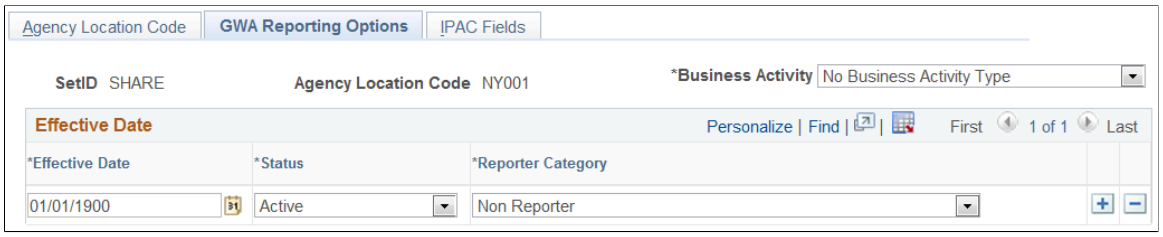
When an agency system is ready to pass the BETC code to the U.S. Treasury, the agency will select the appropriate Reporter Category.

Navigation:

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Set Up Financials/Supply Chain > Common Definitions > Agency Location Codes > Agency Location > GWA Reporting Options

This example illustrates the fields and controls on the GWA Reporting Options page.



Field or Control	*Description*
Business Activity	Select the business activity type for this agency location code. Values are: • AP Payments Only • AP Payments and AR • AR Only • IPAC Only (Intra-Governmental Payment and Collection only) • IPAC and AP Payments • IPAC and AR • IPAC, AR, and AP Payments • No Business Activity Type The GWA Business Activity that you specify for each ALC drives the following functionality related to the Partial SF 224 and CTA reports: • Identifies the type of cash activity that is applicable for the ALC for reporting to the U.S. Treasury. • Limits the data extracted for the Partial SF224 and CTA reports based on the specific Business Activity code defined for the ALC. • Drives the Business Exception Activity report so actual data that is not applicable for a particular ALC is presented on the exception report to be identified and corrected by the Agency.

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Field or Control	*Description*
Reporter Category	Select a GWA reporter category code for this agency location code. The reporter category can be equivalent to the business activity type, a subset of the business activity type, or a nonreporter. For example, if you select the IPAC and AP Payments business activity type, the valid selections are IPAC Only, AP Payments Only, IPAC and AP Payments, or Non Reporter. If either the Sender or Receiver ALC has one of the following four IPAC Reporter Category values, then that ALC agency is a GWA reporter for IPAC: • AP Payments Only • AP Payments and AR • AR Only • IPAC Only (Intra-Governmental Payment and Collection only) • IPAC and AP Payments • IPAC and AR • IPAC, AR, and AP Payments • Non Reporter The GWA Reporter Category code is specified to identify those interfaces, such as IPAC, CA$HLINK and SPS/PAM, that have been modified to interface the Business Event Type Code (BETC) to cash activity with the U.S. Treasury. The GWA Reporter code that you define for each ALC drives functionality in the software related to the Partial SF 224 that: • Identifies which agency systems and ALC are ready to interface the BETC with its cash activity to the US Treasury. • Limits the data extracted for the Partial 224 based on the specific GWA Reporter Category code defined for the ALC. • Determines whether cash reclassification from one Treasury Symbol to another needs to be reported on the Partial 224 The GWA Reporter category has no impact on CTA reporting.

Business Activity and Reporter Category Combinations

The system requires that the business activity type and reporter category codes are a valid combination. The system displays a warning message if the combination is invalid.

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IPAC Fields Page

Use the IPAC Fields page (ALC_IPAC_FLDS) to assign a Business Activity and one or more effective dated Reporter Categories to an Agency Location Code.

When an agency system is ready to pass the BETC code to the U.S. Treasury, the agency will select the appropriate Reporter Category so that the data can be excluded from the SF224 report.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Agency Location Codes** > **Agency Location** > **IPAC Fields**

This example illustrates the fields and controls on the IPAC Fields page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Required Field and **Field Name**	Select the Required Field check box to define the selected field as required for this ALC. The IPAC fields available here are delivered as optional; fields that are by default required in PeopleSoft Financials are excluded.
Start Date and **End Date**	For each Required Field that you select, you must also enter Start Date and End Date values. Effective dating enables an agency to designate fields as optional or required in the future, based on the agency's business case needs. If you deselect a Required Field check box, the system clears the start and end dates.

Setting Up Financials Audit Framework (Audit Logging)

To set up the Financials Audit Framework, use the following components:

- Enable Audit Logging (FS_AUDITLOG_ENABLE)
- Search Audit Logs (FS_AUDITLOG_SEARCH)

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- Purge Audit Logs (FS_AUDITLOG_PURGE)

Pages Used to Manage the Financials Audit Framework

Page Name	*Definition Name*	*Usage*
Enable Audit Logging Page	FS_AUDITLOG_ENABLE	Enable audit logging by PeopleSoft application.
Search Audit Logs Page	FS_AUDITLOG_SEARCH	Search for audit logs.
Purge Audit Logs Page	FS_AUDITLOG_PURGE	Use this page to delete selected audit logs.

Understanding the PeopleSoft Financials Audit Framework

The Financials Audit Framework (audit logging) provides efficient tracking of transaction processing that results in enhanced visibility and detailed audit trails. The framework is a centralized structure that allows you to identify the statuses of transactions to be tracked, including online views to search the audit log results by source, transaction and user. You can also archive and purge the audit logs.

Audit logging is available for the following transaction flows:

PeopleSoft Application	*Audit Log Record*	*Transaction Flows*
Asset Management	AM_ASST_AUD_TBL	Asset Adds and Copy Adjustments and Transfers Depreciation Interunit Transfers Recategorizations Retirements and Reinstatements Revaluation

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PeopleSoft Application	*Audit Log Record*	*Transaction Flows*
Billing	BI_IVC_AUD_TBL	Create and Edit Billing Invoice Online Copy and Adjust Billing Invoice Correct Budget Stage Error Finalize Billing Invoice Create Installment Invoice Create Recurring Invoice Interface Create/Edit Invoice Billing Invoice Maintenance Approve/Delete Worksheet Delete Canceled Bills
eBill Payment	EB_AUD_ADD EB_AUD_ADD_ARC EB_AUD_PHONE EB_AUD_PH_ARC EB_AUD_CRCRD EB_AUD_CRCR_ARC	Add, Delete, and Edit Billing Address Add, Delete, and Edit Contact Information Add, Delete, and Edit Credit Cards
General Ledger	GL_AUD_JRNL	Create, Edit and Post Journal Delete Journal Mark to Post and Unpost Journal Unpost Journal Update Journal Unmark to Post and Unpost Journal Journal Date Change
Payables	AP_VCHR_AUD_TBL AP_PYMT_AUD_TBL AP_CNTL_GRP_TBL	Voucher transactions Payment transactions Control Group transactions

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PeopleSoft Application	*Audit Log Record*	*Transaction Flows*
Receivables	AR_AUD_DEPOSIT AR_AUD_DRAFT AR_AUD_ITEM AR_AUD_PND_ITEM AR_AUD_PYMNT	Items Drafts Payments Deposits
Lease Administration	RE_LS_AUD_TBL	Create, Copy and Activate Lease Create and Activate Amendments Add and Delete Lease Clauses Add and Delete Lease Options Add and Delete Lease Notes Enable and Disable Lease Month to Month Extension Create and Process Manual Fee Create, Revise and Process Sales Reports Create, Revise and Process Operating Expense Audit Worksheets Generate, Update and Process Lease transactions. Adjust straightline entries. Refund Security Deposits

Note: Documents and events for each application are registered. To register products, documents and events for audit logging that are not delivered requires access to the Register for Audit Logging page. This page is accessible only by the Application Development or customization teams.

Enable Audit Logging Page

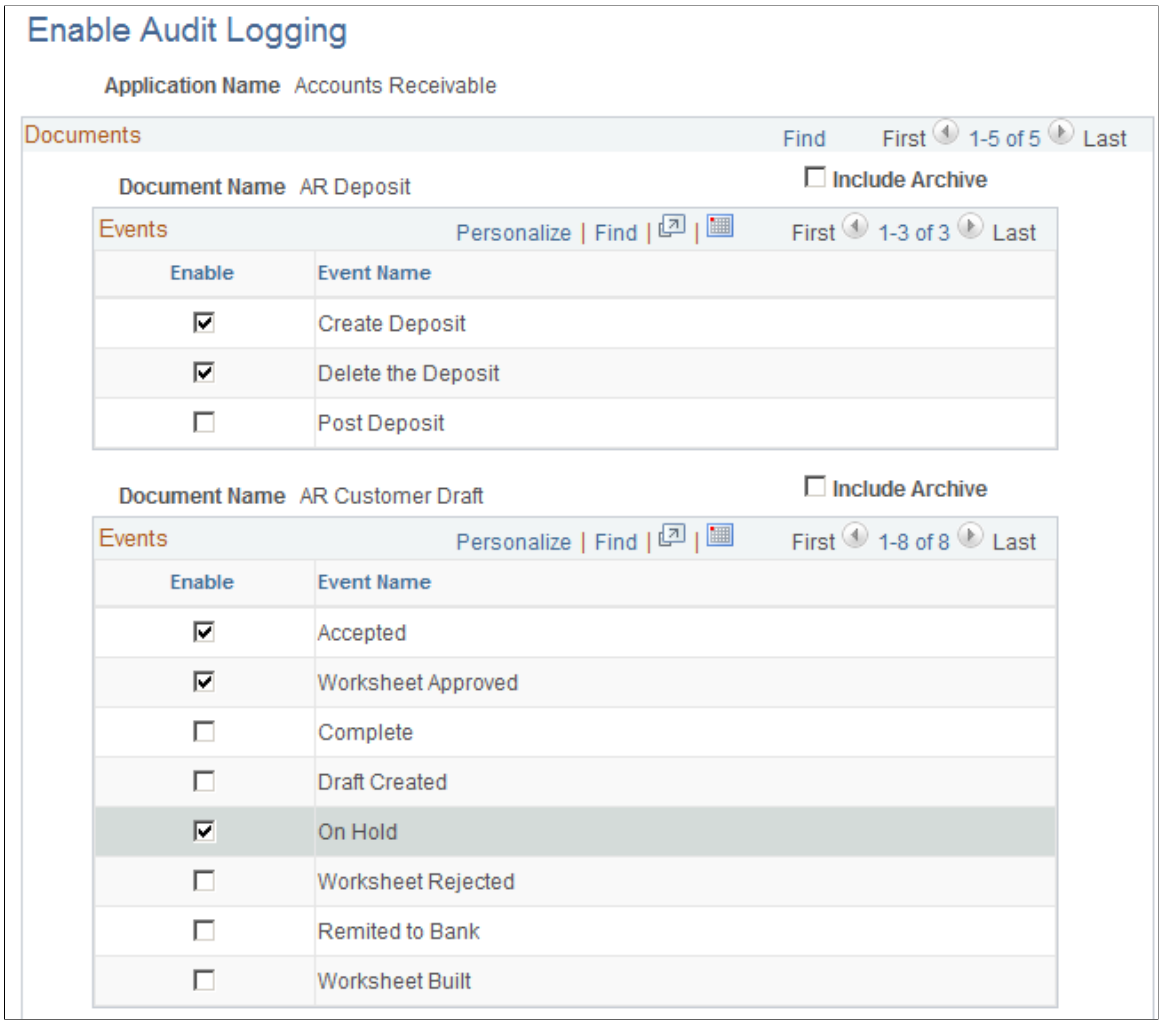
Use the Enable Audit Logging page (FS_AUDITLOG_ENABLE) to enable audit logging by PeopleSoft application.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Audit Logging** > **Enable Audit Logging** > **Enable Audit Logging**

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This example illustrates the fields and controls on the Enable Audit Logging page. You can find definitions for the fields and controls later on this page.



Select the application name of the product for which you want to enable events for audit logging. Select the events that you want to track.

Field or Control	***Description***
Application Name	Select to enable events for the following applications: • Accounts Payable • Accounts Receivable • Asset Management • Billing • eBill Payment • General Ledger

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Field or Control	*Description*
Enable	Select the events for which you want to enable audit logging.
Include Archive	Select to include archived data. **Note:** Data can be archived using PeopleSoft Data Archive Manager. See *PeopleTools: Data Management*, "Using PeopleSoft Data Archive Manager".

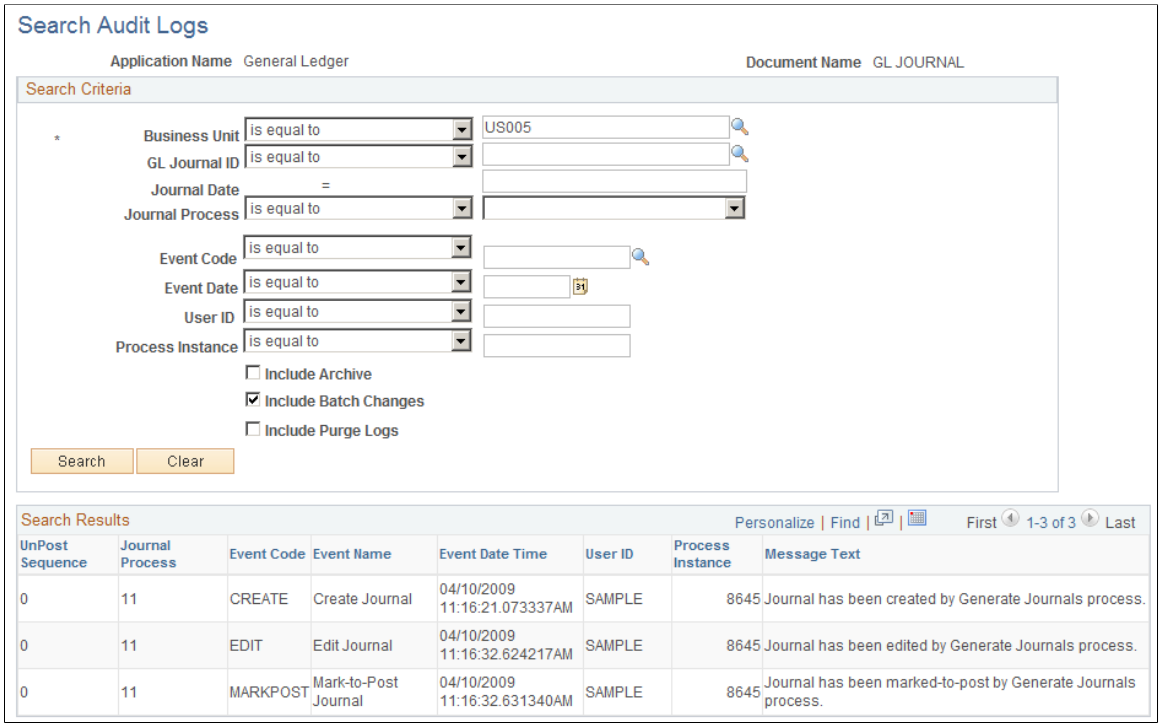
Search Audit Logs Page

Use the Search Audit Logs page (FS_AUDITLOG_SEARCH) to search for audit logs.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs > Search Audit Logs

This example illustrates the fields and controls on the Search Audit Logs page. You can find definitions for the fields and controls later on this page.



The Search Audit Logs page accesses events that are populated in the audit record within the application if the corresponding events are enabled for audit logging. Enter your selection criteria and click the Search button to retrieve the requested audit information in the Search Results grid. The Search Criteria and Search Results fields depend upon the application and the documents that you choose to track.

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You can also access the Search Audit Logs page from the View Audit Logs link that is provided on the transaction pages themselves, such as the Journal Entry - Lines page or the Bill Summary Info page, for example. The search result, by default, returns the audit trail for that particular journal or Billing invoice.

See “Enabling Journal Audit Logging” (PeopleSoft General Ledger).

See “Adding and Maintaining Asset Information” (PeopleSoft Asset Management).

See “Understanding Online Bill Entry” (PeopleSoft Billing).

Field or Control	*Description*
Include Archive	Select to include archived logs in your search results
Include Batch Changes	Select to include logs of those transactions that are created in batch processes.
Include Purge Logs	Select to include deleted audit logs (logs that were purged using the Purge Audit Logs page) in the search display.

Purge Audit Logs Page

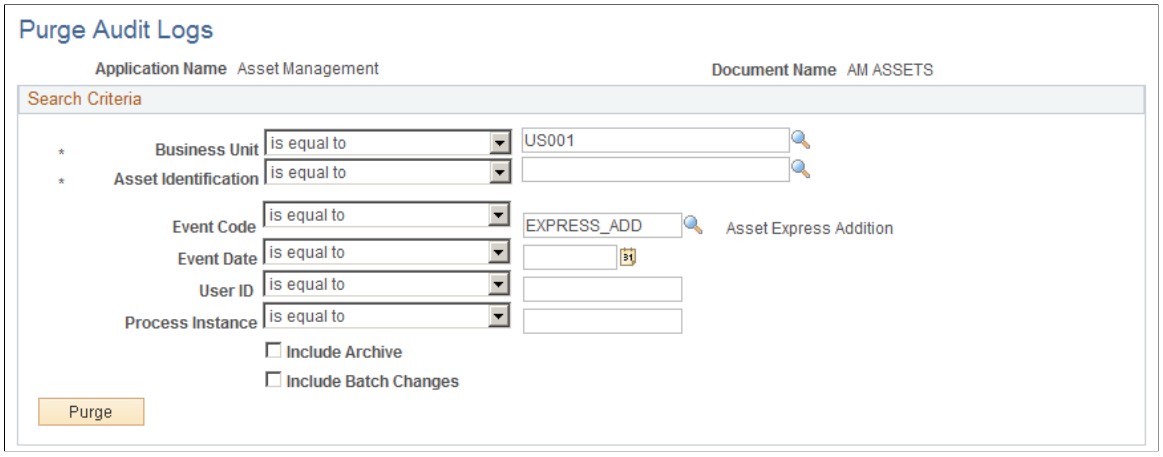
Audit log data can become very large as there are multiple events for each document and one particular document can be edited more than once. This data may need to be removed from the system from time to time for system maintenance.

Use the Purge Audit Logs page (FS_AUDITLOG_PURGE) to delete selected audit logs.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Audit Logging** > **Purge Audit Logs** > **Purge Audit Logs**

This example illustrates the fields and controls on the Purge Audit Logs page. You can find definitions for the fields and controls later on this page.



Enter search criteria to retrieve the audit logs that you want to purge and click the **Purge** button. You are presented with a message that informs you of the number of rows to be deleted and asks if you want to continue with the deletion of these rows.

Note: The purge log cannot be purged.

Setting Up Document Management Options

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

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

Pages Used to Set Up Document Management Options

Page Name	*Definition Name*	*Usage*
Documentum Product Options Page	DC_PRODUCT	Define which PeopleSoft products are Documentum-enabled and define the document management options for a product.
Documentum Component Options Page	DC_PNLGRP	Used to control by product and component, the document management buttons that the system displays in document components.
Documentum Page Options - Page Options Page	DC_PNL_OPT	Define Documentum page options by component name and by product and thus control pages within a given component. Use this page to make a page document-enabled.
Documentum Page Options - Copy Properties Page	DC_PNL3_OPT	Control the prompting behavior for key fields related to Documentum-enabled pages.

Understanding Setting Up Document Management Options

You can enable document management within selected PeopleSoft system pages. Set up active Documentum-enabled components within a PeopleSoft application and define valid buttons that are associated with each of the pages within these components. The PeopleSoft Documentum setup is efficient such that the list of components and individual pages from which to select, are those that are specifically designed for use with Documentum.

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Documentum Product Options Page

Use the Documentum Product Options page (DC_PRODUCT) to define, which PeopleSoft products are Documentum-enabled and define the document management options for a product.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Documentum** > **Product Options** > **Product Options**.

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

Field or Control	*Description*
Document Enabled PS (PeopleSoft)/Product	Values are: *Engineering/Manufacturing* and *Enterprise.* The PeopleSoft system delivers Engineering/Manufacturing and Contracts Documentum-enabled pages. Use the Enterprise product option for Documentum-enabled components, which are used within multiple products. **Note:** These pages are preloaded with PeopleSoft Engineering information.
Documentum Docbase Name	Displays the name of the document database that contains the documents that you'll access with PeopleSoft pages for a specific product. When you access the document-enabled PeopleSoft system pages, the system connects you to this document database.
Maximum Documents in Query	Displays the maximum number of documents retrieved when you run document management system queries within the Documentum-enabled product. This setting prevents you from retrieving more documents than you deem reasonable at any one time. This is the maximum number of documents that the system returns to the Query Result page, not the maximum number of documents that results from the document management system query itself. For example, if you set this field to 10, then the system displays only 10 documents on the Query Results page, although 20 documents were found. The documents displayed are the first 10, ordered by document name. **Note:** This setting doesn't limit the maximum number of documents that can be associated on a page, just how many are returned by a single query.
Document Object Type	Displays the document management system object supertype that you want to use when you access documents within the document database. The object type controls the set of valid attributes of the documents within Documentum. This object type must contain all attributes (fields) that you'll reference from Engineering document query pages.

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

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

Related Links

Documentum Page

Documentum Component Options Page

Use the Documentum Component Options (DC_PNLGRP) page to control, by product and component, the document management buttons that the system displays in document components.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Documentum** > **Component Options**

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

Field or Control	*Description*
Component Name	Select the PeopleSoft Engineering or PeopleSoft Manufacturing access capabilities that you want.
Document Enabled PS/Product	Select *EG* (Engineering/Manufacturing) or *ER* (Enterprise). If the component applies to more than one product, select *ER*.
Component Type	Select whether the component is an inquiry or maintenance component.

Valid Actions

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

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

Field or Control	*Description*
	View document detail.
	Query the Documentum database.
	View document contents.
	Launch Documentum.
	Fix or unfix versions.
	Copy associations.

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

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

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

Related Links

“Understanding Document Management in PeopleSoft Engineering” (PeopleSoft Engineering)

Documentum Page Options - Page Options Page

Use the Page Options page (DC_PNL_OPT) to define Documentum page options by component name and by product and thus control pages within a given component.

Use this page to make a page document-enabled.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Documentum** > **Page Options** > **Page Options**

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

Field or Control	*Description*
Documentum Enabled Page	The available options consist of a list of Documentum-enabled pages from the specified component. You can remove or add document-enabled pages.
Page Name	Enter a unique name for each Documentum-enabled page. Because the page name acts as a reference during copying, it is important to create unique names if a page is being added to more than one component.
Link Record Name	Displays the record that contains Documentum document information for that page, including object ID, document name, and title. This field is required but is not an editable field. It appears here for reference purposes only.

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

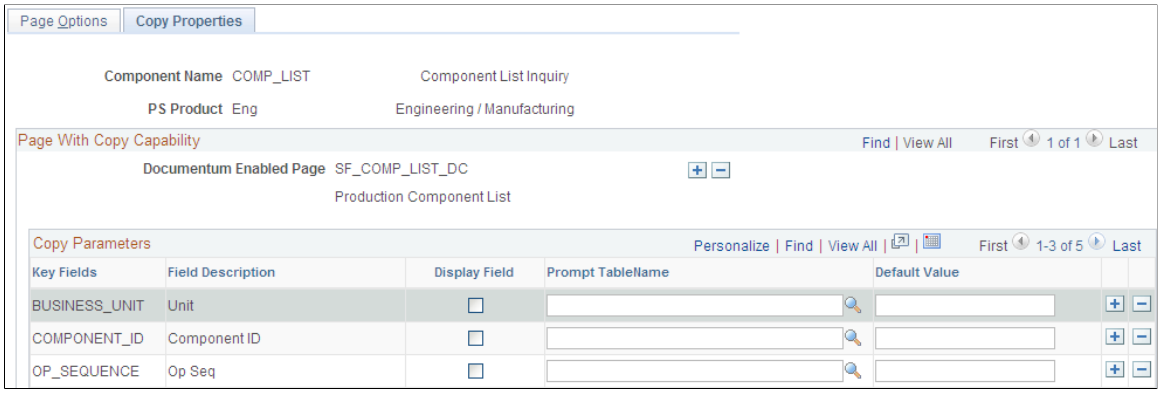
Documentum Page Options - Copy Properties Page

Use the Copy Properties page (DC_PNL3_OPT) to control the prompting behavior for key fields related to Documentum-enabled pages.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Documentum** > **Page Options** > **Copy Properties**

This example illustrates the fields and controls on the Documentum Page Options - Copy Properties page. You can find definitions for the fields and controls later on this page.



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

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Field or Control	*Description*
Key Fields	Displays key fields for the link record.
Display Field	Determines if a key field appears at copy time for the Documentum-enabled page.
Prompt Table Name	Displays the prompt table or view that the system uses to display valid values for the key field when you copy from the Documentum-enabled page.
Default Value	The system uses this value for display purposes at copy time.

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

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

Setting Up Resources

This topic discusses how to set up common resource information.

Page Used to Set Up Resource Information

Page Name	*Definition Name*	*Usage*
Resource Setup Page	INSTALLATION_RESRC	Set up common resource information.

Resource Setup Page

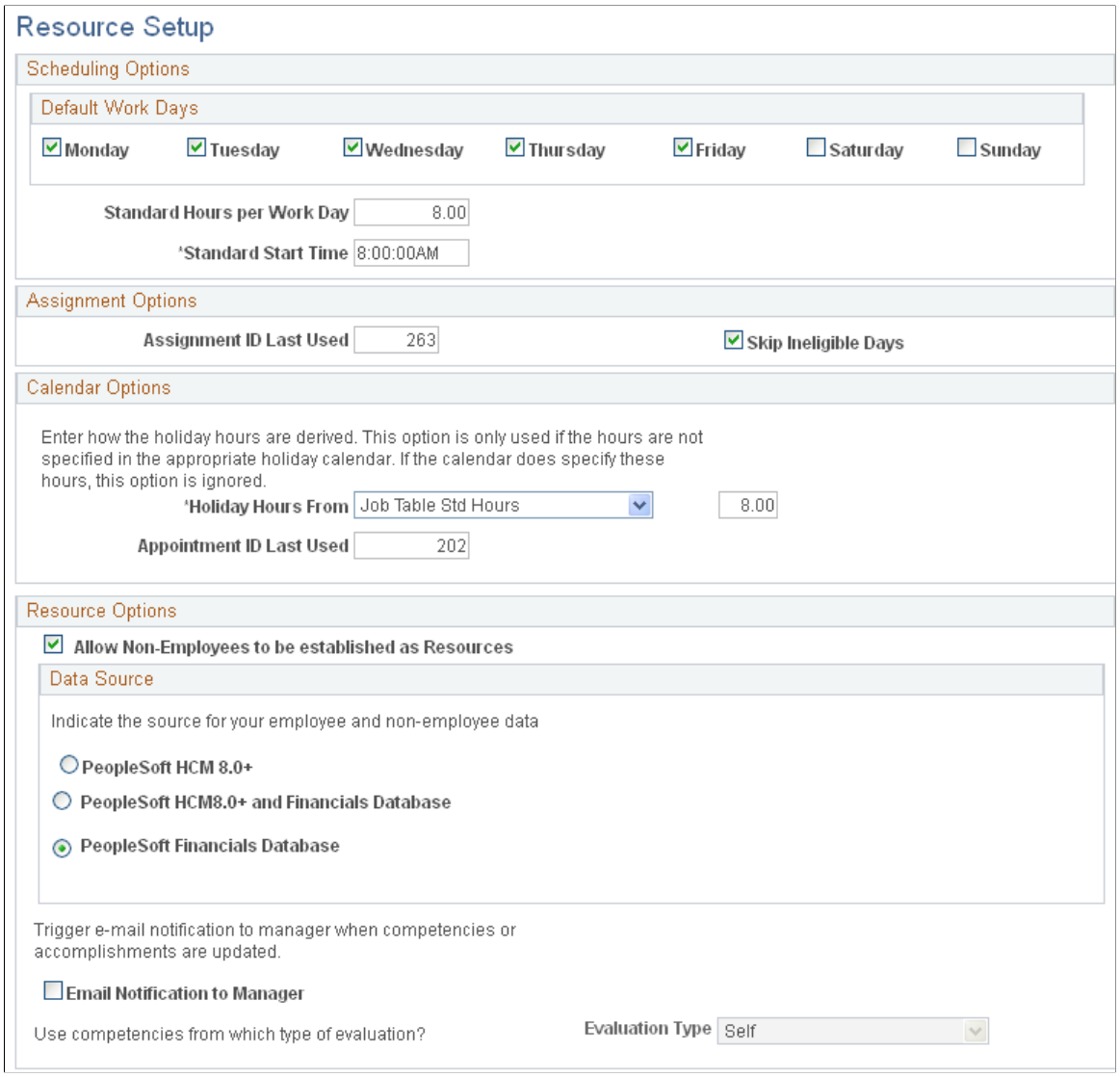
Use the Resource Setup page (INSTALLATION_RESRC) to set up common resource information.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Resources Data** > **Setup Common Resource Options**

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This example illustrates the fields and controls on the Resource Setup page. You can find definitions for the fields and controls later on this page.



Scheduling Options

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

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Field or Control	*Description*
Standard Hours per Work Day	Enter the number of hours that make up a work day. The Resource Match engine uses this information to calculate availability fit scores for each resource-and-resource request combination. This field is multiplied by the default number of work days per week to determine the default value for the organization's standard hours per week. If a resource's standard hours per week are less than the organization's standard hours per week, the resource is treated as part-time.
Standard Start Time	Enter the time of day at which the resource will begin work. This information is used as the default start time on new appointments, assignments, and holidays.

Assignment Options

Field or Control	*Description*
Assignment ID Last Used	Enter the ID that the system uses to determine the next system-generated assignment ID number. This field serves as a counter to track the last system-generated ID for an assignment. This value should only be manipulated to reinitialize the database from test to production mode, or to reset the assignment IDs. Examples of valid reasons to manually change the value in this field are: • You converted assignments from a legacy application, and your organization decides to skip a series of numbers used prior to the Resource Management implementation. • The assignment ID value incremented as you performed testing or training on your application, and you want to reset before putting the Resource Management application into production. Existing assignment IDs are not reused even if you reset the value in the **Assignment ID Last Used** field.

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Calendar Options

Field or Control	*Description*
Holiday Hours From	Select the method of determining the duration in hours of each holiday if the holiday start and end times are not defined in PeopleSoft HRMS. This information is used to load holidays onto resources schedules. Select how the system will derive the holiday hours: *Custom Settings Defined Here:* Select this option and enter a value in the adjacent field to specify the number of hours that will be used across all resource schedules when the system generates holiday entries. *Job Table Std Hours* (job table standard hours): Select this option for the application to divide the resource's standard hours per work week by the number of days that the resource works each week to obtain an average work day length in hours. *Standard Hours per Work Day:* Select to use the organization's standard hours per work day that is defined on this page, for all resources when the system determines the duration of each holiday. **Note:** Use the *Standard Hours per Work Day* option only if the hours are not specified in the appropriate holiday calendar. If the calendar does specify these hours, the system ignores this option.
Appointment ID Last Used	Displays the last system-generated ID for a resource schedule appointment. Enter a value in this field only to reinitialize the database from test to production mode, or to reset the appointment IDs.

See “Defining Holidays on Resource Schedules” (PeopleSoft Resource Management).

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Resource Options

Field or Control	*Description*
Allow Non-Employees to be established as Resources	Select this option to enable individuals who do not have a personnel status of *Employee* to be eligible to become resources. By selecting this option you can control the eligibility of non-employee resources; maintain their competencies, accomplishments, and schedules; search for non-employee resources; and assign non-employee resources to projects and service orders. In addition, you can view the resources' personnel status throughout the system so that you can distinguish between employees and non-employees.
Email Notification to Manager	Select to generate automatic email to the resource manager when competencies and accomplishments are updated in the FSCM database. This field is activated if you use the FSCM database as the source database for employee competency information.
Evaluation Type	Select the type of evaluation to be used as the valid competency profile in Resource Management. This field is activated if you use the HRMS database as the source database for employee competency information. PeopleSoft HRMS Profile Management enables evaluations to be performed by an employee (self), manager, customer, and so on. In Resource Management you can decide which type of evaluation appears on the resource profile and is used by the Resource Match engine to calculate Competency fit scores. This option only applies if you use the HRMS database as your source database for competencies and accomplishments. If you use the FSCM database as the only source for competencies and accomplishments, the evaluation type value is *Self*.

Resource Options - Data Source

Select the source for your employee and non-employee data.

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Field or Control	*Description*
PeopleSoft HCM 8.0+	Select **PeopleSoft HCM 8.0+** to maintain employee and non-employee source data only in PeopleSoft Human Resources (HRMS). This allows the full synchronization process to update (overwrite) resource competencies and accomplishments in Resource Management with information from HRMS. You can review any employee or non-employee records in Resource Management, regardless of the source database.
PeopleSoft HCM8.0+ and Financials Database	Select to maintain employee data records in HRMS, and non-employee data records—employee IDs (EMPLIDs) with a Personnel Status field (PER_STATUS) value of *N*—in HRMS and Resource Management. This option allows you to create non-employee data records in either database. This option directs the full synchronization process to update the Financials database with HRMS data *only* for non-employee data records that originate in HRMS. Non-employee data records that originate in Resource Management are not affected by the full synchronization process. In Resource Management you can review employee and non-employee records originating from HRMS, and update non-employee records that originate from Resource Management.
PeopleSoft Financials Database	Select to maintain employee and non-employee data records only in the Financials database.

See “Understanding PeopleSoft Resource Management and PeopleSoft HCM” (PeopleSoft Resource Management).

See “Understanding PeopleSoft Resource Management Without PeopleSoft HCM” (PeopleSoft Resource Management).

Setting Up Locations

Use the following components to set up locations:

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

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

Pages Used to Set Up Locations

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

Country Description Page

Use the Country Description page (COUNTRY_DEFN) to add or review country descriptions.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Location** > **Country** > **Country Description**

Field or Control	*Description*
2-Char Country Code (2-character country code)	Enter a two-character country code to meet value added tax (VAT) requirements. The system appends the 2-character country code to the VAT registration ID, which is a 20-character number to meet VAT requirements.
EU Member State (European Union member state)	Select if the country is a member of the European Union. You must select this option to include a country in prompts for Intrastat reporting.

Related Links

“Establishing Intrastat Characteristics” (PeopleSoft Global Options and Reports)

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Address Format Page

Use the Address Format page (ADDR_FORMAT_TABLE) to select address fields for a country so that the system displays addresses in the appropriate format.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Location > Country > Address Format

Field or Control	*Description*
Available	Select to make the field available everywhere in the system.
Label	Enter the name of the field as it is to appear on the page. For example, change the value in the **State** field to *Province* or *Department*.
Address 1, Address 2, Address 3, and **Address 4**	Select the address fields normally used by the country that you selected.
Postal Search	Select if you want the Postal Search link to appear on the Location Definition page. This link enables the user to find a postal delivery code.
Number 1, Number 2, House Type, Field 1 Label, Field 2 Label, and **Field 3 Label**	If you select these fields, they replace the **Address 4** field on pages.

Location - State Page

Use the Location - State page (STATE_DEFN) to add or review a state or province code.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Location > Define State or Province Code

Field or Control	*Description*
Numeric Code	Use to assign a number to a state or province for statistics and reports.
State	Enter a state abbreviation.
Country	Select a country.
Description	Enter a description for the state or locality.

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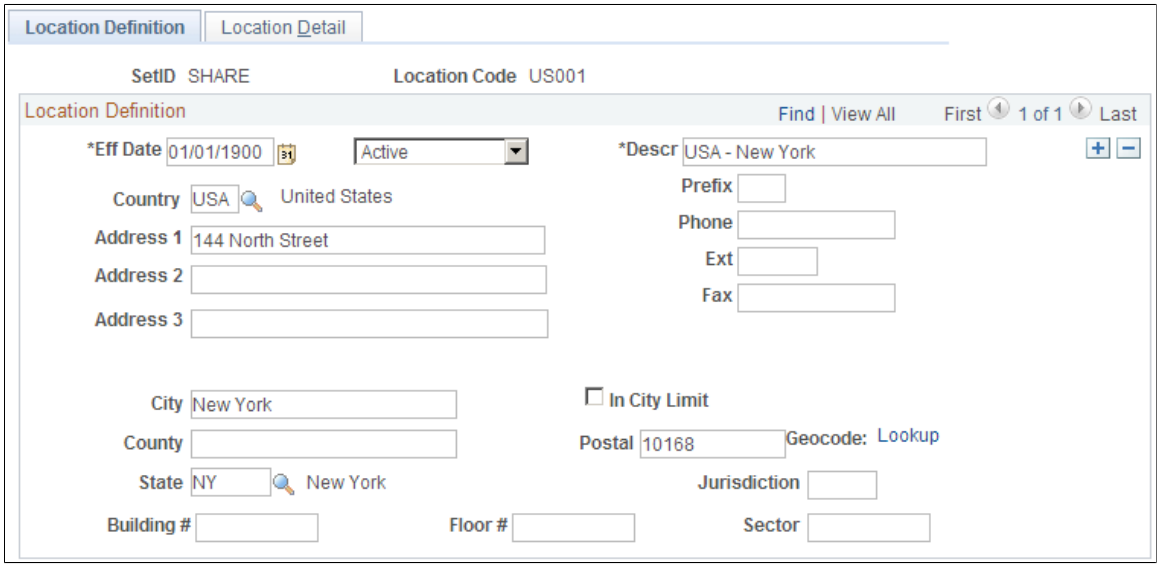
Location - Definition Page

Use the Location Definition page (LOCATION_TBL) to define a location code, such as a branch office or shipping office.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Location > Setting Up Locations > Location Definition

This example illustrates the fields and controls on the Location Definition page. You can find definitions for the fields and controls later on this page.



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

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

Field or Control	*Description*
In City Limit	Select if you use a third-party tax provider product and if you need to access additional city tax information. **Note:** The In City Limit is not used by the Vertex O Series tax solution.
Alternate Character Set	Click to access a page where you can enter or display (or both) field values in an alternate character set. This button appears only if you selected the Alternate Character check box on the User Preferences - Overall Preferences page.
Address 2 and **Address 3**	If not used at this location, you can enter values in these fields to provide more information about the location, such as *Printing Division* or *Western Annex*.

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Field or Control	*Description*
Address 4	The space available to display addresses on a page is limited. The **Address 4** field will not appear if you select some of the optional address fields on the Address Format page, such as Number 1 or House Type.
GeoCode	This value is used by third-party tax applications to link a location definition to their tax calculation algorithms. If no geocode has been selected, this field displays a **Lookup** link. Clicking the geocode value or Lookup link accesses the Tax GeoCode Selection page, where you select a geocode value for the location definition. You *must* select a geocode for each location definition in order to integrate properly with your third-party tax application. Error messages that appear for this field are issued by the third-party application, and more information is provided in the third-party application documentation.

Related Links

Address Format Page

Location - Detail Page

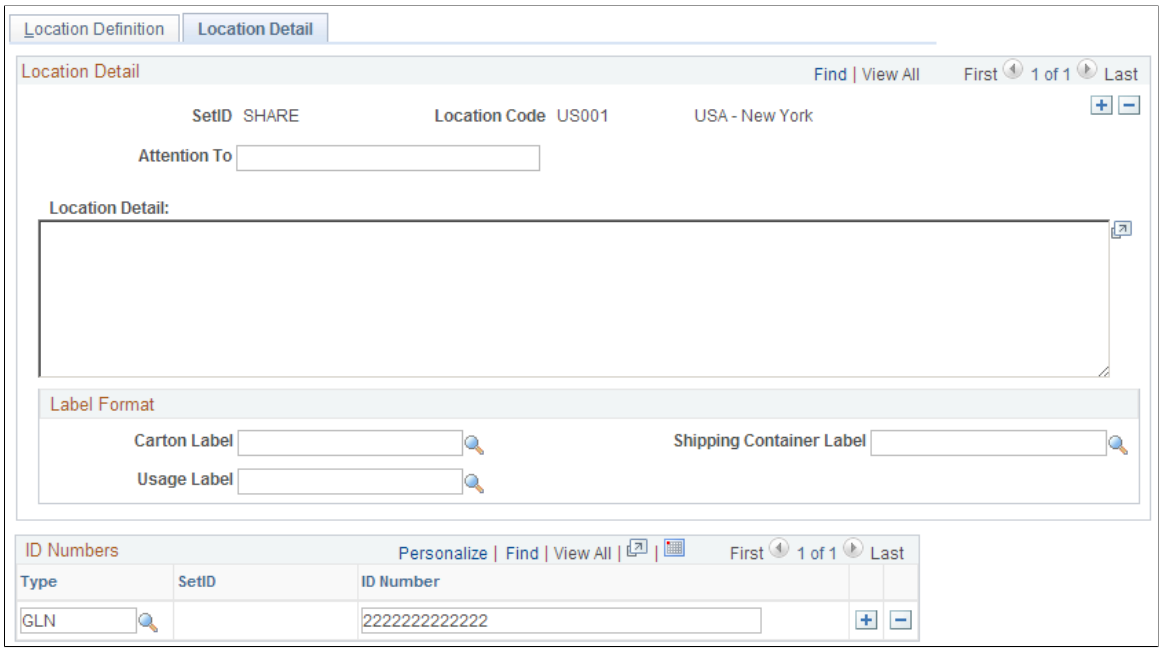
Use the Location Detail page (LOCATION_TBL2) to add details to a location definition.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Location** > **Setting Up Locations** > **Location Detail**

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This example illustrates the fields and controls on the Location Detail page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Attention To	Enter the name that appears in the attention area of correspondence for this location.
Location Detail	Enter additional information that you want to maintain for this location.
Carton Label	Select the default format for printing carton labels for this location.
Shipping Container Label	Select the default format for printing shipping container labels for this location.
Usage Label	Select the default format for printing item usage labels for this location.
ID Numbers	Use this section to specify any additional types of identifiers for the location. The system supports a list of number types, such as GLN (a 13-digit numeric value) or DUNS number. Except for GLNs, other ID numbers entered here are not validated at save. The SetID field is not available for edit for all ID types. For each location specified in the system, you can only enter one ID number for any given type.

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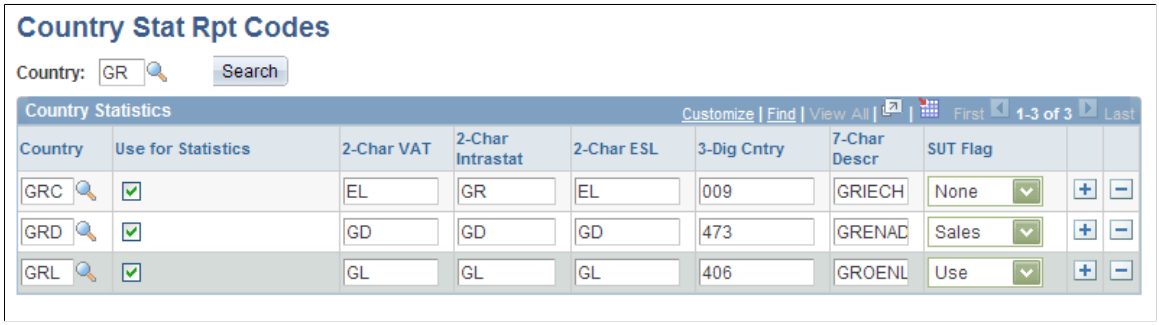
Country Stat Rpt Codes Page

Use the Country Stat Rpt Codes (country statistics report codes) page (COUNTRY_STAT_PNL) to enter country codes requiring reporting as well as reporting options for each country code that you specify.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Location > Country Statistics > Country Stat Rpt Codes

This example illustrates the fields and controls on the Country Stat Rpt Codes. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Use for Statistics	If you select this check box, the country recognized by the International Standards Organization (ISO) is also recognized by the European statistical offices as a country. If Use for Statistics is not selected, the country is recognized by the ISO but not by the European statistical offices. If this is the case, the European statistical offices assume that the country is a part of another country for the purposes of producing statistical data such as the GNP. For example, for ISO, the Principality of Monaco has its own country code, while for statistical purposes, Monaco is assumed to be part of France, and therefore has the same statistical country code as France.
2-Char VAT (two character value added tax)	Enter a 2-character country code to meet special value added tax (VAT) requirements for certain countries. This is useful for some countries that are not using the ISO 3166 country code in conjunction with their VAT registration ID. When appending the 2-character country code to the VAT registration ID, Financials accesses this separate country code. The VAT registration ID is a 20-character number to meet VAT requirements.
2-Char Intrastat (two character intrastat)	Displays the country identifier for the European statistical offices. This code is printed on some of the Intrastat Layout forms.
2-Char ESL (two-character European Sales List)	Used for countries that are members of the European Union. This code is usually printed as part of the VAT Registration Information on the European Sales List (ESL).

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Field or Control	*Description*
3-Dig Cntry (three-digit country)	Used as a country identifier for the European statistical offices, the code is usually printed on the Intrastat report to identify source or destination countries to or from which goods are shipped.
7-Char Descr (seven-character description)	Used for the German international EFT layout to identify countries into or from which electronic funds are sent or received.
SUT Flag (sales and use tax flag)	Informational only.

Establishing Regions and Region Codes

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

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

Pages Used to Establish Regions and Region Codes

Page Name	*Definition Name*	*Usage*
Region Type Codes Page	REGION_TYPE	Identify the type of activity that takes place in a particular region.
Region Codes Page	REGION_CD	Establish territories for sales, to establish special pricing schemes for a geographic region, or to aid in determining the distribution of accounting entries.
Procurement Region Supplier Order Location Page	REGION_VNDR_LOC	Select an appropriate supplier SetID, supplier ID, and supplier location for a specific region.
Region Code Ship To Locations Page	REGION_SHIPTO	Identify multiple Ship To locations within a designated contract domain.
Region Codes Address Page	REGION_CD_ADDR	Enter location information if the region code represents a physical entity.

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Understanding Establishing Regions and Region Codes

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

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

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

Example of Region Code Use

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

Region Type Codes Page

Use the Region Type Codes page (REGION_TYPE) to identify the type of activity that takes place in a particular region.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Location** > **Region Type Codes** > **Region Type Codes**

Region Codes Page

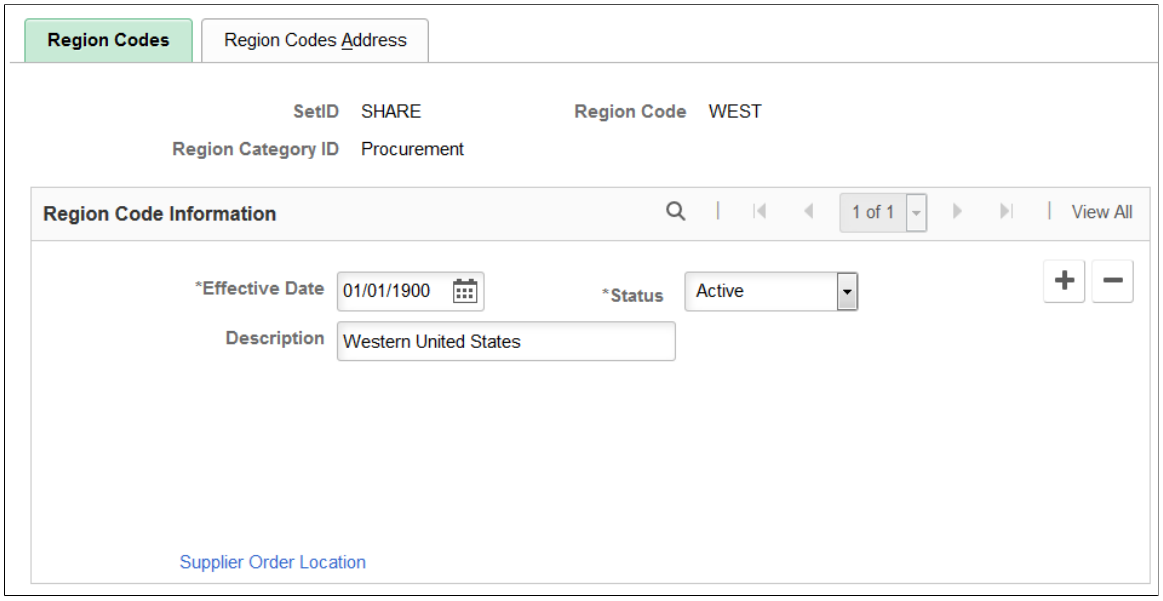
Use the Region Codes page (REGION_CD) to establish territories for sales, to establish special pricing schemes for a geographic region, or to aid in determining the distribution of accounting entries.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Location** > **Region Codes** > **Region Codes**

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This example illustrates the fields and controls on the Region Codes page.



Regions can be physical entities or geographical areas. When a region represents a physical entity, the region code has the same characteristics as a business, that is, address and language.

When you create a new region code, the system prompts you for a region category ID. The Region Category ID determines which fields display on the Region Codes page. PeopleSoft provides the following Region Category ID values:

- *Accounting*
- *Alternate Sources of Supply*
- *Backorder/Reservation*
- *Contract Domain*
- *Contracts*
- *Freight*
- *Pricing*
- *Procurement*
- *Reporting*
- *Resource Management*
- *Team Member*
- *Transportation*

Use the *Procurement* value for regular procurement regions. If you want to set up alternative region types for the region codes, use the Region Types page.

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For Manufacturer and Distributor contract types, use the *Contract Domain* Region Category ID. You may consider this option when creating separate regions for multiple applications like PeopleSoft Purchasing and PeopleSoft Services Procurement.

Field or Control	*Description*
Description	Enter a unique description for the region code.
Supplier Order Location	Click this link to access the Procurement Region Supplier Order Location, where you can select an appropriate supplier SetID, supplier ID, and supplier location for a specific region. This link appears when you select *Procurement* for Region Category ID.
Ship To Location	Click this link to access the Region Code Ship To Locations page, where you can identify multiple Ship To locations within a designated contract domain. This information helps control access and pricing on contracts by business unit, contract domain, and ShipTo. This link appears when you select *Contract Domain* Region Category ID.

Procurement Region Supplier Order Location Page

Use the Procurement Region Supplier Order Location page (REGION_VNDR_LOC) to select an appropriate supplier SetID, supplier ID, and supplier location for a specific region.

Navigation:

Click the **Supplier Order Location** link on the Region Codes page.

Field or Control	*Description*
Supplier SetID	Select the supplier SetID for the supplier that you want to associate with the sourcing region.
Supplier ID	Select the supplier you want to associate with the sourcing region.
Supplier Location	Select the location for the supplier.

Region Code Ship To Locations Page

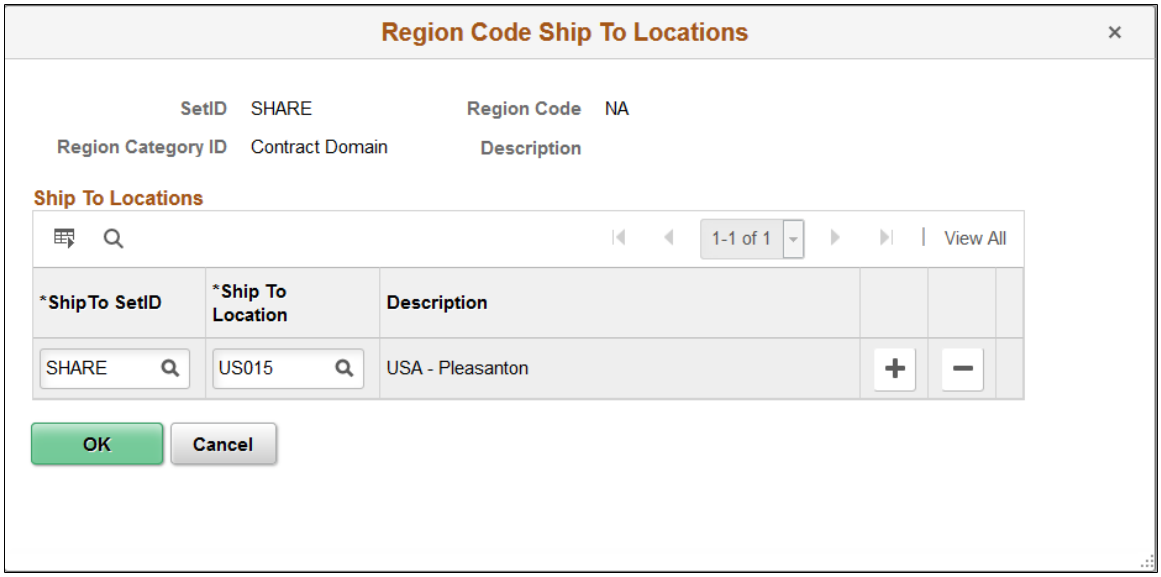
Use the Region Code Ship To Locations page (REGION_SHIPTO) to identify multiple Ship To locations within a designated contract domain.

Navigation:

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Click the **Ship to Location** link on the Region Codes page.

This example illustrates the fields and controls on the Region Code Ship To Locations page.



Add a line for each Ship To location you wish to include with the contract domain. Include the **Ship To SetID** and **Ship To Location** for each line.

This information helps control access and pricing on contracts by business unit, contract domain, and ShipTo.

For more information, see:

“Contract and Vendor Rebate Controls Page” (PeopleSoft Source to Settle Common Information), Contract Usage Options

“Creating Distributor and Manufacturer Contracts” (PeopleSoft Source to Settle Common Information)

Region Codes Address Page

Use the Region Codes Address page (REGION_CD_ADDR) to enter location information if the region code represents a physical entity.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Location** > **Region Codes** > **Region Codes Address**

Establishing Distribution Rules and Sets

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

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Pages Used to Establish Distribution Rules and Sets

Page Name	*Definition Name*	*Usage*
Distribution Sets Page	DST_SET_OM	Define distribution sets. Establish the distribution codes on the Distribution Pcts (percentages) page.
Distribution Rules Page	DST_RULE_OM	Define distribution rules to determine the order in which the system searches for matches against the distribution sets matrix when sales orders, contracts, and RMAs are entered.

Understanding Establishing Distribution Rules and Sets

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

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

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

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

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

Sales Order Distribution Set and Rule Example

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

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

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

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

Distribution Sets Page

Use the Distribution Sets page (DST_SET_OM) to define distribution sets.

Establish the distribution codes on the Distribution Pcts (percentages) page.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Distribution Accounting** > **Distribution Sets**

Field or Control	*Description*
Document Type	Your selection determines which account is debited. Valid options are: *Claimback Contract, Contracts, Sales Orders,* and *Returned Material Authorization.*
Product ID, Product Group, Customer, Customer Group, Region, Order Group, and **Inventory Business Unit**	You can elect to set up account distribution for an individual or a combination of these elements. Select the fields from the available options. **Note:** Your combinations cannot include both an individual customer and a customer group or an individual product and a product group. "Customer" refers to the ship-to customer.
Distribution Type	The distribution type is an attribute of the distribution set. It is not used in deriving distribution accounting.

Distribution Rules Page

Use the Distribution Rules page (DST_RULE_OM) to define distribution rules to determine the order in which the system searches for matches against the distribution sets matrix when sales orders, contracts, and RMAs are entered.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Distribution Accounting** > **Distribution Rules**

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

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Field or Control	*Description*
Default	Select to indicate that this distribution rule is the rule to be used when no other rule is specified on the business unit.
Sequence Number	Determines the search hierarchy for matches with distribution sets. Once a single match is found, the system uses the set to assign distribution codes to the order, contract, claimback contract, or RMA. Select the most detailed set definition for the first sequence and continue entering combinations in decreasing granularity. In other words, if you define a distribution set that applies to a single customer, select only the **Customer** check box on the first line. If you define a distribution set that applies to a region and customer group, select those check boxes on the second line, and so on. **Note:** "Customer" refers to the ship-to customer.

Establishing Carriers

Use the Carrier Table (CARRIER_TBL) component to define carrier information.

Pages Used to Define Carriers

Page Name	*Definition Name*	*Usage*
Carrier Page	CARRIER_TBL	Define the carriers that your organization uses to move freight.
Carrier - Phone Information Page	CARRIER_PHONEPOP	Enter phone information for the carrier. See the Carrier Page for more information.
Carrier URL Carrier Page	CARRIER_URL	Set up shipment tracking for deliveries made by external carriers. Enable freight charge calculation by a third-party freight application.
Carrier Calendar Exceptions Page	CARRIER_SHIP_EXCPT	Establish the times that the carrier does not drive or make pickups in order to calculate transportation lead times as accurately as possible.

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Understanding Carrier Information

PeopleSoft is delivered with many enterprise integration points (EIPs) to send and receive carrier data with a third-party system or another PeopleSoft application, such as CRM. These EIPs are service operations within PeopleSoft Integration Broker.

PeopleSoft delivers the service operations in PeopleSoft Integration Broker with a default status of *Inactive.* You must activate each service operation before attempting to send or receive data from a third-party source or another PeopleSoft system, such as CRM.

Use the information in the table below and refer to the setup instruction in the PeopleSoft Supply Chain Management Integrations product documentation, “Setting Up Service Operations” (PeopleSoft Supply Chain Management Integration).

Service Operation	*Direction and Type*	*Handlers*	*Chunking Available*	*Integrates With*
CARRIER_ FULLSYNC	Outbound Asynchronous			CRM, Third-party
CARRIER_ FULLSYNC_EFF	Outbound Asynchronous			CRM, Third-party
CARRIER_SYNC	Inbound Asynchronous	CarrierSync CarrierSyncEff		CRM, Third-party
CARRIER_SYNC_ EFF	Outbound Asynchronous			CRM, Third-party

See the product documentation for *PeopleTools: PeopleSoft Integration Broker.*

Related Links

“Setting Up Service Operations” (PeopleSoft Supply Chain Management Integration)

Carrier Page

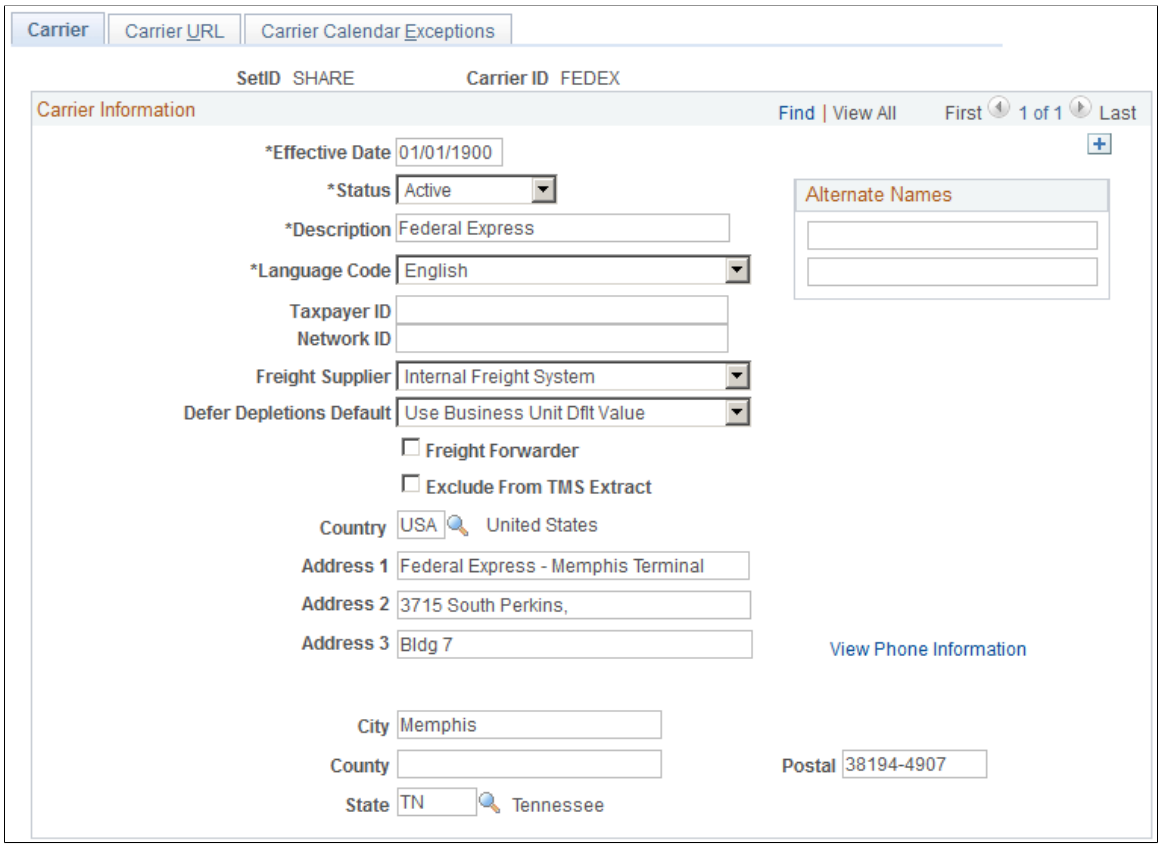
Use the Carrier page (CARRIER_TBL) to define the carriers that your organization uses to move freight.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Shipping and Receiving** > **Carrier Table** > **Carrier**

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This example illustrates the fields and controls on the Carrier page. You can find definitions for the fields and controls later on this page.



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

Field or Control	***Description***
Language Code	The language used for printing carrier information on bills of lading and shipping manifests.
Freight Vendor	Select one of the following options: *Internal:* The system calculates freight charges internally using PeopleSoft Order Management. *External:* A third-party provider calculates freight charges. To have freight charges calculated externally, you must install a third-party freight and handling application. **Note:** You can set this option on the Carrier URL page, as well as here on the Carrier page. When you change the Freight Vendor option on the Carrier URL page, the system updates this page.

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Field or Control	*Description*
Taxpayer ID	This value is used on export documents.
Freight Forwarder	Carriers that you identify as freight forwarders by selecting this check box may be designated as intermediate consignees on export documents used in PeopleSoft Order Management and PeopleSoft Inventory.
Network ID	Used to identify the carrier for electronic data interchange (EDI) transmittal of shipping documents such as bills of lading and shipping manifests. This field is informational only and is not used in any standard PeopleSoft reports or transactions.
Exclude From TMS Extract	Select to exclude demand lines that have this carrier from the download process to a transportation management system (TMS). If selected, any order line that has this carrier assigned to it will be bypassed during the TMS download selection process for the TMS Order Release TMS_ORDER_RELEASE enterprise integration point (EIP).
Defer Depletions Default	Using the Defer Depletions feature, you can delay the billing and costing of inventory shipments until you have completed any non-system procedures, such as obtaining signed deliver receipts from your customer or other needed paperwork. See the PeopleSoft Inventory product documentation, “Delaying the Billing and Costing of Inventory Shipments” (PeopleSoft Inventory). The options are: • *Default Defer Depletions to N:* Select to default the value of *N* (no) to the Defer Depletions field on each demand line that uses this carrier ID. This default is applied during the shipping processes and overrides the value set on the Setup Fulfillment-Shipping page (business unit level). • *Default Defer Depletions to Y:* Select to default the value of *Y* (yes) to the Defer Depletions field on each demand line that uses this carrier ID. This default is applied during the shipping processes and overrides the value set on the Setup Fulfillment-Shipping page (business unit level). • *Use Business Unit Dflt Value:* Select to use the default value defined in the Defer Depletions Default field of the Setup Fulfillment-Shipping page (business unit level).
Country	The address fields are dynamically controlled by your selection in this field.
View Phone Information	Click to access the Phone Information page, where you can enter phone information for this carrier.

Related Links

“Maintaining Additional Order Header Information” (PeopleSoft Order Management)

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“Maintaining Header and Line Information” (PeopleSoft Order Management)
“Delaying the Billing and Costing of Inventory Shipments” (PeopleSoft Inventory)

Carrier URL Page

Use the Carrier URL page (CARRIER_URL) to set up shipment tracking for deliveries made by external carriers.

Enable freight charge calculation by a third-party freight application.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Shipping and Receiving** > **Carrier Table** > **Carrier URL**

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

Field or Control	*Description*
Interlink DLL Name	If you select *External,* you can override the value in this field with the full path for another DLL. Your third-party freight and handling application provides your system with the default interlink .DLL name when you calculate freight charges at shipping. If you want to link directly to a specific carrier such as Federal Express, then enter the interlink .DLL name of that carrier here, overriding the default interlink .DLL name. You obtain a carrier's interlink .DLL name from the carrier. You can add your own customized .DLL link to this fields to integrate to your carrier to obtain freight. **Note:** The default interlink DDL name does not appear in this field, but the default is active unless you enter another interlink DLL name.
Track by PRO Number URL and **Track by PRO Number URL Suffix**	You can use one of two numbers to track orders externally PRO number or order number. The PRO number is the tracking number assigned to a shipment by an outside carrier. The third-party freight and handling application retrieves this number when you calculate a shipment charge. You can track by the PRO number on the Shipping page from the Order Tracking inquiry. If you want to track shipments by PRO number, enter values in both fields. These are the portions of the outside carrier's order tracking page URL that precede and follow the PRO number, respectively. You get the outside carrier's order tracking page URL from that outside carrier. The system inserts the PRO number in the URL (between the prefix and the suffix) when you click Track by PRO Number on the Shipping History page.

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Field or Control	*Description*
Track by Order ID URL and **Track by Order ID URL Suffix**	The order number is the number that you assign to a sales order that you create in PeopleSoft Order Management. You can track by the order number from the Order Tracking - Track by Order page and the Stock Requests page. If you want to track shipments by PeopleSoft Order Management sales order number, enter values in both fields. These are the portions of the outside carrier's order tracking page URL that precede and follow the sales order number, respectively. You get the outside carrier's order tracking page URL from the outside carrier. The system inserts the order number in the URL (between the prefix and the suffix) when you click Track By Order on the Order Tracking page. **Note:** When you track shipments by order number, most outside carriers still assign PRO numbers to your shipments. They enable you to attach your internal sales order number to your shipments, giving those shipments two identifying numbers, the PRO number (assigned by the external carrier) and the order number (assigned by you). The PRO number acts as the primary key. Because most outside carriers allow multiple customers to use the same order numbers (ten shipments from ten different merchants may all carry the same order number), but do not repeat PRO numbers, you may find it more efficient to track orders by PRO number.

Carrier Calendar Exceptions Page

Use the Carrier Calendar Exceptions page (CARRIER_SHIP_EXCPT) to establish the times that the carrier does not drive or make pickups in order to calculate transportation lead times as accurately as possible.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Shipping and Receiving** > **Carrier Table** > **Carrier Calendar Exceptions**

Establish times the that carrier will not be available for blocks of time such as vacation closures or certain days that the carrier does not make deliveries or pickups. These parameters are used to establish transportation lead times.

Field or Control	*Description*
No Pickup	Select to identify the times that the carrier will not make any pickups.
No Drive	Select to identify the times that the carrier does not drive.

Related Links

“Creating Transportation Lead Times and Freight Charges” (PeopleSoft Order Management)

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Defining Sales and Use Tax Authorities and Codes

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

Pages Used to Define Sales and Use Tax Authorities and Codes

Page Name	*Definition Name*	*Usage*
Tax Authorities Page	TAX_AUTHORITY	Add to or update sales and use tax authorities.
Tax Codes Page	TAX_CODE	Add or update sales and use tax codes.

Understanding PeopleSoft Tax Tables

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

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

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

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

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

Tax Authorities Page

Use the Tax Authorities page (TAX_AUTHORITY) to add to or update sales and use tax authorities.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Sales and Use Tax** > **Sales and Use tax Authorities** > **Tax Authorities**

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Field or Control	*Description*
Tax Percent	Enter the percent tax rate that the authority uses.

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

Tax Codes Page

Use the Tax Codes page (TAX_CODE) to add or update sales and use tax codes.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Sales and Use Tax** > **Sales & Use Tax Codes** > **Tax Codes**

Tax Rates

You can add or delete tax authorities from a tax code in the Tax Rates group box.

Field or Control	*Description*
Tax Authority	Select a valid predefined tax authority. You can add or update sales and use tax authorities on the Tax Authorities page.
Tax Percent	Enter the rate that each authority uses. The total percentage for the tax code (shown at the top of the page) is updated automatically when you add or delete authorities, or when you update the tax authority tables.

Calculation Parameters

Complete the calculation parameters.

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Field or Control	*Description*
Include VAT (include value-added tax)	Select when the VAT amount also needs to be taxed. If you select this check box, the system adds any VAT amount to the net-extended amount before it calculates sales and use taxes. This option is relevant when there are separate tax code fields for each bill line for sales and use and VAT. If you provide separate tax codes for sales and use and VAT, it is possible to have both on a particular line, resulting in a tax-on-tax situation. In these instances, the system always calculates VAT first. The system then calculates sales and use taxes either on the net-extended amount for the line or on the sum of the net-extended amount and the VAT amount.
Include Freight	If selected, indicates that the freight amount must be taxed. The system adds the freight amount to the net-extended amount before calculating sales and use tax.
Include Discount	If selected, the system subtracts the discount amount from the net-extended amount before calculating sales and use tax.
Include Misc Charges (include miscellaneous charges)	If selected, indicates that the miscellaneous charges need to be taxed. The system adds the miscellaneous charges to the net-extended amount before calculating sales and use tax.

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

Defining Additional Common Information

Use the following components to define additional common information:

- Accounting Entry Template (ACCOUNTINGENTRY)
- Activity Monitor Registry (PV_WL_REGISTRY)
- Attachments (ATTACHMENT_TBL)
- Automatic Numbering (AUTO_NUM_PNL)
- Commodity Code (COMMOD_CODE)
- Distribution Network (DS_NETWORK)
- Freight Terms (FREIGHT_TERMS)
- Tax Vendor Geo Code Update (RUN_TAXGEOUPD)

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- Harmonized Tariff Code (HRMN_TARIFF_CD)
- Image Location (IMAGE_LOCATION)
- Notices and Announmements (MBL_NOTICES)
- Personal Data (Edit) (EX_PERSONAL_DATA2)
- Planner Code (PLANNER_CODE)
- Reason Codes (REASON_CD)
- Ship Via Codes (SHIP_VIA_CD)
- Ship To Locations (SHIP_TO_CODES)
- Ultimate Use Code (SUT_USE_CD)
- Units of Measure (UNITS_OF_MEASURE)

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

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

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

Related Links

Setting Up On-Demand Processing Options

Pages Used to Define Additional Common Information

Page Name	***Definition Name***	***Usage***
Attachment Type Page	ATTACHMENT_TBL	Define attachment types.
Accounting Entry Template Page	ACCTG_TEMPLATE_AP	Define or modify an accounting entry template.
Register Worklists for Activity Monitor	PV_WL_REGISTRY	Select which worklist entries can appear on the buyer's Activity Monitor pagelet.

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Page Name	*Definition Name*	*Usage*
Auto Numbering Page	AUTO_NUM_PNL	Define automatic numbering specifications for PeopleSoft fields, such as a unique prefix for regular customers or for customers who are also vendors. The system automatically increments numbers by one.
Automatic Numbering by BU Page	AUTO_NUM_BU_PAGE	Define automatic numbering specifications at the business-unit level for PeopleSoft fields.
Commodity Code Page	COMMOD_CODE	Define commodity codes. Commodity codes, also called freight classes, are used on bills of lading to group and identify shipped products for freight rating and insurance purposes.
Distribution Network Page	DS_NETWORK	Define distribution network codes.
Forecast Sets Page	FORECAST_SET	Define versions of forecasts for PeopleSoft Supply Planning.
Freight Terms Page	FREIGHT_TERMS	Set up freight terms.
Tax Provider Geo Code Update Page	RUN_TAXGEOUPD	Update geocodes for tax-related transactions, locations and addresses using the GeoCodes Mass Update Process Application Engine process (TAXGEOUPD). Generate a report listing any errors that occurred during the GeoCodes Mass Update Process using the GeoCodes Mass Update report, TAXXGEOX0 (BI Publisher).
Harmonized Tariff Code Page	HRMN_TARIFF_CD	Set up harmonized tariff codes. These codes are required on various documents that accompany shipments across international and Canadian borders. The codes are pre-established for all commodities by the United States Commerce Department.
Image Location Page	IMAGE_LOCATION	Set location for storing images.

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Page Name	*Definition Name*	*Usage*
File Locations Page	FILE_DIR_FS	Define file extensions that you want the system to recognize, system locations for transaction attachments, email and fax file extensions, and file server directories.
Notices/ Annountement Page	MBL_NOTICES	Add or modify notices for display for various products.
Personal Data (Edit) Page (Common Definitions)	EX_PERSONAL_DATA2	Add or edit employee name and address information.
Personal Data Page	EX_PERSONAL_DATA	Review employee name and address information.
Planner Codes Page	PLANNER_TBL	Enter planner codes.
Reason Codes Page	REASON_CD	Define reason codes to provide explanations for various activities performed in the system. You can also define return and reject reason codes for items received in PeopleSoft Purchasing.
Ship Via Codes Page	SHIP_VIA_CD	Define ship via codes (also called shipping method codes) to use in multiple features in PeopleSoft Inventory, Purchasing, and Order Management. Ship via codes describe the dimensions and options of a shipping vehicle.
Ship To Locations - Sales/Use Tax Info Page	SUT_DFLT_TBL	Enter default sales and use tax information for each ship-to location. The sales and use tax rates are normally based on the final destination of the shipment (the ship-to location).
Standard Industry Codes Page	SIC_CODE_PNL	View, modify, or add SIC codes for vendors. This page offers you various methods for finding particular codes. You can search by SIC code or by parent SIC code.
Ultimate Use Codes Page	SUT_ULTIMATE_USE	Define ultimate use codes for vendors. Ultimate use codes are used to determine tax applicability.

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Page Name	*Definition Name*	*Usage*
Units of Measure Page	UNITS_OF_MEASURE	Establish units of measure for your resources.

Attachment Type Page

Use the Attachment Type page (ATTACHMENT_TBL) to define attachment types.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Attachments > Define Attachment Types

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

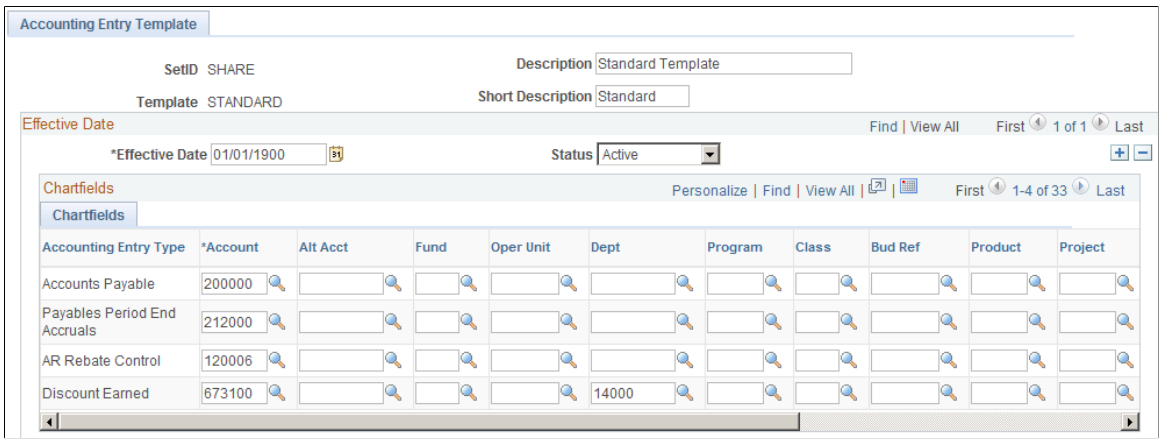
Accounting Entry Template Page

Use the Accounting Entry Template page (ACCTG_TEMPLATE_AP) to define or modify an accounting entry template.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Accounting Entry Templates > Templates > Accounting Entry Template

This example illustrates the fields and controls on the Accounting Entry Template page. You can find definitions for the fields and controls later on this page.



Note: The data that is entered using this page can also be loaded as an Application Data Set using the Data Migration Workbench. For more information about ADS and the Data Migration Workbench for FSCM applications, see below, “Understanding the Data Migration Workbench for the Accounting Entry Template”.

Although users enter individual expense line items on the voucher, the system generates additional accounting entry lines based on the accounting entry templates that you define and associate with

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individual vouchers. These additional accounting entry lines include the offset to accounts payable, or freight and tax expense entries.

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

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

Field or Control	*Description*
Account	Specify the associated account value for each accounting entry type.

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

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

If you are using PeopleSoft Payables and Project Costing; if you leave the **Project ID** field blank on the accounting entry template and select the **Discount Allocation Policy** field on the General Controls page in PeopleSoft Payables, then you should use ChartField inheritance for the project ID. This allows you to book discounts against same project as the original source amount.

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

Understanding the Data Migration Workbench for the Accounting Entry Template

PeopleSoft uses Accounting Entry Templates to generate accounting entries for Payables and Payment Processing . As there are several fields to be entered to create a new Accounting Entry Template, it is advantageous to create the Accounting Entry in a development database and use Application Data Set (ADS) definitions to migrate this data between development environments, test environments, and ultimately to a production environment.

Delivered ADS to Support PeopleSoft Allocations	*Application Data Set (ADS) Usage*
ACCOUNTINGENTRY	This data set includes all the records of Accounting Entry setup. Select this data set on the Data Migration Workbench - Project Definition page to move accounting entries from one database to another.

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All relevant records are delivered in the Query Access Tree (QUERY_TREE_AP) within the AP TABLES access group (PeopleTools, Security, Query Security, Query Access Manager).

PeopleSoft delivers an ADS Administrator permission list. For access, the AP TABLES access group should be included on the Data Migration page within the Access Group Permissions and access is given on the Copy Compare Permissions.

PeopleTools: Security Administration.

Related Links

Account Page
Application Fundamentals Reports: General Description

Register Worklists for Activity Monitor

Use the Register Worklists for Activity Monitor page (PV_WL_REGISTRY) to select which worklist entries can appear on the buyer's Activity Monitor pagelet.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Activity Monitor** > **Activity Monitor Registry** > **Register Worklists for Activity Monitor**

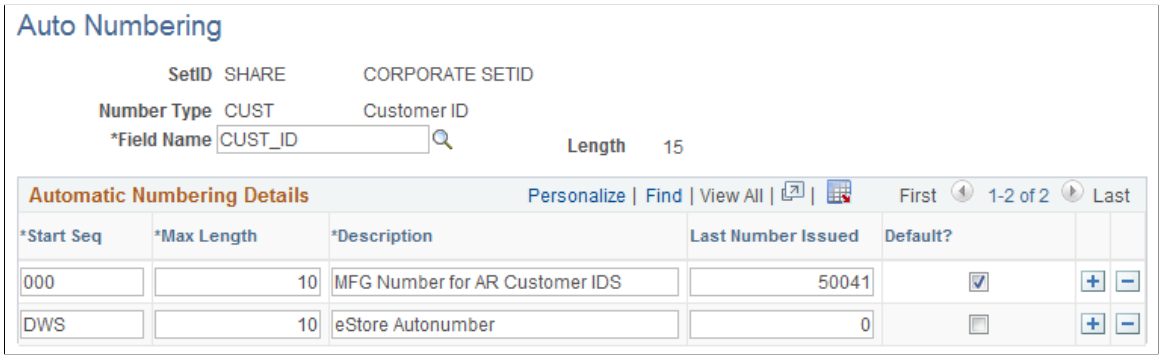
Auto Numbering Page

Use the Auto Numbering page (AUTO_NUM_PNL) to define automatic numbering specifications for PeopleSoft fields, such as a unique prefix for regular customers or for customers who are also vendors. The system automatically increments numbers by one.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Codes and Auto Numbering** > **Auto Numbering** > **Auto Numbering**

This example illustrates the fields and controls on the Auto Numbering Page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Field Name	Select a field for automatic numbering.
Start Seq (start sequence)	Enter a prefix using up to three characters. For example, for the CUST_ID field, you may want to use a unique prefix of *CST* for regular customers and *VND* for regular customers who are also vendors.
Max Length (maximum length)	Enter a maximum length of number.
Last Number Issued	If you enter the last number assigned, automatic numbering starts by incrementing the last number issued by one. If you leave this field blank, the system uses automatic numbering by default.
Default	Select if you want the system to use automatic numbering by default.

Note: Default flag on the Autonumber Table does not apply for Purchase Orders, Requisitions, Receivers, Return to Vendor(Suppliers).

Automatic Numbering by BU Page

Use the Auto Num BU page (AUTO_NUM_BU_PAGE) to define automatic numbering specifications at the business-unit level for PeopleSoft fields.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Codes and Auto Numbering** > **Auto Numbering by BU** > **Auto Numbering by BU**

This page is similar to the Auto Numbering page that you use for automatic numbering; however, auto numbering by business unit limits auto numbering to one sequence for each field. Using the page, you can setup a single, auto-numbering sequence for a field across the business unit. This provides broader control of numbering within the business unit. The **Default** field value is always selected because there is only one numbering sequence for a given field in a business unit.

See the previous topic, Setting Up Automatic Numbering, for descriptions of fields on this page.

Commodity Code Page

Use the Commodity Code page (COMMOD_CODE) to define commodity codes.

Commodity codes, also called freight classes, are used on bills of lading to group and identify shipped products for freight rating and insurance purposes.

Navigation:

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Set Up Financials/Supply Chain > **Common Definitions** > **Shipping and Receiving** > **Define Commodity Codes** > **Commodity Code**

Distribution Network Page

Use the Distribution Network page (DS_NETWORK) to define distribution network codes.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Shipping and Receiving** > **Distribution Network** > **Distribution Network**

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

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

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

Field or Control	*Description*
Inventory Unit	Enter the Inventory business units that you want to be included in the distribution network.

Forecast Sets Page

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

Use the Forecast Sets page (FORECAST_SET) to define versions of forecasts for PeopleSoft Supply Planning.

Navigation:

Inventory > **Forecast Items** > **Forecast Sets**

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

You might want to create two unique forecast sets—for example, *OPTIMISTIC* and *LIKELY.* Each item or product forecast record that you define in the system ties to one of these sets. This enables multiple

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versions of a forecast to exist for the same item or product. This table gives an example of how this works:

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

Freight Terms Page

Use the Freight Terms page (FREIGHT_TERMS) to set up freight terms.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Shipping and Receiving** > **Freight Terms** > **Freight Terms**

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

Field or Control	*Description*
Delivery Terms 1	Values are used in Intrastat reporting for European Union member states.
Intermediate Consignee	Select if you use a freight company that assumes responsibility for goods in transit.

Related Links

“Understanding Intrastat Reporting” (PeopleSoft Global Options and Reports)

Tax Provider Geo Code Update Page

Use the Tax Provider Geo Code Update page (RUN_TAXGEOUPD) to update geocodes for tax-related transactions, locations and addresses using the GeoCodes Mass Update Process Application Engine process (TAXGEOUPD).

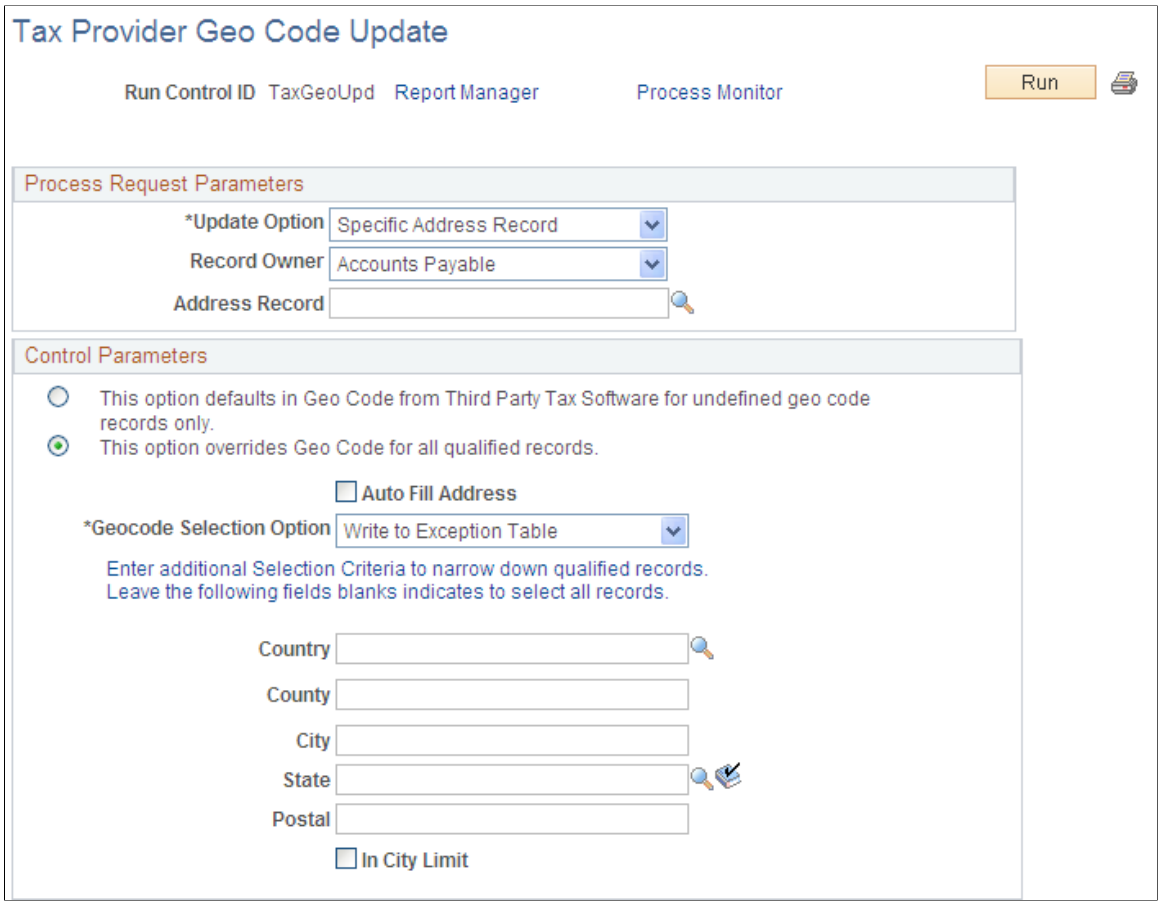
Generate a report listing any errors that occurred during the GeoCodes Mass Update Process using the GeoCodes Mass Update report, TAXXGEOX0 (BI Publisher).

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Navigation:

Set Up Financials/Supply Chain > Common Definitions > Sales and Use Tax > Tax Provider Geo Code Update > Tax Provider Geo Code Update

This example illustrates the fields and controls on the Tax Provider Geo Code Update Page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Update Option	Choose *Specific Address Record* to update the geocodes in a single table. Choose *All Tax Address Records* to update the geocodes in all tables containing tax-related addresses. You can also limit the tables updated to those owned by a specific PeopleSoft application using the **Record Owner** control.
Record Owner	Select the PeopleSoft application that owns the address tables to be updated. Leave blank to process all tax address tables (when **Update Option** is set to *All Tax Address Records*).
Address Record	Specify the application table that contains the addresses to be updated. The **Address Record** field is enabled when **Update Option** is set to *Specific Address Record.*

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Field or Control	*Description*
Control Parameters	Select the option labeled , "*This option defaults in Geo Code from Third Party Tax Software for undefined geo code records only,*" when you want the system to update the geocodes for all rows that are matched with the selection criteria and for which the geocodes are currently unassigned. Select the option labeled, "*This option overrides Geo Code for all qualified records,*" when you want the system to update the geocodes for all rows that are matched with the selection criteria.
Auto Fill Address	Select to have the system populate the address data with information from the selected geocode.
Geocode Selection Option	Choose whether the GeoCodes Mass Update Process should use the first geocode record encountered or flag the address record as an error when more than one geocode entry is found for an address. Run the GeoCodes Mass Update report (TAXGEOX0 or TAXXGEOX0) to view a list of geocode update errors.
Additional Selection Criteria	Set the additional selection criteria fields to limit the addresses processed

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

Harmonized Tariff Code Page

Use the Harmonized Tariff Code page (HRMN_TARIFF_CD) to set up harmonized tariff codes.

These codes are required on various documents that accompany shipments across international and Canadian borders. The codes are pre-established for all commodities by the United States Commerce Department.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Shipping and Receiving** > **Harmonized Tariff Code** > **Harmonized Tariff Code**

Image Location Page

Use the Image Location page (IMAGE_LOCATION) to define file extensions that you want the system to recognize, system locations for transaction attachments, email and fax file extensions, and file server directories.

Navigation:

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Set Up Financials/Supply Chain > **Common Definitions** > **File Locations and Images** > **Define Image Locations**

File Locations Page

Use the File Locations page (FILE_DIR_FS) to review and edit employee address data.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **File Locations and Images** > **Setup File Extension/Locations**

Notices/ Annountement Page

Use the Notices/ Announcements page (MBL_NOTICES) to add or modify notices and announcements the display for various products.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Notices and Announcements**.

When adding a new notice or announcement, be sure to select the **Expenses** value from the Product field and select the **Add** button:

When adding a notice, select *Expenses* as your product. Enter a **Title**, **Priority**, **Start and End Date**, and **Description** for your notice or announcement.

The text that you enter in the **Title** field is the text that appears on the Expenses homepage. Optionally, select the **Update Image** link to add an icon that appears in the Notices section of the Expenses homepage

Personal Data (Edit) Page (Common Definitions)

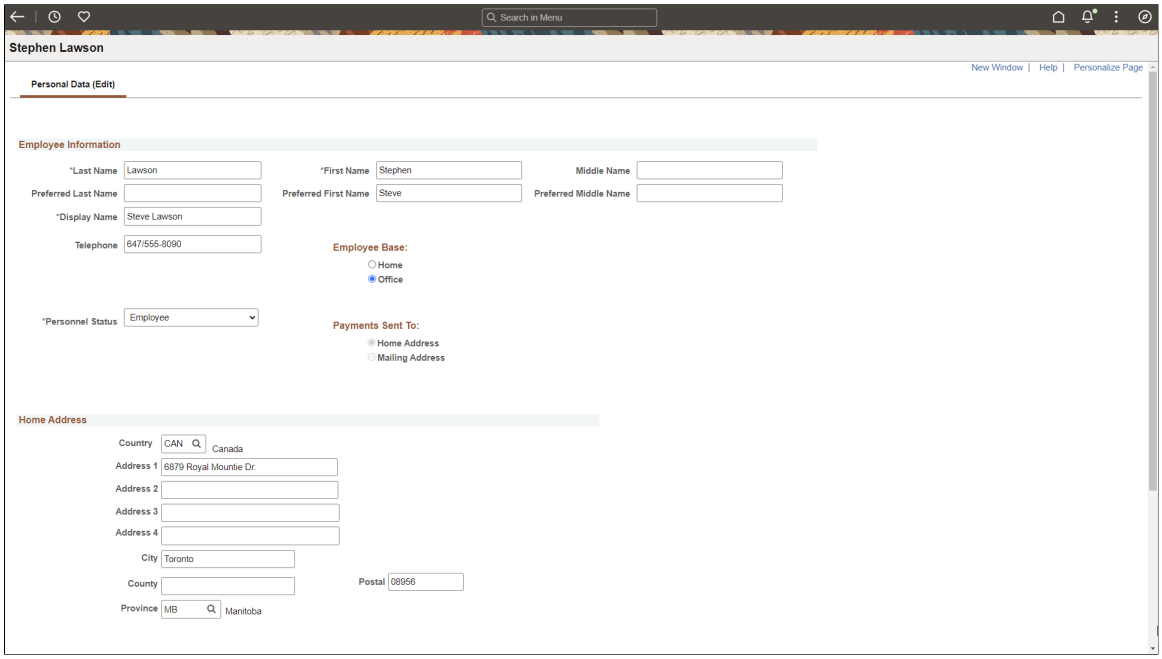
Use the Personal Data (Edit) page (EX_PERSONAL_DATA2) to add or edit employee name and address information.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Employee Data** > **Update Personal Data** > **Personal Data (Edit)**

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This example illustrates the fields and controls on the Personal Data (Edit) page.



Field or Control	***Description***
Last, First, and Middle Name	Enter the employee last, first, and middle names. The system considers this the legal name of the employee.
Preferred Last, First, and Middle Name	Enter the employee's preferred last, first and middle names if the employee wishes to be referred to as something other than their legal names.

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Field or Control	*Description*
Display Name	Enter the employee's name as they want it to appear on most transaction pages and reports. This typically includes Preferred Name information. The value in the **Display Name** field is required and shown on most pages in PeopleSoft Financials when the **Display Preferred Name** check box is selected on the Installation Options - Overall Page. If the page requires a *<Last name, First name>* format, then the page shows the values in the **Preferred Last Name**, **Preferred First Name** fields, as long as those fields are populated. If the **Preferred Name** fields are not populated then the system uses the **Last Name** and **First Name** fields. If a page or process requires a legal name, then the Last Name and First Name fields are used. For organizations who integrate employee data with PeopleSoft HCM, the information might include additional attributes such as suffixes and prefixes as configured in HCM. For non-HCM employees and resources: • This field is not validated in any way. • Your organization should rely on your own controls for reviewing and updating this information. **Note:** In FSCM, most pages that are designed to show a complete name display information from the **Display Name** field. Some pages may concatenate individual name fields. In these cases, Preferred First and Last are displayed if they are populated. Pages that show only a first or last name display Preferred Name information if populated. Pages that require legal name continue to use the First Name and Last Name information.

Displaying Preferred Name

Some employees may ask to be identified by a preferred name rather than their legal name. The **Display Preferred Name** check box (Installation Options - Overall Page) allows this capability.

When this check box is selected, the system uses the **Display Name** to identify an individual and typically includes Preferred Name information. Most PeopleSoft Financial pages show the Display Name and Preferred Name fields. Pages and processes that require the legal name continue to do so. See Personal Data (Edit) Page (Common Definitions) to view an image showing the **Display Name** and **Preferred Name** fields used in FSCM.

The Personal Data record is the source of name information and can be updated using an interface with PeopleSoft HCM, or manually using navigations under Common Definitions, Travel and Expenses, Resource Management, Maintenance Management, Grants or a third-party interface.

If your organization uses PeopleSoft HCM, it is recommended that you update employee tables in your human resources system first, and then load the employee data into your PeopleSoft FSCM database using the **PERSON_BASIC_SYNC** or **PERSON_BASIC_FULLSYNC** messages. After the

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synchronization process completes, you may need to add or edit employee profiles in the FSCM database. Employee information is sensitive. Therefore, it is suggested that you carefully authorize access to these pages. Any changes you make in your FSCM database using Personal Data pages may be overwritten in subsequent HCM synchronizations.

Navigations to Update Name: Name information can be viewed and updated from several different navigations in FSCM. Your use of these navigations is largely dependent on the products installed and whether an employee or resource is sourced from and synchronized using PeopleSoft HCM.

	Controls for Updating Name Information	
Source Page and Navigation	***Employees and Resources Sourced from PeopleSoft HCM***	***Employees and Resources Not Sourced from PeopleSoft HCM***
Personal Data (Edit) Page (Common Definitions)	Editable	Editable
“Employee Data Page (Travel and Expenses)” (PeopleSoft Expenses)	Editable	Editable
“Update Employee Data: Personal Data Page” (PeopleSoft Resource Management)	Not Editable	Editable
“Update Employee Data - Personal Data Page” (PeopleSoft Maintenance Management)	Not Editable	Editable
“Professional Name & Address Page” (PeopleSoft Grants)	Editable	Editable

Personal Data Page

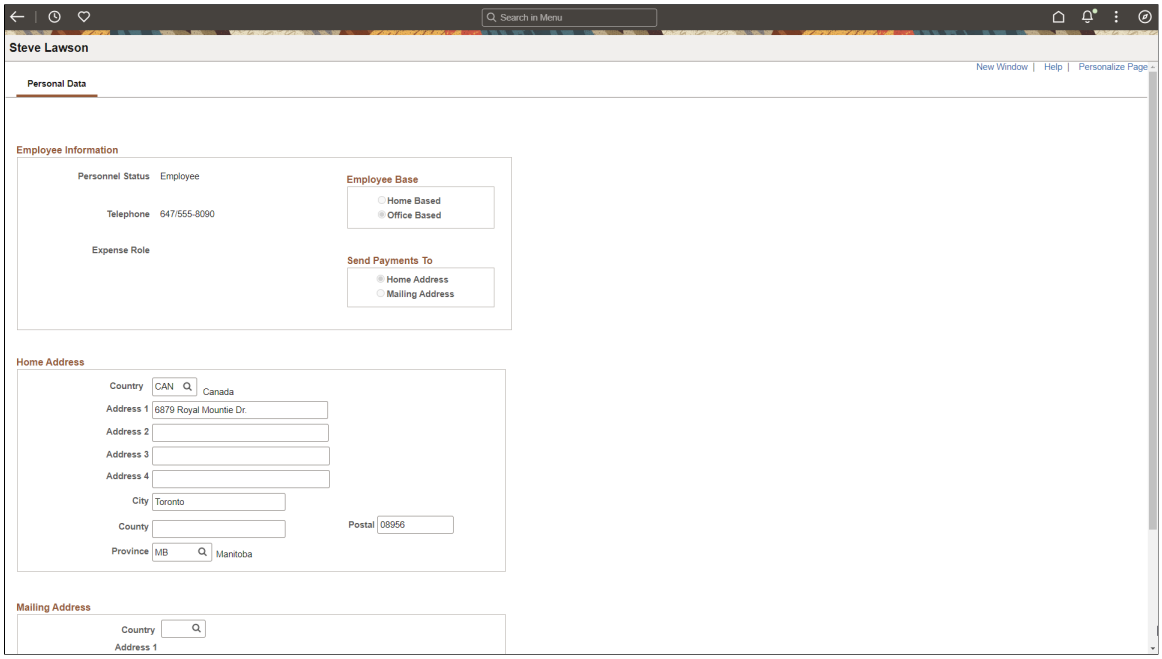
Use the Personal Data page (EX_PERSONAL_DATA) to review employee name and address information.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Employee Data** > **Review Personal Data**

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This example illustrates the fields and controls on the Personal Data page.



The fields and controls on the Review Personal Data - Personal Data page are similar to the Personal Data (Edit) page.

Planner Codes Page

Use the Planner Codes page (PLANNER_TBL) to enter planner codes.

Navigation:

Set Up Financials/Supply Chain > Product Related > Planning > Planner Code > Planner Codes

Reason Codes Page

Use the Reason Codes page (REASON_CD) to define reason codes to provide explanations for various activities performed in the system.

You can also define return and reject reason codes for items received in PeopleSoft Purchasing.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Codes and Auto Numbering > Reason Codes > Reason Codes

Field or Control	*Description*
SetID	Set up reason codes with a SetID on the Add a New Value page so that they can be accessed by multiple applications and multiple business units.

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Field or Control	*Description*
Reason Type	Enter information that categorizes the Reason Code. For example, there are three reasons codes set up with the **Reason Type** *Prenote Reasons* to indicate that the code is used with direct debit prenotes. Another example is *Sales Contracts,* to indicate that the reason code is used in relationship with sales contracts.
Reason Code	Enter a code that best represents the reason that you are defining, such as *BANKEFT* to indicate that the status of a direct debit prenote was changed by the Bank EFT File process; or, you might set up a reason code called CUST-CA for orders that have been cancelled at the customer's request. Reason codes provide explanations for returned stock, changes to order headers, lines, or schedules, direct debit prenote confirmations and more. **Note:** Reason codes are effective dated to enable you to make and track changes by date.
Description	Enter a short and long descriptions defining what the reason code stands for.
Email Long Description	Select this check box to generate an email based on workflow. You use PeopleSoft Workflow Administrator to access, monitor, analyze, and control workflow in your organization. See *PeopleTools: Workflow Technology*
Include in Quality Metric	Select this check box for the system to automatically include this reason code in the quality metric that tracks the percentage and actual number of vendor shipment quantities that are inspected, accepted, rejected, and returned by period. If you leave this check box blank, you can exempt (or include) certain receiving reject or return reason codes from the percentage of defectives that your supplier performance metrics reflect. For example, you may not want to use incomplete shipments as a performance measurement for product quality. You can use the Return/Reject Reasons page to remove the Include in Quality Metric flag from that particular reason code. **Note:** This field only appears reason codes defined for quality metrics related to supplier performance in PeopleSoft eSupplier. See “Understanding Supplier Performance Metrics” (PeopleSoft eSupplier Connection).

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Ship Via Codes Page

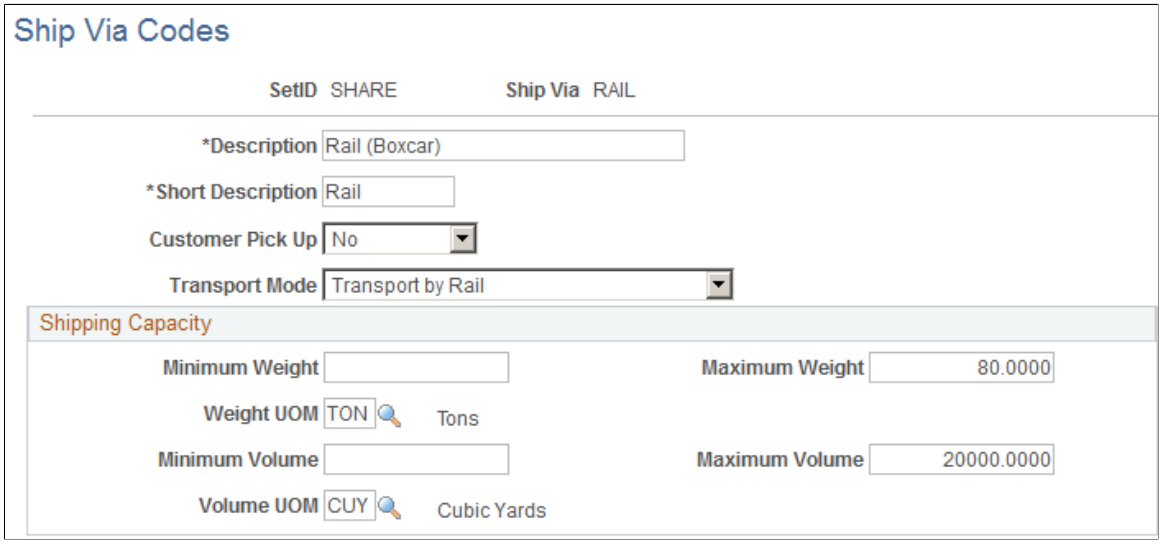
Use the Ship Via Codes page (SHIP_VIA_CD) to define ship via codes (also called shipping method codes) to use in multiple features in PeopleSoft Inventory, Purchasing, and Order Management.

Ship via codes describe the dimensions and options of a shipping vehicle.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Shipping and Receiving** > **Ship Via Codes** > **Ship Via Codes**

This example illustrates the fields and controls on the Ship Via Codes page. You can find definitions for the fields and controls later on this page.



Define ship via codes (also called shipping method codes) to use in multiple features in PeopleSoft Inventory, Purchasing, and Order Management. Ship via codes describe the dimensions and options of a shipping vehicle.

Field or Control	*Description*
Customer Pick-Up	Select *Yes* to note that the customer will be picking up the order instead of the order being shipped from the warehouse. This field is used with the counter sales feature in PeopleSoft Order Management. You would most likely establish a separate ship via code for counter sales. The ship via code can default from the ship-to customer (or short-term customer template), the order group, or the buying agreement.
Transport Mode	Select the method that the order will be transported.
Minimum Weight, Maximum Weight, Minimum Volume, Maximum Volume, Weight UOM, and **Volume UOM**	The system uses this information to monitor shipment capacity in PeopleSoft Inventory when it establishes delivery ID, load IDs, routes, and shipping IDs.

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Standard Industry Codes Page

Use the Standard Industry Codes page (SIC_CODE_PNL) to view, modify, or add SIC codes for vendors.

This page offers you various methods for finding particular codes. You can search by SIC code or by parent SIC code.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Customers** > **Standard Industry Codes** > **Standard Industry Codes**

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

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

Search Criteria

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

Standard Industrial Classification Codes

Field or Control	*Description*
SIC Code	Displays the SIC codes that you selected for your search. If you are adding a new SIC code, enter the new code in this field.
Parent SIC Code	Displays the parent SIC code that you selected for your search. If you are adding a new SIC code, select the parent SIC code to which the new SIC code belongs.

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Ultimate Use Codes Page

Use the Ultimate Use Codes page (SUT_ULTIMATE_USE) to define ultimate use codes for vendors.

Ultimate use codes are used to determine tax applicability.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Sales and Use Tax** > **Sales and Use Tax Use Code** > **Ultimate Use Codes**

Field or Control	*Description*
Ultimate Use Code	Enter the ultimate use code and its description. The PeopleSoft system uses ultimate use codes as qualifiers for sales and use tax (SUT) applicability. For each ship-to location, you can associate these codes with a tax rate and other criteria—such as item ID and vendor ID—to set up alternate tax rates that depend on the ultimate use of an item. You can enter any ultimate use code defined for a voucher's ship-to location directly on a voucher in the Voucher component. For example, if you buy a computer for personal or office use, you may be charged a 5% tax rate. If you buy the same computer and use it to manufacture something else, you may only be charged a 3% tax rate. If you set up your ship-to location sales and use tax defaults with an ultimate use code defined at the 3% tax rate, you can assign that ultimate use code to the voucher to retrieve the 3% rate instead of the 5% rate.

Ship To Locations - Sales/Use Tax Info Page

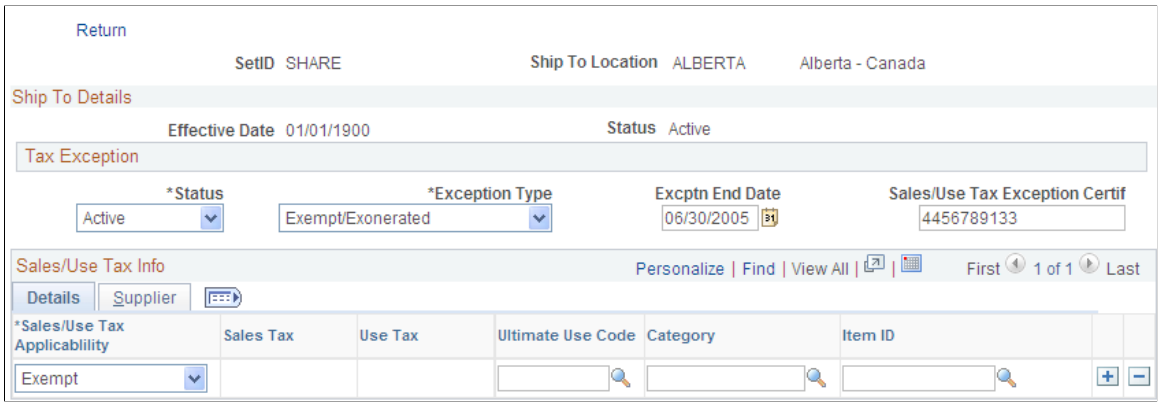
Use the Ship To Locations - Sales/Use Tax Info page to attach ultimate use codes to a ship to location.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Procurement Options** > **Purchasing** > **Ship To Locations.** Click the **Sales/Use Tax** link.

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This example illustrates the fields and controls on the Ship To Locations - Sales/Use Tax Info Page. You can find definitions for the fields and controls later on this page.



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

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

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

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

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

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

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

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

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

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

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

Related Links

“Sales/Use Tax Page” (PeopleSoft Source to Settle Common Information)
“Invoice Line Tax Information Page” (PeopleSoft Payables)

Units of Measure Page

Use the Units of Measure page (UNITS_OF_MEASURE) to establish units of measure for your resources.

Navigation:

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Set Up Financials/Supply Chain > **Common Definitions** > **Units of Measure** > **Define System UOM**

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

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

Defining Common Journal Definitions

To define common journal definitions, use the following components:

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

Pages Used to Define Common Journal Definitions

Page Name	*Definition Name*	*Usage*
Partition ChartField Entry Page	PROC_PART_CF_ENTRY	Create and modify your partition IDs. PeopleSoft General Ledger processes use partition IDs to group transaction data when you run Journal Post processes (GL_JP) concurrently.
Journal Class Page	JRNL_CLASS	Journal classification values that can be selected on the Header page for all types of journal entries and some reports and are used for reporting purposes added to JRNL_CLASS_TBL using this page
Journal Entry Template - ChartField Page	GL_JRNL_TMPLT	Use the Journal Entry Template page to control which grid columns you want to show on your Journal Entry page.
Journal Source - Definition Page	SOURCE1	Use the Journal Source - Definition page to define a journal source.
Journal Source - Journal Options Page	SOURCE2	Use the Journal Source - Options page to specify the journal error processing options for a specific source.

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Page Name	*Definition Name*	*Usage*
Journal Source - Balance Suspense ChartFields Page	SRC_JE_BS_CFS_SEC	Specify the ChartField and the ChartField value for the suspense account.
Journal Source - Edit Suspense ChartFields Page	SRC_JE_ES_CFS_SEC	Specify the ChartField and the ChartField value for the suspense account.
Journal Source - Amount Suspense ChartFields Page	SRC_JE_AS_CFS_SEC	Specify the ChartField and the ChartField value for the suspense account.
Journal Source - Currency Options Page	SOURCE3	Specify currency options for a specific source.
Journal Source - Approval Options Page	SOURCE4	Specify journal entry approval options for standard journals and budget journals for a specific source.
Schedules Page	SCHEDULE	Create schedules that automate and control the generation of standard or recurring journal entries.

Partition ChartField Entry Page

Use the Partition ChartField Entry page (PROC_PART_CF_ENTRY) to create and modify your partition IDs.

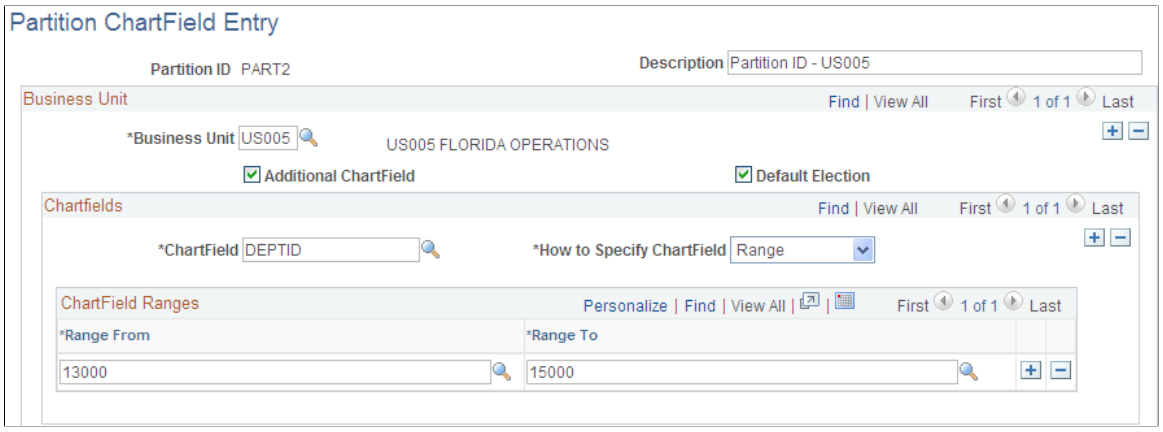
PeopleSoft General Ledger processes use partition IDs to group transaction data when you run Journal Post processes (GL_JP) concurrently.

Navigation:

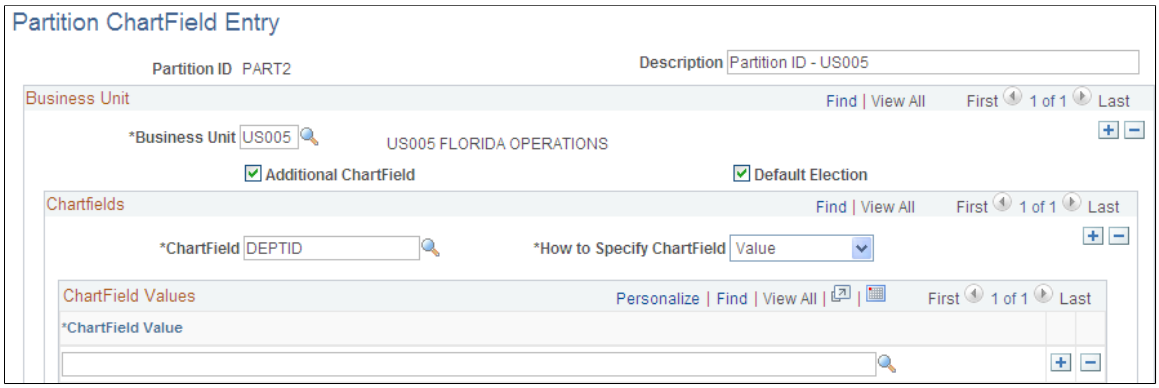
Set Up Financials/Supply Chain > **Common Definitions** > **Process Partition ID** > **Partition ChartField Entry** > **Partition ChartField Entry**

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This example illustrates the fields and controls on the Partition ChartField Entry page, specifying ChartField as a range. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Partition ChartField Entry page, specifying ChartField as a value. You can find definitions for the fields and controls later on this page.



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

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

Field or Control	***Description***
Partition ID	Displays the partition ID that you entered that uniquely identifies a group of transactions that you want to process together as a single set of data.
Description	Enter a description for your partition ID.
Business Unit	First, you create a business-unit and ChartField scheme to classify transactions into mutually exclusive data sets. Then, for each partition ID (unique data set) defined in your scheme, enter the appropriate business unit here. You can have multiple business units for a partition ID.

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Field or Control	*Description*
Additional ChartField	Select this option to group data by ChartField in addition to business unit. If, for this business unit, you want to process transactions by business unit only, and do not want to further subdivide your transactions for processing, leave this blank. You can put more than one ChartField under a business unit.
Default Election	Specifies this partition ID as the default for the business unit. Transactions not included in any other process partition will be placed into this default group. There can only be one default election for a business unit.
ChartField	Select the ChartField by which to group your data sets.
How to Specify ChartField	You can define your ChartField values as either a range or a single value.

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

Field or Control	*Description*
Range From	Specify the lowest value of the ChartField that you want to include in your process group.
Range To	Specify the highest value of the ChartField that you want to include in your process group.

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

Field or Control	*Description*
ChartField Value	Specify the single value for the ChartField that you want in your process group.

Use SQL to delete an unwanted partition ID.

Journal Class Page

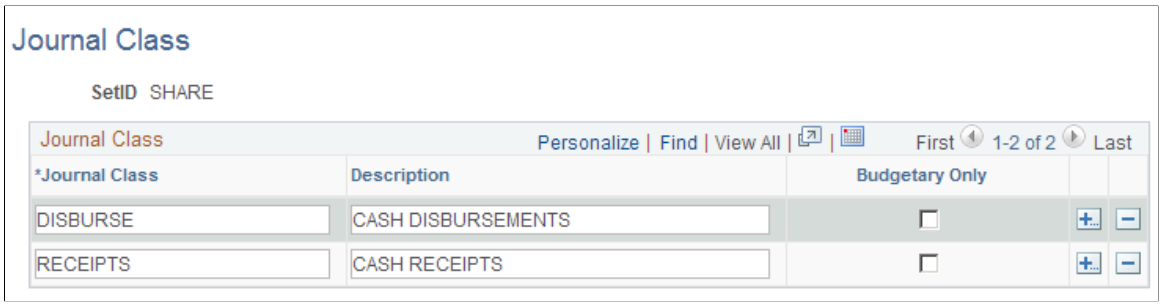
Use the Journal Class page (JRNL_CLASS) to .add and maintain journal classes.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Journals** > **Define Journal Class**

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This example illustrates the fields and controls on the Journal Class page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Journal Class	Enter a short name for a journal class category. A journal class is a category set up to break journal entries down into multiple categories for reporting purposes and also for categorizing entries coming from non-PeopleSoft Financial systems. You can set up and use a valid set of these values and run journal entry reports for one or more selected journal class values. Each journal class value that you enter here updates the JRNL _CLASS_TBL record. You can only select these values (journal class field values) on the General Ledger journal entry Header page.
Description	The description explains exactly what the journal class short name means and appears on the Journal Class report (GLC4008).
Budgetary Only	The Journal Class field also appears on the Enter Budget Journals - Budget Lines − Base Currency Details page. You must select this option for any journal class categories that you define here that are specifically related to Commitment Control budget journals.

Related Links

Application Fundamentals Reports: General Description

Journal Entry Template - ChartField Page

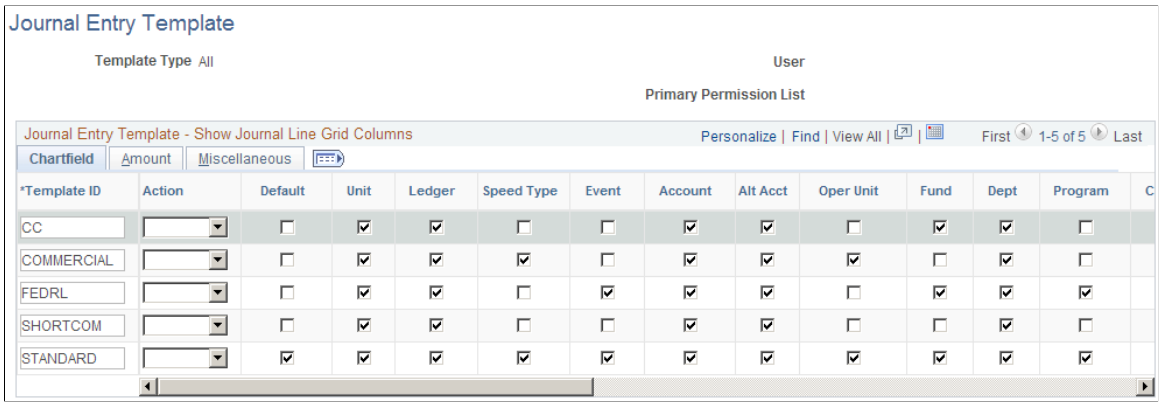
Use the Journal Entry Template page (GL_JRNL_TMPLT) to control which grid columns you want to show on your Journal Entry page.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Journals** > **Entry Template** > **Journal Entry Template**

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This example illustrates the fields and controls on the Journal Entry Template - ChartField page. You can find definitions for the fields and controls later on this page.



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

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

ChartField

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

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

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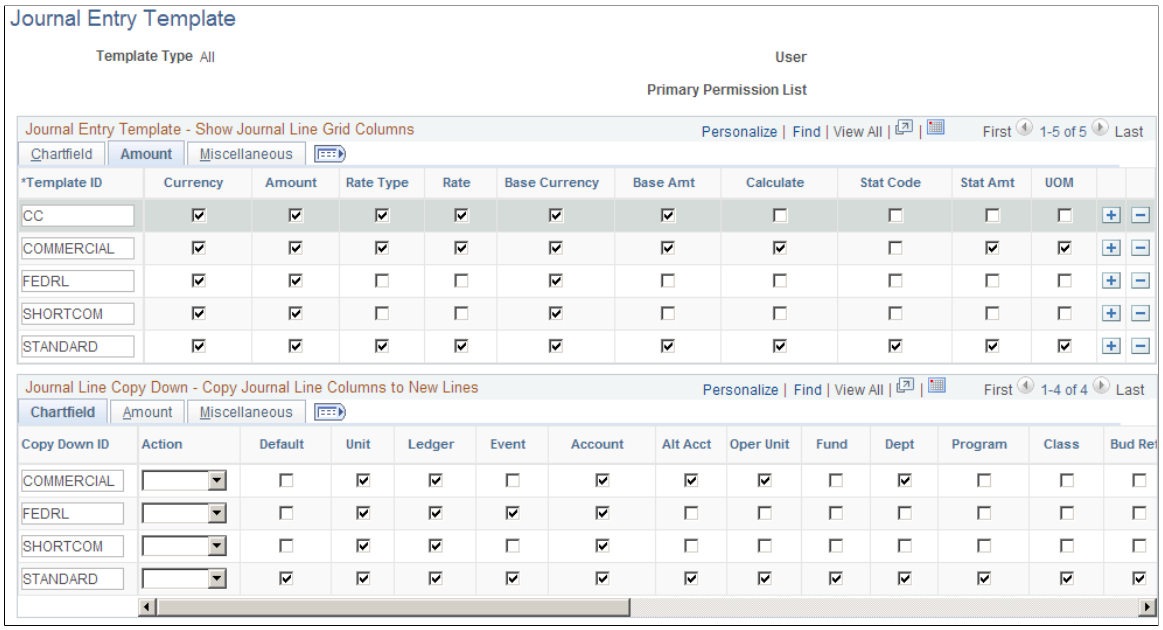
The names of the remaining check boxes correspond to the ChartFields that appear on the journal entry page as it is delivered with your application. Select a check box for each field that you want to appear on the journal entry page.

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

Amount

Select the Amount tab.

This example illustrates the fields and controls on the Journal Entry Template page - Amount tab. You can find definitions for the fields and controls later on this page.



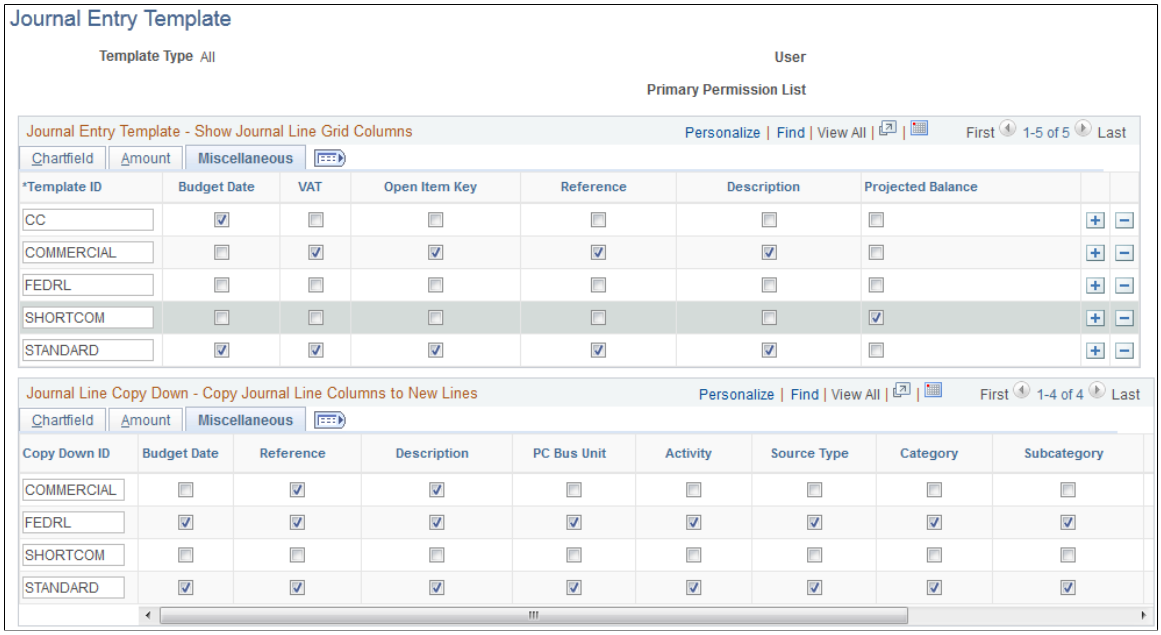
The names of the check boxes correspond to the currency and amount-related fields that appear on the journal entry page. Select a check box for each field that you want to appear on the journal entry page. Select any of the other fields that you want to display.

Miscellaneous

Select the Miscellaneous tab.

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This example illustrates the fields and controls on the Journal Entry Template page: Miscellaneous tab. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Budget Date	The date of the journal for the control budget.
Reference	A reference of the journal line.
Description	A description of the journal line.

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

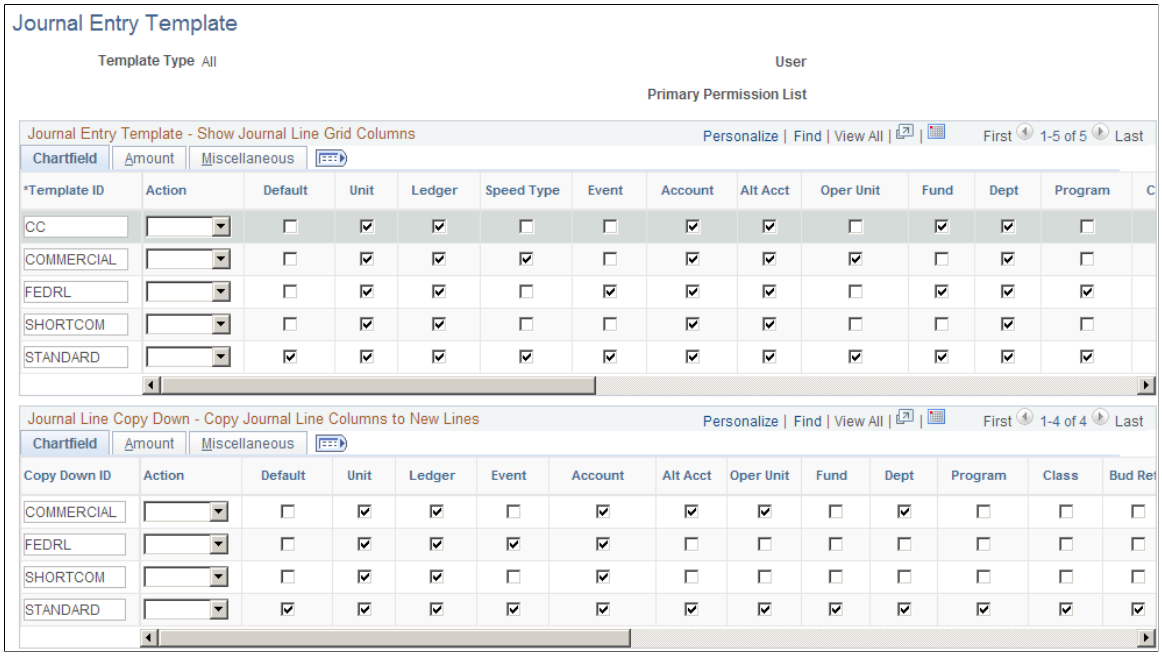
Field or Control	*Description*
	Click the **Show All Columns** button to view all ChartField, Amount, and Miscellaneous columns without the tabs.
	Click the **Show Tabs** button from the all columns view to return to the tab format.

Journal Line Copy Down

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

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This example illustrates the fields and controls on the Journal Entry Template page - Journal Line Copy Down grid. You can find definitions for the fields and controls later on this page.



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

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

Select **Default** to designate the template as the default.

Related Links

“Create/Update Journal Entries - Lines Page” (PeopleSoft General Ledger)

Journal Source - Definition Page

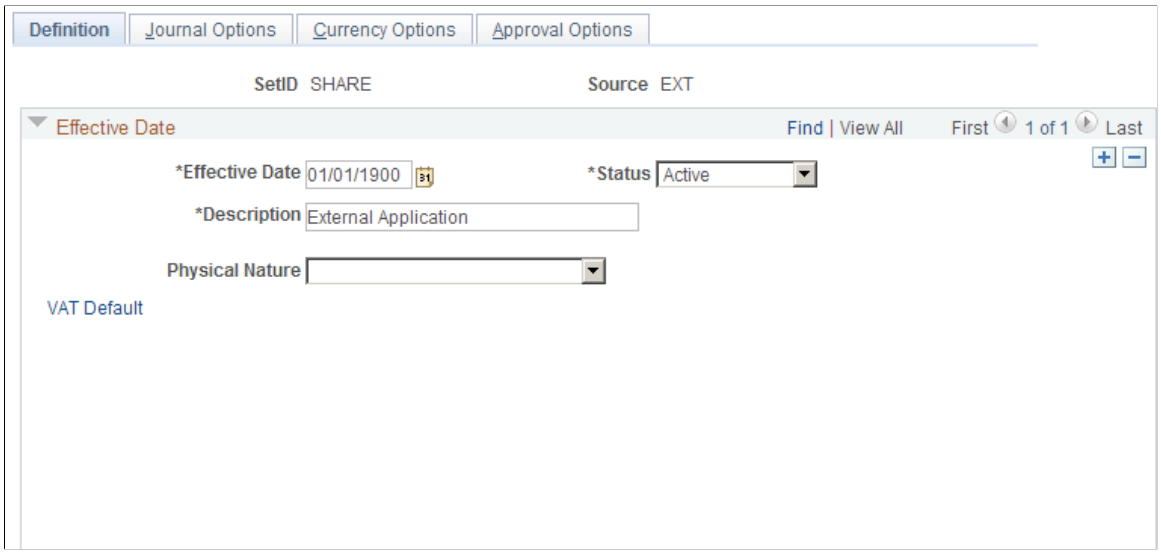
Use the Journal Source - Definition page (SOURCE1) to define a journal source.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Journals** > **Source** > **Definition**

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This example illustrates the fields and controls on the Journal Source - Definition page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Effective Date	Displays the current date by default. Enter an effective date that is early enough to accommodate any historical data that you might load.
Status	Select either *Active* or *Inactive.* Determines whether this source is valid for processing as of the effective date.
Description	Enter a description to use system-wide in reports, other pages, and online inquiries.
Physical Nature	You can enter a value for VAT if this source is typically associated with goods or services affected by VAT.
VAT Default	Click this link to access the central VAT defaults page to enter additional default options for journal source.

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

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

You can use sources to facilitate inquiries and reporting. Typically, sources appear on screens and reports that reference journal entries; you can use them to identify and group journal entries from similar sources. For example, you might define sources that identify different revenue types (such as sales, services,

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interest, late charges) or different expense origins (such as payroll processing, payroll accruals and reversals, refunds, supplies expense).

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

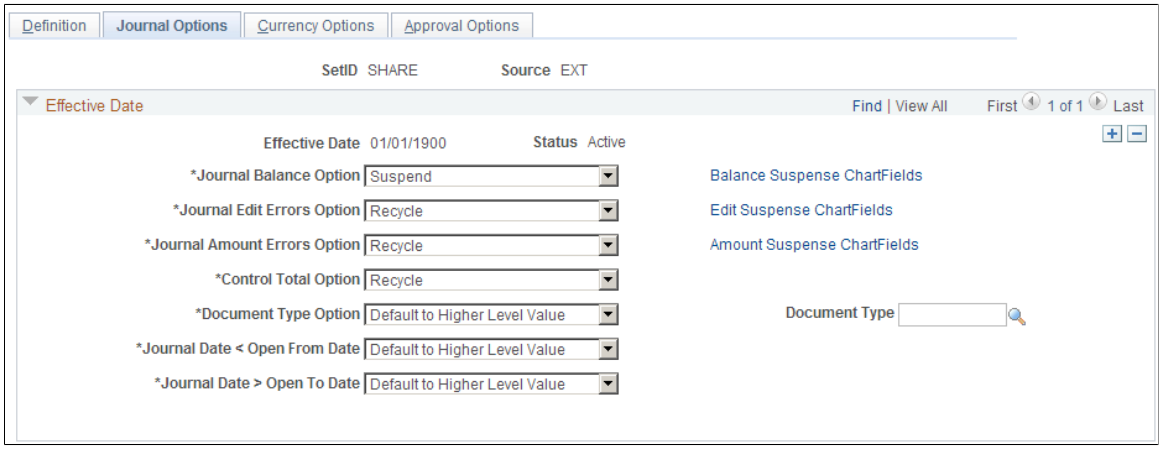
Journal Source - Journal Options Page

Use the Journal Source - Journal Options page (SOURCE2) to specify the journal error processing options for a specific source.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Journals > Source > Journal Options

This example illustrates the fields and controls on the Journal Source - Journal Options page. You can find definitions for the fields and controls later on this page.



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

Field or Control	***Description***
Default to Higher Level	Uses the error processing options defined on the Ledgers for a Business Unit and General Ledger Definition pages. (For document type, options can be defined only at the source or on the Ledgers for a Business Unit page.)
Recycle	Marks journal entries that contain errors as invalid and does not allow them to be posted. Once you've made the corrections and re-edited the journal, you can post the journal successfully.
N/A	Available only for control total errors. Doesn't check control totals against actual totals.

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Field or Control	*Description*
Suspend	Posts, to a suspense account, the amount required to bring each journal into balance (if it is out of balance). For Journal Edit errors, it posts the amounts from those lines that reference invalid ChartFields. The amounts on the lines in error are zeroed out. If you select Suspend, click the Balance Suspense ChartFields, Edit Suspense ChartFields, or Amount Suspense ChartFields links to access a page where you can specify the ChartField and ChartField value for the suspense account.
Specify	Available only for **Document Type.** If you are using document sequencing, you can specify the document type.
Change to Open From Date	Available only for Journal Date < Open From Date.
Change to Open To Date	Available only for Journal Date > Open To Date.

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

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

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

Journal Balance Errors

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

Journal Edit Errors Option

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

Journal Amount Errors Option

Use the options in the **Journal Amount Errors Option** group box to define how the system should handle errors when the foreign amounts and the monetary amounts are not the same sign. For example,

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it determines how to handle errors for a journal that has a foreign amount that is 10.00 USD and the monetary amount is −200.00 USD.

Control Total Errors

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

Document Type Option

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

Related Links

“Document Type Template Page” (PeopleSoft Global Options and Reports)

Journal Source - Balance Suspense ChartFields Page

Use the Journal Source - Balance Suspense ChartFields page (SRC_JE_BS_CFS_SEC) to specify the ChartField and the ChartField value for the suspense account.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Journals** > **Source** > **Journal Options** > **Balance Suspense ChartFields**

Click the **Balance Suspense ChartFields** link.

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

Journal Source - Edit Suspense ChartFields Page

Use the Journal Source - Edit Suspense ChartFields page (SRC_JE_ES_CFS_SEC) to specify the ChartField and the ChartField value for the suspense account.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Journals** > **Source** > **Journal Options** > **Edit Suspense ChartFields**

Click the **Edit Suspense ChartFields** link.

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

Journal Source - Amount Suspense ChartFields Page

Use the Amount Suspense ChartFields page (SRC_JE_AS_CFS_SEC) to specify the ChartField and the ChartField value for the suspense account.

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Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Journals** > **Source** > **Journal Options** > **Amount Suspense ChartFields**

Click the **Amount Suspense ChartFields** link.

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

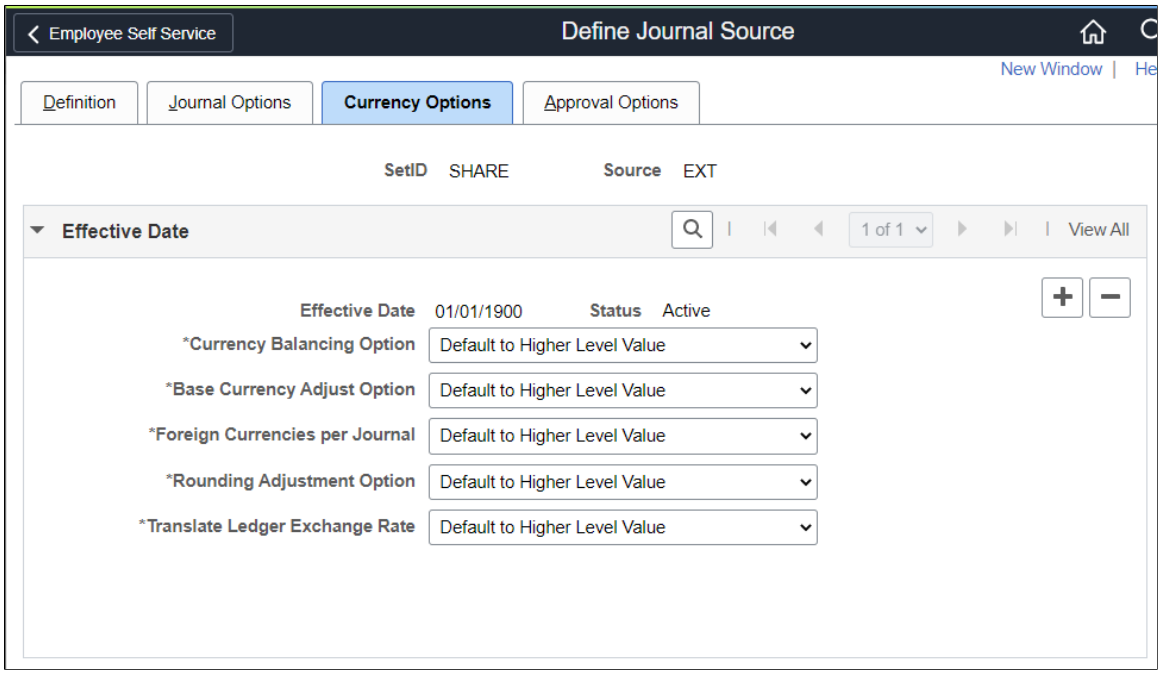
Journal Source - Currency Options Page

Use the Journal Source - Currency Options page (SOURCE3) to specify currency options for a specific source.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Journals** > **Source** > **Currency Options**

This example illustrates the fields and controls on the Journal Source - Currency Options page. You can find definitions for the fields and controls later on this page.



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Currency Balancing Option	Select a currency balancing option, which specifies how journal lines are balanced for this source: • *Default to Higher Level Value* - Use the currency options defined on the Ledgers For A Unit and General Ledger Definition pages. • *Balance by All Currencies* - Balance foreign amounts on foreign currency journal lines by individual currency type. For example, all lines in Canadian dollars are balanced together, and all lines in Mexican pesos are balanced together. • *Balance by Base Currency Only* - Balances all journal lines by the base currency only.
Base Currency Adjust Option	Select a base currency adjust option, which controls manual adjustments to the base currency in foreign currency journals: • *Default to Higher Level Value* - Uses the currency options defined on the Ledgers For A Unit and General Ledger Definition pages. • *Allow Base Currency Adjustment* - Enables you to change the base currency amount directly on foreign currency journal lines. • *Disallow Base Currency Adjustment* - Does not allow you to change the base currency amount directly on foreign currency journal lines.
Foreign Currencies per Journal	Select a foreign currencies per journal option, which controls the number of foreign currencies for each journal: • *Default to Higher Level Value* - Uses the currency options defined on the Ledgers For A Unit and General Ledger Definition pages. • *Multiple Foreign Currencies* - Enables journals to contain lines in multiple foreign currencies. • *Only One Foreign Currency* - Enables journals to contain lines only in the base currency or a single foreign currency. You must specify the foreign currency in the journal header. • *No Foreign Currencies* - Enables journals to contain lines only in the base currency. **Note:** When you define currency options at the source level, they override any currency handling you specified at the business unit or ledger levels for journals using that source only.

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Rounding Adjustment Option	Select an option that determines how the system handles an out of balance situation due to rounding. • *Default to Higher Level Value* - Uses the currency options defined on the Ledgers For A Unit page. • *Skip Rounding Adjustment* - Not created. The system does not make an adjustment. See also: Ledgers For A Unit - Currency Options Page.
Translate Ledger Exchange Rate	Select the source of the currency exchange rate to be used for the translate ledger for a given journal source: • *Default to Higher Level Value* - Uses the **Translate Ledger Exchange Rate** option that is defined on the Ledgers For A Unit or General Ledger Definition levels. • *Inherit From Primary Ledger* - This option applies only to Journal Edit. During the edit process, if the foreign currency of a primary ledger line is the same as that of the base currency of the translate ledger line, then the exchange rate of the primary ledger line is copied to the translate ledger line and the foreign amount of the primary line is the same as the base amount of the translate line. • *Retain Exchange Rate* - This option applies only to Journal Edit. When this option is selected, there is no change in the base amount exchange rate of the translate ledger line. **Note:** If the translate ledger line already has the exchange rate of the primary line, then the values are retained. Therefore. if the journal is edited once with *Inherit From Primary Ledger* selected, and it is then re-edited with the *Retain Exchange Rate* (do not inherit) option, then the exchange rate that was inherited during first edit is retained. The second option is to retain the exchange rate values.

Journal Source - Approval Options Page

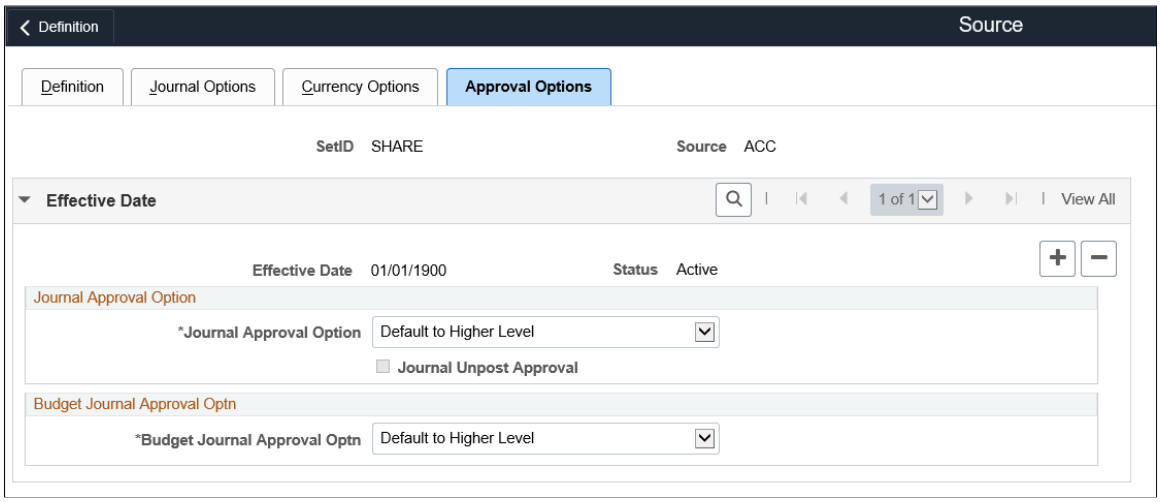
Use the Approval Options page (SOURCE4) to specify journal entry approval options for standard journals and budget journals for a specific source.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Journals** > **Source** > **Approval Options**

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This example illustrates the fields and controls on the Journal Source - Approval Options. You can find definitions for the fields and controls later on this page.



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

See “Understanding Configurable Workflow” (PeopleSoft General Ledger).

See .“Approving Journals Using the GL Journal Approval Components” (PeopleSoft General Ledger)

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

Field or Control	***Description***
Pre-Approved	Enables journal entry without approval through workflow.
Default to Higher Level	Uses the approval options defined on the Ledgers For A Unit and General Ledger Definition pages.
Require Approval	Requires approval through workflow. If you select this option and the approval methodology on the Installation Options - GL page is Virtual Approver, you must select a **Business Process Name** and associated **Approval Rule Set .** The Business Process Name and Approval Rule Set fields are not visible when the approval methodology is Approval Framework in Installation Options. You must also select **Submit Journal** from the Process drop-down list box on the Journal Entry - Lines page when processing journals.

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Field or Control	*Description*
Journal Unpost Approval	Select check box for approving journal unposting. If Journal approval option is set to *Default to Higher Level* or *Pre-Approved* for posting, then same is applicable for unposting. Also, if approval is not required for posting then same is applicable for unposting. If approval is required for posting then approval can be enabled for unposting by selecting this check box.

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

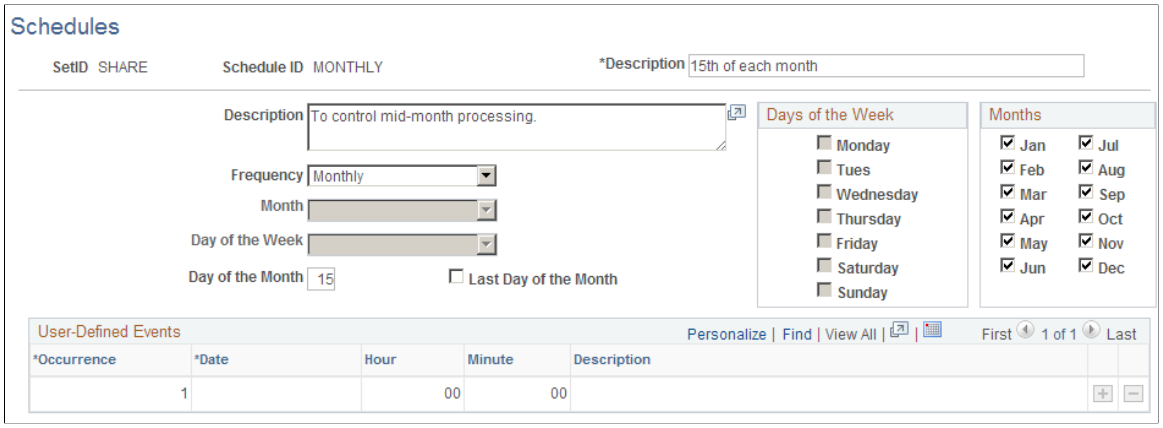
Schedules Page

Use the Schedules page (SCHEDULE) to create schedules that automate and control the generation of standard or recurring journal entries.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > Create Schedules

This example illustrates the fields and controls on the Schedules page. You can find definitions for the fields and controls later on this page.



Schedules are used to automate and control the generation of recurring journal entries. You can define daily, weekly, monthly, or annual schedules for recurring transactions such as closing schedules or schedule specific user-defined events such as expense report due dates.

Schedules control the frequency of processing. For example, if you pay your rent on the 15th of each month, select a monthly schedule that specifies the day of the month as the 15th. By defining schedules that are tailored to your accounting environment, you can easily automate the creation of a Standard Journal Entry (SJEs) or a group of SJEs. You can set up daily, weekly, monthly, annual, or user-defined schedules. User-defined schedules enable you to specify specific dates and times.

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

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Field or Control	*Description*
Frequency	This specifies how often the event will recur. Values are: *Annually:* Specifies an annual schedule. This option activates the Month and Day of the Month for you to enter the values. *Daily:* Specifies a daily schedule. The *Daily* option activates the Days of the Week check boxes for you to select or deselect specific days. *Monthly:* Specifies a monthly schedule. This option activates the Day of the Month and Last Day of the Month and the Months check boxes for you to select or exclude individual months. *User Defn* (user defined): Sets up user-defined events schedules for specific dates when an event will take place. When you use this option, you can enter an occurrence number (for multiple occurrences), the date, and a description. Do not specify hours or minutes for schedules used for SJEs. *Weekly:* Specifies a weekly schedule. The Weekly option activates the days of the week for you to enter a value.

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

Related Links

“Creating Journal Entries” (PeopleSoft General Ledger)

“Document Type Template Page” (PeopleSoft Global Options and Reports)

Setting Up Workflow Transactions

To set up workflow transactions, use the following components:

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

Pages Used to Set Up Workflow Transactions

Page Name	*Definition Name*	*Usage*
Workflow Transaction Categories Page	EO_TRAN_CATS	Create workflow transaction categories.

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Page Name	*Definition Name*	*Usage*
Workflow Transactions Page	EO_TRANSACTIONS	Create workflow transactions.
Workflow System Rules Page	EO_SYS_WF_RULES	Create workflow system rules.

Understanding Setting Up Workflow Transactions

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

Workflow Transaction Categories Page

Use the Workflow Transaction Categories page (EO_TRAN_CATS) to create workflow transaction categories.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Workflow** > **Categories** > **Workflow Transaction Categories**

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

Workflow Transactions Page

Use the Workflow Transactions page (EO_TRANSACTIONS) to create workflow transactions.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Workflow** > **Delegate Workflow Transactions**

Field or Control	*Description*
Category	Name of the group that classifies a workflow transaction.
Description	Explanation or comments about the workflow transaction.

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Workflow System Rules Page

Use the Workflow System Rules page (EO_SYS_WF_RULES) to create workflow system rules.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Workflow > System Rules > Workflow System Rules

Field or Control	*Description*
Transaction Category	Name of the group that classifies a workflow transaction.
Workflow Rule	Specify how users are notified when they are required to perform a function. Select from the following values: *Both:* Notify by email and worklist. *Email:* Notify the user with an electronic message. *None:* No notification takes place. *User:* Notification method is specified in the User Preferences page during system setup. This varies, depending on which application is implementing PeopleSoft Workflow. *Worklist:* Notify the user by placing an entry on the user's worklist.
Notify User − Entry	User receives a confirmation when initiating a transaction.
Notify − All	User receives a notification when anyone processes a transaction that the user originated. If more than one person is required to process the user's transaction, the user receives notification each time it is processed.
Notify − Final Disposition	User is notified only when the transaction has completed processing.

Setting Up Credit Card Options and Groups

Pages Used to Set Up Credit Card Options and Groups

Page Name	*Definition Name*	*Usage*
Credit Card Options Page	CR_CARD_OPT	Set up system-level credit card options.
Credit Card Groups Page	CR_CARD_GROUPS	Set up credit card groups to link credit card types with payment processors.

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Page Name	*Definition Name*	*Usage*
Billing Definition - Business Unit 4 Page	BUS_UNIT_TBL_BI4	Specify a default credit card group for an individual Billing business unit. See Defining a Default Credit Card Group at the Business Unit Level.
Order Management Definition - Order Entry Features Page	BUS_UNIT_TBL_OM9	Specify a default credit card group for an individual Order Management business unit. See Defining a Default Credit Card Group at the Business Unit Level.
Receivables Definition - Bank/Payment Options Page	BUS_UNIT_TBL_AR4	Specify a default credit card group for an individual Receivables business unit. See Defining a Default Credit Card Group at the Business Unit Level.

Understanding Credit Card Groups

Use credit card groups to associate credit card types with a specific payment processor, which controls which credit card types a user can select when paying by credit card. At a minimum, you must set up credit card groups and specify defaults at the system level. You can also associate a credit card group with a business unit. PeopleSoft recommends that source systems that feed into Receivables use the same credit card group.

Note: Before setting up credit card groups, you must set up the payment processors. See “Setting Up Credit Card Interface Elements” (Integration Interfaces).

In the traditional implementation, the credit card type lookup is always editable and values are filtered based on the credit card group.

For hosted implementations, the user will only be able to access the credit card type lookup if there are multiple processors assigned to a group. If there is only one processor in a group, then the card type can be selected on the hosted site. If there are multiple processors in the group, the system first needs to know which one will be used so it can transfer the payment to the correct hosted site.

Related Links

“Understanding Credit Card Processing” (PeopleSoft Order to Cash Common Information)

Credit Card Options Page

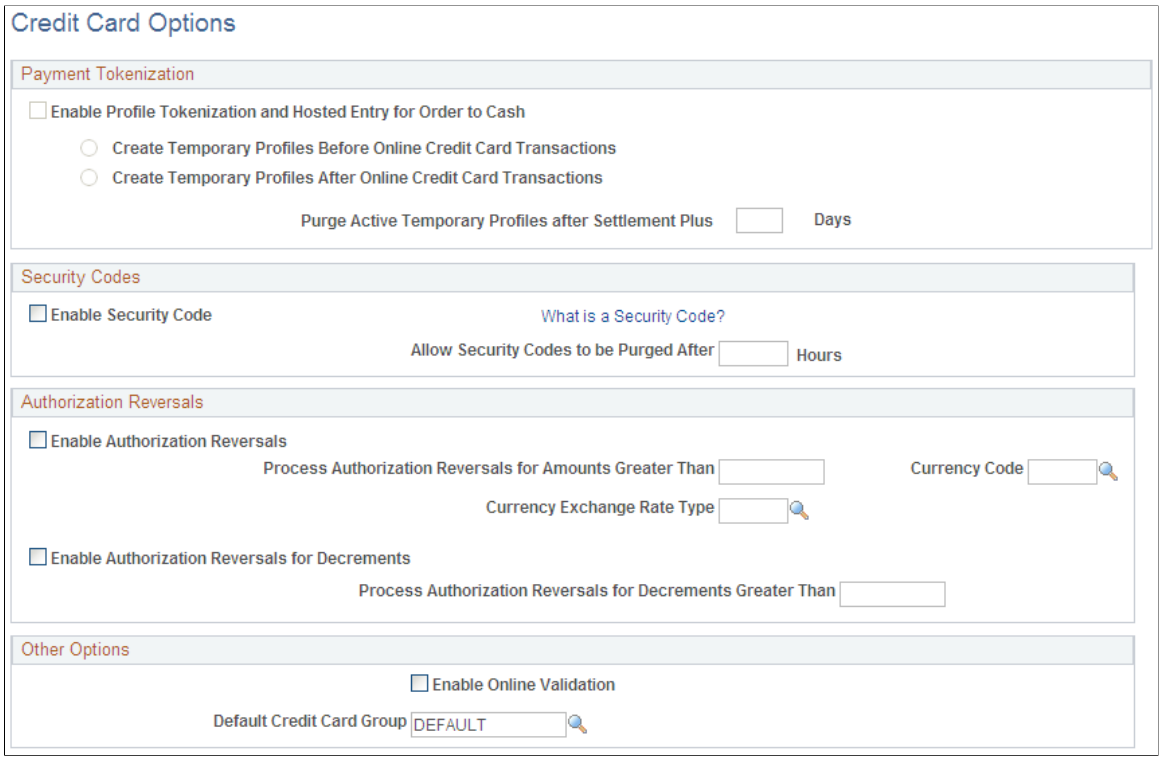
Use the Credit Card Options page (CR_CARD_OPT) to set up system-level credit card options.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Credit Cards** > **Credit Card Options**

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This example illustrates the fields and controls on the Credit Card Options page. You can find definitions for the fields and controls later on this page.



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Payment Tokenization

Field or Control	*Description*
Enable Profile Tokenization and Hosted Entry for Order to Cash	Automatically selected by the system when you run the the Convert Credit Card Data Application Engine process (FS_CCHOST_CV). This field indicates that the system uses the hosted credit card model. If you want to use traditional credit card implementation, never run this process, and this option will remain deselected. See Setting Up Credit Card Processing for a Hosted Implementation. If this option is selected, define when the system should create temporary credit card profiles: • Create Temporary Profiles Before Online Credit Card Transactions This option requires the existence of a tokenized profile prior to online transmission. • Create Temporary Profiles After Online Credit Card Transactions A tokenized profile is not required prior to online transmission, if you select this option. The tokenized profile is saved after a successful transaction. The option you select here also appears on the Convert Credit Card Data Page (FS_CCHOST_CNV).
Purge Active Temporary Profiles after Settlement Plus *n* Days	Enter a numerical value for the number of days. The purge process removes the temporary profiles after the *n*th day after settlement. This option enables you to keep the temporary profiles available for other transactions. The maximum value is 9999.

Security Codes

Field or Control	*Description*
Enable Security Code	Select to enable the display of or prompting for the security code value.
Allow Security Codes to be Purged After *n* Hours	Defines out-of-date security codes and allows them to be automatically purged when a process is run. A value of zero indicates that the security codes will not be purged.

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Authorization Reversals

Field or Control	*Description*
Enable Authorization Reversals	Select to enable the use of authorization reversals in Order Management and Billing. Authorization reversals are used when an order amount or an invoice amount is increased and a prior authorization was performed.
Process Auth Reversals for Amounts Greater Than	Enter a tolerance amount to be used when determining if an authorization reversal should be performed or not. This value prevents the system from processing reversals for minor amounts.
Currency Code	Enter the currency code to be used for the Authorization Reversal tolerance amounts.
Currency Exchange Rate Type	Enter the exchange rate type to be used when converting authorization reversal tolerance amounts in comparison to transaction amounts when determining if an Authorization Reversal should be performed.
Enable Authorization Reversals for Decrements	Select to enable the use of authorization reversals for changes to a credit card amount. Authorization Reversals for decrements are used in PeopleSoft Order Management when an order amount is decreased after a credit card authorization is performed.
Process Authorization Reversals for Decrements Greater Than	Enter a minimum value below which Authorization Reversals are not performed. This value prevents the system from processing minor decrements.

Other Options

Field or Control	*Description*
Enable Online Validation	
Default Credit Card Group	Enter a default credit card group. If there is no default credit card group specified for the business unit, then this default credit card group will be used.

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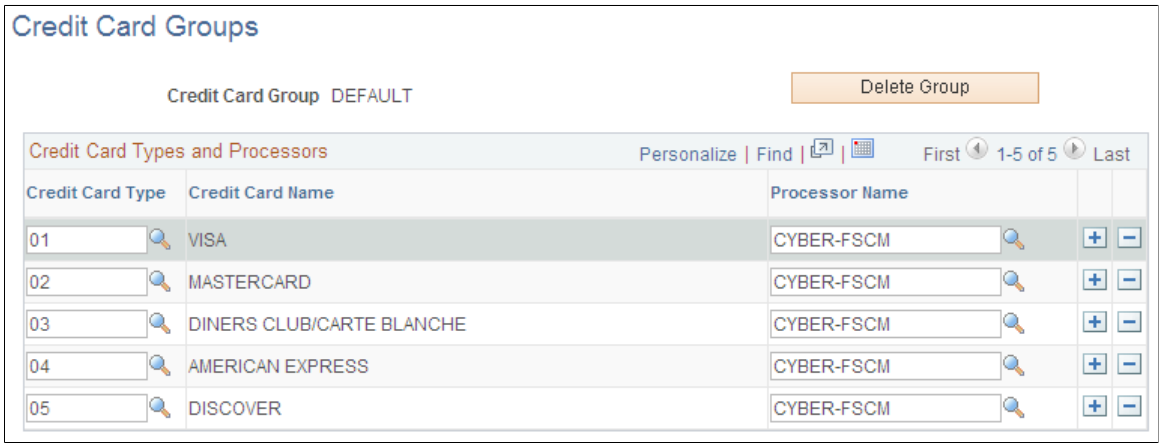
Credit Card Groups Page

Use the Credit Card Groups page (CR_CARD_GROUPS) to set up credit card groups to link credit card types with payment processors.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Credit Cards > Define Credit Card Groups

This example illustrates the fields and controls on the Credit Card Groups page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Credit Card Type	Enter the code for the credit card type.
Processor Name	Specify the defined name of the credit card processor. To set up integration with credit card processors, see the following Enterprise Components documentation: “Setting Up Credit Card Integration for Integration Broker” (Integration Interfaces).

Defining a Default Credit Card Group at the Business Unit Level

Define a default credit card group for individual Billing, Receivables, and Order Management business units.

Billing Definition - Business Unit 4 Page

Use the “Billing Definition - Business Unit 4 Page” (PeopleSoft Billing) (BUS_UNIT_TBL_BI4) to specify a default credit card group for an individual Billing business unit.

Order Management Definition - Order Entry Features Page

Use the “Order Entry Features Page” (PeopleSoft Order Management) (BUS_UNIT_TBL_OM9) to specify a default credit card group for an individual Order Management business unit.

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Receivables Definition - Bank/Payment Options Page

Use the “Receivables Definition - Bank/Payment Options Page” (PeopleSoft Receivables) (BUS_UNIT_TBL_AR4) to define a default credit card group for an individual Receivables business unit.

Changing Credit Card Encryption

To change credit card encryption profile and run the encryption process, use the FS_CC_CNVRT component.

Encryption and decryption profiles determine the algorithm used to encrypt credit card numbers.

Page Used to Change Credit Card Encryption

Page Name	*Definition Name*	*Usage*
Manage Credit Card Encryption Page	FS_CC_CNVRT	Change the profile ID used to encrypt and decrypt credit card numbers for all tables in your Financial and Supply Management system, and to re-encrypt credit card numbers using the new profile ID.

Understanding Credit Card Encryption

Note: Credit card encryption is needed only for systems using a traditional credit card implementation. It is *not* needed for systems using a third-party credit card payment processor in a hosted implementation.

PeopleTools Encryption Technology is an advanced security framework that provides a security model for applications to encrypt credit card data. The system encrypts data using algorithms and encryption keys. The system also modifies the display of credit card numbers to show only the last four digits. The system displays an *X* in place of each credit card number other than the last four digits. This includes credit card numbers that are display-only as well as those that are editable.

Prerequisites to Generating New Credit Card Encrypted Numbers

These steps must be performed in PeopleTools before you can generate new credit card encrypted numbers:

1. Use the Administer Encryption Profile page to create the credit card profile.

   PeopleTools > **Security** > **Encryption** > **Encryption Profiles**

2. Use the Algorithm Keyset page to create the Keyset ID and Key Text.

   PeopleTools > **Security** > **Encryption** > **Encryption Algorithm Keysets**

   - The **Keyset ID** on the Algorithm Keyset page should be the same as the **SYMMETRICKEY** field of the Administer Encryption Profile page.

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- The **Key Text** field on the Algorithm Keyset page should be the same for all Keyset rows for the encrypt and decrypt algorithm.

See also the product documentation for *PeopleTools: Security Administration*, "Securing Data with PeopleSoft Encryption Technology."

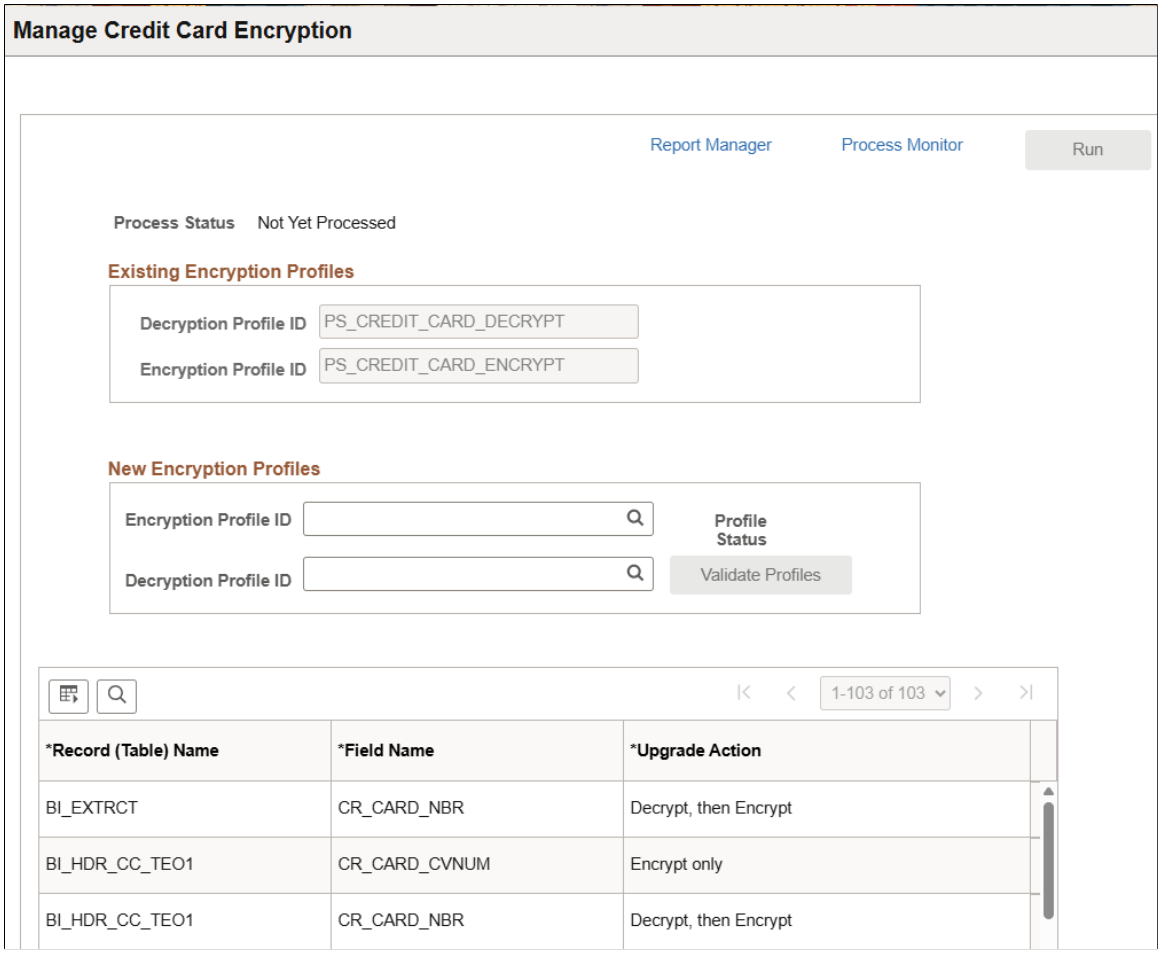
Manage Credit Card Encryption Page

Use the Manage Credit Card Encryption (FS_CC_CNVRT) page to change the profile ID used to encrypt and decrypt credit card numbers for all tables in your Financial and Supply Management system, and to re-encrypt credit card numbers using the new profile ID.

Navigation:

Set Up Financials/Supply Chain > **Upgrade** > **Manage Credit Card Encryption**

This example illustrates the fields and controls on the Manage Credit Card Encryption page. You can find definitions for the fields and controls later on this page.



When this process completes, all products begin to use the new encryption and decryption profiles.

Note: There is no run control ID for this process.

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Field or Control	*Description*
Existing Encryption Profiles: **Decryption Profile ID** and **Encryption Profile ID**	Displays the last Profile ID that was used to encrypt and decrypt credit card numbers for all records and fields displayed in the table.
New Encryption Profiles: **Decryption Profile ID** and **Encryption Profile ID**	Select a new encryption profile ID for the search option. Profile IDs determine the algorithm used to encrypt credit card numbers. The options available to you are loaded by your system administrator using the Administer Encryption Profile page. See Prerequisites to Generating New Credit Card Encrypted Numbers.
Validate Profiles	Select to validate the profiles selected. The system checks that the encryption keys are the same on the Algorithm Keyset page and updates the **Profile Status** field. **Note:** If you receive a message saying, *"Please verify Key Values for the selected Encryption/Decryption profiles"* , then the Key Text is not accurate on the Algorithm Keyset page for the Algorithm ID. Have your system administrator enter the same Key Text for all Keyset IDs of the encrypt and decrypt Algorithm Keyset. See Prerequisites to Generating New Credit Card Encrypted Numbers.
Profile Status	Displays *Pending* after selecting New Encryption Profiles. When the Profile Status is *Pending*, the **Run** button is not enabled. Displays *Valid* after selecting Validate Profiles and the key check is successful. When the Profile Status is *Valid*, the **Run** button is enabled.
Run	This button is not enabled until the Profile Status is *Valid*. Therefore, you must select the **Validate Profiles** button to validate the Profile ID's selected before you can re-encrypt the fields in the table below. The Credit Card Conversion process converts each field in the grid. If the process fails for any reason, the process can be restarted in the standard way and the process picks up where it left off. If the process cannot be restarted, the process can be run from the beginning and it automatically bypasses fields that have already been processed.

Setting Up Credit Card Processing for a Hosted Implementation

This topic covers the steps used to convert from the traditional credit card model to the hosted credit card model:

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1. Define tokenization.

   For FSCM applications that provide online transmission, the system supports a tokenized credit card profile created by a third-party host.

2. Convert credit card data.

   In this phase, you convert locally stored credit card data into profiles and transfer the profiles to a third-party credit card processor.

   For information about integrating with a third-party credit card processor, see the setup information in Enterprise Components: “Setting Up Credit Card Integration for Integration Broker” (Integration Interfaces).

3. Erase locally stored credit card data.

   A secure wipe program permanently erases all credit card information once a PeopleSoft Order to Cash system switches to the hosted credit card implementation.

Related Links

“Understanding Credit Card Processing” (PeopleSoft Order to Cash Common Information)

Understanding Conversion to the Hosted Credit Card Model

PeopleSoft FSCM provides a framework in the Order to Cash modules (Order Management, Billing, eBill Payment, and Accounts Receivable) to facilitate the collection and processing of payment information by third-party credit card hosts. Businesses with an Order to Cash system can convert from a traditional credit card model (local storage of credit card data) to a hosted model, where a third party hosts or stores credit card data.

Note: If you choose to convert to a hosted model, data cannot be rolled back. Please ensure that this is the credit card payment model you really want.

In a *traditional* implementation, the following data are stored locally:

- First and last name
- Credit card number (encrypted)
- Last four digits of the credit card number
- Credit card type
- Expiration month and year
- Credit card address fields
- Email address
- Phone number

The PeopleSoft Order to Cash system maintains only these fields after conversion to the *hosted* implementation:

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- Credit card type
- Last four digits of the credit card number
- Payment processor
- Profile ID

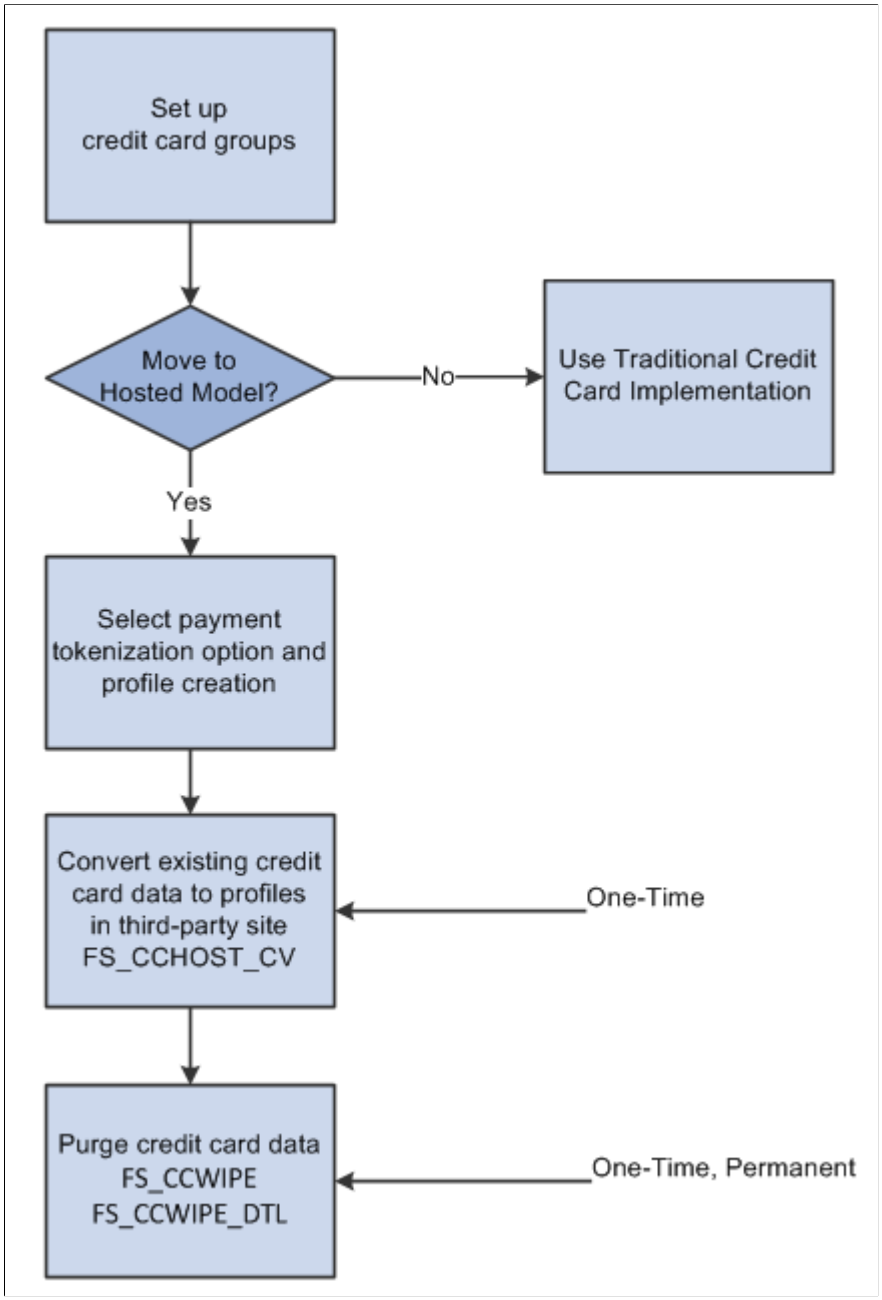
The profile ID provides a means for identifying the customer and payment in both the PeopleSoft system and the third-party processor.

Note: There may be a fee associated with converting the data of each credit card to a profile. The actual cost is determined by your chosen payment processor.

This diagram illustrates the steps for moving from a traditional to a hosted implementation:

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Flow of the conversion to the hosted credit card model



Prerequisites

You must setup a third-party payment processor. Multiple processors can now be set up and assigned to a specific credit card type. See the information about setting up credit card interfaces in *Enterprise Components: PeopleSoft Integration Interfaces.*

You must create a default credit card group for a specific credit card type at the system level, and optionally at the business unit level. Refer to Setting Up Credit Card Options and Groups.

You must also map processor credit card types to PeopleSoft credit card types using processor-specific code in the following functions: Function GetPSCardType and Function GetVendorCardType. Sample

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code is provided in each function. You must reference your own processors in the code before running the conversion process.

On FUNCLIB_CREDCRD.CR_CARD_TYPE.FieldFormula, add processor specific-code to the following functions:

- **Function GetPSCardType** - Maps processor credit card types to PeopleSoft-defined credit card types.

```
Function GetPSCardType(&Vendor As string, &CardType As string, &PSCardType As ⇒

string);
   rem ================================================================;
   rem Vendor Credit Card Types to PS Credit Card Types                 ;
   rem ================================================================;
   /* Declare Function GetPSCardType PeopleCode FUNCLIB_CREDCRD.CR_CARD_TYPE F⇒

ieldFormula; */
   /* Dev Note:  Modify codeline to support your processors */
```

- **Function GetVendorCardType** - Maps PeopleSoft-defined credit card types to processor credit card types.

```
Function GetVendorCardType(&PSCardType As string, &Vendor As string, &CardType⇒

 As string);
   rem ================================================================;
   rem PS Credit Card Types to Vendor Credit Card Types                 ;
   rem ================================================================;
   /* Declare Function GetVendorCardType PeopleCode FUNCLIB_CREDCRD.CR_CARD_TY⇒

PE FieldFormula; */
   /* Dev Note:  Modify codeline to support your processors */
```

Or, see the product documentation for *PeopleSoft Financials/Supply Chain Management 8.9 to 9.2 Upgrade*, *PeopleSoft Financials/Supply Chain Management 9.0 to 9.2 Upgrade*, or *PeopleSoft Financials/Supply Chain Management 9.1 to 9.2 Upgrade*.

Credit Card Conversion

In this phase, you convert your existing credit card data into profiles and transfer locally stored credit card data to the third-party credit card processor. This option is only available for Order to Cash systems in PeopleSoft FSCM. The only credit card data that are stored in PeopleSoft tables after conversion are the following: last four digits of the credit card number, profile ID, credit card type, and payment processor.

Before you run the conversion process:

1. Evaluate all credit card transactions to determine the cut-off date for transactions.

2. Evaluate your customer base. Do you have any inactive customers? If yes, you can choose to exclude their data in the conversion process.

Credit Card Wipe

After converting credit card data to profiles and transferring the data to your choice of third-party payment processor, you must purge all credit card data from records in your PeopleSoft system.

Note: The Remove Credit Card Data process permanently removes all credit card data from records in your PeopleSoft system. You cannot undo this process.

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This component displays all records that contain fields CR_CARD_NBR and CR_CARD_CVNUM. The user can select the records that should be securely wiped and then run the process to erase them.

The Remove Credit Card Data process generates a random sequence of characters, writes it to the credit card fields, and saves it in the database by performing a database commit. The process overwrites the data between 8 and 30 times, depending on the value you enter in the Number of Overwrites field. The default value is 8.

PeopleSoft Billing invokes the Remove Credit Card Data process directly from PeopleCode to process a specific interface record, as discussed in the documentation for the Remove Credit Card Data page.

Pages Used to Convert to Hosted Credit Card Storage and Payment

Page Name	*Definition Name*	*Navigation*	*Usage*
Convert Credit Card Data	FS_CCHOST_CNV	**Set Up Financials/Supply Chain** > **Upgrade** > **Credit Card Hosting** > **Convert Credit Card Data** > **Convert Credit Card Data**	Run the Credit Card Hosting Conversion process (FS_CCHOST_CV) to convert credit card data to hosted tokens (profiles).
Remove Credit Card Data	FS_CCWIPE	**Set Up Financials/Supply Chain** > **Upgrade** > **Credit Card Hosting** > **Remove Credit Card Data** > **Remove Credit Card Data**	Run a permanent purge of credit card data using the Remove Credit Card Data Application Engine process (FS_CCWIPE).
Credit Card Options	CR_CARD_OPT	**Set Up Financials/Supply Chain** > **Common Definitions** > **Credit Cards** > **Credit Card Options** > **Credit Card Options**	Specify a default credit card group at the system level.

Understanding the Remove Credit Card Data Process

Depending on the number of lines of data contained in the records to be wiped, the process can take a long time to complete. Oracle's PeopleSoft recommends running several secure wipe processes in parallel. To run several processes in parallel, create multiple run control IDs and select a distinct set of records for each run control ID. If there is overlap of records in the run control IDs, one of the processes may skip this record, because the system avoids wiping the same record at the same time in multiple instances.

If for any reason the Remove Credit Card Data process abnormally terminates, you can return to the page to restart the process with the same run control ID. The system returns an error for the record that was being processed when the process terminated. You can select the record with the error along with other records and rerun the process.

Wipe Status and Process Status

A master credit card wipe record (FS_CCWIPE_MST) contains all the records that should be wiped. All run control IDs read data from this master record, and each execution of the process updates line (by record) statuses in the master record. The system updates the status directly in the master credit card wipe record. You may need to refresh the Remove Credit Card Data page to view the current status.

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Term	*Definition*
Wipe Status by Record	View the processing status for each record or line: Available for Processing – The record in that line has not yet been wiped. Processing – When the process begins to wipe a specific record, the status changes to Processing, and parallel processes skip this record. As soon as the wipe process of this record finishes the status is updated to Complete. Complete – As soon as the wipe process finishes the wiping of a record, its status changes to Complete. Records with a Complete status can still be selected and reprocessed. Error – Indicates the specific record where the process abnormally terminated. The record can be reselected, and processing treats this record the same as records with an Available for Processing status.
Process Status by Run Control ID	View the processing status in the header for the run control ID: Available for Processing – When the header Wipe Status field shows Available for Processing, you can select lines and run the secure wipe process. You also see the Available for Processing status when the process finishes, but unprocessed records still exist in the master credit card wipe record. Processing – The status changes to Processing upon clicking the Run button. Create a different run control ID to select other lines or records and run processing. All Records Wiped – When all the records in the master credit card wipe record are marked as Complete at the line level, all new and existing Remove Credit Card Data pages display All Records Wiped in the header.

After converting to a hosted credit card implementation, the “Credit Card Data Page” (PeopleSoft Order to Cash Common Information) shows only the credit card data needed to create a token ID that matches up information between the PeopleSoft Order to Cash system and the profile now administered by the third-party processor. For more information, see “Understanding Credit Card Processing” (PeopleSoft Order to Cash Common Information).

Related Links

“Using the Hosted Model for Credit Card Processing” (PeopleSoft Order to Cash Common Information)

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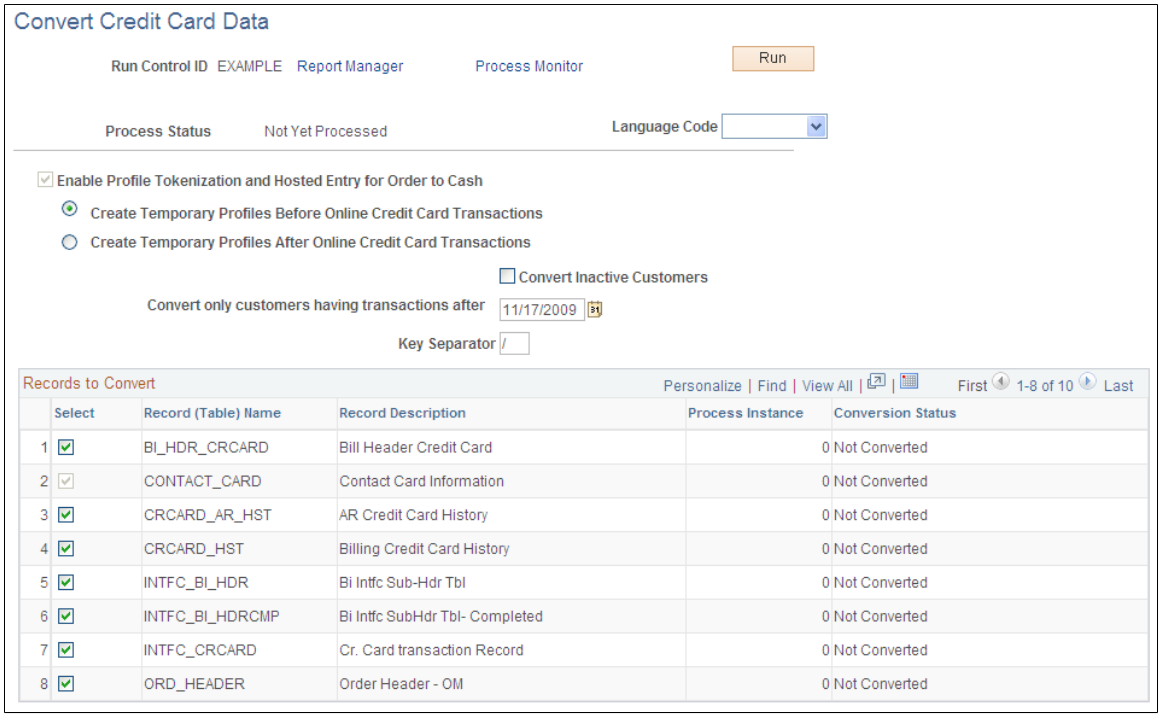
Convert Credit Card Data Page

Use the Convert Credit Card Data page (FS_CCHOST_CNV) to run the Credit Card Hosting Conversion process (FS_CCHOST_CV), which converts credit card data to profiles and transfers the data to a third-party payment processor.

Navigation:

Set Up Financials/Supply Chain > Upgrade > Credit Card Hosting > Convert Credit Card Data > Convert Credit Card Data

This example illustrates the fields and controls on the Convert Credit Card Data page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Language Code	Select a language code.

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Field or Control	*Description*
Enable Profile Tokenization and Hosted Entry for Order to Cash	Automatically selected by the system when you run the Remove Credit Card Data Application Engine process (FS_CCWIPE). The FS_CCWIPE process also selects the setup field of the same name on the Credit Card Options Page to indicate that the system now uses the hosted credit card model. **Note:** If you want to use *traditional* credit card implementation, never run this process, and this option will remain deselected. Define when the system should create temporary credit card profiles: • Create Temporary Profiles Before Online Credit Card Transactions • Create Temporary Profiles After Online Credit Card Transactions The option you select here also appears on the Credit Card Options page.
Convert Inactive Customers	Select this check box to include credit card data for inactive customers in the conversion.
Convert only customers having transactions after	Enter a calendar date cutoff to convert only credit card data for customers having transactions after the specified date.
Key Separator	Enter a key separator.

Remove Credit Card Data Page

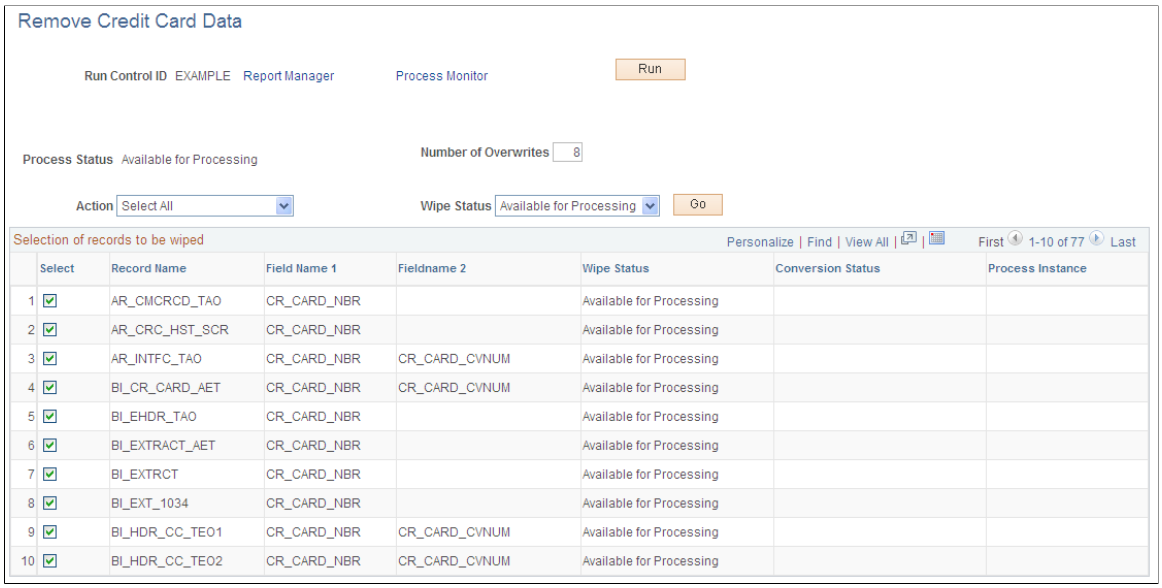
Use the Remove Credit Card Data page (FS_CCWIPE) to run the FS_CCWIPE Application Engine process, which clears existing database fields containing credit card data.

Navigation:

Set Up Financials/Supply Chain > **Upgrade** > **Credit Card Hosting** > **Remove Credit Card Data** > **Remove Credit Card Data**

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This example illustrates the fields and controls on the Remove Credit Card Data page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Process Status	Displays the processing status of the master record for the run control ID: Available for Processing – When the header Wipe Status field shows Available for Processing, you can select lines and run the secure wipe process. You also see the Available for Processing status when the process finishes, but unprocessed records still exist in the master credit card wipe record. Processing – The status changes to Processing upon clicking the Run button. Create a different run control ID to select other lines or records and run processing. All Records Wiped – When all the records in the master credit card wipe record are marked as Complete at the line level, all new and existing Remove Credit Card Data pages display All Records Wiped in the header.
Number of Overwrites	Enter a value between 9 and 30, or accept the default of 8. The process overwrites the data between 8 and 30 times, depending on the value you enter in the Number of Overwrites field.
Action	Choose from these options: • *Select All* • *De-Select All* The action you choose selects or deselects the records with the Wipe Status you specify, when you click the Go button. You can also manually select individual records or lines by clicking the Select check box for a record or line.

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Field or Control	*Description*
Wipe Status	Use this field to filter records with a specific Wipe Status, choose an action, and click the Go button to select or deselect sets of records with a specific Wipe Status. Choose from these options: • *Available for Processing* – Filters for records that are available for first-time processing. • *Complete* – Filters for records that have already been wiped. However, you can select records with a Complete status and run the process again, if desired. • *Error* – Filters for records at which the secure wipe processing terminated abnormally. You can select this record and run the process again. • *Processing* – Filters for records that are currently being processed.
Go	Click this button to apply the Wipe Status filter and then select or deselect the records depending on your choice in the Action field. Use the Go button along with the Wipe Status filter and Action field to make a batch selection of records.
Conversion Status	Displays which records have been converted or not (only when this information is available). When you select a record not yet converted, the system issues a warning.

Working with the Remove Credit Card Data Process in PeopleSoft Billing

PeopleSoft Billing may receive credit card transactions from legacy third-party systems on a daily basis. After a PeopleSoft Billing system converts credit card data received from the interface into a hosted profile, the Remove Credit Card Process must clean a specific set of lines in INTFC_BI_HDR records. To use the secure wipe process in an ongoing scenario, PeopleSoft Billing system administrators working with the hosted model should call FS_CCWIPE Application Engine processes following certain requirements.

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This table contains the directions for populating fields in the FS_CCWIPE record before invoking the FS_CCWIPE Application Engine process for PeopleSoft Billing.

Field	*Required value for this field*	*Comments*
OPRID	%operatorid	
RUN_CNTL_ID	BI Publisher should create a new run control ID.	
PROCESS _FREQUENCY	'A'	
CCWIPE_STATUS	'N'	
PROCESS_INSTANCE	0	
CCWIPE_QTY	Enter a number between 8 and 30.	It is the number the CC fields will be overwritten
CCWIPE_INTERF	'Y'	It identifies the groups coming from Billing

This table contains the directions needed to populate fields in the FS_CCWIPE_DTL record before invoking FS_CCWIPE Application Engine process for PeopleSoft Billing.

Field	*Required value for this field*	*Comments*
RUN_CNTL_ID	BI Publisher should create a new run control ID.	Populate with the same run control ID entered in FS_CCWIPE.
RECNAME	'INTFC_BI_HDRCMP'	If you need to clean another record, one more line can be added under the same RUN_CNTL_ID; update this field with the new RECNAME.
FIELDNAME1	'CR_CARD_NBR'	Typically 'CR_CARD_NBR', but in case you need to wipe another field (Char 44 only), simply add the name here.
FIELDNAME2	' '	Typically ' ' for this use, but if you need to clean a second field in the same record (Char 44 only), you can use this field.
FIELDNAME3	' '	Typically ' ' for this use, but if you need to clean a second field in the same record (Char 44 only), you can use this field.

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Field	*Required value for this field*	*Comments*
CCWIPE_SEL	'Y'	
SQL_STMT_254	<statement to determine which lines should be wiped>	Must start with **'WHERE'**, otherwise the AE will ignore it and will not process anything. For example, `'WHERE INTFC_ID = 41'`

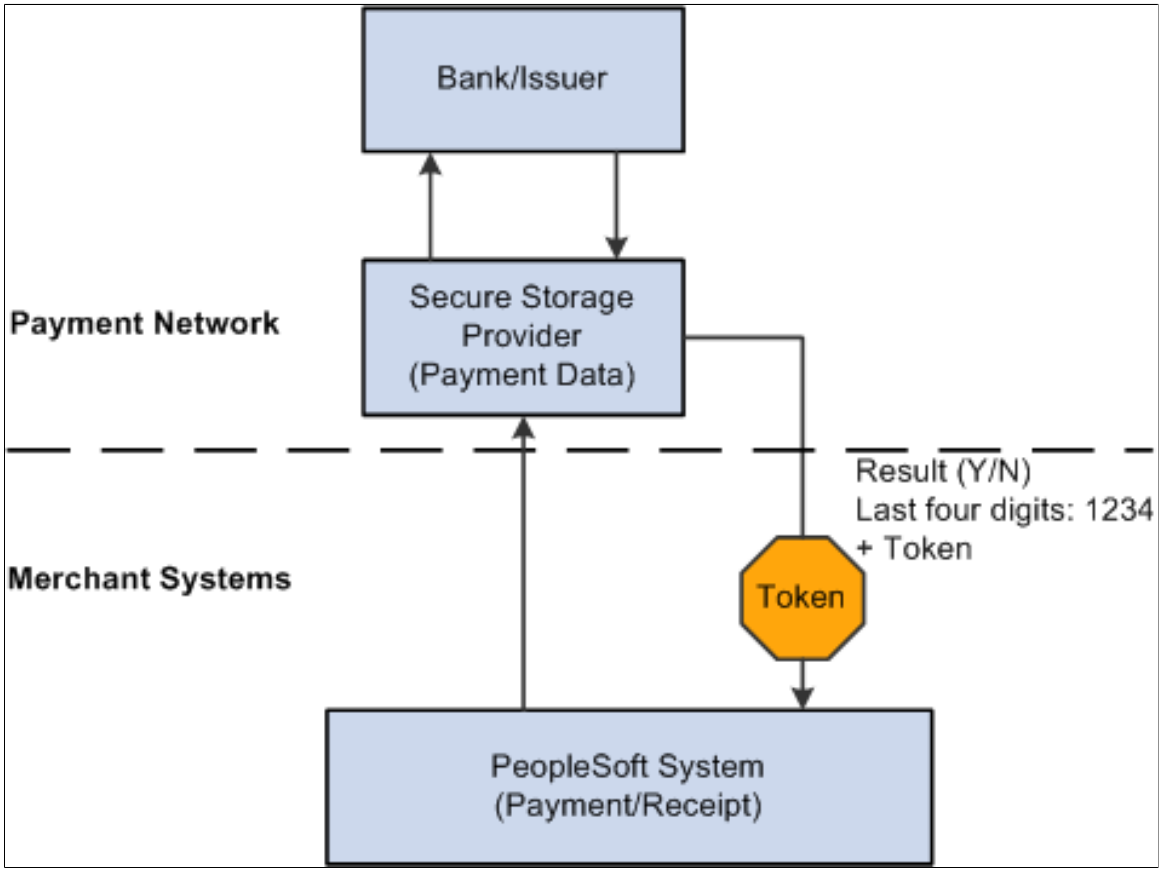
After the Remove Credit Card Data Application Engine process successfully cleans a record, the value for FS_CCWIPE. CCWIPE_STATUS is C (Complete). If processing terminates abnormally, the value for CCWIPE_STATUS is P (Processing), because the process will not have a way to update the field to something else. If the process sends a Where clause not started by WHERE, then the value for FS_CCWIPE. CCWIPE_STATUS changes to E (Error),

Setting Up Profile Tokenization and Hosted Entry

Tokenization is a data security model that replaces sensitive credit card data profiles in the applications and databases. The credit card data profile—which normally consists of the credit card type, credit card number, first name, last name, billing address, phone, and email address—is sent to a third-party host site, which stores and encrypts it. The third-party host creates a token from the profile, and sends the token back to the source PeopleSoft system, where it is saved.

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In the process of payment tokenization, the credit card data profile—which normally consists of the credit card type, credit card number, first name, last name, billing address, phone, and email address—is sent to a third-party host site (secure storage provider), which stores and encrypts it. The third-party host creates a token from the profile, and sends the token back to the source PeopleSoft system, where it is saved.



Note: The system does not support a combination of hosted and traditional implementations. Once the transition to the hosted model has been made, it is not possible to move back to the traditional model.

Use the Credit Card Options Page (CR_CARD_OPT) to set up tokenization and hosted entry. Not all fields will be available for editing. See Setting Up Credit Card Options and Groups for more information.

Profile tokenization and hosted entry are enabled automatically by the credit card data conversion process to indicate that the system supports only hosted entry and storage of credit cards in PeopleSoft Order to Cash applications. If this option is deselected, the system uses only the traditional credit card model; that is, it collects and stores credit card data in the PeopleSoft system.

Setting Up Electronic Payment Options

This topic provides information about setting up installation-level payment options for PeopleSoft eBill Payment. Billers can configure settings available to users as well as enable available payment methods. Setup pages are available on the employee portal in the classic interface.

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Pages Used to Set Up Electronic Payment Options

Page Name	*Definition Name*	*Usage*
eBill – General Page	INSTALLATION_EB1	Configure installation-level options that apply to all Fluid eBill users. The installation options here appear in the classic interface and apply to only Fluid eBill Payment.
eBill – Electronic Payments Page	INSTALLATION_EB2	Enable direct debit, credit card, electronic check, and PayPal payment methods in eBill Payment. The installation options on the eBill – Electronic Payments page appear in the classic interface and apply to both Classic and Fluid eBill Payment.

eBill – General Page

Use the eBill - General page to configure installation-level options that apply to all Fluid eBill users.

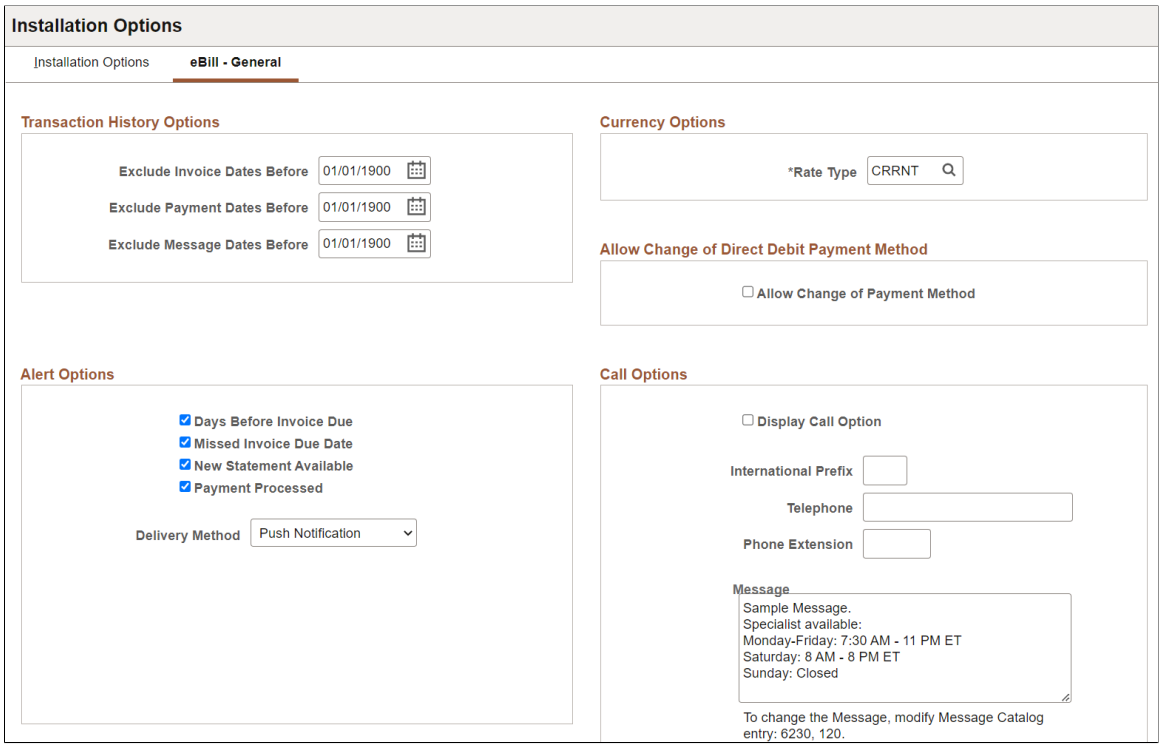
The installation options here appear in the classic interface and apply to only Fluid eBill Payment.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **eBill – General**

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This example illustrates the fields and controls on the Installation Options, eBill – General page. You can find definitions for the fields and controls later on this page.



Transaction History Options

Use fields in the Transaction History Options region to filter the transaction dates available to users. Selections here limit transaction history to increase performance and reduce search results. Users can further filter the transactions shown using filters on specific pages, including Invoices, Payment History, and the Message Center.

Field or Control	*Description*
Exclude Invoice Dates Before	Enter a date to show eBill users only invoices with an invoice date greater than or equal to the specified date. Excluded invoices are not included in customer balances.
Exclude Payment Dates Before	Enter a date to show eBill users only payments with a payment date greater than or equal to the specified date.
Exclude Message Dates Before	Enter a date to show users only messages with a message date greater than or equal to the specified date.

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Currency Options

Field or Control	*Description*
Rate Type	Enter the rate type used to convert invoice balances into the customer's default currency or the user's preferred currency.

Allow Change of Direct Debit Payment Method

Field or Control	*Description*
Allow Change of Payment Method	Select this check box to allow the selection of direct debit invoices on the "Invoice Balances Page (LFF)" (PeopleSoft eBill Payment) and "Balance Detail Page" (PeopleSoft eBill Payment), and change the payment method while making the payment.

Alert Options

Use these options to enable different types of alerts for eBill users. Users can choose from the enabled alerts on the My Preferences page. If alert options are not set up for eBill, the Alerts section will not appear on the My Preferences page.

Field or Control	*Description*
Days Before Invoice Due	Select to enable alerts that invoices are due in a specified number of days.
Missed Invoice Due Date	Select to enable alerts for late payments.
New Statement Available	Select to enable alerts that new statements are available.
Payment Processed	Select to enable alerts that payments have been successfully processed.
Default Delivery Method	Select from these options: • *Email* - Users receive one email containing an alert for each event or transaction. • *Push Notification* - This is the default setting. Users receive one alert for each event or transaction.

The alerts process must be run on a regular basis.

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Call Options

Field or Control	*Description*
Display Call Option	Select to display the Call option on the Contact Us page. This option is deselected by default. Enter the phone number including an international prefix, phone number, and extension, if applicable.
Message	If **Display Call Option** is enabled, the eBill Payment user sees a message above the phone number on the Call page, which is accessed through the Contact Us tile. The sample message shown is delivered in the message catalog entry indicated and may be modified as desired.

eBill – Electronic Payments Page

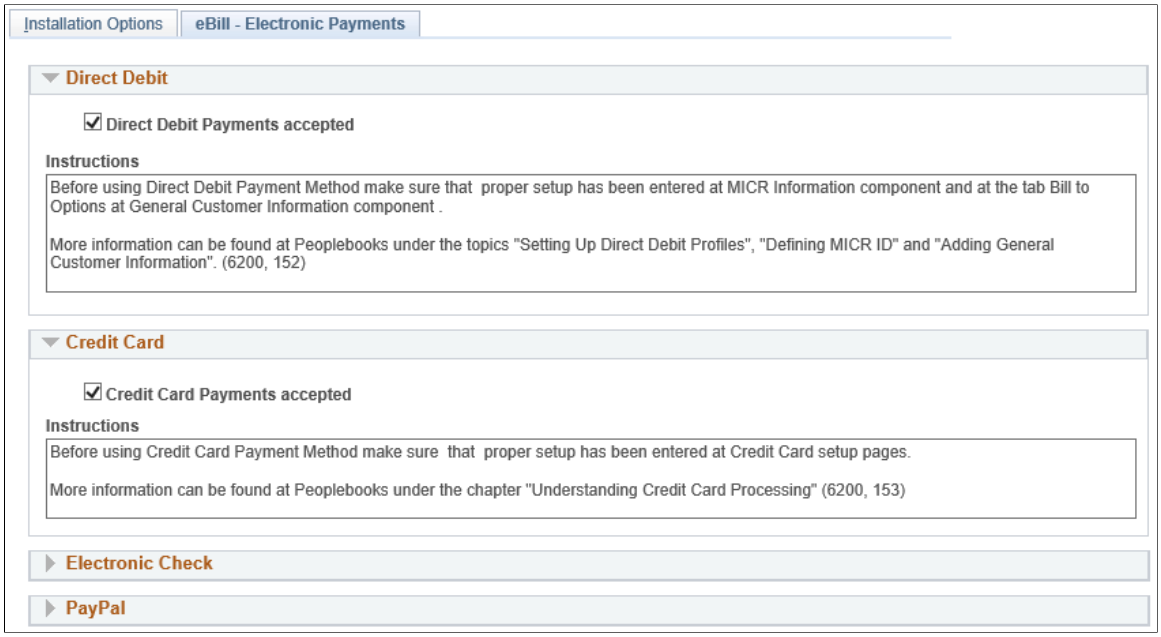
Use the eBill - Electronic Payments page to enable direct debit, credit card, electronic check, and PayPal payment methods in eBill Payment.

The installation options on the eBill – Electronic Payments page appear in the classic interface and apply to both Classic and Fluid eBill Payment.

Navigation:

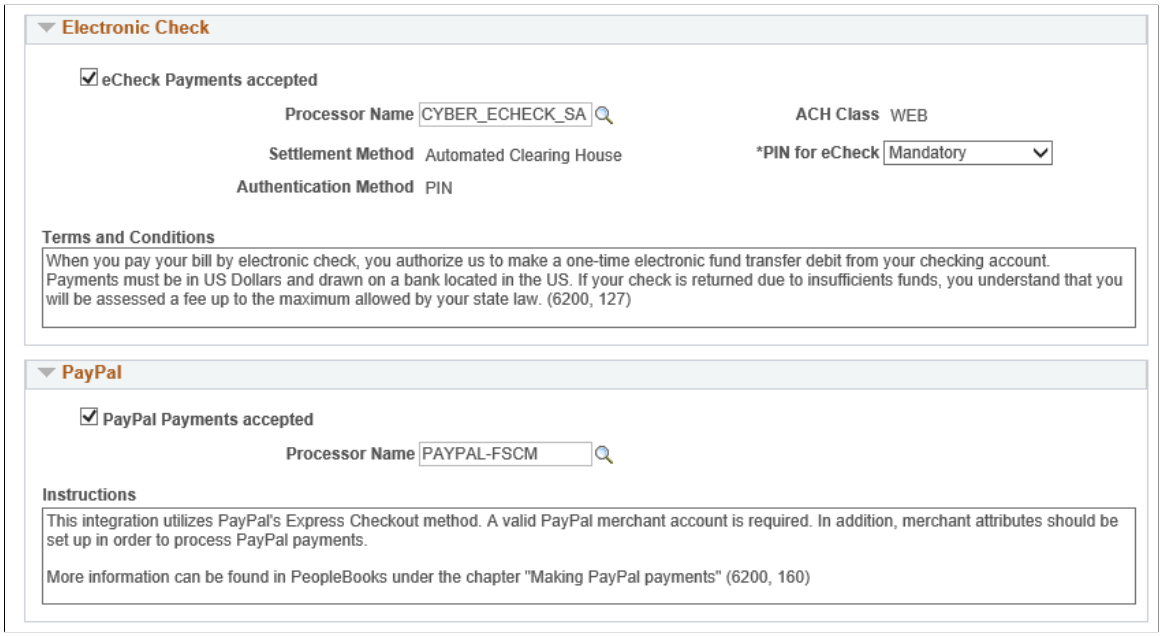
Set Up Financials/Supply Chain > Install > Installation Options > eBill – General

This example illustrates the fields and controls on the Installation Options, eBill - Electronic Payments page (1 of 2), where direct debit and credit card payment methods are enabled. You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Installation Options, eBill - Electronic Payments page (2 of 2), where electronic check and PayPal payment methods are enabled. You can find definitions for the fields and controls later on this page.



Direct Debit

Field or Control	*Description*
Direct Debit Payments accepted	Select this check box to enable direct debits as a payment method in the Payment Cart in eBill Payment.
Instructions	Displays the setup instructions for the direct debit payment method, subsequent to enabling it as a self-service payment option. You can modify the message catalog entry (6200, 152) to customize the direct debit setup instructions.

Credit Card

Field or Control	*Description*
Credit Card Payments accepted	Select this check box to enable credit cards as a payment method in the Payment Cart in eBill Payment.
Instructions	Displays the setup instructions for the credit card payment method, subsequent to enabling it as a self-service payment option. You can modify the message catalog entry (6200, 153) to customize the credit card setup instructions.

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Electronic Check

Field or Control	*Description*
eCheck Payments accepted	Select this check box to enable electronic check as a payment method in the Payment Cart in eBill Payment.
Processor Name	Specify the defined name of the electronic check processor. This field is required when you select the electronic check payment method.
Settlement Method	Displays Automated Clearing House to indicate that U.S. transactions are deposited using the Automated Clearing House (ACH) Network.
Authentication Method	Displays PIN (personal identification number). Processing for electronic checks may require a 6-digit value if enabled in the contact profile, to identify the user who initiates an electronic check transaction. See the fields and control definitions on the “Contact Information - Maintain Contacts Page” (PeopleSoft Order to Cash Common Information).
ACH Class	Displays WEB (web-initiated entry) to indicate that electronic authorization occurs through National ACH. See http://www.nationalach.com.
PIN for eCheck	Select *Mandatory* or *Optional*. The system determines PIN requirements for payments by electronic check using this field and the PIN entered on the Maintain Contacts page as follows: • *Mandatory* - A PIN must be designated on the Maintain Contacts page. Self-service users must enter the matching PIN correctly in the Payment Cart to proceed with the electronic check payment. • *Optional* - When a PIN exists on the Maintain Contacts page, the user must enter this PIN in the Payment Cart to proceed with the electronic check payment. When no PIN value exists on the Maintain Contact page, the system hides the **PIN** field in the Payment Cart and bypasses the validation.

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Field or Control	*Description*
Terms and Conditions	Enter the payment terms and conditions for electronic check payments. Modify the message catalog entry (6200, 127) to display custom terms and conditions for payments by electronic check on the self-service Make Payment page in eBill Payment.

PayPal

Field or Control	*Description*
PayPal Payments accepted	Select this check box to enable PayPal as a payment method in the Payment Cart in eBill Payment.
Processor Name	Specify the defined name of the PayPal processor. This field is required when the PayPal payment method is selected.
Instructions	Displays the setup instructions for the PayPal payment method, subsequent to enabling it as a self-service payment option. Modify the message catalog entry (6200, 160) to customize the PayPal setup instructions.

Defining File Attachments

This topic discusses how to set up new servers and identify the active server.

Use the File att. admin (file attachments administration) component to set up attachment servers to use with customers, products, buying agreements, sales orders, quotes, RMAs, and more.

Page Used to Define File Attachments

Page Name	*Definition Name*	*Usage*
Administer File Attachments Page	SAC_ATT_ADMIN	Define the servers where you store attachments.

Administer File Attachments Page

Use the Administer File Attachments page (SAC_ATT_ADMIN) to define the servers where you store attachments.

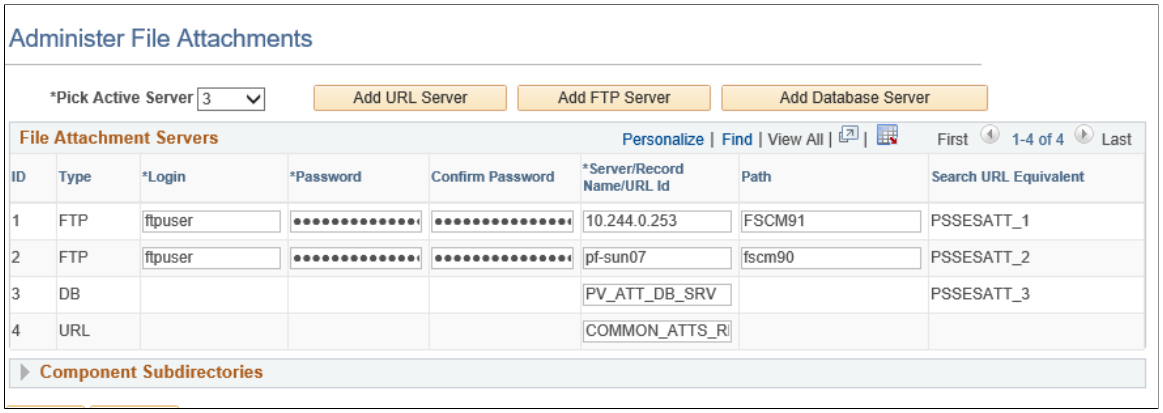
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Attachments to PeopleSoft Payables transactions are stored and retrieved from the locations defined on this page.

Navigation:

- **Set Up Financials/Supply Chain > Common Definitions > File Attachments > Administer File Attachments**
- **Services Procurement > Define Services Procurement > General Setup > System-Wide Definitions > File Attachment Server**

This example illustrates the fields and controls on the Administer File Attachments Page.



System administrators can configure one or more servers to store attachments. These servers can be URL, FTP or database servers.

System administrators can set up new servers and identify the active server. Administrators can add or modify the FTP root folder and the component-specific subfolder for FTP servers.

Note: You cannot delete a server after you save the row and exit the component. After you exit the component, the system assumes that attachments could already be stored on this server location.

File Attachments Servers

Field or Control	*Description*
Pick Active Server	Select the server ID of the active (or default) server where all newly created attachments are stored. You can switch the active server at any time. All previously created attachments are still retrieved from the server where they originally were stored. The attachments keep a reference to the original server. This field is required.

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Field or Control	*Description*
Add URL Server	Select to insert a new row in the grid so that you can define a URL Server for attachments. **Note:** Oracle's PeopleSoft recommends using URL attachment servers instead of other types of servers for PeopleSoft release 9.2 or higher. URL servers provide the ability to encrypt passwords.
Add FTP Server (add file transfer protocol server)	Select to insert a new row in the grid to define a new FTP server for attachments. **Note:** Users using an FTP server for attachment should keep in mind that upload time will be affected by both the connection from the file location to the database, and the connection from the database to the FTP server. The number of possible simultaneous connections is limited, which increases the upload time for any upload that has to wait.
Add Database Server	Select to insert a new row in the grid to define a new database server for attachments.
ID	Displays the system-assigned ID number for each server on this page. When an attachment is stored to the server, the server ID is inserted into the attachment record. When you request to download (view) this attachment, the system retrieves it from the original server based on the server ID.
Type	Identifies the type of server based on whether you click the **Add URL Server, Add FTP Server,** or the **Add Database Server** button. After you have saved the row and exited the component, you cannot change the server type. Values are: • *FTP* (file transfer protocol server). • *DB* (database server). • *URL* (universal resource locator) such as HTTP, SFTP, or FTPS.
Login	Enter or change the login name. This is required for FTP servers only.
Password	Enter or change the password corresponding to the login. The password is required for FTP servers only.

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Field or Control	*Description*

Server/Record Name/URL Id	Enter a value for the server:
	• For FTP servers,
	  • Enter the machine name.
	  • After you save the information, change the machine name only if the same FTP server is renamed.
	  • To add a different FTP server, click the Add FTP Server button to insert a new row into the grid and define the new server.
	• For database servers:
	  • Enter the record name of the database in which to store attachments. This is the only entry that is needed for database servers.
	  • This field automatically changes to PV_ATT_DB_SRV for PeopleSoft eProcurement attachments.
	• For URL IDs:
	  • Enter a valid URL name that has been created using the PeopleTools URL function (PeopleTools>Utilities>Administration>URL).
	  • A URL can be a substitute for FTP or DB servers. For example, you can define a URL as an FTP, SFTP, or record.
	Note: You cannot delete servers because attachments could already be stored on them.
	A warning is issued if you change information on this page. This is because changing the server ID can cause unintended data loss by orphaning attachments. You should change the server name only when all data is migrated.

Path	Enter the subdirectory path under the server's FTP root where all attachments are to be stored. This is required for FTP servers only.

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Field or Control	*Description*
Search URL Equivalent	Automatically creates and displays the search URL equivalent when you click the save button. The system displays values such as “PSSESATT_<#>” in this field. The system creates values based on the number of non-URL attachment types that are defined. Changes to this page are automatically reflected in the PeopleTools URL page. Changes to the URLIDs named PSSESATT_<#> should never be made on the PeopleTools URL page. This URL should be reflected in the PeopleSoft Search Framework Attachment URLID List if PeopleSoft Search is enabled. (PeopleTools, Search Framework, Administration, Attachment URLID List). For additional information about the Attachment URL ID list, see *PeopleTools: Search Technology*.

Component Subdirectories

System administrators can use this section to specify a subdirectory under the root for any component. When uploading files, the system looks to this combination of record and component and uses any subdirectory that is defined. The directory can be modified at any time. Define the component (in the installed applications) with a subdirectory, which appears below the root directory defined on the external system. Oracle’s PeopleSoft recommends that you limit the subdirectories to one level. Subdirectories can only be used with URL IDs that have appropriate servers defined. Subdirectories are not supported for record or HTTP URLs.

Field or Control	*Description*
Component Name	Enter the component for the installed application.
Subdirectory	Enter the subdirectory path.

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Chapter 6

Setting Installation Options for PeopleSoft Applications

Setting Up Cross-Application Installation Options

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

Pages Used to Set Up Cross-Application Installation Options

Page Name	*Definition Name*	*Usage*
Installation Options Page	INST_LINKS	Access the general options and the product options.
Installation Options - Products Page	INSTALLATION_FS	Select the PeopleSoft products that you have licensed.
Installation Options - Overall Page	INSTALLATION_FS1	Configure installation information and indicate how you want to use cross-application features.
Financial Sanctions Options Page	SDN_SRCH_OPT_SEC	Define financial validation options for PeopleSoft Treasury, Payables, eSettlements, and Order Management.
D&B Account Page	DB_ACCOUNT_SEC	Enter logon IDs and passwords by SetID for each Dun and Bradstreet account.
Alternate Character Page	ALT_CHAR_PNL	Select the alternate characters that the system uses for a specific language code.
Documentum Page	OPER_DEF_TABLE_DC	Set Documentum installation options.
Installation Options - Federal Processing Options Page	INSTALLATION_FD	Enable SAM processing for suppliers or customers.

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Page Name	*Definition Name*	*Usage*
Entry Event Page	INSTALLATION_EE	Enable the use of entry events in General Ledger, Payables, Purchase Orders, Receivables, and Billing, as well as upward and downward adjustments to commitment control budgets.
Installation Options - Commitment Control Page	INSTALLATION_KK	Enter various commitment control installation options for default budget date, reversal date, budget period liquidation, funding source, and online budget checking.
Installation Options - Customer Page	INSTALLATION_CU	Define overall customer hierarchy default options.
Installation Options - Multiple Attachments Page	INSTALLATION_ATTCH	Define maximum attachment upload limit for various products.

Installation Options - Products Page

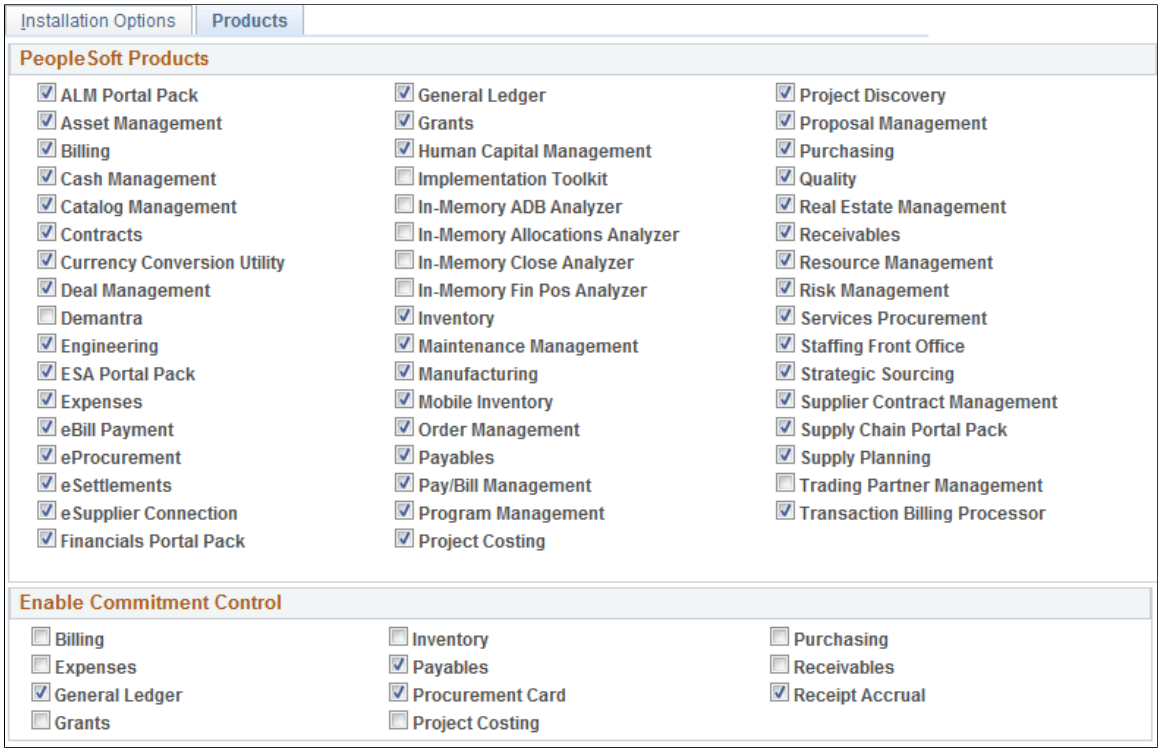
Use the Installation Options - Products page (INSTALLATION_FS) to select the PeopleSoft products that you have licensed.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Products**

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This example illustrates the fields and controls on the Installation Options - Products page.



Deselect the check boxes for all products that you have not licensed. Select the check boxes for the products that you have licensed and need to enable in your database.

All PeopleSoft products are delivered with the purchased and licensed products. Deselect the check boxes for all products that you have not licensed. Select the check boxes for the products that you have licensed and enabled in your database.

Unless you deselect the unlicensed products, you are likely to encounter performance issues or other processing problems when unnecessary processes or database activity is triggered that is related to the unlicensed products.

For example, unlicensed products for which the check boxes remain selected can cause unnecessary processing due to ChartFields that are specifically related to the unlicensed products. If you have not licensed any of these products—Project Costing, Expenses, Resource Management—you will see these ChartFields: PC Business Unit, Activity, Source Type, Category, or Subcategory on pages. Deselect the check boxes for these three products on the Installation Options - Products page, and then run ChartField configuration to inactivate the ChartFields (as they are specific to these three products).

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Field or Control	*Description*
PeopleSoft Products	All PeopleSoft products are delivered to your database and are automatically selected by the system. Deselect all those you have not licensed. **Note:** Applications that you might not have licensed are delivered to your database with the purchase of your PeopleSoft applications and as delivered, all these applications are selected on this page and considered active by the system. Unless you deselect the unlicensed products, you are likely to encounter performance issues or processing problems when unnecessary processes or database activity is triggered that is related to the unlicensed products. For example, unlicensed products will cause unnecessary ChartField configuration activities related to the unlicensed products.
Enable Commitment Control	Click the check box for each PeopleSoft product, or application, for which you want to enable Commitment Control. You can enable or disable Commitment Control for each of these products at any time, but disabling Commitment Control for an application during a budget period may corrupt the consistency and integrity of your data. Many applications have dependencies with other applications that require you to maintain integration points between those applications for valid budget checking and notification. Do not enable or disable Commitment Control for an application unless you know precisely what effect your action will have on other applications. **Note:** Also, if you have not licensed Project Costing but have licensed Expenses or Resource Management and you still see Source Type, Category, or Subcategory on pages, deselect the check boxes for the unlicensed products on the Installation Options - Products page and use ChartField configuration to inactivate these ChartFields because they are specific to Project Costing. Other areas where you can encounter problems if unlicensed product check boxes are not deselected include on demand processing, and defining Ledgers for A Unit and ledger templates. Enable or disable Commitment Control processing for listed applications.

Related Links

“Enabling Commitment Control” (PeopleSoft Commitment Control)

“Understanding Commitment Control Security” (PeopleSoft Commitment Control)

Installation Options - Overall Page

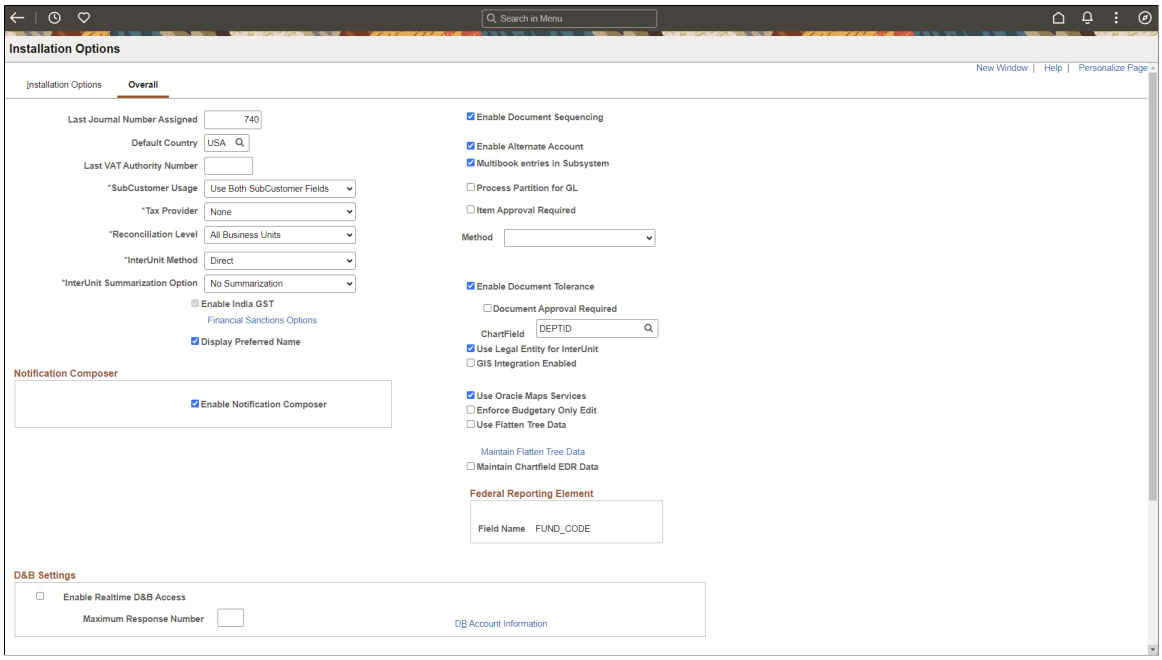
Use the Installation Options - Overall page (INSTALLATION_FS1) to configure installation information and indicate how you want to use cross-application features.

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Navigation:

Set Up Financials/Supply Chain > Install > Installation Options > Overall

This example illustrates the fields and controls on the Installation Options - Overall page (1 of 2).



This example illustrates the fields and controls on the Installation Options - Overall page (2 of 2).



Field or Control	***Description***
Last Journal Number Assigned	Displays a number that represents where to begin numbering journals. You can change the numbering for your journals so that the next journal number assigned is one number greater than the journal number that appears in this field. All journals increment sequentially from the first journal created.
Default Country	Select a country to appear by default on your pages. You can override the default on the actual pages.
Last VAT Authority Number (last value-added tax authority number)	Enter the last value-added tax (VAT) authority number used for the system to automatically start assigning when you create new VAT authority numbers. You can edit this field only if the VAT authority number changes. When you use the Express VAT Code function, the system automatically creates a VAT authority number at the time that you create a VAT code. You then assign one or more tax authorities to a VAT code, to define the VAT rate applicable for that VAT code.

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Field or Control	*Description*
SubCustomer Usage	History, aging, events, and some profiles are available for subdivisions within customers if you enable subcustomer levels in your system. Select whether you want to use the first **SubCustomer** field, both **SubCustomer** fields, or no **SubCustomer** fields. These fields appear on any pages where a customer that has subcustomers appears.
Tax Provider	Select *None, Taxware,* or *Vertex* as the type of tax provider software that you use. This option determines what fields appear on PeopleSoft application pages that have implications for sales and use tax. Before selecting a third-party tax application, the application should be installed and configured to communicate with the PeopleSoft system. **Note:** When you change tax providers, a process will run to update the geocodes and business unit tax settings. You can view the status of this process on the Tax Provider Installation page. Geocodes will be deselected when changing the tax provider to *None.* No taxes can be computed through a third-party solution until the process has finished. Transactions for business units set to use the PeopleSoft tax tables will not be affected by the change.
Tax Provider Setup	The **Tax Provider Setup** link appears when you choose a third-party from the **Tax Vendor** list. Click the link to complete setup for the chosen tax vendor solution.
Reconciliation Level	Identify the type of business unit-level security to use for the bank reconciliation process. Select *All BUs* if you want the reconciliation process to include all business units set up in the system. Select *Single BU* if you want reconciliation to adhere to the business unit security that you have already defined. When you select *Single BU,* the run parameters for the Auto Reconciliation process requires you to select the business unit that you want to perform reconciliation. The list displays the business units that the user is allowed to access.

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Field or Control	*Description*
InterUnit Method	Select one of the due-to and due-from balancing methods for InterUnit transactions from the following values. *Direct:* The due-to and due-from ChartFields used to balance each entity in the transaction are retrieved from the Inter/IntraUnit template definition of the entity. *Indirect:* The due-to and due-from ChartFields used to balance each entity in the transaction are retrieved from the Inter/IntraUnit template definition of the affiliate entity. *Pairs:* The due-to and due-from ChartFields used to balance each entity in the transaction are retrieved from a definition for the pair of entities, or business units, involved in the transaction. Pairs are defined on the InterUnit Pair Maintenance page. See Setting Overall Interunit Installation Options.
InterUnit Summarization Option	Select one of the following options. **Note:** The **InterUnit Summarization Option** is not available to users of Sybase because of technical limitation of that database. • *Summarize:* The **Summarize** option affects processing only if you are not using affiliate ChartFields. Select this option for the system-generated Inter/IntraUnit offset lines to be summarized together whenever all the fields (except for the amount and line sequence fields) are equal. For example, if business unit A pays expenses for business units B and C, without InterUnit summarization, two InterUnit balancing lines are created for business unit A (one for B and one for C). However, with InterUnit summarization, InterUnit processing creates only one InterUnit receivable journal line for business unit A instead of two. If there is additional activity among business units A, B, and C, the InterUnit processor summarizes the activity to create a minimal number of InterUnit journal lines while maintaining the overall balance among the business units. • *No Summarization:* Select if you do not want to summarize system-generated Inter/IntraUnit offset lines or if you are using affiliate ChartFields. See Setting Overall Interunit Installation Options.
Enable India GST	Select this check box to enable India GST. **Note:** Selection of this check box is a one-time setup. Once selected, you cannot deselect this check box or disable India GST.

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Field or Control	*Description*
Financial Sanctions Options	Click to access the Financial Sanctions Options page, where you can set up financial sanctions validation.
Display Preferred Name	Select to indicate that you want to display the employee or resource preferred name in PeopleSoft FSCM. When you select this check box for the first time and save the page, the system provides a message that the RS_PREF _NAME application engine process has been scheduled to update the personal data record (PERSONAL_DATA). After the process completes, most pages in PeopleSoft Financials show the employee or resource **Display Name**. When you deselect this check box and save the page, the updates are reversed. For additional information about this option and the pages used to view and edit preferred name, see the section below, Displaying Preferred Name.
Enable Notification Composer	Select to use the Notification Composer Framework in Enterprise Components. See “Understanding Notification Composer” (Enterprise Components).
Enable Document Sequencing	Select to use document sequencing for the overall installation.
Enable Alternate Account	Select to enable alternate account processing. Alternate account produces journal-line and transaction-level balances for statutory reporting requirements. The primary account field contains the corporate accounts, and an alternate account contains the statutory accounts. You define mapping options for each alternate account or the system accesses by default the suspense account defined on the Ledger For a Unit page. It is not necessary to install General Ledger to use alternate accounts in other applications.
Create MultiBook Accounting Entries in Subsystems	Select to enable the system to create multibook accounting entries on an auxiliary page in the subsystems. General Ledger must be installed for this option to be available.
Process Partition for GL	Select to improve processing performance. You must have performed the procedures necessary to enable multiple General Ledger Post processes to run concurrently with unique data partitions. This option is available only if you have installed General Ledger.
Item Approval Required: Method	Select *Manual* or *Workflow* as your approval method. If you select *Manual,* an authorized user can set the status of individual items on the Item Approval page to *Approved* or *Denied.* If you select workflow approval, you must establish item approval as a business process in PeopleSoft Workflow.

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Field or Control	*Description*
Enable Document Tolerance	Select to perform document tolerance checking, which is an edit that checks the percentage or monetary amount discrepancy between a requisition and purchase order document or a purchase order and voucher. This tolerance checking is performed at the distribution line level. You define these tolerance thresholds by ChartField value. In the **ChartField** field, enter the ChartField whose values you use to define document tolerance checking.
Document Approval Required	Select to have the Document Tolerance Checking Application Engine process (FS_DOC_TOL) check that the voucher has been approved. If the voucher is not approved, the process issues an exception. If you do not select this option, the process proceeds with the regular validation—whether or not the voucher has been approved—passing vouchers that are within tolerance and generating exceptions for those that are over tolerance.
ChartField	Enter the ChartField whose values you use to define document tolerance checking.
Use Legal Entity for InterUnit	Select if you want to segregate InterUnit transactions for business units by legal entities, such as corporations, partnerships, and sole proprietors, and if you want to use different InterUnit payables and receivables, depending on whether the transaction is InterEntity or IntraEntity. Deselect this field if the InterUnit method is pairs.

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Field or Control	*Description*
GIS Integration Enabled (Geographic Information System integration enabled)	Select to enable the integration of a Geographic Information System (GIS) with PeopleSoft Maintenance Management and PeopleSoft Asset Management. There are specific setup requirements to enable PeopleSoft Maintenance Management and PeopleSoft Asset Management to integrate with ESRI: • Installation of the Adobe Flash Player that matches the browser of each user's computer. • Setup of GIS integration on PeopleSoft Installation Options, Options page. (Set Up Financials/Supply Chain, Install, Installation Options, Overall page.) • Setup of GIS integration in the Asset Management (AM) business unit. (Set Up Financials/Supply Chain, Business Unit Related, Assets, Asset Management Definition, Interface Options page.) • Setup of GIS integration in the work order business unit for PeopleSoft Maintenance Management. (Set Up Financials/Supply Chain, Business Unit Related, Maintenance Management, Work Order Definition, Integration page.) See also “Location/Comments/Attributes Page” (PeopleSoft Asset Management).
Use Oracle Maps Services	Select this check box when you have licensed the Oracle Maps Cloud Service for PeopleSoft so that applications can use the eLocation service. **Note:** The Map display functionality shown in FSCM features requires a separate license to Oracle Maps Could Service for PeopleSoft. For more information, see the Licensing Information User Manual (LIUM).
Enforce Budgetary Only Edit	Select to enforce the budgetary only edit when you save a transaction. This enables edit of Budgetary Only ChartField values if there are multiple effective-dated values with different Budgetary Only values. Deselect this option if you do not require this edit. This option provides additional editing on transaction pages that are not supported by existing edits on the ChartField page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, <ChartField>). Within some transaction pages, the existing prompt table edit restricts users from selecting ChartFields that are budgetary only ChartFields. However, if there are multiple effective dated rows on the ChartField page, then the prompt table edit may not recognize the budgetary only flag. This option provides additional online editing that is needed, in addition to the existing online edits.

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Field or Control	*Description*
Use Flatten Tree Data	Select to indicate that General Ledger processes that use PeopleSoft tree data should use flattened tree data if available and current.
Maintain Flatten Tree Data	Click this link to access the Tree Flattener Options page where you can select *Detail List*. *Detail List* indicates that you want to maintain a detailed list of flattened tree data. This option requires that the user maintain EDR data. The Maintain Chartfield EDR Data check box (below this link) must be selected if the user is maintaining a detailed list of tree data.
Maintain Chartfield EDR Data	Select this check box to indicate that ChartField effective date range data is to be maintained by Online ChartField components.
Federal Reporting Element	This is a display only field and drives the transaction for federal reporting. The field name is used as a cross reference when reporting federal transactions.
Enable Realtime D&B Access (enable realtime Dun and Bradstreet access)	Select to enable users to use the Dun and Bradstreet interface to order and purchase Dun and Bradstreet reports.
Maximum Response Number	Enter the maximum number of rows that you want to receive from the Dun and Bradstreet system when you are searching for a Data Universal Numbering System (DUNS) number.
DB Account Information (Dun and Bradstreet account information)	Click to access the D & B Account page, where you enter login information for each Dun and Bradstreet account.

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Field or Control	*Description*
Account Balancing Attributes	Select the appropriate check box to activate the following account balancing attributes: **Balance Sheet Indicator:** If you define an account value as balance sheet or off-balance sheet, you must also assign various General Ledger processes, such as Journal Edit, Revaluation, Closing, Position Accounting, and so on, with the appropriate balance sheet or off-balance sheet account to perform the necessary balancing. **Book Code:** If you use the Book Code feature to further segregate transactions into balancing subsets within the same ledger, it is particularly important that the Book Code ChartField values and the Balance Sheet Indicator values be properly grouped and matched with your account ChartField to ensure proper balancing. You define a combination of a book code and a balance sheet indicator value as an account balancing group. You associate the two with an account as an attribute. You can activate any one of the account balancing attributes. You do not need to activate both if you want to activate only one. The system populates the **Default Value** field with the default account balancing group value that you set up when you configure your ChartFields. **Note:** Book Code is only supported by the General Ledger and Asset Management products. You might require a blank Book Code if Asset Management has a mix of asset business units with some using and some not using Book Codes, which need new Account Balancing Groups and interunit templates to use the blank Book Code value.

Note: When you enable India GST the system disables the earlier sales tax, excise and VAT but retains customs duty as is.
Once enabled, before you transact in the new tax regime, it is mandatory to manually run the data conversion application engine program DCLC25709172 to disable excise rows that exist within PeopleSoft data structures.

Displaying Preferred Name

Some employees may ask to be identified by a preferred name rather than their legal name. The **Display Preferred Name** check box (Installation Options - Overall Page) allows this capability.

When this check box is selected, the system uses the **Display Name** to identify an individual and typically includes Preferred Name information. Most PeopleSoft Financial pages show the Display Name and Preferred Name fields. Pages and processes that require the legal name continue to do so. See Personal Data (Edit) Page (Common Definitions) to view an image showing the **Display Name** and **Preferred Name** fields used in FSCM.

The Personal Data record is the source of name information and can be updated using an interface with PeopleSoft HCM, or manually using navigations under Common Definitions, Travel and Expenses, Resource Management, Maintenance Management, Grants or a third-party interface.

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If your organization uses PeopleSoft HCM, it is recommended that you update employee tables in your human resources system first, and then load the employee data into your PeopleSoft FSCM database using the **PERSON_BASIC_SYNC** or **PERSON_BASIC_FULLSYNC** messages. After the synchronization process completes, you may need to add or edit employee profiles in the FSCM database. Employee information is sensitive. Therefore, it is suggested that you carefully authorize access to these pages. Any changes you make in your FSCM database using Personal Data pages may be overwritten in subsequent HCM synchronizations.

Navigations to Update Name: Name information can be viewed and updated from several different navigations in FSCM. Your use of these navigations is largely dependent on the products installed and whether an employee or resource is sourced from and synchronized using PeopleSoft HCM.

	Controls for Updating Name Information	
Source Page and Navigation	***Employees and Resources Sourced from PeopleSoft HCM***	***Employees and Resources Not Sourced from PeopleSoft HCM***
Personal Data (Edit) Page (Common Definitions)	Editable	Editable
“Employee Data Page (Travel and Expenses)” (PeopleSoft Expenses)	Editable	Editable
“Update Employee Data: Personal Data Page” (PeopleSoft Resource Management)	Not Editable	Editable
“Update Employee Data - Personal Data Page” (PeopleSoft Maintenance Management)	Not Editable	Editable
“Professional Name & Address Page” (PeopleSoft Grants)	Editable	Editable

Related Links

Setting Up Interunit and Intraunit Processing
Using ChartField Inheritance
Defining Tax Provider Installation Options
Application Fundamentals Reports: General Description
Understanding PeopleSoft ChartFields
Understanding PeopleSoft ChartFields
Balancing ChartFields
Defining and Using Account Types and Attributes
Using the Balance Sheet Indicator and Book Code
“Setting Up VAT Authorities, and Tax Codes” (PeopleSoft Global Options and Reports)

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"Understanding Document Tolerances" (PeopleSoft Payables)
"Setting Up Document Tolerances" (PeopleSoft Payables)

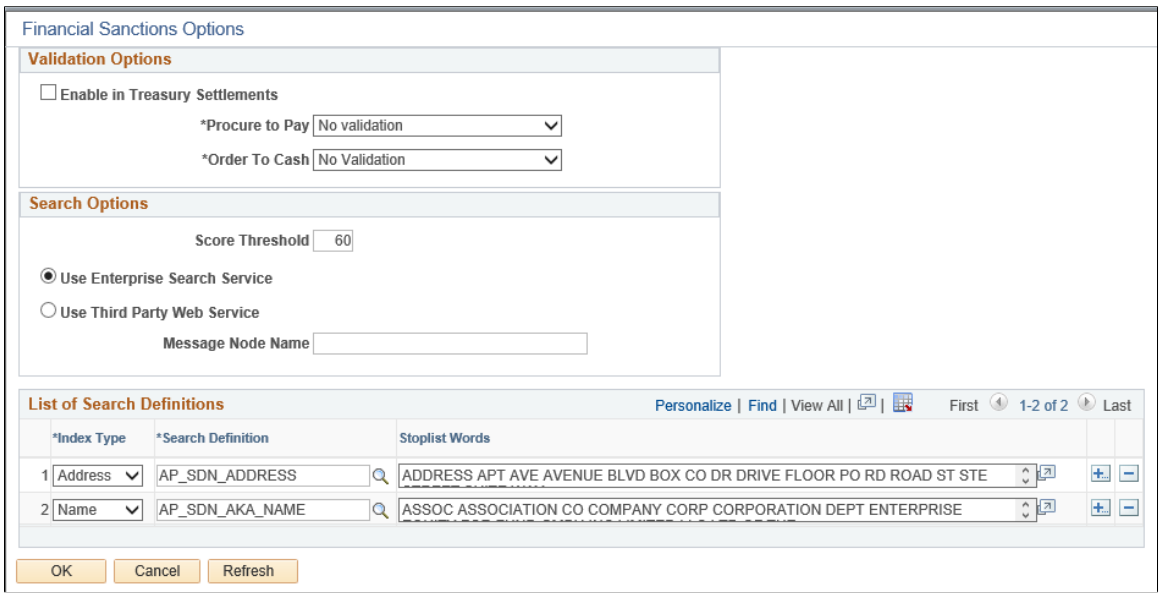
Financial Sanctions Options Page

Use the Financial Sanctions Options page (SDN_SRCH_OPT_SEC) to define financial validation options for PeopleSoft Treasury, Payables, eSettlements, and Order Management.

Navigation:

Click the **Financial Sanctions Options** link on the Installation Options - Overall page.

This example illustrates the fields and controls on the Financial Sanctions Options page.



You can validate payees, banks, vendors, and customers against any search index you specify on the Financial Sanctions Options page. Depending upon how you set up the validation options, these applications provide a process for administrators to ensure the match is correct and to prevent any financial transactions from occurring with that individual or entity.

See "Understanding the Financial Sanctions Service" (PeopleSoft Banks Setup and Processing).

See "Understanding Financial Sanctions Validation" (PeopleSoft Source to Settle Common Information).

See "Validating Financial Sanctions" (PeopleSoft Order to Cash Common Information).

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Validation Options

Field or Control	*Description*
Enable in Treasury Settlements	Select to enable financial-sanctions validation in PeopleSoft Cash Management. Selecting this option initiates an SDN payee validation search during a settlement process involving transactions from banks for which the **Financial Sanctions Validation** check box is selected on the Bank Information page. See “Bank Information Page” (PeopleSoft Banks Setup and Processing). See “Understanding the Settlements Payment Process” (PeopleSoft Cash Management).
Procure to Pay	Select one of the following options to enable Financial Sanctions validation of PeopleSoft Payables and eSettlements suppliers. *Enabled at Bank:* Enables financial sanctions validation of suppliers whose banks are specified as requiring financial sanctions validation on the Bank Information component (COUNTERPARTY_DEFN). *Enabled at Installation:* Enables financial sanctions validation for all suppliers. *No Validation:* The system does not perform any financial sanctions validation.
Order to Cash	Select an option to enable financial sanctions validation of PeopleSoft Billing, Order Management, and Inventory customers. Options include: *Enable at Business Unit:* Enables financial sanctions validation of customers whose business units are specified as requiring financial sanctions screening in the Inventory Definition, Order Management Definition, and Billing Definition components (INV_BUSIN_UNIT, BUS_UNIT_TBL_OM and BUS_UNIT_TBL_BI, respectively). *Enable at Install:* Enables financial sanctions validation for the entire system and all business units. *No Validation:* The system does not perform any financial sanctions validation.

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Search Options

You perform a search in one of two ways: invoke a search on the financial sanctions data stored in the FSCM database or invoke a search using a third-party web service. A common application package (FS_SDN_SEARCH) provides a search interface for accessing the financial sanctions data stored in the FSCM database or by using a third-party web service.

Field or Control	*Description*
Score Threshold	Enter a score that the system uses to determine if there is a potential match. The system performs a search on the search definitions created on the financial sanctions data. The score returned by the Search Framework is compared to the score that you enter. If the score returned is greater than, or equal to, the score that you enter, it is considered a potential match. **Note:** The higher the number you enter, the more accurate the match has to be to the financial sanctions data. The lower the number you enter, the system returns more potential matches. You need to determine what is acceptable for your organization. ***Warning!*** To modify the delivered score threshold amount, you must have a thorough understanding of how the PeopleSoft Search Framework search engine functions. You cannot modify this field if you are using OpenSearch as the Search Instance, and the OpenSearch version greater than 2.3. See *PeopleTools: PeopleSoft Search Technology*
Use Enterprise Search Service	Select to access the financial sanctions data stored in the FSCM database.
Use Third Party Web Service	Select to use a third-party web service to access financial sanctions data.

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Field or Control	*Description*
Message Node Name	Enter the node name for the exchange of XML-formatted, IP messages between PeopleSoft and the third-party web service. You must configure this node to invoke the third-party web service. Also, you must transform the outbound IP request message received by the third-party web service, as well as the inbound IP response message sent from it. See “Understanding the Financial Sanctions Service” (PeopleSoft Banks Setup and Processing). See “Defining Integration Broker Settings for Payments” (PeopleSoft Financial Gateway). **Note:** This PeopleSoft application provides a web service (SDN Search) that accesses the financial sanctions data stored in the FSCM database. The web service is delivered using either Integration Broker or by using a Business Process Execution Language (BPEL) map. Enabling web services is discussed in *PeopleTools: Integration Broker* in the "Creating Third-Party Integrations Using WSDL" topic.

List of Search Definitions

The Search Framework search engine performs the search on the financial sanctions data.

Field or Control	*Description*
Search Definition	Enter a name search definition and an address search definition to use for financial sanctions validation. For the system to identify the most accurate match results, the system searches only the name fields against the name search definition and the address fields against the address search definition. Both the name and address search definitions are required. You must first build the search definitions using the Search Index Admin page in PeopleTools. **Note:** Oracle's PeopleSoft provides both a name and address search index (AP_SDN_ADDRESS and AP_SDN_AKA_ NAME) for the Specially Designated Nationals (SDN) list.
Stoplist Words	Enter stop-list words, which control how Financial Sanction validation flags your entities. When validation is run, the system removes any words that match the entries made here. You can edit the existing list of words available for each of the Index types – Address and Name.

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D&B Account Page

Use the DB Account (Dun and Bradstreet account) page (DB_ACCOUNT_SEC) to enter logon IDs and passwords by SetID for each Dun and Bradstreet account.

Navigation:

Clickk the DB Account Information link on the Installation Options - Overall page.

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

Alternate Character Page

Use the Alternate Character page (ALT_CHAR_PNL) to select the alternate characters that the system uses for a specific language code.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options**. Click the **Alternate Character** link.

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

Field or Control	*Description*
Language Code	Select a code to which you can assign an alternate character value from the available options. When you select a code for a user (during security setup) and enable for that user the use of alternate characters, the system allows the user to use only the character set assigned to the user's language code for all fields with an associated **Alternate Character** field.
	When you enable alternate characters for a specific user, this button is activated to the right of all the fields in the system with an associated Alternate Character field. Click the **Alternate Character** button to enter and display the field value in the Alternate Character set. Alternate character sets are linked with language codes and then selected for use by user ID. Only the character set specified on this page for the specific language code of the user ID is allowed in the **Alternate Character** field.

Related Links

User Preferences - Overall Preferences Page

Documentum Page

Use the Documentum page (OPER_DEF_TABLE_DC) to set Documentum installation options.

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Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options**. Click the **Documentum** link.

You can set several specific document management control options that both enable the document management system and specify system-level configurations.

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

Field or Control	*Description*
Document Management	Select if you want to enable the embedded enterprise document management system. Selecting this option activates the Documentum installation options.
Documentum Docbase Name	Displays the name of the document database that contains the documents that you access with pages for a specific PeopleSoft product.
Maximum Documents in Query	Displays the maximum number of documents that the system retrieves when you run document management system queries within the Documentum-enabled product. This value is the maximum number of documents that the system returns to the Query Result page, not the maximum number of documents that result from the document management system query itself. **Note:** This setting does not limit the maximum number of documents that can be associated on a page, just the number that are returned by a single query.
Document Object Type	Displays the document management system object supertype that you want to use when you access documents within the document database. The object type controls the set of valid attributes of the documents within Documentum. This object type must contain all attributes (fields) that you reference from PeopleSoft Engineering document query pages.

Installation Options - Federal Processing Options Page

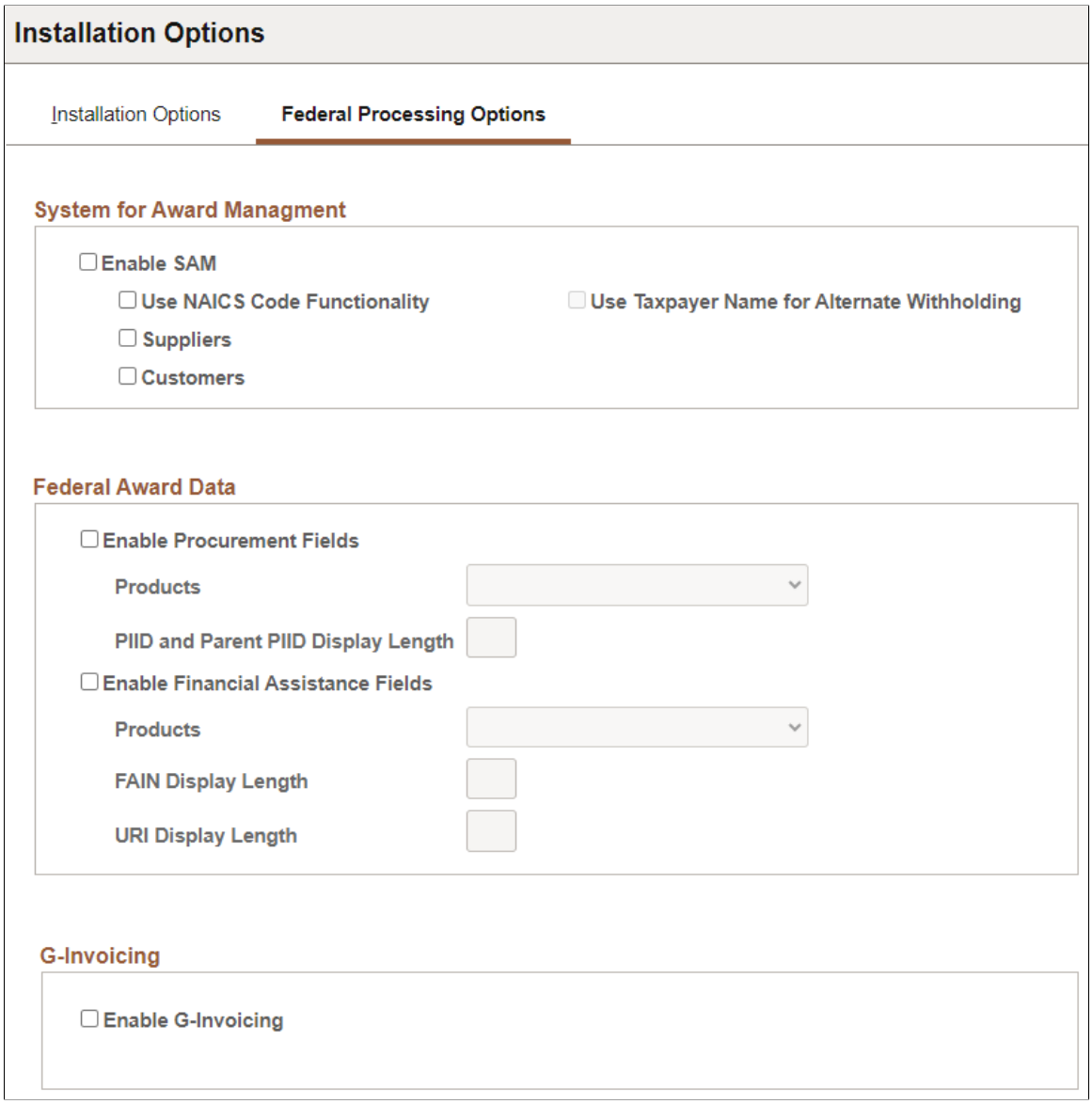
Use the Installation Options - Federal Processing Options page (INSTALLATION_FD) to enable SAM and Federal Award Data.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Federal Processing**

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This example illustrates the fields and controls on the Installation Options - Federal Processing Options page.



System for Award Management

Field or Control	*Description*
Enable SAM	Select to enable SAM processing for the implementation.
Use NAICS Code Functionality (North American Industry Classification System)	Select to indicate that your PeopleSoft Payables implementation already has updated NAICS codes, and that the system should use these updated codes for SAM processing on the Standard Industry Codes table (Set Up Financials/Supply Chain, Common Definitions, Customers, Standard Industry Codes).

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Field or Control	*Description*
Suppliers	Select to allow users to create suppliers from SAM data.
Customers	Select to allow users to create customers from SAM data.
Use Taxpayer Name for Withholding	Select to enable the PeopleSoft system to compare the name entered in the **SAM Taxpayer Name** field with the name entered in the PeopleSoft Supplier information. If a value is entered in the SAM Taxpayer Name field and is different from the value entered in the Supplier Name field on the “Identifying Information Page” (PeopleSoft Source to Settle Common Information) then the Load SAM process updates the Withholding Alternate name field on the “Supplier Information - Address Page” (PeopleSoft Source to Settle Common Information) for all addresses, after truncating the number of characters to forty (40). A message is displayed when the Withholding Alternate Name is updated and when the SAM Taxpayer Name is truncated if the update was performed during the on-line creation of a supplier. The Summary Messages section of the “Inquire SAM File Information Page” (PeopleSoft Payables) is updated with the changes mentioned above if the update was performed in the Load process.

See “Setting Up SAM Processing” (PeopleSoft Payables).

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Federal Award Data

Field or Control	*Description*
Enable Procurement Fields	Select to enable the Products and PIID and Parent PIID Display Length fields. • **Products**: Select *GL, PO,* or *PO and GL*. This option is available only if the Enable Procurement Fields is selected. • **PIID and Parent PIID Display Length**: Enter the display length for the PIID and Parent PIID. The database field allows 1-50 characters for both the PIID and Parent PIID, but must be greater than zero. This option is available only if the Enable Procurement Fields is selected. **Note:** The Parent PIID should be defined prior to entering any values for the PIID.
Enable Financial Assistance Fields	Select to enable the Products, FAIN Display Length, and URI Display Length fields. Enter values for each field • **Products**: Enable the Financial Assistance fields on the selected product option. Select from *GL, PO,* or *PO and GL*. This option is available only if the Enable Financial Assistance Fields is selected. • **FAIN (Federal Award Identification Number) Display Length**: Enter the display length for the FAIN. The database field allows 1-30 characters, but must be greater than zero. This option is available only if the Enable Financial Assistance is selected. • **URI (Universal Record Identifier) Display Length**: Enter the display length for the URI. The database field allows 1-70 characters, but must be greater than zero. This option is available only if the Enable Financial Assistance is selected.

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Entry Event Page

Use the Entry Event page (INSTALLATION_EE) to enable the use of entry events in General Ledger, Payables, Purchase Orders, Receivables, and Billing, as well as upward and downward adjustments to commitment control budgets.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options**. Click the **Entry Event** link.

Field or Control	*Description*
Billing, General Ledger, Payables, Purchasing, Receivables,	Select one of these options to identify how to use entry events for each product: • *No EE* Entry events cannot be used with the selected product. • *Optional* Entry events may or may not be used with the selected product. • *Required* Entry events must be used with the selected product. **Note:** Select *Required* or *Optional* for General Ledger on the Installation Options - Entry Event page to enable the Project Costing Budget Entry Event Interface Processor (PC_TO_EE) to generate supplemental accounting entries from Project Costing budget transactions.
Upward/Downward Adjustment	Select to perform upward and downward adjustments using entry events for commitment control budgets that are identified as having expired year funding in Commitment Control.

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

Installation Options - Commitment Control Page

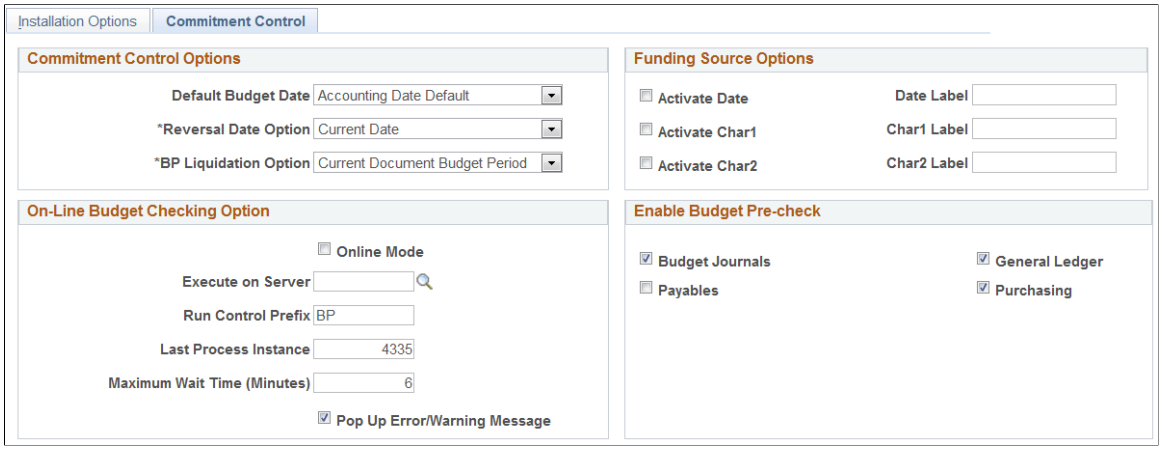
Use the Installation Options - Commitment Control page (INSTALLATION_KK) to enter various commitment control installation options for default budget date, reversal date, budget period liquidation, funding source, and online budget checking.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options**. Click the **Commitment Control** link.

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This example illustrates the fields and controls on the Installation Options - Commitment Control page.



Commitment Control Options

Field or Control	*Description*
Default Budget Date	Select a budget date default scheme for your requisitions, purchase orders, and vouchers. Values include: *Accounting Date Default:* Select to provide the document accounting date as the budget date default. *Predecessor Doc Date Default:* Select to copy the budget date from the predecessor document.
Reversal Date Option	Select the date to control reversal (re-budget checking) of documents. Values are: *Prior Date:* Select this option for the system to back out old entries, using the fiscal year and accounting period as they were originally recorded. For example, a purchase order originally created in period 1 is recorded as an encumbrance entry in period 1. However, if you then change the purchase order in period 2, giving it a new accounting date, the system reverses the purchase out of period 1 and rebooks it to period 2. *Current Date:* Using the current date option, entries are backed out and rebooked in period 2, leaving period 1 unchanged. Period 2 then has the net change to the document.

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Field or Control	*Description*
BP Liquidation Option (budget period liquidation option)	Values are: *Current Document Budget Period:* Select for liquidation to be the default budget period of the document being processed. For example, a purchase order originally recorded as an encumbrance for budget period 1 results in the liquidation of the encumbrance in the budget period of the expenditure that might have actually occurred in and been assigned to budget period 2. This option has one special scenario: if the ruleset ChartField was changed between the current document and its predecessor and the two ruleset ChartFields belong to different rulesets that have different budget period calendar, the budget period of the liquidation entry does not use that of the current document. Instead, the system uses the ruleset ChartField of the predecessor to get the corresponding budget period calendar, and it determines the liquidation budget period based on the calendar and the budget date of the current document. *Prior Document Budget Period:* Select to provide the budget period of the prior document as the default. For example, if a purchase order has a budget period of 1, then, when the expenditure occurs that liquidates the encumbrance, the liquidation occurs in the budget period assigned to the purchase order that created the original encumbrance, which is budget period 1.

Funding Source Options

Field or Control	*Description*
Activate Date and **Date Label**	Select the check box to make available a user-defined information only date field to which you can give a user-defined label of up to 15 characters. The field name appears on the funding source (KK_FUND_SOURCE) page, but the field is for information only; it has no logical operations associated with it nor is it delivered as a part of fund source inquiry.
Activate Char 1 and **Char 1 Label**	Select the check box to make available a user-defined 30 characters information field and give the field a user-defined label of up to 15 characters. Once defined, the field name appears on the funding source (KK_FUND_SOURCE) page, but the field is informational only; it has no logic or programmatic operations associated with it nor is it delivered as a part of fund source inquiry.

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Field or Control	*Description*
Activate Char 2 and **Char 2 Label**	Select the check box to make available a second user-defined 30-character information field and give the field a user-defined label of up to 15 characters. The field name appears on the funding source (KK_FUND_SOURCE) page. The field is for information only; it has no logic or programmatic operations associated with it nor is it delivered as a part of fund source inquiry.

On-Line Budget Checking Option

Field or Control	*Description*
Online Mode	Select to run the budget check process on the application server, which starts immediately without having to wait in a process scheduler queue. Deselect to run the budget check process on the process scheduler. **Note:** You can check the status of the budget check process on the process monitor only if you run the process using the process scheduler.
Execute on Server	Select the Process Scheduler server on which to perform online budget checking. If no server is specified, the system selects any available server during runtime.
Run Control Prefix	Enter a prefix to distinguish an online budget process run control. When you run budget checking for an online transaction, the system creates a run control budget checking request for the online transaction and runs the budget processor. The system increments the Last Process Instance by 1 and concatenates it with the Run Control Prefix to create a unique run control ID.
Last Process Instance	This is the last process instance used by the system to create a run control ID for the online budget checking request. The Last Process Instance value is maintained by the system, and you do not need to change it.

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Field or Control	*Description*
Maximum Wait Time (Minutes)	This is the maximum time in minutes that a user waits for an online budget checking request to complete. While waiting for the process to complete, the online transaction page is frozen. After the process is complete, the page is refreshed to show the budget checking status (whether the transaction passed or failed budget checking). However, if the maximum wait time has elapsed but the budget processor has not yet completed, the budget processor continues processing but the page is no longer frozen. The user does not need to wait any longer, but the page is not refreshed to show the budget checking status. Use the Process Monitor to check the budget processor status. You need to exit the component and re-enter to see the updated Budget Status once the budget processor is finished in the Process Monitor.
Pop Up Error/Warning Message	Select this option to have the system provide a pop-up message box after the online budget checking process is complete. This message only appears if the transaction encountered any budget checking errors or warnings.

Enable Budget Pre-Check

Select the PeopleSoft applications in the **Enable Budget Pre-check** group box for which you want to enable check-only budget checking. The check-only feature allows you to budget-check transactions and budget journals online or in batch without posting transactions or budgets to the commitment control budget ledgers. The applications that appear in this group box vary, depending upon the products that are enabled for commitment control as specified in the **Enable Commitment Control** group box on the Installation Options - Products page.

“Understanding Budget Check Only (Budget Pre-Check)” (PeopleSoft Commitment Control)

Installation Options - Customer Page

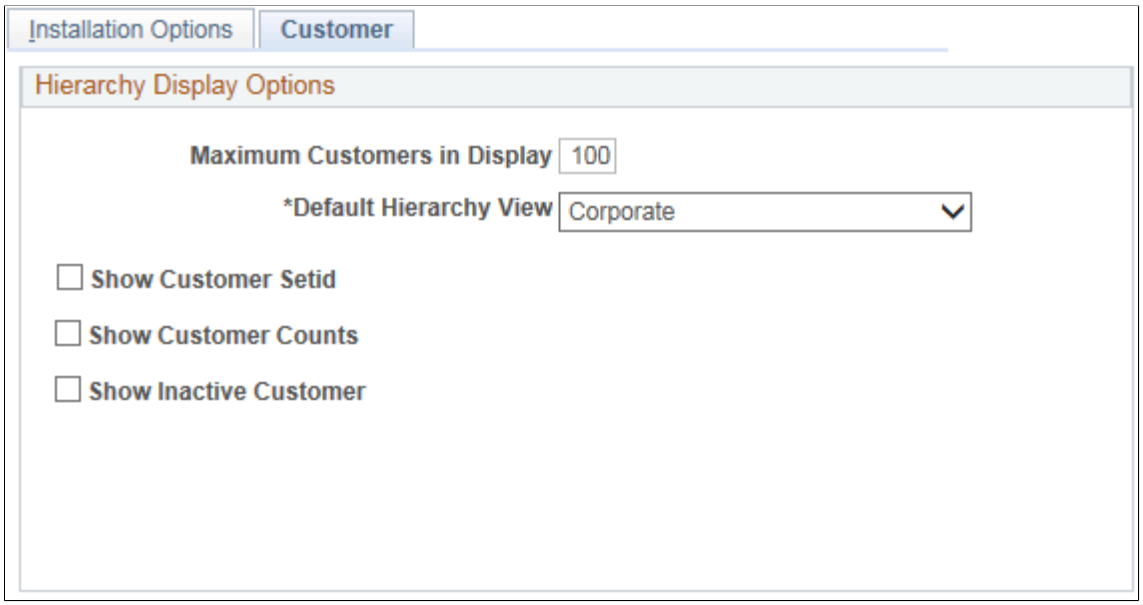
Use the Installation Options - Customer page (INSTALLATION_CU) to define overall customer hierarchy default options.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Customer**

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This example illustrates the fields and controls on the Installation Options - Customer Page. You can find definitions for the fields and controls later on this page.



The values selected on this page affect the way the Customer Hierarchy page is presented in these components.

- Customer Information, General Information, Customer Hierarchy page (Customers, Customer Information, General Information, click the Correspondence Selection link, the Remit From Selection link, or the Corporate Selection link).
- Customer Hierarchy component (Accounts Receivable, Customer Accounts, Customer Information, Customer Hierarchy).
- Collections Workbench component (Accounts Receivable, Customer Accounts, Collections Workbench, click the Hierarchy tab).

Field or Control	***Description***
Maximum Customers in Display	Displays a default value of 100. You can override this value. This value controls the number of customers that will be displayed AS WELL AS the number of customers that the user will be able to add to a hierarchy. There is no limit to the number of customers that you can add to a hierarchical relationship (corporate, correspondence, or remit from). However, if the number of customers that you add exceeds either the default value of 100 or the number that you enter in this field, then the entire tree will not be displayed on the page and a message will appear in the graphical hierarchy explaining that the hierarchy contains more customers than the Maximum Customers in Display entered on this page allows.

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Field or Control	*Description*
Default Hierarchy View	Accept the default value of *Corporate* or select one of these values to appear in the level field on the Customer Hierarchy page. • *Corporate* • *Correspondence* • *Remit From*
Show Customer Setid	Select this check box to display the customer's SetID on the customer detail nodes and the summary nodes of customer hierarchy tree in the Customer Hierarchy page or the Collections Workbench Hierarchy tab.
Show Customer Counts	Select this check box to display the number of customers associated with each node on the customer hierarch tree in Customer Hierarchy page or the Collections Workbench Hierarchy tab.
Show Inactive Customer	Select this check box to display inactive customers on the customer summary and detail nodes of the customer hierarchy tree on the Customer Hierarchy page or the Hierarchy tab of the Collections Workbench. The check box is selected as the default option. **Note:** Customer balances are not impacted by your choice of not displaying inactive customers. These always roll up to the parent.

Related Links

“Understanding the Collections Workbench” (PeopleSoft Receivables)

“Customer Information - General Info Page” (PeopleSoft Order to Cash Common Information)

Installation Options - Multiple Attachments Page

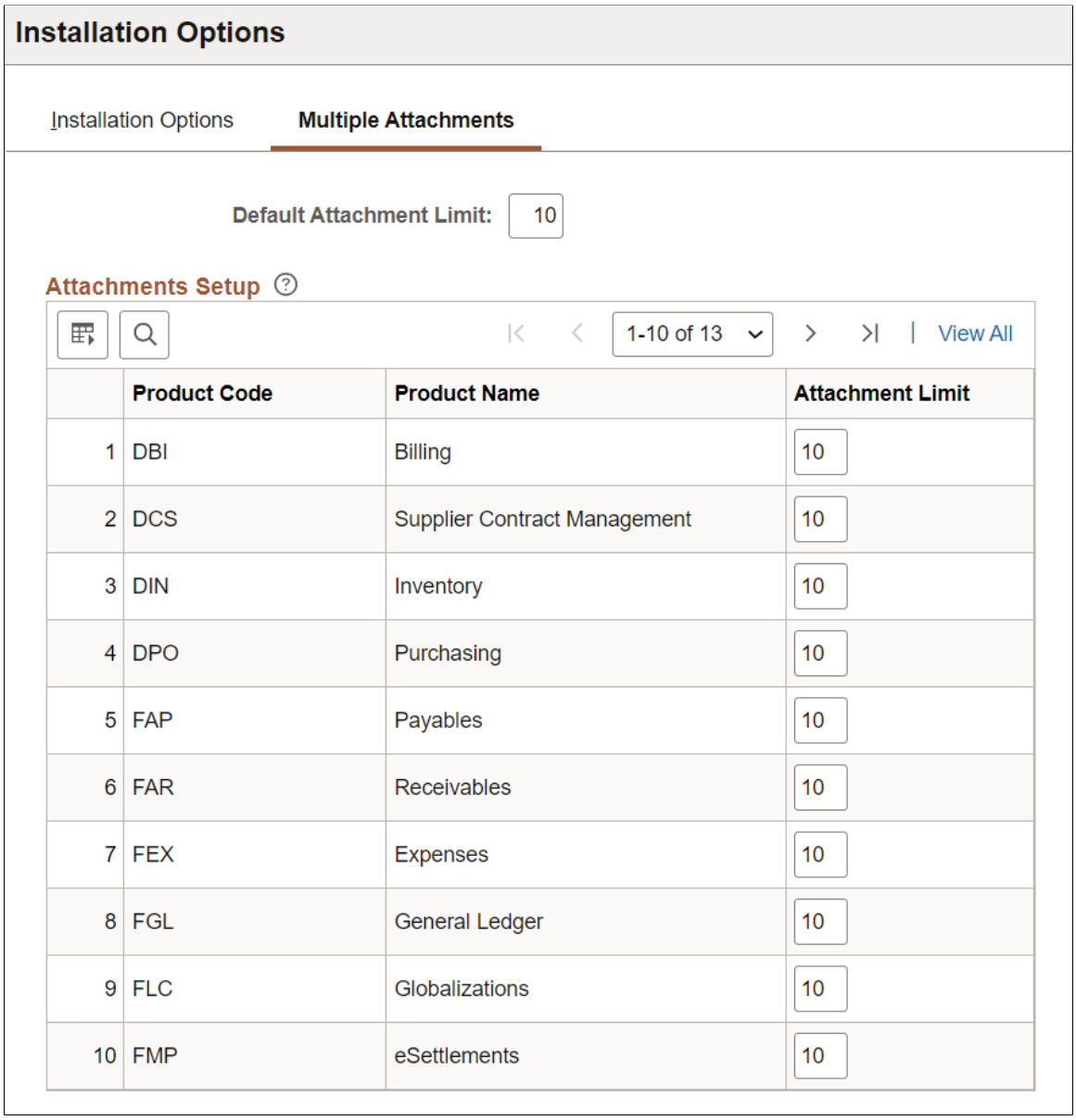
Use the Installation Options - Multiple Attachments page (INSTALLATION_ATTCH) to define the maximum attachment upload limit for various products.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Multiple Attachments**

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This example illustrates the fields and controls on the Installation Options - Multiple Attachments Page. You can find definitions for the fields and controls later on this page.



	Product Code	Product Name	Attachment Limit
1	DBI	Billing	10
2	DCS	Supplier Contract Management	10
3	DIN	Inventory	10
4	DPO	Purchasing	10
5	FAP	Payables	10
6	FAR	Receivables	10
7	FEX	Expenses	10
8	FGL	General Ledger	10
9	FLC	Globalizations	10
10	FMP	eSettlements	10

Depending on the specified limit, users can select and upload that many files at a time. For example, if the attachment limit for Billing (DBI) is set to 10, users can select up to 10 files to upload at a time by clicking the Add Attachments button on the Billing pages.

The **Default Attachment Limit** is 10. You can override this value. Up to 99 attachments are allowed to be uploaded at a time.

If users try to upload attachments more than their specified limit on any of the product pages, an error message appears specifying: *Total number of files to be uploaded at a time has been exceeded*.

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Field or Control	*Description*
Product Code and **Product Name**	Displays the Product Code and Product Name for which the attachment upload limit is to be set.
Attachment Limit	Enter the attachment upload limit as an integer between 1 and 99. Depending on the specified limit, users can upload that many files at a time on the various pages of the selected product. If an Attachment Limit is specified for a product, it will override the Default Attachment Limit.

Defining Tax Provider Installation Options

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

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

Page Used to Define Tax Provider Installation Options

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

Setting Up Application-Specific Installation Options

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

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Pages Used to Set Up Application-Specific Installation Options

Page Name	*Definition Name*	*Usage*
Installation Options - Asset Management Page	INSTALLATION_AM	Review delivered transaction types, enable asset processing features, enable depreciation attributes, set system-wide options, and enable Asset Lifecycle Management solution integration options.
Billing - General Options Page	INSTALLATION_BI	Define installation options specific to Billing.
Billing - Federal Options Page	INSTALLATION_BI3	Define installation options specific to Billing.
Billing - Integration Options Page	INSTALLATION_BI2	Define installation options specific to Billing.
Installation Options - Contracts Page	INSTALLATION_CA	Define installation options that are specific to Contracts.
Installation Options - eSettlements Page	INSTALLATION_EM	Define installation options for eSettlements.
Installation Options - Expenses Page	INSTALLATION_EX	Define installation options for Expenses.
Installation Options - Urgency (in Days) Page	EX_URGENCY_SETUP	Configure urgency levels for expense reports, time reports, travel authorizations, and cash advances by entering the number of days that the system uses to calculate and trigger a high, medium, or low urgency level for a transaction.
Installation Options - General Ledger Page	INSTALLATION_GL	Define installation options and mobile approval options for General Ledger.
Installation Options - Grants Page	INSTALLATION_CSR	Define Grants installation options. Use this page to indicate that you can include optional attachments, to establish cost-sharing analysis types for each feeder system with which you plan to use the Grants cost-sharing features, and to determine the source for calculating unliquidated obligation balances for the Federal Financial Report.
Installation Options - Grants Portal Page	INSTALLATION_GMPT	Define Grants Portal options.

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Page Name	*Definition Name*	*Usage*
Installation Options - Inventory Page	INSTALLATION_INV	Define several settings used by PeopleSoft Inventory; including staged date options, interunit transaction options, unit of measure conversion methods for bar code transactions, methods to number accounting entry lines, search limitations for the Storage Location Search page, and default values for lot IDs, serial numbers, and receiver information. In addition, use this page to define the default hold code applied to material stock requests when they fail to pass the Screen For Denied Parties process (SCM_FSS).
Installation Options - Inventory Counters Page	INSTALL_IN_COUNTERS	Define the starting values for your automatically generated numbers.
Installation Options - Lease Administration Page	INSTALLATION_RE	Select to enable lease activation for a lease. If selected, the roles defined can activate leases. Also, set mapping instructions for the Site Map page.
Installation Options - Maintenance Management Page	INSTALLATION_WM	Define installation options for Maintenance Management.
Installation Options - Manufacturing Page	INSTALLATION_MG	Set the calculated quantity per assembly (QPA) rounding precision. This rounding precision is reflected in PeopleSoft Manufacturing, Engineering, Cost Management, and Supply Planning.
Installation Options - Mobile Inventory Page	INSTALLATION_MIN	Define installation options for Mobile Inventory Management.
Installation Options - Payables Page	INSTALLATION_AP	Define the posting method and enable federal payment schedule processing, late interest charge calculation, evaluated discount, and document association processing options for your Payables application. Configure the Document Content Management Interface at the time of using a third party imaging solution for capturing invoice data from an image.
Installation Options - Planning Page	INSTALLATION_PL	Define the message numbers and default planning instance for Supply Planning.

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Page Name	*Definition Name*	*Usage*
Installation Options - Program Management Page	INSTALLATION_PGM	Establish program management system defaults for workflow and email notification.
Installation Options - Project Costing Page	INSTALLATION_PC	Establish default settings for project fields and control fields used across .
Installation Options - Project Costing Integration Page	INSTALLATION_PCINT	Establish the parameters for integration processes between and other applications.
Installation Options - Purchasing Page	INSTALLATION_PO	Define general purchasing controls, requisition loader parameters, procurement card controls, and vendor attributes. In addition, you can define the maximum number of rows to display on various PeopleSoft Purchasing pages and select Oracle BI Publisher as the purchase order reporting tool for both PeopleSoft Purchasing and PeopleSoft eProcurement.
Installation Options - Receivables Page	INSTALLATION_AR	Define the installation options that are particular to your Receivables application.
AR Account Overview Balances Page	ACCT_BAL_SBP	Specify which balances to display on the Account Overview - Balances page.
Installation Options - Order Management Page	INSTALLATION_OM	Set order, quote, and buying agreement chunking parameters and enable searching, claimback, and feature function security.
Defining Resource Management Installation Options	INSTALLATION_RS	Define the installation options that are specific to your Resource Management application.
Services Procurement Installation Options Page	INSTALLATION_SP	Define Services Procurement installation options.
Installation Options - Staffing Installation Page	INSTALLATION_FO	Define Staffing Front Office and Pay/Bill Management installation options.
PeopleTools Options Page	PSOPTIONS	Enable multiple jobs. Doing so will enable the employee record number to appear on the Employees search page and on the Job Data page.

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Page Name	*Definition Name*	*Usage*
Installation Options - Sourcing Installation Options Page	INSTALLATION_AUC	Use to set up award details bid display options and multichannel framework sourcing defaults.
Installation Options - Supplier Contract Management Page	INSTALLATION_CS	Set up Supplier Contract Management installation options.
Installation Options - Treasury Page	INSTALLATION_TR	Define integration options for accounting, JD Edwards General Ledger, and PeopleSoft Financial Gateway functionality.

Installation Options - Asset Management Page

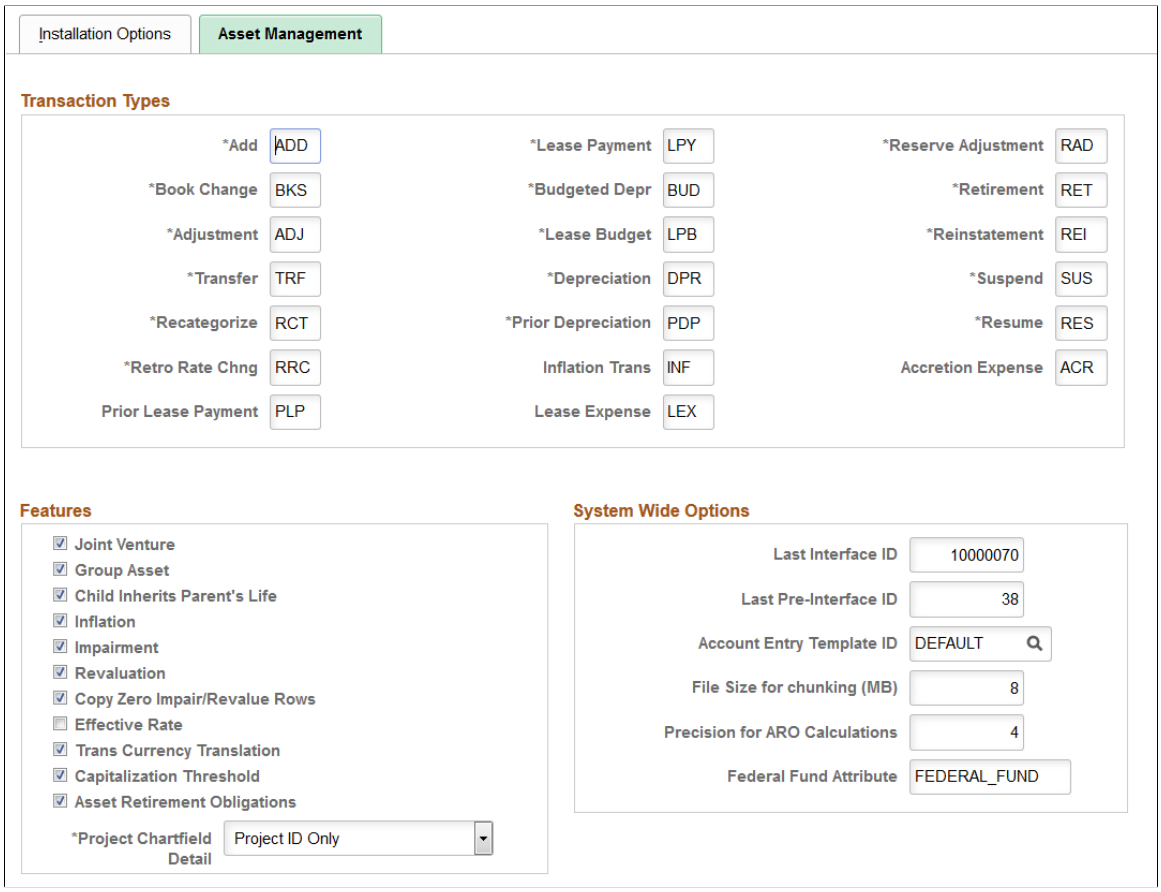
Use the Asset Management page (INSTALLATION_AM) to review delivered transaction types, enable asset processing features, enable depreciation attributes, set system-wide options, and enable Asset Lifecycle Management solution integration options.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Asset Management**

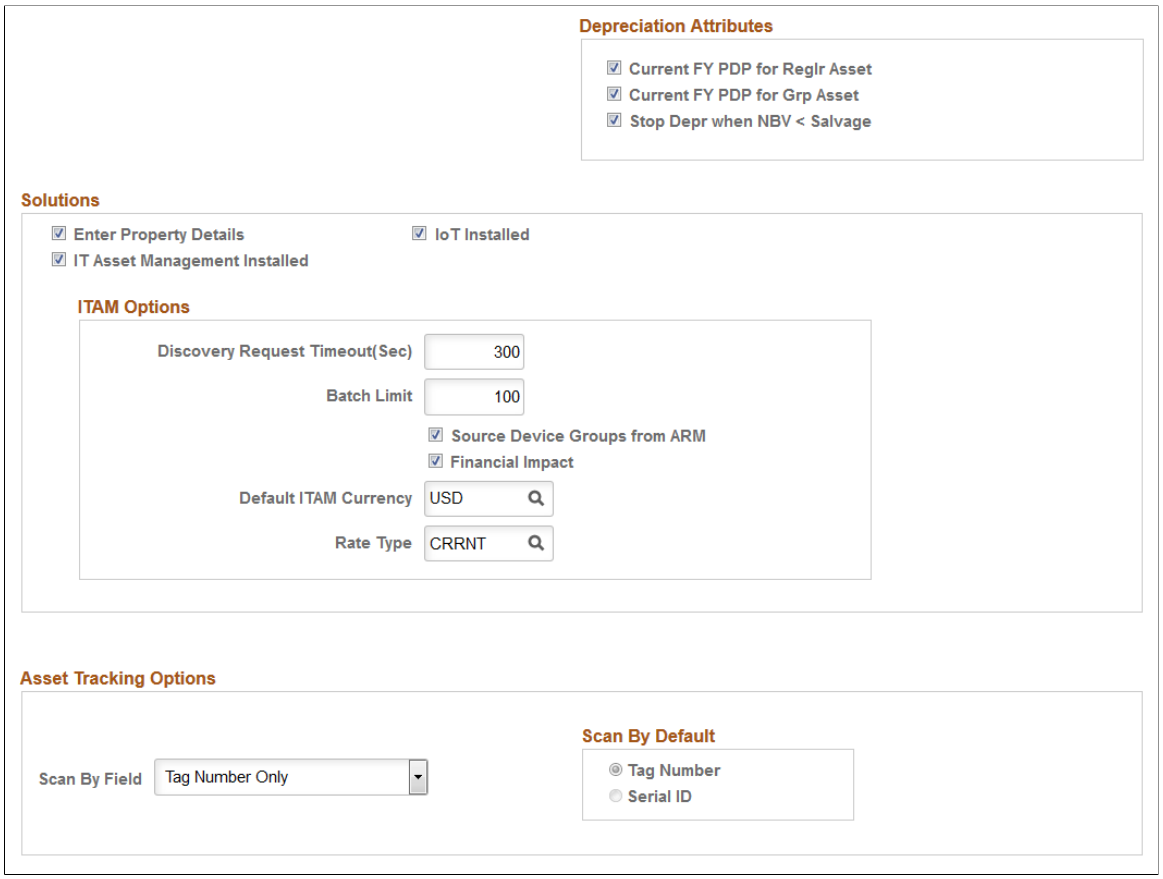
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This example illustrates the fields and controls on the Installation Options - Asset Management page (1 of 2). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Installation Options - Asset Management page (2 of 2). You can find definitions for the fields and controls later on this page.



Transaction Types

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

Field or Control	*Description*
Accretion Expense	This transaction type is used in recording the period-to-period changes in the carrying amount of the asset retirement obligation recorded as expense for income statement purposes. This field appears when you enable the Asset Retirement Obligations feature (Asset Retirement Obligations check box in the Features group box). See “Accounting for Asset Retirement Obligations” (PeopleSoft Asset Management).

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Field or Control	*Description*
Prior Lease Payment	This transaction type is used when a lease payment is made in the current period for a prior period. The Prior Lease Payment (PLP) transaction type functions similarly to the Lease Payment (LPY) transaction type for accounting entry purposes. See “Accounting Entry Template IDs Page” (Asset Lifecycle Management Fundamentals)

“Creating Accounting Entries” (PeopleSoft Asset Management)

Features

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

Field or Control	*Description*
Joint Venture	Select to enable joint venture options in Asset Management. This enables two or more business units to share ownership of an asset. The default for this feature is disabled.
Group Asset	Select to enable group asset processing features. The default for this feature is disabled.
Child Inherits Parent's Life	Select to enable a feature that enables child component assets to inherit the remaining life of their parent asset. The default for this feature is disabled.
Inflation	Select to use the Inflation Processing feature, which provides for monthly inflation adjustment transactions (transaction type *INF*) that adjust the asset balances (cost, period depreciation, year-to-date depreciation, and accumulated depreciation) for inflation. This is primarily used in countries other than the U. S. The default for this feature is disabled.
Impairment	Select to use impairment processing, which provides for testing of assets that may meet impairment standards for your country.
Revaluation	Select to use revaluation processing, which provides for periodic asset cost adjustment to fair market value.

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Field or Control	*Description*
Copy Zero Impair/Revalue Rows	Select to create zero impairment or revaluation rows to the other books in order to maintain synchrony, even though those books do not process impairment or revaluation.
Effective Rate	Select this option to enable functionality that converts transaction currency to base currency using the effective date that PeopleSoft provides rather than using the asset's transaction date. This option is valid only for transactions originating in .

Field or Control	*Description*
Trans Currency Translation (transaction currency translation)	Select this option to direct the accounting entries (AM_AMAEDIST) and depreciation close (AM_DPCLOSE) processes to utilize the primary book's base currency as the transaction currency. Deselect this option if you want the accounting entries and depreciation close processes to keep the original transaction currency balanced for each individual transaction. This option directly impacts PeopleSoft General Ledger journal entries.

Field or Control	*Description*
Capitalization Threshold	Select this option to enable capitalization threshold processing at the system level. If this option is not enabled within installation options, any capitalization thresholds set at the business unit or profile levels are ignored. When implemented, the capitalization threshold feature enables PeopleSoft Asset Management to automatically assess the need to capitalize assets according to user-defined rules for different profiles of assets based on asset cost. The system uses the specified thresholds to determine whether to classify an asset as capital, noncapital or expense. See *PeopleSoft Asset Lifecycle Management Fundamentals, Setting Up Accounting Entry and Financial Processing for PeopleSoft Asset Management, "Defining Financial Processing for PeopleSoft Asset Management."*

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Field or Control	*Description*
Asset Retirement Obligations	Select this option to enable asset retirement obligation processing. This functionality provides asset retirement obligation measurement and reporting in compliance with Financial Accounting Standards (FAS 143) for leased assets, group assets, and asset impairment. See “Accounting for Asset Retirement Obligations” (PeopleSoft Asset Management)
Project ChartField Detail	Select a value to enable the interface of (PC) detail ChartField values from the source systems into PeopleSoft Asset Management. When this check box is set properly, the ChartField values (Project, PC Business Unit, Activity, Source Type, Category, and Subcategory) are carried over to Asset Management pages and on through to General Ledger. The values are: • Project ID Only - Retain only the Project ID • Project ID through Activity ID - Retain Business Unit, Project ID, and Activity ID • Retain All – Retain all of the ChartFields, i.e. Business Unit, Activity ID, Resource Type, Resource Category, and Recourse Subcategory The default value is ‘Project ID Only’, meaning that only the Project ID value from system sources will be carried over by the interface programs to Asset Management, and ultimately to General Ledger.

System Wide Options

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

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Field or Control	*Description*
Last Pre-Interface ID	Primarily informational, assigned incrementally by the system. After you set this number, the next pre-interface will be assigned a value one greater than the number you set. **Note:** Pre-Interface ID is one of the keys to the Pre-Interface table used by the PeopleSoft Payables/Purchasing to Asset Management interface. When inserting data into the Pre-Interface table, Payables and Purchasing use the **Last Pre-Interface ID** field and then increment the ID counter by one. You can enter a different Last Pre-Interface ID before using the interface; otherwise, the system uses a value of 1. If the Pre-Interface table contains rows of data, the last pre-interface ID must be greater than or equal to the largest pre-interface ID number found in the table.
Account Entry Template ID	Select the default that you want to use. Account entry template IDs help speed up entry of the accounting templates by enabling you to associate more than one chart of accounts with an asset.
File Size for chunking (MB)(Megabytes)	Specify the chunk size for the message, Get PIDATA, which is generated by Asset Management's Physical Inventory feature for usage by third party vendors. If the **File Size for chunking (MB)** is 8, and the total size of the message is 18 MB, the message is split into three chunks based upon the value provided in this field: the first and second chunks of 8 megabytes each and the third chunk of 2 MB. If this field is assigned a value of zero, the Tools Installation level variable (%MaxMessageSize) is used to determine the size of chunk.

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Field or Control	*Description*
Precision for ARO Calculations	This field appears when you enable the Asset Retirement Obligations feature (Asset Retirement Obligations check box in the Features group box). Enter the number of characters for the calculation of asset retirement obligations. Example: The formula for Liability is: (Expected Cash Flows Adjusted for Market Risk) * (1/(1+credit adjusted risk free rate) ^ estimated life). This formula can produce a large number of decimal places and reporting precision requirements vary; therefore, the system uses the number as specified in this field to round the result. Suppose that Precision for the ARO Calculation is 4. The Liability is calculated as follows: A = Expected Cash Flows Adjusted for Market Risk B = round((1+credit adjusted risk free rate) ^ estimated life, 4) Liability = A * round(1/B,4) For more information, see “Accounting for Asset Retirement Obligations” (PeopleSoft Asset Management).
Federal Fund Attribute	Enter a name for the Federal fund attribute. The Federal fund attribute will be used to set up chartfield attributes on the ChartField Attribute page in order to specify whether a fund is Federal. See “Understanding Federal Funds Transfers” (PeopleSoft Asset Management)

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Depreciation Attributes

Field or Control	*Description*
Current FY PDP for Reglr Asset (current fiscal year prior depreciation period for regular asset)	Select this option when adding assets with the **Calculation Type** of *Remaining Value* and the asset **In Service** date is earlier than the transaction date. If adding assets within the same fiscal year, the system calculates prior depreciation period (PDP) based on the **In Service** date as long as this option is selected. It is selected by default. For example, if the fiscal year is 01/01/05 to 12/31/05, asset in service date is 03/01/05, transaction date is 05/01/05, accounting date is 05/01/05, calculation type is *Remaining Value,* and convention is *Following Month,* the system calculates PDP from 04/01/05.
Current FY PDP for Grp Asset (current fiscal year prior depreciation period for group asset)	Select this option when adding assets with the **Calculation Type** of *Remaining Value* and the asset **In Service** date is earlier than the transaction date. If adding assets within the same fiscal year, the system will calculate PDP based on the **In Service** date as long as this option is selected. It is selected by default. For example, if the fiscal year is 01/01/05 to 12/31/05, asset in service date is 03/01/05, transaction date is 05/01/05, accounting date is 05/01/05, calculation type is *Remaining Value,* and convention is *Following Month,* the system calculates PDP from 04/01/05.
Stop Depr when NBV < Salvage (stop depreciation when net book value is less than salvage value)	Select to stop the depreciation calculation when the net book value becomes less that its salvage value. This selection prevents the generation of negative depreciation.

Solutions

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

- Lease Administration.
- IT Asset Management.
- Maintenance Management.

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Field or Control	*Description*
Enter Property Details	Select this option to enable the **Asset Property page** for the Asset - Basic Add and Define Asset Operational Info components.
IoT Installed(Internet of Things Installed)	Select this option to indicate your organization has enabled integration with Oracle Internet of Things Asset Monitoring Cloud Service. When you select this option, the Add Asset - Basic Add component includes an additional option to indicate the asset is an IoT asset as well as a separate IoT page to assign IoT attributes to your asset. See: “Understanding the Integration with Oracle Internet of Things Asset Monitoring Cloud Service” (Asset Lifecycle Management Fundamentals) “General Information Page” (PeopleSoft Asset Management) “IoT (Internet of Things) Page” (PeopleSoft Asset Management) “Upload Assets to IoT (Oracle Internet of Things) Page” (PeopleSoft Asset Management)
IT Asset Management Installed	Select this option to enable IT Asset Management options.
Discovery Request Timeout (Sec):	Enter the time out threshold in seconds when interfacing with asset discovery tools.
Batch Limit	Enter the maximum limit for rows processed in a batch.
Source Device Groups from ARM	Select to set the default for group creation to source device groups from the **Asset Repository** field (ARM) when creating new Software Device Groups within IT Asset Management. This default can be overridden at the time of group creation or edit.

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Field or Control	*Description*
Financial Impact	Select this option to include Financial Impact Analysis during IT Asset Management processing for the Manage Exceptions and Assets not Reporting pagelets and detail. This option displays financial information (asset cost, net book value, and fair market value) that provides financial managers with immediate visibility of the financial impact of IT assets for proper disclosure in accordance with regulatory requirements.
Default ITAM Currency	Set the currency code to the base currency for Financial Impact values. This option is visible only when the **Financial Impact** check box is selected. The values for Financial Impact for Manage Exceptions and Assets not Reporting will be stored in the currency that is specified here. When the actual values display, they are converted to the currency that is specified within individual user preferences.
Rate Type	Set the rate type for Financial Impact values. This option is visible only when the **Financial Impact** check box is selected. The values for Financial Impact for Manage Exceptions and Assets not Reporting will be stored as specified here. When the actual values appear, they will be converted to the rate type that is specified within individual user preferences.

Asset Tracking Options

Field or Control	*Description*
Scan By Field	Select the field value to be scanned for in the Physical Inventory, Scan By Location, and Scan Asset pages or tiles. The available options are the following: • *Serial ID Only*: If Scan By Field option is Serial ID Only, then the Scan By Default option will have Serial ID selected as the default value and the radio buttons will be display-only and unavailable for editing. • *Tag Number Only*: If Scan By Field option is Tag Number Only, then the Scan By Default option will have Tag Number selected as the default value and radio buttons will be display-only and unavailable for editing. • *Tag Number or Serial ID*: If Scan By Field option is Tag Number or Serial ID, then the Scan By Default option will have Tag Number selected as the default value and the radio buttons will be available for editing.

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Field or Control	*Description*
Scan By Default	The Scan By Default option specifies the default value for the Scan By Field drop down. This default value is used in the Physical Inventory, Scan By Location, and Scan Asset tiles. The Scan By Default option determines the default value for the toggle switch on the Fluid pages.

Related Links

“PeopleSoft Asset Lifecycle Management Application Fundamentals Overview” (Asset Lifecycle Management Fundamentals)

“IT Asset Management Overview” (PeopleSoft IT Asset Management)

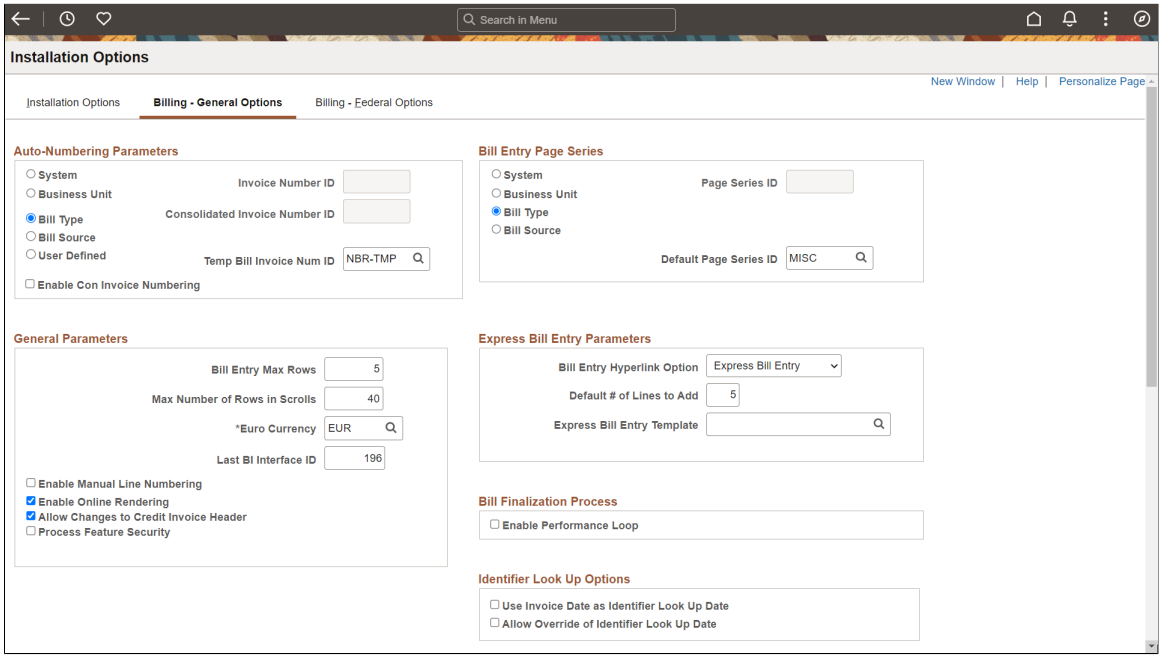
Billing - General Options Page

Use the Billing - General Options page (INSTALLATION_BI) to define installation options specific to Billing.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Billing - General Options**

This example illustrates the fields and controls on the Installation Options - Billing - General Options page (1 of 2). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Installation Options - Billing - General Options page (2 of 2). You can find definitions for the fields and controls later on this page.



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

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

Field or Control	*Description*
System	When selected in either the **Auto-Numbering Parameters** or **Bill Entry Page Series** group box, the field adjacent to the **System** field is available for entry. For auto-numbering parameters, select a valid predefined invoice ID. You define valid invoice IDs on the Invoice Number page. All billing activity uses this same invoice number-sequencing scheme. For Bill Entry Page Series, select a valid predefined page series ID to ensure that all billing activity uses the same page series definition. You define page series IDs on the Bill Entry Page Series page.
Business Unit, Bill Type, and **Bill Source**	To specify a default invoice number or page series ID at a level other than system-wide, you are required to define the default value for the level desired on a different page. For example, to define page series navigation at the business unit level, select **Business Unit.** Selecting this option activates the Page Series ID field on the Billing Definition - Business Unit 1 page, and requires you to return to the Business Unit 1 page to specify the Bus Unit Level (business unit level) default page series ID.

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

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

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

Field or Control	*Description*
Temp Bill Invoice Num ID (temporary bill invoice number identification)	Assigns each temporary bill to a temporary bill invoice number identification. Define your temporary bill invoice number identification on the Invoice Number page.
Enable Con Invoice Numbering	Select the check box to allow users to define their own consolidated invoice numbering rule. If the check box is selected for the Business Unit level, then the Consolidated Invoice Number ID field will appear on the Business Unit setup page.
Default Page Series ID	If you define your Bill Entry Page Series options at a business-unit, bill-type, or bill-source level, the system uses this default ID if a page series ID is undefined for any business unit, bill type, or bill source.

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General Parameters

Field or Control	*Description*
Bill Entry Max Rows and **Max Number of Rows in Scrolls**	Define the default number of maximum rows to limit the number of rows that appear within the scroll area at one time in bill entry or express bill entry, and define the maximum number of rows that appear in scroll areas in bill search or bill line search. If you define search parameters that normally fetch 200 rows of billing data, for example, but you set the maximum number of rows to 40, you see 40 rows per chunk of the scroll. You can view the rest of the fetched data, 40 rows at a time, using the chunking arrows. You can also change the maximum number of rows displayed directly in bill entry, express bill entry, bill search, and bill line search.

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

Field or Control	*Description*
Euro Currency	The currency control code used for euro currency amounts throughout the Billing tables. Displays *EUR* by default, which is the euro currency code that the PeopleSoft system delivers in the Currency Code table. If you are not using the International Standards Organization (ISO) currency codes, change this default value to the euro currency code that you are using.
Last BI Interface ID (last billing interface identifier)	Stores the last interface ID used by external sources that pass billing transactions into the Bill Interface structure. External sources that use this ID are responsible for updating and maintaining its value every time they use a number from this field.

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Field or Control	*Description*
Enable Manual Line Numbering	Enables manual invoice line numbering. The Billing invoice line numbering feature enables you to enter invoice line numbers during online bill entry. You can control invoice line numbers when you insert bill lines into a new or existing bill, delete existing bill lines, or update invoice line numbers for existing bill lines. Manual invoice line numbering only applies to bill lines entered online. It does not apply to bill lines imported through the Billing Interface. Selecting this option activates a Manual Line Numbering flag on the Header - Info 2 page. Manual line numbering functions only if you enable the feature here and set the **Manual Line Numbering** flag on the bill header to *ON*. **Note:** Manual invoice line numbering bypasses the Billing chunking feature. When you select this option, the system disables the chunking buttons and sets the value of Bill Entry Max Rows on the Bill Entry Bill Line pages to 99999. In this scenario, when you access a bill, the entire set of rows appears.
Enable Online Invoice Render	Select this check box to enable online invoice rendering for the print pro forma job where the invoice form is in BI Publisher format. The invoice document will be rendered online in PDF format if the check box is selected.
Allow Changes to Credit Invoice Header	Select this check box to change certain header fields on a Credit Invoice. If the check box is selected, the user can edit the fields and save them. However, a warning message that the changes are not recommended will be displayed to the user. If the check box is not selected, an error will be displayed when the user tries to change some of the fields on the Credit Invoice Header and the change will not be allowed. The header fields that can be edited using this option are Currency, Customer, Type, Source, Cycle ID, Pay Terms, Billing Specialist and Sales person.

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Field or Control	*Description*
Process Feature Security	Select this check box to enable Process Feature Security. Feature function security enables you to define user/role security down to the feature and field level to control access to entire features or individual fields within certain Order Management features. In Billing, Feature Security will impact customers who use third-party taxes and use the option to Calculate Use Tax on Free Goods on the Billing Business Unit. It limits the entry and/or display of the Use tax basis and Use tax amount on Entry (Line Tax), Inquiry(Line Tax) and Interface pages. See “Defining Feature Function Security” (PeopleSoft Order Management).

Express Bill Entry Parameters

Field or Control	*Description*
Bill Entry Hyperlink Option	Determines whether links on the Bill Search pages navigate you to *Standard Bill Entry,* which is the default value, or *Express Bill Entry.*
Default # of Lines to Add	The system populates the Lines to Add field on the Bill Entry Express - Line List page with this value.
Express Bill Entry Template	Select a template from the list of templates available. The express bill entry template allows you to configure the express bill entry page based on your requirement. Header sections and line tabs can be hidden. Within the line tabs, only the fields you select will be displayed. A single Accounting Distributions page is also configurable through the template.

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Bill Finalization Process

Field or Control	*Description*
Enable Performance Loop	Select to instruct the Finalization process to sequentially loop through business units when processing bills. This option improves processing performance by looping through business units instead of processing transactions in a random order. This option applies to the Finalization process for non-consolidated bills only. Consolidated bills can comprise of bills from multiple business units, thus eliminating the ability for the Finalization process to perform this task on consolidated bills.

Identifier Look Up Options

Field or Control	*Description*
Use Invoice Date as Identifier Look Up Date	Select to set the invoice date as the default date for Identifier Look Up. If the option is not selected, current date will be used for Identifier Look Up. This will allow the user to retain the functionality of using current date for all pricing.
Allow Override of Identifier Look Up Date	Select to allow override of the Identifier Look Up Date. If this option is selected, the Identifier Look Up Date is displayed for each Bill Line in Bill Entry or Express Bill Entry. The field may be changed for each line.

Update Bill Line Description

Field or Control	*Description*
Use Effective Dated Identifier Description for Generating Recurring Bills and Copied Bills	Select this flag to update the latest identifier description on the newly created invoices. The description will be updated for the new invoices created through Copy Bill and Recurring Bill.

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Insights Reporting Preferences

Field or Control	*Description*
Reporting Currency	According to the selected currency, all the transaction amounts are displayed on the Insights dashboard pages. Click the Search icon and select the currency type from the **Look Up Reporting Currency** pop-up window. For example, if you select the currency type as USD, all the transaction amounts are displayed in US Dollar.
Rate Type	According to the selected Rate Type, the currency is converted and displayed on the Insights dashboard page. For example, if the Reporting Currency is USD and Rate Type is **CRRNT**, all the transaction amounts are displayed in US Dollar as per current exchange rate.

Authorize Delete Attachments

Field or Control	*Description*
Authorize Delete Attachments	Select to indicate that you want to authorize specific roles to delete attachments from the “Header Documentation Page” (PeopleSoft Billing) and the “Line Documentation page” (PeopleSoft Billing) of an invoice. When you select this check box, the Roles Authorized to Delete Attachments appears. Deselect to allow all users to delete attachments from invoices.
Role Name	Select the roles that you want to grant the ability to delete attachments from “Header Documentation Page” (PeopleSoft Billing) and the “Line Documentation page” (PeopleSoft Billing) of an invoice. The user who originally attached the file can delete as well.

Collector/Credit Analyst Default

The system uses this default hierarchy when this check box is selected:

- When creating invoices using the online option, this table determines where the Collector and Credit Analyst values default from depending on setup.

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Defined for	*Defaults from*
Bill Source	Bill Source
Bill Type	Bill Type if not defined at Bill Source
Billing Options	Billing Options if not defined at Bill Source or Bill Type
Customer	Customer Bill To options if not defined at Bill Source, Bill Type, or Billing Options

- When creating invoices from the billing interface, the system uses the Auto Numbering Parameters section of this page to determine the default values.
  - When Bill Type is selected as the auto numbering options, The Collector and Credit Analyst values default from the Bill Type.

    If Bill Type is selected as the auto numbering option and no collector and credit analyst information is populated for the Bill Type, then the defaults for collector and credit analyst comes from Billing Options.

    If there is no collector or credit analyst information at any these three higher levels, the default values come from the Customer - Bill To options.
  - For the defaults to come from Bill Source, the BILL_SOURCE_ID *must* be added as a bill by field to the Bill By identifier. After this is done, Bill Source can be selected as the Auto Numbering option and the Collector and Credit Analyst defaults from the Bill Source.

Field or Control	*Description*
Use Bill Source, Bill Type, or Billing Options	Select to have the system automatically populate online bills and bills from the billing interface using the information above. Deselect to default the Collector and Credit Analyst from the Customer - Bill To options.

Related Links

“Understanding Foreign Currency Processing” (PeopleSoft Global Options and Reports)
“Understanding the Bill Data Structure” (PeopleSoft Billing)
“Assigning Invoice Number IDs” (PeopleSoft Billing)
“Defining Bill Sources” (PeopleSoft Billing)

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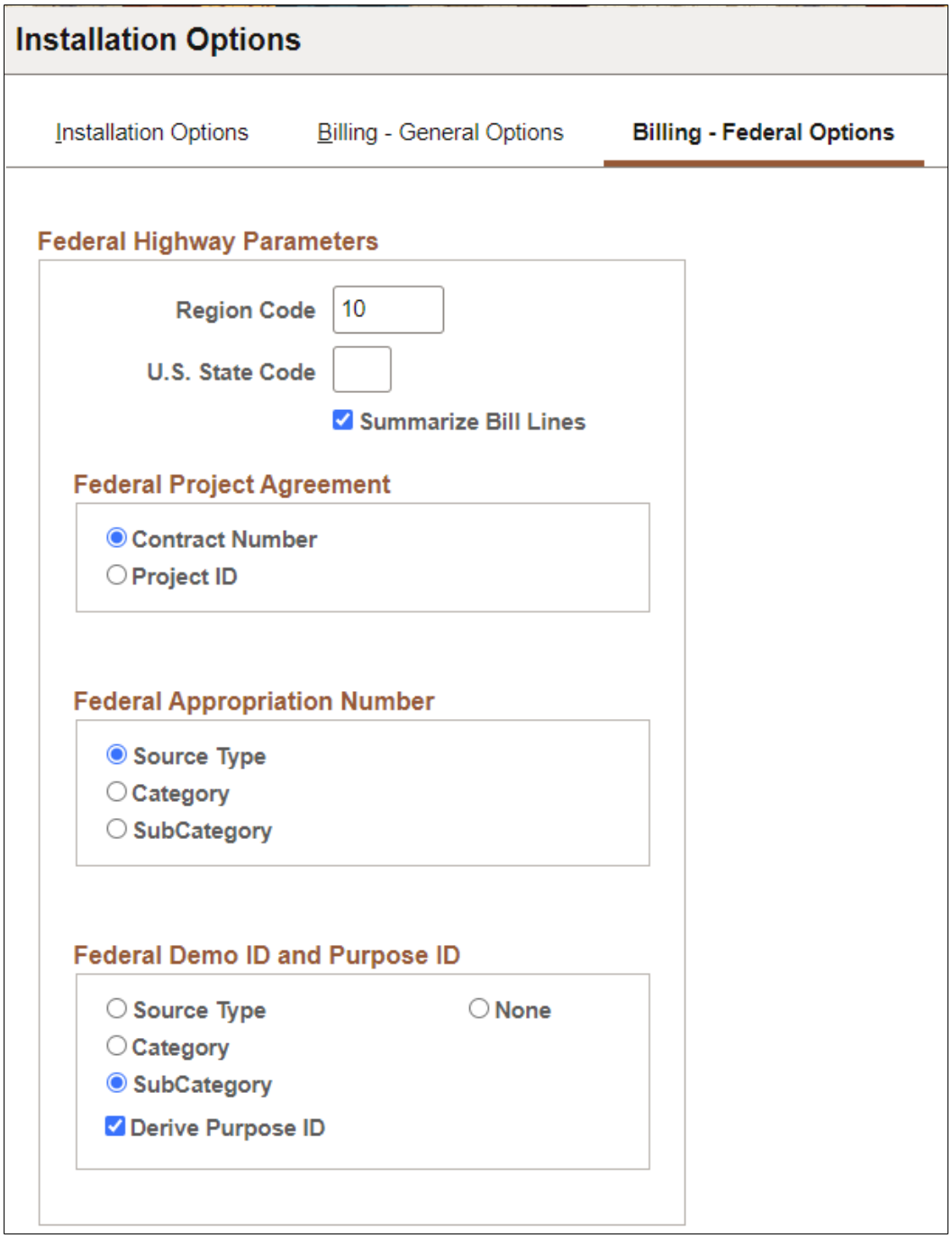
Billing - Federal Options Page

Use the Billing-Federal Options page (INSTALLATION_BI3) to define federal highway options specific to Billing and used for the outbound interface file.

Navigation:

Set Up Financials/Supply Chain > Install > Installation Options > Billing - General Options > Billing - Federal Options.

This example illustrates the fields and controls on the Billing-Federal Options page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Region Code	Enter a 2 character Region Code. There is no prompt list for the Region Code field.
State Code	Select a value for state code from the prompt list.
Federal Appropriation Number	Select an option to determine which field is used to store the value for Federal Appropriation. The field selected is used by the Federal Highway Billing flat file extract process to group detail rows.
Federal Demo ID and Purpose ID	Select an option to determine which field is used to store the value for Federal Demo ID. If this option is set to something other than *None* the **Region Cod**e and **State Code** fields cannot be left blank since they are going to create the extract flat file. Select the *Derive Purpose ID* check box to indicate that the system should check to see if mapping exists for the option selected (Source Type, Category, or SubCategory). When this check box is selected, the system populates the Purpose ID on the Federal Highway bill. If mapping does not exist, the Demo ID is used. Mapping is performed on the “Map Federal Highway Purpose ID Page” (PeopleSoft Billing)Map Federal Highway Purpose ID page.

Billing - Integration Options Page

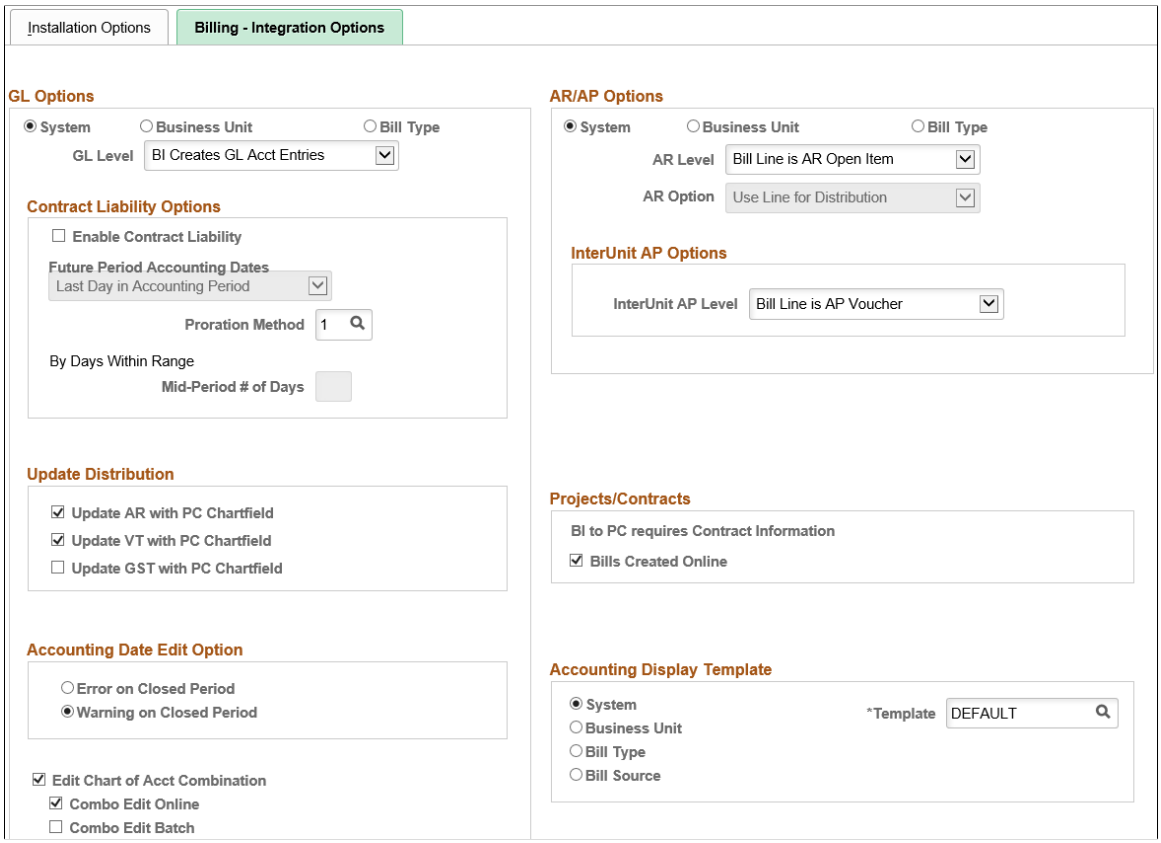
Use the Billing-Integration Options page (INSTALLATION_BI2) to define installation options specific to Billing.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Billing Integration Options**

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This example illustrates the fields and controls on the Installation Options - Billing - Integration Options page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Edit Chart of Acct Combination	Select to enable the Online ChartField Combination Editing process for bill entry, which prevents you from passing invalid ChartField combinations to your general ledger.
Combination Edit Batch	Select to enable combination editing process to be done in batch for transactions that do not have ChartField inheritance turned on.
Combination Edit Online	Select to enable combination editing process to be done for online transactions that do not have ChartField inheritance turned on.

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GL Options

Field or Control	*Description*
GL Options	Define the level of detail that you pass to the system that generates your general ledger accounting entries. If you select **Business Unit** or **Bill Type,** the GL Options page appears, where you can define the GL level options that default to all existing business units or bill types, respectively. **Note:** In deferred mode, when you select Business Unit or Bill Type, the GL Options page appears after you click the save or refresh button.
GL Level	(Required) Define how the system passes accounting entries to your general ledger system. If you select **System** in the **GL Options** group box, the **GL Level** field on this page becomes available for entry. Select one of the following values: *AR Creates GL Acct (accounting) Entries:* Receivables creates accounting entries and passes them to your general ledger system. Select this value to indicate that Billing will not track accounting information, and to disable any validation requirements for values defined for each revenue line of a bill when you change the status to *RDY.* *BI Creates GL Acct Entries:* Billing creates accounting entries and passes them to your general ledger system. *No GL Accounting Entries:* You pass no accounting entries to your general ledger system.

Contract Liability Options

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

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Field or Control	*Description*
Enable Contract Liability	Enables calculation and creation of accounting entries to be posted to your general ledger for future accounting periods. Use this to process bills that contain revenues to be realized in a future accounting period. This option is available for entry only if you selected *BI Creates GL Acct Entries* in the GL Level field. Before you can generate contract liability, you must select this check box and define the future period accounting dates parameter at the same level that you set the GL options. For example, if you defined the GL options at the business unit level, select Enable Contract Liability and define the future period accounting dates parameter on the GL Options page to display by default all business units. On the Billing Definition - Business Unit 2 page, you can select values different from the defaults selected on the GL Options page. If you defined the GL options at the bill-type level, select Enable Contract Liability and define the future period accounting dates parameter on the GL Options page to display by default all bill types. On the Bill Type 2 page, you can select values different from the defaults selected on the GL options page.
Future Period Accounting Dates	Determines the accounting date that the system uses when you create future-dated accounting entries, and is available only when you select the Enable Contract Liability check box. Select *First Day in Accounting Period* to post contract liability to the proper realized income account on the first day of the realized accounting period; select *Last Day in Accounting Period* to post on the last day of the realized accounting period.

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Field or Control	*Description*
Proration Method	The calculation method used to divide and distribute contract liability across accounting periods. Click the **Detail** button to access the following valid proration method values: (1) *By Days Within Range:* The system divides the number of revenue days in the period by the number of days in range. (2) *Evenly Using All Pds* (periods): The system divides the total invoice line amount by the number of periods in the range. Revenue is recognized in equal portions for each accounting period, regardless of the number of days in each period. (3) *Evenly Using Mid-Period Rule:* The system divides the total invoice line amount by the number of recognizable periods in the range. The number of recognizable periods is derived from applying rules to start/end days and mid-period day to determine whether the first and the last periods are recognizable or excluded entirely from the calculations. (4) *Evenly/Partial by Days:* The system divides the total invoice line amount by the number of recognizable periods in the range. The number of recognizable periods is derived from applying rules to start/end days and mid-period day to determine whether the first and the last periods are recognizable or excluded entirely from the calculations. (5) *User Defined Proration Method:* Available if you want to create your own proration method.
Mid-Period # of Days	Enter the day in an accounting period that determines whether the accounting period is either fully recognizable or not recognizable at all. You can specify the mid-period day here, or allow the system to assign the date. The system defines the mid-period day by dividing the number of days in the accounting period by two and rounding to the nearest whole number. This field is available only when you select the proration method *Evenly Using Mid-period Rule.*

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Accounting Date Edit Option

Field or Control	*Description*
Error on Closed Period	Select to prevent invoices from being saved with Ready status during closed accounting period. If the accounting date is in closed accounting period, then the invoice cannot be saved with the status Ready. Also, the invoice cannot be processed in the subsequent billing processes.
Warning on Closed Period	Select to allow invoices to be saved with Ready status during closed accounting period. If the accounting date is in closed accounting period, then the invoice can be saved with the status Ready but a warning message is displayed. The invoice can be processed in the subsequent billing processes.

AR/AP Options

Field or Control	*Description*
AR / AP Options	Define the level of detail to pass to your accounts receivable and accounts payable system. If you select in this group box **Business Unit** or **Bill Type,** the Default AR/AP Level page appears, where you can define the AR Level, AR distribution or AP Level option that displays by default all existing business units or bill types, respectively. **Note:** In deferred mode, when you select Business Unit or Bill Type, the Default AR/AP Level page appears after you click the save or refresh button.

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Field or Control	Description
AR Level	Define the level at which Billing passes open items to your receivables system. This field is available for entry only when you select System in the AR Options group box. Select from the following values: *Bill Line is AR Open Item:* Billing passes each bill line as an open item in the receivables system. *Header is AR Open Item:* Billing passes each bill as an open item in the receivables system. *No AR Open Items:* Billing passes no open items to the receivables system.

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

Field or Control	Description
AR Option	Define the level of detail for passing AR account distribution to your accounts receivable system. This field is available for entry only when you select System in the AR Options group box. Select from the following values: *Use Header for Distribution:* Send an AR account with each invoice/open item. Use this AR option only in conjunction with the AR level *Header is AR Open Item* or *No AR Open Items.* *Use Line for Distribution:* Send an AR account for each line of the invoice. This is the only option available if you select the AR level *Bill Line is AR Open Item.*

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

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Field or Control	*Description*
InterUnit AP Level	Define the level at which PeopleSoft Billing populates the AP Voucher Staging records. Select from the following values: *Bill Line is AP Voucher*: Billing generates an AP voucher for each bill line. *Header is AP Voucher*: Billing generates an AP voucher for each bill header. *No AP Voucher*: No voucher is created.

Update Distribution

Select to control the Project Costing ChartField entries that are generated for AR, VAT, and GST when inheritance is not being used. If inheritance is not being used for a ChartField and a distribution code is not available, then Project Costing ChartFields are copied from the line value, to the AR, VAT, and GST entry.

ChartField inheritance is determined on the ChartField Inheritance Page.

Projects/Contracts

Field or Control	*Description*
Bills Created Online	If this check box is selected, the contract number and bill plan as well as project information are required to be populated for the manually entered bill to interface with . If the check box is deselected, only the project information is required for a manually entered bill to interface with .
Bills Created by Interface	This option is available only if Bills Created Online option does not require contract information. This option determines if bills loaded through billing interface for system source of BBI or blank will require contract information in order to interface to . This option has no impact on interface from other system sources.

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Accounting Display Template

Field or Control	*Description*
Accounting Display Template	Bill entry accounting templates enable you to define a selection of ChartFields that you want to work with while in the bill entry pages. If there are ChartFields that remain a constant value when you enter accounting information for your invoices, you may configure a template to exclude this ChartField. Defining an accounting template minimizes keystrokes in data entry, and keeps your page free of redundant information. Define accounting templates on the Bill Entry - Acctg Template page. You can define your bill entry accounting template at the system, business-unit, bill-type, or bill-source level. If you select System, the **Template** field option becomes available for entry, where you can select a valid predefined bill entry accounting template ID to ensure that all billing activity uses the same bill entry accounting template. If you define a bill entry accounting template at the business unit, bill type, or bill source level, enter a default template ID. **Note:** In deferred mode, the template ID fields appear when you click the save or refresh buttons.

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

Related Links

“ChartField Combination Editing” (PeopleSoft Payables)

“Generating Contract Liability Accounting Entries” (PeopleSoft Billing)

Installation Options - Contracts Page

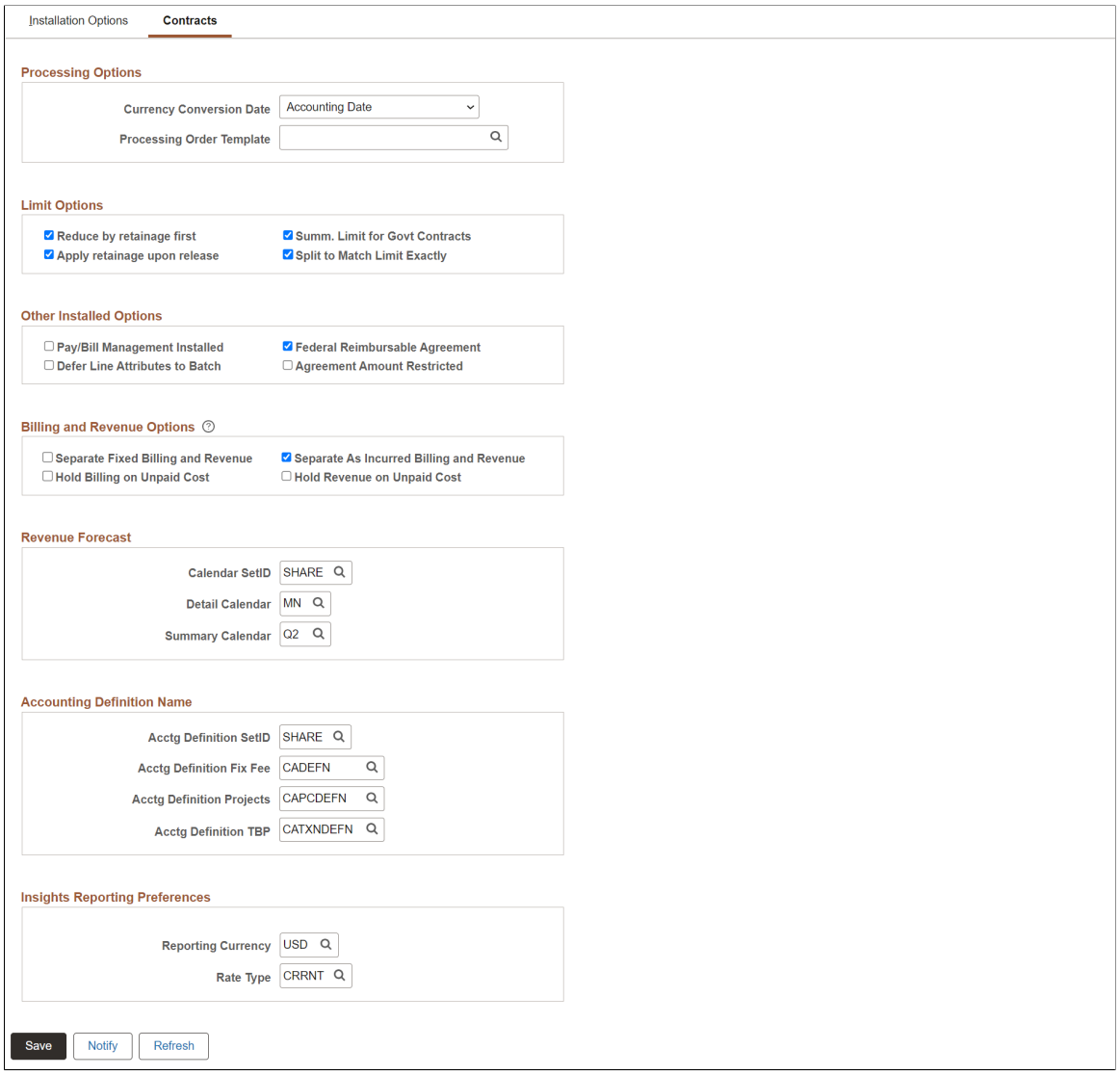
Use the Contracts page (INSTALLATION_CA) to define installation options that are specific to Contracts.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Contracts**

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This example illustrates the fields and controls on the Installation Options - Contracts Page. You can find definitions for the fields and controls later on this page.



Processing Options

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

Limit Options

The limit options enable you to apply retainages to limits that you have defined for a contract line. For example, you could have a contract line associated with a project that has a 10,000.00 USD limit and

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have that contract line associated with a retainage of 10%. If you select **Reduce by retainage first,** the system applies the 10% retainage to the transaction before the transaction is compared to the limit. Thus, if a 5,000.00 USD transaction comes through, the system applies only 4,500.00 USD (5,000.00 USD–500.00 USD retainage) against the limit. If you select **Apply retainage upon release,** the system applies accumulated retainages to the limit for the contract line once you have released the retainages on the billing plan with which you have associated the contract line. In this example, when you release the retainage on the Billing Plan, the system applies the 500.00 USD to the limit. If you do not select either option, the system applies the gross transaction to the limit up-front.

Field or Control	*Description*
Reduce by retainage first and **Apply retainage upon release**	If you select **Reduce by Retainage First** and do not select **Apply Retainage Upon Release,** the system applies the reduced transaction to the limit and never applies the retainage to the limit. If you select both **Reduce by Retainage First** and **Apply Retainage Upon Release,** the system backs the retainage out of the transaction; upon your releasing the retainage on the billing plan, the system applies the retainage to the limit. ***Warning!*** Do not select **Apply Retainage Upon Release** without also selecting **Reduce by Retainage First.** Doing this would result in a double application of the retainage against the limit. (Using our example above, the system would apply 5,000.00 USD against the limit when the transaction is first processed, and then 500.00 USD more against the limit when the retainage is released, resulting in a double application of 500.00 USD on a 5,000.00 USD transaction.)

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Field or Control	*Description*
Summ. Limit for Govt Contracts	Select to enable summary limits to be calculated when the Limits process (CA_LIMITS) runs. This option is used only for government contracts. This option determines if certain fields and pages appear that are used with summary limits for government contracts. For example, if this option is selected, the **PVN Generation Level** field is shown on the Contracts Business Unit - Defaults page and the Contract Header - Billing Options page. If this option is selected, the Limits process summarizes the excess amounts for each contract line when adding rows to PROJ_RESOURCE. The summarized rows are passed to PeopleSoft Billing with a billable (BIL) and revenue (REV) analysis type, and potentially to General Ledger and Receivables. If this option is not selected, the Limits process does not summarize the incoming transactions when adding them to PROJ_RESOURCE. Instead, if the limit is exceeded, the process creates over the limit (OLT) and revenue over the limit (ROL) analysis type rows. In other words, if this option is not selected then the logic of the Limits process when it processes a government contract, is same as a standard contract. However, if this option is selected, for only government contracts, the Limits process summarizes incoming transactions. **Note:** If you select this option, the **Split to Match Limit Exactly** option applies only to regular contracts, not government contracts. If you deselect this option, the **Split to Match Limit Exactly** option applies to regular contracts and government contracts. For more information about the summary limits process: See “Understanding Summary Limits” (PeopleSoft Contracts for Government Contracting).

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Field or Control	*Description*
Split to Match Limit Exactly	Select to enable OLT splits for contract lines with limits. When you select this option, the system splits a OLT row into one BIL line and one OLT line. This allows you to reach the limit amount exactly with the BIL line and the system places the remaining amount onto an OLT line. If the **Enable Summary Limits** option is selected, this option applies only to regular contracts, not government contracts. **Note:** With retainages, the Contracts Billing interface optionally checks for limits when retainages are released. If the row is over the limit, it is returned to as OLT rather than RRT. With OLT splits, the RRT is split into an RRT and an OLT. For contracts with a classification of *Government,* when the Limits process evaluates revenue transactions against revenue limits, the resulting revenue (REV) rows are either passed to the general ledger or marked as revenue over the limit (ROL) and passed to . Select the **Split to Match Limits Exactly** check box to enable the system to split a REV (revenue) row into one REV line and one ROL (revenue over-the-limit) line when a revenue transaction breeches the limit defined for the contract line. This selection enables you to reach the limit amount exactly with the REV line, while passing the remaining transaction amount on to a ROL line. **Note:** Creating separate revenue transaction rows and applying them to a separate revenue limit is only applicable to government contracts containing rate-based contract lines associated with a fee type (cost-plus), where the **Separate Billing and Revenue** check box is selected.

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Field or Control	*Description*
Processing Order Template	Select a template that you want the system to use during the Limits Process to determine the sequence in which transactions are processed based on your business process. This list is based on the Processing Order Templates defined in the Process Order Template page. See “Setting Up a Processing Order Template” (PeopleSoft Contracts). **Note:** Processing Order Templates are optional. If Processing Order Template is not used then by default transactions are processed based on RESOURCE_ID_FROM and RESOURCE_ID field values.

See “Understanding Accounting Distributions” (PeopleSoft Contracts).

Other Installed Options

Field or Control	*Description*
Pay/Bill Management Installed	Select if you have the Pay/Bill Management application installed on your system.
Defer Line Attributes to Batch	Select to defer processing from real time to batch. When you save contract lines to a contract, the system creates accounting distributions, and optionally, billing and revenue plans. In high volume cases, deferring processing of these attributes from real time to batch may speed up contract data entry. However, if you choose this selection, the contract attributes are not immediately available.
Federal Reimbursable Agreement	Select to enable reimbursable agreement functionality. By selecting this option, the *Federal Reimbursable Agreement* value appears in the drop-down list for the contract classification field when adding a new contract. While the value in the contract classification field defaults to *Standard,* you can select to specify the contract as a reimbursable agreement. Reimbursable agreements are subject to additional edits as described in the *PeopleSoft Contracts.* documentation.

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Field or Control	*Description*
Agreement Amount Restricted	Controls whether the amount field on the Contract General page is open and editable upon adding a contract or unavailable for entry. If you select this check box, the amount field on the Contract General page is unavailable for entry and the system populates the amount field. This field appears on the page only if you select the **Federal Reimbursable Agreement** check box.

Billing and Revenue Options

Field or Control	*Description*
Separate Fixed Billing and Revenue	Select to define and apply different amounts for billing and revenue on amount based and percent based contract lines. Options selected here default to the Contracts Business Unit when new business units are created. By default this option is not selected.
Separate As Incurred Billing and Revenue	Select to define and apply different rates for billing and revenue on rate-based contract lines. Options selected here default to the Contracts Business Unit when new business units are created. By default this option is not selected.
Hold Billing on Unpaid Cost	The value selected here defaults to a similar selection on the Sponsor (Customer) when one is created.
Hold Revenue on Unpaid Cost	The value selected here defaults to a similar selection on the Contract when one is created.

Revenue Forecast

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

Field or Control	*Description*
Calendar SetID	Select a SetID for your calendars.

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Field or Control	*Description*
Detail Calendar	Select a calendar with the lowest level of time periods for which you want to sum and display forecasted revenue.
Summary Calendar	Select a calendar with a higher level of time periods than the detail calendar, for which you want to sum and display forecasted revenue.

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

Accounting Definition Name

Field or Control	*Description*
Acctg Definition SetID (accounting definition SetID)	Select an accounting definition SetID for the Journal Generator. The system uses the value in this field for streamlined revenue processing.
Acctg Definition Fix Fee (accounting definition fix fee)	Select an accounting definition for fixed fee contract lines. The system uses the value in this field for streamlined revenue processing.
Acctg Definition Projects (accounting definition projects)	Select an accounting definition for rate-based contract lines. The system uses the value in this field for streamlined revenue processing.
Acctg Definition TBP (accounting definition Transaction Billing Processor)	Select an accounting definition for contract lines coming from the Transaction Billing Processor. The system uses the value in this field for streamlined revenue processing.

Insights Reporting Preferences

Field or Control	*Description*
Reporting Currency	Select the currency that will be used across all Business Units for reporting in the Contract Analytics dashboard.
Rate Type	Select the rate type to be used for converting amounts to the defined reporting currency.

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Note: Changes to the Reporting Currency or Rate Type will require a full refresh of the Contracts Insights Index. For more information on the processing of currency in the Contract Analytics dashboard, see "Analyzing Contracts Using PeopleSoft Insights" (PeopleSoft Contracts).

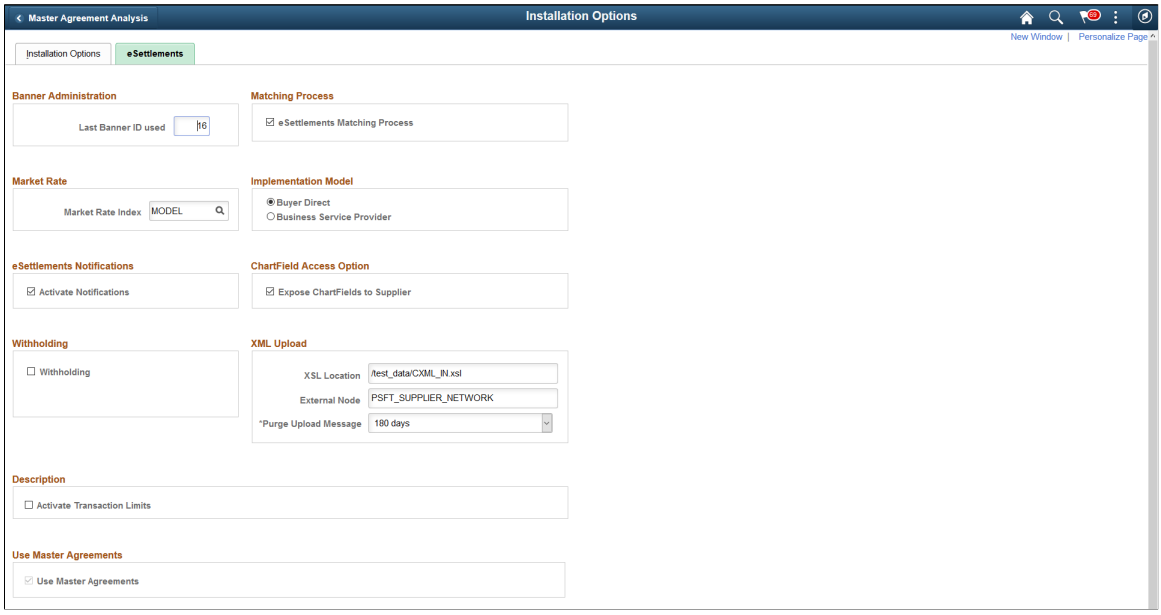
Installation Options - eSettlements Page

Use the eSettlements page (INSTALLATION_EM) to define installation options for eSettlements.

Navigation:

Set Up Financials/Supply Chain > Install > Installation Options > eSettlements

This example illustrates the fields and controls on the Installation Options - eSettlements page. You can find definitions for the fields and controls later on this page.



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

Field or Control	*Description*
Last Banner ID Used	The last sequence number for the advertising banner used in the system. Banner IDs are system-generated and stored here.
eSettlements Matching Process	Select to require additional, subsequent voucher approval to occur after the Payables Matching Application Engine process (AP_MATCH) completes. eSettlements uses the Matching process, established at the payables business unit level. However, you can specify additional voucher approval during buyer registration. If you do not select this check box, any voucher that passes the Matching process is set to approved.

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Field or Control	*Description*
Market Rate Index	The highest level of organization throughout your PeopleSoft system. Enter an index to be used throughout eSettlements when calculating exchange rates.
Buyer Direct	Select for a buyer direct implementation wherein a single buying organization (buyer) controls the application and provides an interface for many suppliers.
Business Service Provider	Select for a business service provider implementation wherein a consolidator controls the application and provides an interface between multiple suppliers and buyers, acting as an intermediary and collecting or aggregating invoices from multiple suppliers for multiple buyers
Activate Notifications	Select to enable email notifications to be sent to buyers and suppliers. Notifications are sent to recipients according to the notification setup that you define on the Define Buyer Notifications - Define Notification Types page in the Review Buyer Details component in eSettlements.
Expose ChartFields to Supplier	Select to enable suppliers to see the accounting information on invoices. Depending on buyer specifications, the supplier may be able to edit information as well as view it. Selecting this check box enables the buyer to, at the buyer registration level, define ChartFields to display, be editable, or remain hidden. Selecting this check box means that all buyers have access to the ChartField Configuration page in the Review Buyer Details component. **Note:** By selecting this option, you are enabling supplier access to update the ChartFields on non-purchase order invoices.
Withholding	Select to enable users to enter withholding information for suppliers.
XSL Location	Enter the location of the CXML_IN.XSL file on the application server for use with the cXML attachment upload feature.
External Node	Enter the external node for cXML routing. In the delivered data, the external node is PSFT_SUPPLIER_NETWORK. This value is used by the cXML attachment upload feature.
Purge Upload Message	Select the number of days for the Upload Message to purge. The Purging process is initiated whenever a pre-validation batch is processed. See “Pre-validating Invoices” (PeopleSoft eSettlements)

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Field or Control	*Description*
Transaction Age	Enter the age of the transaction to be selected in years, months and days.
Use Master Agreements	Indicates that Master Agreement is implemented by the internal buying organization. **Note:** This check box is hidden if Master Agreement is not implemented. To implement Master Agreement, see "Creating Master Agreements" (PeopleSoft eSettlements)

Related Links

"PeopleSoft eSettlements Overview" (PeopleSoft eSettlements)
"Define Buyer Notifications - Define Notification Types Page" (PeopleSoft eSettlements)
"Review Buyer Details - ChartField Configuration Page" (PeopleSoft eSettlements)
"Payables Definition - Matching Page" (PeopleSoft Payables)

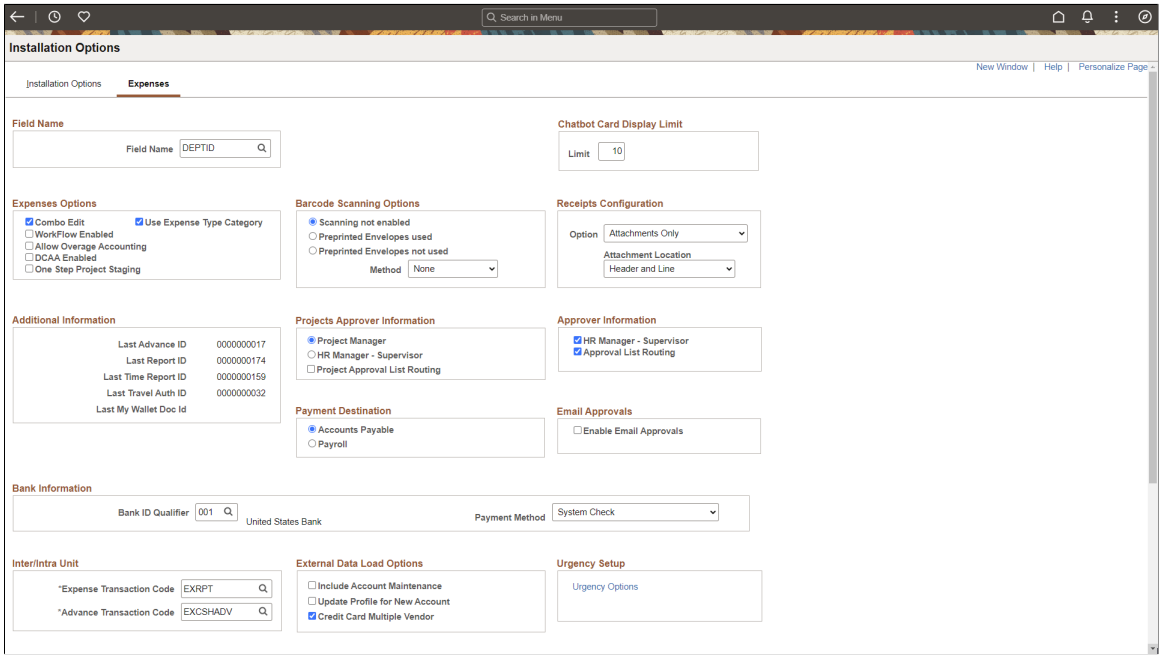
Installation Options - Expenses Page

Use the Expenses page (INSTALLATION_EX) to define installation options for Expenses.

Navigation:

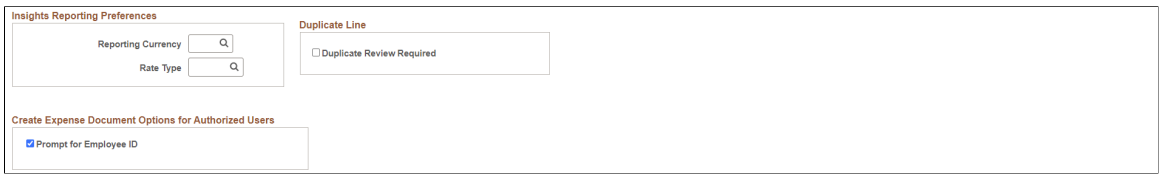
Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Expenses**

This example illustrates the fields and controls on the Installation Options - Expenses page (1 of 2). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Installation Options - Expenses page (2 of 2).



Field Name

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

Chatbot Card Display Limit

Field or Control	*Description*
Limit	Enter the number of expense reports that the system displays when a user accesses the Expense Inquiry Bot. The default is 10, which indicates that the system displays the last 10 expense reports based on the date submitted. You can change this setting. For more information about the Expense Inquiry Bot, see “Inquiring on Expense Reports Using the Expenses Skill” (PeopleSoft Expenses)

Expenses Options

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

Field or Control	*Description*
Combo Edit	Activates combination editing, which prevents adding rows containing invalid combinations of ChartFields.
Workflow Enabled	Links the expense system to PeopleSoft Workflow so that you can automate your expense-related business processes and send emails to employees regarding expense reports, approvals, cash advances, and so forth.

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Field or Control	*Description*
Allow Overage Accounting	Select to enable Expenses to process amounts exceeding approved limits for expense types. When you set up an expense type, you can select a billing code parameter called Overage for that expense type. Selecting this option activates the Overage column on the Expense Types 2 page, which allows employees to charge a different account for the amount they spend over their approved limits for the expense types. This option must be selected if you are enabling DCAA.
DCAA Enabled (Defense Contract Audit Agency enabled).	Select to enforce DCAA audit requirements for time reporting. When selected, Expenses enforces DCAA compliance and functionality, unless you disable DCAA processing for specific business units or employees. See “Expenses Definition - Business Unit 1 Page” (PeopleSoft Expenses). See “Maintaining Employee Organizational Data” (PeopleSoft Expenses).
One Step Project Staging	Select to enable users to stage time reports and adjustments in Expenses and automatically call the PC_EX_TO_PC Application Engine to stage the data into the PeopleSoft tables. If this option is disabled, the Expenses process only stages the transactions. You must then manually execute the PC_EX_TO_PC process from the menu. **Note:** Expenses displays this check box only if is installed. If you are using the one-step staging process to automatically load expense data into , you must set up identical run control IDs for both the EX_PC_TM_STG and PC_EX_TO_PC application engine processes for the functionality to successfully stage the Expenses data to .
Use Expense Type Category	Select this check box to allow users to search expense types by categories. By default, this check box is not selected. When this check box is selected, the **Select Expense Type Category** button will be displayed next to the **Expense Type** field whenever you create or modify an expense reports.

Barcode Scanning Options

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

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Field or Control	*Description*
Scanning not enabled	Select to prevent your expense system from using bar code scanning.
Preprinted Envelopes used	When you select this option, scanning a preprinted envelope from the Receipt Barcode Verification page populates the **Receipt ID** field with a value different from the **Report ID** field. Track receipts by placing them in an envelope printed with a bar code; track expense reports by using a bar code printed on the report itself. If this option is not selected, the **Receipt ID** field on the Receipt Barcode Verification page is inactive.
Preprinted Envelopes not used	When you select this option, selecting an expense report ID from the Receipt Barcode Verification page populates the **Report ID** field and the **Receipt ID** field. Therefore, you can track receipts using the same bar code as for the expense report.
Method	Select *Font* to use a font stored on the client machine; select *None* for no bar coding.

Note: To scan bar codes, you must acquire and install the Code 39 True Type Font, which is not delivered with PeopleSoft applications.

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Receipts Configuration

Field or Control	*Description*
Option	Select an option that indicates how you want to store receipts. **Note:** Keep in mind that this is at the installation level. Options include: • **Attachments Only** – Select to indicate that you want to use the attachments feature with expense transactions. Business unit configuration can refine or override this option. • **Both Imaging and Attachments** – Select to indicate that you want to use the receipt imaging functionality and the attachment functionality with expense transactions. Business unit configuration can refine or override this option. When this option is selected, all fields are active on the “Receipts Required Page” (PeopleSoft Expenses). • **No Imaging/Attachments** – Select to indicate that you are not using this feature for all business units. When this option is selected, all fields are gray (not active) on the “Receipts Required Page” (PeopleSoft Expenses). • **Receipt Imaging Only** – Select to use the receipt imaging functionality without using the attachment functionality.
Attachment Location	Select an option to indicate where attachments are allowed for expense transactions at the installation level. This field appears only when *Attachments Only* or *Both Imaging and Attachments* is selected in the **Option** field. Options include: • **Header Level** • **Header and Line** • **Line Level** • **No Attachments Allowed** The value you select in this field determines the open fields on the “Receipts Required Page” (PeopleSoft Expenses).

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Additional Information

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

Projects Approver Information

This option is used by PeopleSoft Workflow and your email system to route expense documents for first-line approvals. You can enable project managers to approve expense documents before they undergo final processing.

Field or Control	*Description*
Project Manager	If selected, the system searches for the designated project manager in the system and routes the expense documents to that person.
HR Manager - Supervisor	If selected, the system searches the employee table to find the employee's manager who is the designated approver.
Project Approval List Routing	Select to require special or supplemental approvals following the Project Manager approval.

Approver Information

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

Field or Control	*Description*
HR Manager - Supervisor	The system searches the employee table to find the employee's manager or supervisor who is the designated approver.
Approval List Routing	The system searches the approval tables to find the correct approver for the employee's business unit.

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Payment Destination

Field or Control	*Description*
Accounts Payable or **Payroll**	Select where the employee expense reimbursements should come from, when the Stage Payments process runs. See “Staging Payments” (PeopleSoft Expenses). This setting applies to the installation level only. This option is also specified at the business unit level using the “Expenses Definition - Business Unit 1 Page” (PeopleSoft Expenses) and at the employee level using the “User Payment Option Page” (PeopleSoft Expenses). This selection applies only to expense payments for employees. You still use your payables system for expense payments to other recipients, such as credit card vendors.

Email Approvals

Field or Control	*Description*
Enable Email Approvals	Select to enable email approvals for expense transactions when no risk template is defined in the system or no risk template is assigned to an approver. When a risk template is defined and assigned to an approver, the template overrides the email approval setting on the Installation Options - Expenses page. **Note:** When this option is used, there is a hierarchy that determines email approvals. See “Setting Up Risk Templates for PeopleSoft Expenses” (PeopleSoft Expenses).

Bank Information

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

Field or Control	*Description*
Bank ID Qualifier	Displays part of the bank table used to differentiate banks within the same country.

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

Inter/Intra Unit

Field or Control	*Description*
Expense Transaction Code	Select the transaction code to use for interunit and intraunit processing of expense reports. The transaction code is associated with ChartField values for various accounting entry types.
Advance Transaction Code	Select the transaction code to use for interunit and intraunit processing of cash advances. The transaction code is associated with ChartField values for various accounting entry types.

External Data Load Options

Field or Control	*Description*
Include Account Maintenance	Select to indicate that the account maintenance process should run during the Load External Data process. This applies to American Express, Visa, and MasterCard credit cards. Deselect to indicate that only transaction data loads during the Load External Data process

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Field or Control	*Description*
Update Profile for New Account	Select to indicate that the Load External Data process automatically adds a new account to the employee profile if there are credit card numbers in the file that can be matched with an existing employee. This applies to American Express, Visa, and MasterCardV3 (xml file). **Note:** MasterCardV2 (flat file), employee identification is not passed, therefore all the new accounts are sent to the error table where the error message must be corrected. In addition, you must manually add the new account to the employee profile if it is received from a MasterCardV2 flat file. **Note:** You must select **Include Account Maintenance** before selecting this option. Deselect to indicate that all new credit card information is sent to the error table where the error message must be reviewed and corrected.
Credit Card Multiple Vendor	Select to enable multi-vendor credit card load. This option allows you to map one or more card issuer for each data source on the “Payment Type - Corporate Card Page” (PeopleSoft Expenses). When this option is selected, you need to provide a SetID for the credit card issuer, when loading external data using credit card files on the “Load External Data Sources Page” (PeopleSoft Expenses), and when mapping credit card codes to payment types on the Payment Type – Corporate Card page.

Urgency Setup

Field or Control	*Description*
Urgency Options	Click to access the Installation Options - Urgency (in Days) Page.

Insights Reporting Preferences

Changes to (or when entering for the first time) **Reporting Currency** or **Rate Type** requires a full refresh of the Expenses Insights Dashboard index. Use these values:

- Search Instance = PTSF_DEFAULT
- Search Definition = EP_EX_SRCH_RISK_EXCP_KIB

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- Indexing Type = Full Index

Field or Control	*Description*
Reporting Currency	Select the currency to use across all business units for reporting in the Expenses dashboard.
Rate Type	Select the rate type to use for converting amounts to the defined reporting currency.

For more information about processing currency in the Expenses dashboard, see “Understanding PeopleSoft Insights for Expenses” (PeopleSoft Expenses).

Duplicate Line

Field or Control	*Description*
Duplicate Review Required	Select to indicate that expense reports cannot be submitted if duplicate conditions exist. If selected, the system checks for duplicate conditions and displays an Expense Entry Error at the top of the Expense Entry page indicating that there are duplicate lines. You are required to enter a reason code in order to submit the expense report using the “Possible Duplicates Exist Page” (PeopleSoft Expenses). If not selected, you can submit expense reports without selecting the Review Duplicate Lines button and reviewing the duplicate information. Regardless of whether this check box is selected, PeopleSoft Expenses checks for duplicate conditions.

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Create Expense Document Options for Authorized User

Field or Control	*Description*
Prompt for Employee ID	Select to indicate that the system should look to authorized user configuration when employees create expense reports. When selected, the “Expense Report - Employee Search Page (Delegate)” (PeopleSoft Expenses) is displayed to a delegate when the create an expense report. The delegate selects **Create for Self**, or an employee for the expense report. **Note:** This option applies only to expense reports. Not other expense transactions. This option is used when you have employees who can create expense reports on behalf of another employee. You must select this option and then authorize "delegate" employees using the “Authorize Expense Users (Search) Page” (PeopleSoft Expenses).

Installation Options - Urgency (in Days) Page

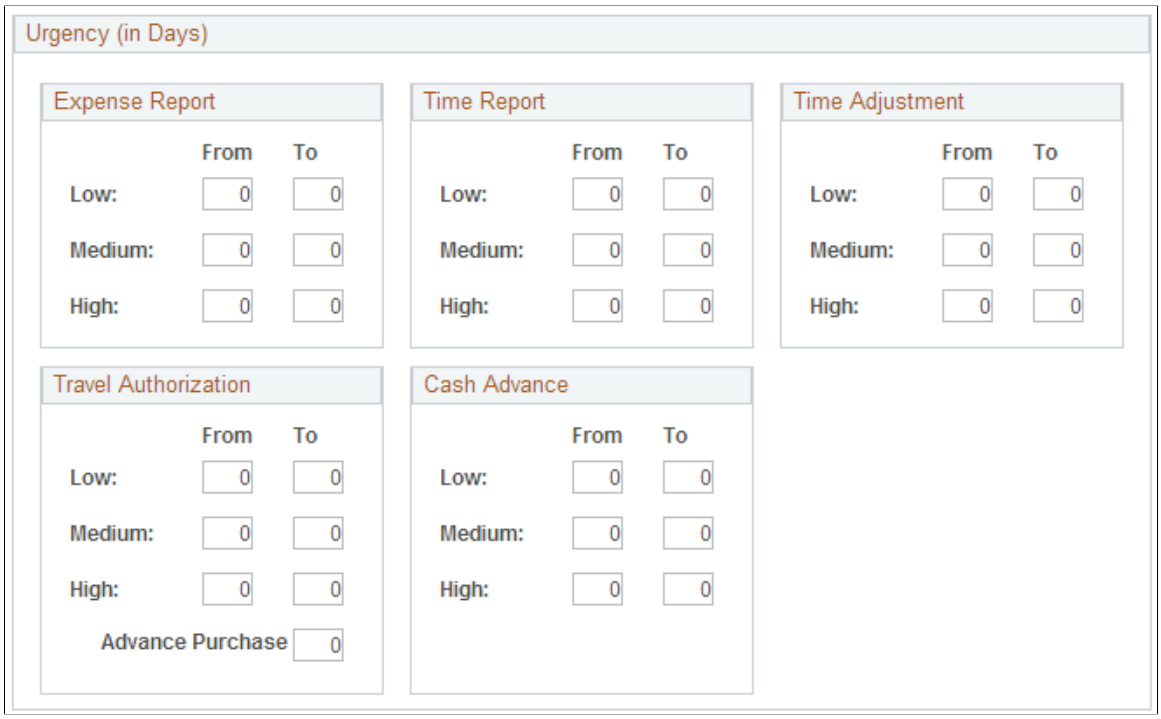
Use the Installation Options - Urgency (in Days) page (EX_URGENCY_SETUP) to configure urgency levels for expense reports, time reports, travel authorizations, and cash advances by entering the number of days that the system uses to calculate and trigger a high, medium, or low urgency level for a transaction.

Navigation:

Click the **Urgency Options** link on the Installation Options - Expenses page.

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This example illustrates the fields and controls on the Installation Options – Expenses Urgency (in Days) page. You can find definitions for the fields and controls later on this page.



Urgency settings enable approvers to determine which expense transactions need immediate attention. You use the Urgency (in Days) page to configure the number of days that trigger a low, medium, or high urgency icon for each expense transaction. When an urgency level is triggered for an expense transaction, the appropriate urgency icon appears next to the transaction on the Summary Approvals page, on the report, as well as in email approvals.

When viewing the expense transaction, the Urgency column displays these symbols for the different levels of urgency:

Urgency Level	***Icon***
High	Red square
Medium	Yellow triangle
Low	Green circle

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Field or Control	*Description*
From and**To**	Enter the number of days that represents the days outstanding that each report is considered to be a low, medium, or high level of urgency. For Expense Reports, Cash Advances, Time Reports, and Time Report Adjustments, the difference in days is calculated from the date the report is submitted to the current date. For example, if a report is considered a low level urgency when it is 0-10 days outstanding, then enter 0 in the **From** field and enter 10 in the **To** field. If the report is considered a medium level urgency when it is 11-20 days outstanding, then enter 11 in the **From** field and enter 20 in the **To** field. If the report is considered a high level urgency when it is 21-999 days outstanding, then enter 21 in the **From** field and enter 999 in the **To** field. As a result, any report that has been in the approvers' queue for more than 21 days is displayed as a high urgency. For travel authorizations, the difference in days is calculated from the current date to the **Date From** field on the Travel Authorization Entry page. The setup is different from the other reports. An example of a travel authorization is: a low level urgency is from 999 to 15 days; a medium level urgency is from 14 to 4 days; and a high level urgency is from 3 to 0 days.
Adv Purchase	Enter the number of days to be added to the high, medium, or low value when calculating advance purchases. In some industries, advanced purchases (for example 2 weeks) can result in lower prices. To accommodate this, travel authorizations include the **Adv Purchase** field. This field includes a number that is added to the low, medium, and high values when calculating urgency. For example if high urgency is set from 3-0 days, and the Adv Purchase field is set to 14 days, high urgency is triggered from 17-0 days before travel begins. This insures that the travel authorization report is displayed as a high urgency so that the report can be approved before the price goes up.

Installation Options - General Ledger Page

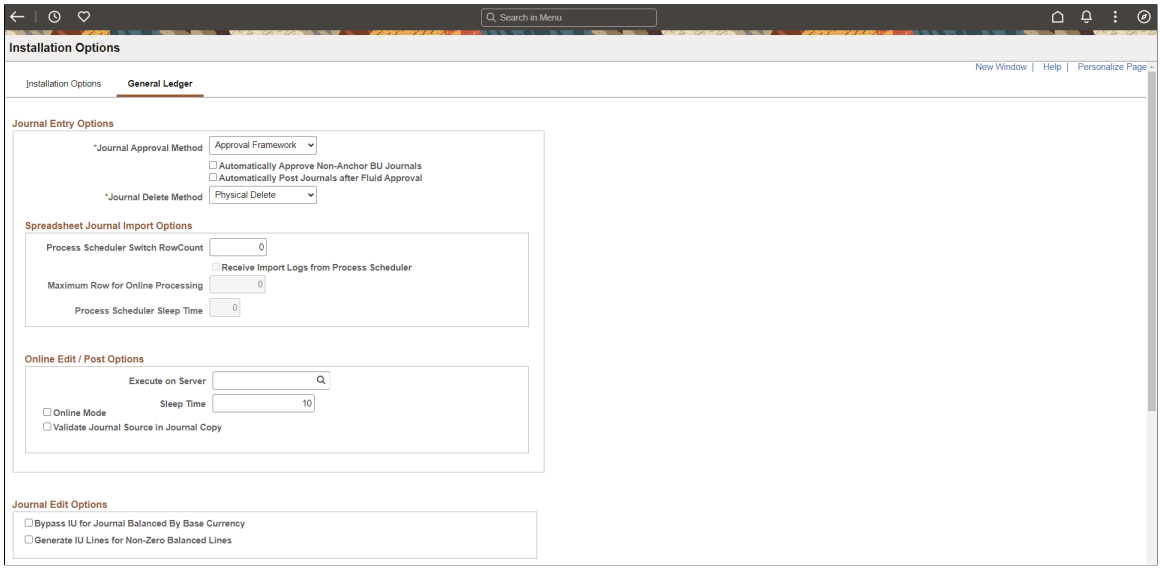
Use the Installation Options - General Ledger page (INSTALLATION_GL) to specify the journal workflow options for general ledger journal entries and standard budget journals.

Navigation:

Set Up Financials/Supply Chain, Install, Installation Options, General Ledger

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This example illustrates the fields and controls on the Installation Options - General Ledger page (1 of 2).



This example illustrates the fields and controls on the Installation Options - General Ledger page (2 of 2).



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Journal Entry Options

Field or Control	*Description*
Journal Approval Method	Specify one of the following journal workflow approval methods for general ledger journal entries and standard budget journals: • *Approval Framework:* Select this workflow methodology, which provides a configurable framework to simplify the approval process implementation. Also, select this option if you are enabling Mobile Approval Framework. This is the default value for the field. See “Understanding Configurable Workflow” (PeopleSoft General Ledger) See also “Understanding the Journal Entry Approval Process” (PeopleSoft General Ledger) • *Virtual Approver:* Select this journal approval workflow methodology, which requires the use of PeopleSoft Application Designer to define business processes, activities, business events, worklists, routings, and approval rule sets. **Note:** You must reference previous releases of this documentation for setup steps using Application Designer.
Automatically Approve Non-Anchor BU Journals	Select to indicate that the system only submits the combination of (anchor BU, journal ID, journal date, line BU = anchor BU) for approval. All other combinations of (anchor BU, journal ID, journal date, line BU <> anchor BU) is set to “Approved to Post” (per existing logic, the InterUnit journal can’t be posted until the anchor BU is approved). This way, only one approval instance is assigned to an InterUnit journal, which triggers one set of notifications. This option does not impact non-InterUnit journal approvals. This option is only available when the Journal Approval Method is *Approval Framework*. This option is hidden when the Journal Approval Method is *Virtual Approver.* **Note:** When using Fluid Approvals for Journal Entries, this option determines where to display the Line Business Unit field. If deselected, the line business unit is displayed at the header level. If selected, the line business unit is displayed at the line level.

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Field or Control	*Description*
Automatically Post Journals after Fluid Approval	Select to automatically post journals that are selected to be approved using PeopleSoft Fluid pages such as the “Pending Approvals (summary) Page” (PeopleSoft General Ledger) or the “Pending Approvals - Journal Entry Page” (PeopleSoft General Ledger). This option removes the requirement to run the Post Journals process separately. The post process only runs for approvers who have authority to post journals.

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Field or Control	*Description*

Journal Delete Method	Select one of the following methods for handling journal deletion:
	• *Physical Delete:* When using this option and you delete a journal from the Journal Entry - Lines page, the system deletes all the related journal data from all relevant journal tables. This is the default and historical method of deleting journals (same method in prior releases). With this method, the only remaining trace of the deleted journal is if audit logging was enabled for deleted journals.
	• *Logical Delete:* When using this option and you delete a journal using the Journal Entry - Lines page, the system treats the following in the same way as the Physical Delete:
	  • Removes Commitment Control data from the Commitment Control records.
	  • Removes approval data, regardless of approval method (Virtual Approver or Approval Framework (AF, formerly AWE)).
	  • Removes Suspense cross references.
	  Unlike the Physical Delete method, the system retains the deleted journal data in the following records:
	  • Journal Header (JRNL_HEADER)
	  • Journal Header Attachments (JRNL_HEADER_ATT)
	  • Journal Line (JRNL_LN)
	  • Journal Balance (JRNL_CF_BAL_TBL)
	  • Journal InterUnit Anchor (JRNL_IU_ANCHOR)
	  • Journal VAT (JRNL_VAT)
	  • Open Item (OPEN_ITEM_GL)
	  • Journal Header Error (TSE_JHDR_FLD)
	  • Journal Line Error (TSE_JLNE_FLD)
	  You can view the logical deleted journal via the journal entry components (and journal inquiry components) in the same way as you would view a posted journal (Display Only mode) and the only action that you can perform is

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Field or Control	*Description*
	to copy the deleted journal. The system marks the logical deleted journal as follows: • Journal Header Status = *D* (Deleted). • Budget Header Status = *N* (Not Budget Checked). • Approval Status = *N* (None). "Create/Update Journal Entries - Lines Page" (PeopleSoft General Ledger)

Online Edit / Post Options

Field or Control	*Description*
Execute on Server	Enter a default process scheduler server name for the online journal edit process to use when journals are edited online. If this field is blank, the online journal edit process is scheduled without a process scheduler name. In this case, the process is typically picked up by the primary scheduler and assigned to the next available process scheduler server.
Sleep Time	Enter the time interval (in seconds) that the online PeopleCode sleeps between checking the journal edit process status. Once the journal edit process is complete, and after the system checks the status, it refreshes the component to show the edited journal. Supplying the right interval to meet your organization's needs can be an important factor in preventing a bottleneck or deadlock when multiple journal edit processes are continually submitted. The Online Journal Edit does not release the journal entry page until the previous edit process finishes. In prior releases, the interval in seconds that the PeopleCode would check the process scheduler server status was 10 seconds. This may be too long, particularly when using Commitment Control. Select the ideal number of seconds for your organization depending on your environment and your process scheduler server settings.
Online Mode	Select to indicate that the Journal Edit and Journal Post processes run in online mode, which calls the Application Engine process from the page. Deselect to indicate that the Journal Edit and Journal Post Processes are to run in batch mode.

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Field or Control	*Description*
Validate Journal Source in Journal Copy	Select this option to receive an error when copying a journal with an inactive journal source.

Journal Edit Options

Field or Control	*Description*
Bypass IU for Journal Balanced By Base Currency (bypass inter unit for journal balanced by base currency)	Select to bypass InterUnit processing for journals when all journal lines are balanced by base currency.
Generate IU Lines for Non-Zero Balanced Lines (generate Inter/IntraUnit lines for non-zero balanced lines)	Select this option to generate InterUnit and IntraUnit lines for non-zero-transaction-amount lines in the event that the summarized transaction amount is equal to zero but the summarized base amount is not equal to zero. The fields that are used to group the journal lines to calculate the summarized amounts are: Business Unit, Balancing ChartFields, Other Balancing Fields specified in System Transaction Definition for Inter/IntraUnit processing, Foreign Currency, Base Currency, Rate Type, Rate Divisor, Rate Multiplier, and Account Balancing Attributes (if selected).

Authorize Delete Journals

Use this section to control who is authorized to delete journals that are created by other users.

Field or Control	*Description*
Authorize Delete Journals	Select this check box to indicate that you want to control who is authorized to delete journals that are entered by other users. Deselect this check box to indicate that any user can delete journals that are entered by other users.
Role Name	Select the role or roles who is authorized to delete journals that are entered by other users. **Note:** This section is only available when the **Authorize Delete Journals** check box is selected.

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Mobile Approval Options – GL Journal ChartFields to Display

Use this section to select the ChartFields to display along with the display order for journal Mobile Approvals. You can only display nine active ChartFields. There is no validation of these field values; be careful not to select the same ChartField to display more than once.

See “Understanding the Journal Entry Approval Process” (PeopleSoft General Ledger).

Installation Options - Grants Page

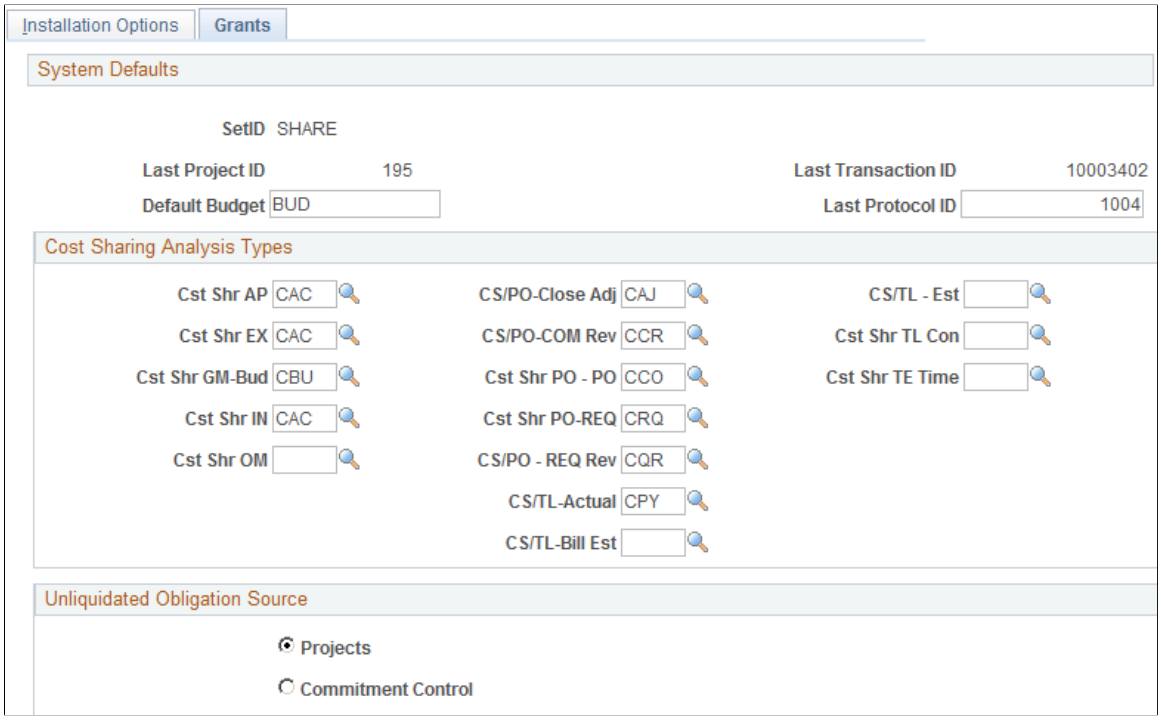
Use the Installation Options - Grants page (INSTALLATION_CSR) to define Grants installation options.

Use this page to indicate that you can include optional attachments, to establish cost-sharing analysis types for each feeder system with which you plan to use the Grants cost-sharing features, and to determine the source for calculating unliquidated obligation balances for the Federal Financial Report.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Grants**

This example illustrates the fields and controls on the Installation Options - Grants page. You can find definitions for the fields and controls later on this page.



Use the Cost Sharing Analysis Types group box to establish cost-sharing analysis types for each feeder system with which you plan to use the Grants cost-sharing feature. Depending on the feeder systems in which the transactions originated, the system automatically assigns a cost-sharing analysis type to a transaction that includes designated cost-sharing ChartFields.

Use the Unliquidated Obligation Source group box to indicate the source for calculating federal and recipient unliquidated obligation balances for the Federal Financial Report.

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Field or Control	*Description*
Projects	Select to indicate that PROJ_RESOURCE is the source for calculating balances using these analysis types: • Sponsored: CCA, COM, and CRV. • Cost Share: CCO, CSA, and CSC.
Commitment Control	Select to indicate that: • Sponsored balances are calculated excluding the cost share ChartField values selected on the Facilities and Admin Options page **(Set Up Financials/Supply Chain** > **Business Unit Related** > **Grants** > **Setup Grants F&A Options** • Receipt balances are calculated using only the cost share ChartField values selected on the Facilities and Admin Options page.

Related Links

“Establishing Facilities and Administration and Direct-Cost Cost-Sharing Options” (PeopleSoft Grants)
“PeopleSoft Grants Reports and Forms: A to Z” (PeopleSoft Grants)

Installation Options - Grants Portal Page

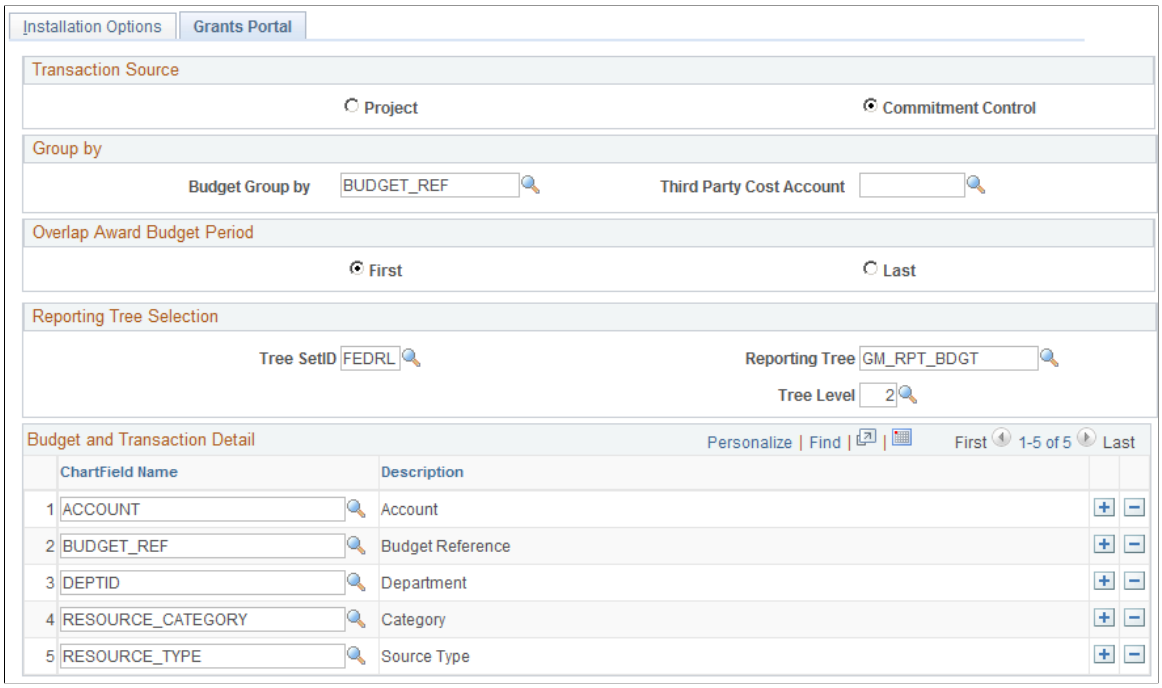
Use the Grants Portal page (INSTALLATION_GMPT) to define Grants Portal options.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Grants Portal**

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This example illustrates the fields and controls on the Installation Options - Grants Portal page. You can find definitions for the fields and controls later on this page.



Use this page to set up installation options for the Grants Portal.

Transaction Source

The fields that appear on this page are different depending on the option selected in the Transaction Source group box.

Field or Control	***Description***
Project	Select to indicate that projects are to be used as the source for calculating transaction balances on the summary, detail, and transaction pages. When *Project* is selected, the **Reporting Analysis Group** group box appears on this page. In addition, when *Project* is selected, you should run these processes to maintain transaction data in PROJ_RESOURCE: • Purchasing to process (PC_PO_TO_PC). • Payables to process (PC_AP_TO_PC). • Requisitions to process (PC_PO_TO_PC).

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Field or Control	*Description*
Commitment Control	Select to indicate that commitment control is to be used as the source for calculating transaction balances on the summary, detail, and transaction pages. When *Commitment Control* is selected: • The **Third Party Cost Account** field appears on this page. • The budget ledger should include the business unit, Project ID and, or the Activity ID, and Account. • Budget checking must be line-by-line. • Expense transactions come from the KK_ACTIVITY _LOG table and are stamped with an end of the month date.

Group by

Field or Control	*Description*
Budget Group by	If the Transaction Source is *Project,* select the ChartField that is defined in the PROJ_RESOURCE table. Only values with a PC transaction source are shown. If the Transaction Source is *Commitment Control,* select the ChartField that is defined in the KK_TRANS_LOG table. Only values with a KK transaction source are shown. ***Warning!*** If you choose to use the Activity ChartField, you may receive an unrestricted list of all activities. This unrestricted list of activities can be very large and adversely impact the performance of your system. For example, if your organization is using PeopleSoft for capital projects and IT projects, which can contain thousands of activities, the system will return all of the activities when a user clicks the prompt for the Budget Group By field.
Third Party Cost Account	Select the account to use to display transactions in the **Third Party Cost** section of the Expenditure Details Inquiry page. This is an optional field. If you leave this field blank and the transaction source is *Commitment Control,* the system does not separate third party costs.

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Overlap Award Budget Period

Use the Overlap Award Budget Period group box to set grants portal staging rules for overlapping budget periods within the same award.

Select **First** if you want the grants portal staging process to set budget periods that fall in the same time period to the earlier budget period.

Select **Last** if you want the grants portal staging process to set budget periods that fall in the same time period to the later budget period.

Reporting Tree Selection

Field or Control	*Description*
Tree SetID	Select a SetID to use for calculating actuals balances that appear on the Budget Status tab of the Award Detail and Project Detail pages.
Reporting Tree	Select the tree to use for calculating actuals balances that appear on the Budget Status tab of the Award Detail and Project Detail pages. Only account-based trees are available. If no reporting tree is selected, or if the account in the transaction data cannot be found in the reporting tree, then the transaction data is summed using *UNKNOW* as the budget category.

Reporting Analysis Group

Field or Control	*Description*
Sponsor Expenditures	Select the analysis group for reporting sponsor expenditure balances. The Grants Sponsor Actual Costs (SPACT) analysis group appears as the default. The analysis group that is selected controls the analysis types that are included in the transaction balance calculations, which appear on the award and project summary and detail pages. The analysis types that are included in the SPACT analysis group are ACT, GLE, PAY, and SFA.
Sponsor Encumbrances	Select the analysis group for reporting sponsor encumbrance balances. The Grants Sponsor Encumbrances (SPENC) analysis group appears as the default. The analysis group that is selected controls the analysis types that are included in the transaction balance calculations, which appear on the award and project summary and detail pages. The analysis type that is included in the SPENC analysis group is COM.

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Field or Control	*Description*
Sponsor Pre-encumbrances	Select the analysis group for reporting sponsor pre-encumbrance balances. The Grants Sponsor Requisitions (SPREQ) analysis group appears as the default. The analysis group that is selected controls the analysis types that are included in the transaction balance calculations, which appear on the award and project summary and detail pages. The analysis type that is included in the SPREQ analysis group is REQ.
Third Party Expenditures	Select the analysis group for reporting third-party expenditure balances. The analysis type and analysis group for third-party expenditures is user-defined. Therefore an analysis group does not appear by default.
Cost Share Expenditures	Select the analysis group for reporting cost share expenditure balances. The Cost Sharing Analysis Group (CSTSH) analysis group appears as the default.
Cost Share Encumbrance	Select the analysis group for reporting cost share encumbrance balances. The Cost Sharing Commitment Balance (CSCOM) analysis group appears as the default.
Cost Share Pre-encumbrance	Select the analysis group for reporting cost share pre-encumbrance balances. The Cost Sharing Requisition (CRQ) analysis group appears as the default.

Budget and Transaction Detail

Select the ChartFields to appear on the Transaction Inquiry pages.

Installation Options - Inventory Page

Use the Installation Options - Inventory page (INSTALLATION_INV) to define several settings used by PeopleSoft Inventory; including staged date options, interunit transaction options, unit of measure conversion methods for bar code transactions, methods to number accounting entry lines, search limitations for the Storage Location Search page, and default values for lot IDs, serial numbers, and receiver information.

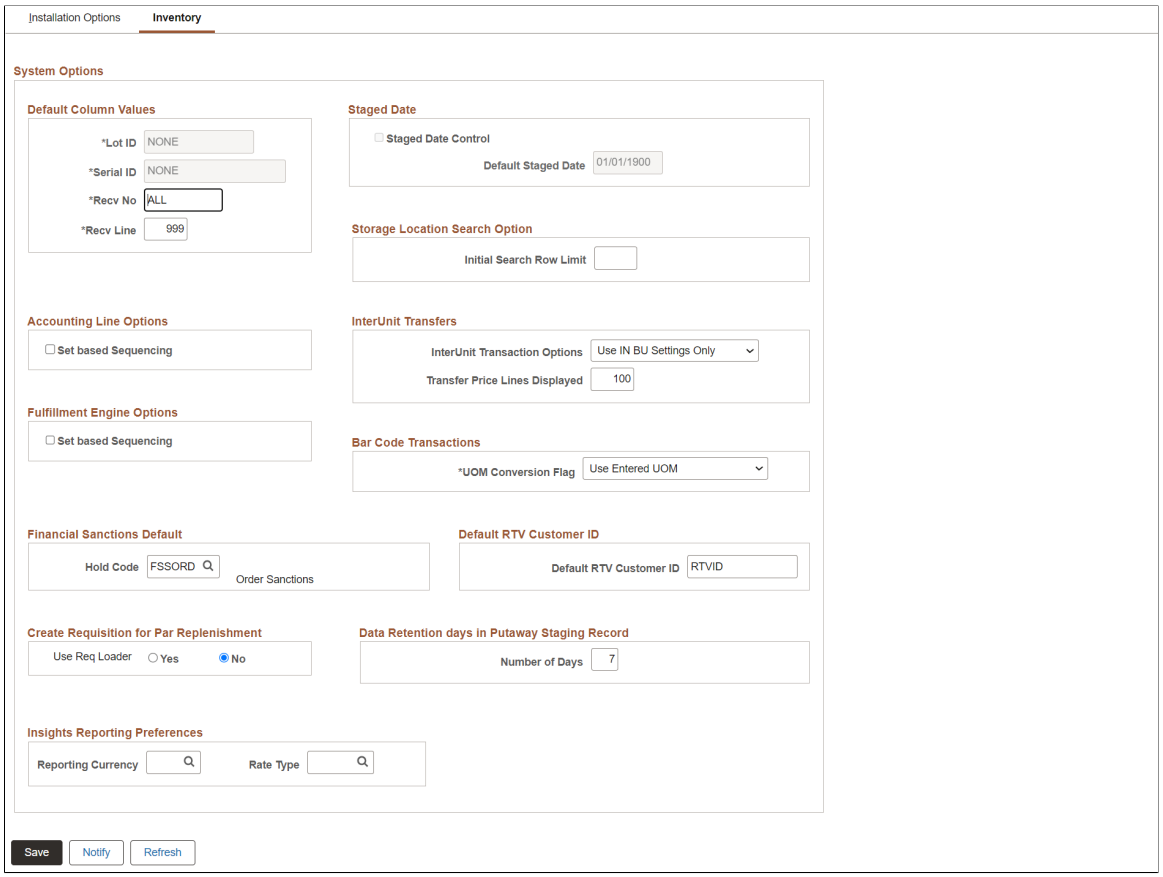
In addition, use this page to define the default hold code applied to material stock requests when they fail to pass the Screen For Denied Parties process (SCM_FSS).

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Inventory**

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This example illustrates the fields and controls on the Inventory page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Lot ID, Serial ID, Recv No (receiver number), **Recv Line** (receiver line), and **Default Staged Date**	Enter filler values for fields that would otherwise be blank. These values are recorded in your system tables only when an item is *not* serial-controlled, staged date-controlled, or lot-controlled, or when the receiver ID and line number do not apply or are not known for specific inventory. Once you set lot, serial, and staged date default column values and begin to put stock away, you cannot modify these fields. This restriction preserves the integrity of the transaction tables.
Staged Date Control	Select to track any of your inventory materials by staged date. This is the date that the stock is received and put away into Inventory. The system uses this setting as the default when items are set up in the Define Item component. Staged date tracking is required for FIFO (first in, first out) and LIFO (last in, first out) picking.

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Field or Control	*Description*
Initial Search Row Limit	Specify the maximum number of material storage locations to retrieve on the initial display of the Storage Location Search page. If this field is blank or contains zero, then there is no limitation to the number of locations retrieved in the initial search. Several PeopleSoft Inventory pages are linked to the Storage Location Search page by the **Storage Location Search** icon. This feature enables inventory pages for setup, putaway, fulfillment, and other activities to access a list of material storage locations and select the most appropriate location. However, if the search criteria information on the initial inventory page is incomplete, then a large number of material storage locations could be retrieved resulting in a delay to access the Storage Location Search page. Use the **Initial Search Row Limit** field to limit the initial display. Once users are on the Storage Location Search page, the search criteria are not limited by this field in order to allow broader searches for the correct material storage location. To prevent performance delays once you are on the Storage Location Search page, be sure to enter enough search criteria before performing another search.
Set based Sequencing	In the **Accounting Line Options** group box, select the this check box to generate sequential accounting line numbers for the Accounting Line Creation process in Cost Management. These line numbers are used to number accounting entry lines. In the **Fulfillment Engine Options** group box, select this check box to generate the sequential transaction history line numbers for the Deplete On Hand Qty process in Inventory. These line numbers are used to number transaction history entries (demand lines) from order fulfillment. Deselect these check boxes to use row-based processing. These fields are hidden unless you are on an Oracle platform or have run the DMS for other database platforms.
InterUnit Transaction Options	Indicate how the system should derive parameters for InterUnit stock transfers. Options are: *Use GL BU Setting Only:* The system derives all InterUnit transfer parameters from the centralized accounting model as defined for the InterUnit method on the Installation Options, Overall page. *Use IN BU Settings Only:* The system derives all InterUnit transfer parameters from the Inventory business unit. *Use Both:* The system derives InterUnit transfer parameters by first looking at the Inventory business unit. If no parameters are found, the system looks at the centralized accounting model as defined for the InterUnit method on the Installation Options, Overall page.

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Field or Control	*Description*
Transfer Price Lines Displayed	Enter the chunking size for the Transfer Pricing Definition component.
UOM Conversion Flag (unit of measure conversion flag)	If your system is bar code-enabled, you can process transactions in one of three ways: *Convert to Default Stock UOM* (convert to the default stocking unit of measure [UOM]): The system converts the unit of measure on incoming transactions to the default stocking UOM. *Convert to Standard UOM* (convert to the standard unit of measure): The system converts the UOM on incoming transactions to the item's standard UOM. This option enables you to stock all your inventory in the standard UOM and to perform material movement transactions using any valid UOM for the item. *Use Entered UOM* (use the entered unit of measure): The system processes transactions using whatever UOM the user enters.
Hold Code	Enter the hold code to be automatically applied when a material stock request fails to pass screening by the Screen For Denied Parties process (SCM_FSS). This field must be populated in order to run this financial sanctions process for material stock requests.
Default RTV Customer ID	Enter a ship-to customer ID to be used when creating a material stock request to return stock to a vendor. This customer ID is placeholder that enables you to ship returned stock to your vendors without having to define each of them as customers on the customer table. When the stock request is created, the RTV customer ID defaults to the customer ID fields, the name of the vendor (from the RTV) is put in the customer name fields, and the vendor address is put in the IN_DEMAND_ADDR record as an override to the stock request. For a return to vendor stock request, the address override is required; the override address can be changed but not deleted.

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Field or Control	*Description*
Create Requisition for Par Replenishment	The Create Requisition for Par Replenishment option allows you to choose if you want to invoke the Load Requisition process or continue with the existing Create Par Replenishment Requests process (INPGCDMD) to generate orders for items that require replenishment. By default, the option is set to No. If you select Yes, the Par replenishment process(INPGCDMD) invokes the Load Requisition process(PO_REQLOAD) which creates requisition for non-stock items. Select No to proceed with the Create Par Replenishment process(INPGCDMD) for creating requisition for non-stock items. You must select this option to view the Requisition Details tab on the Review Par Location count page. See “Review Par Location Count Page” (PeopleSoft Inventory).
Data Retention days in Putaway Staging Record	Enter the number of days for retaining data in the staging record for reprinting Putaway Plan reports. The default value is set to 7 days. You can specify a value between 0-99 days.
Reporting Currency	Select the currency that will be used across all business units for reporting in the Inventory Insights dashboards. **Note:** It is recommended not to change the reporting currency frequently. If you change the currency, a full index needs to be run before using the visualizations to get correct values of amount. Incremental index will corrupt the indexed data in the Search Framework with partial data being in one currency and the remaining in another.
Rate Type	Select the rate type to be used for converting amounts to the defined reporting currency.

Related Links

“PeopleSoft SCM Inventory Implementation” (PeopleSoft Inventory)
“Using Item Quantity UOM” (PeopleSoft Managing Items)
“Using Units of Measure” (PeopleSoft Managing Items)
“Defining Items at the SetID Level” (PeopleSoft Managing Items)
“Creating Return to Vendor (RTV) Stock Requests” (PeopleSoft Inventory)
“Generating the Putaway Plan Report” (PeopleSoft Inventory)

Installation Options - Inventory Counters Page

Use the Inventory Counters page (INSTALL_IN_COUNTERS) to define the starting values for your automatically generated numbers.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Inventory Counters**

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Field or Control	*Description*
Default InterUnit ID Prefix	Initializes automatically generated InterUnit transfer IDs. Automatic numbering for InterUnit IDs is established at the installation level to ensure that InterUnit IDs are unique throughout your enterprise.
Auto Reserve Counter	Defines the starting number for new run control IDs created when the Material Reservations process is initiated from the Material Stock Request component. The system only uses this counter if the **Auto-Reserve** option is selected for the Inventory business unit on the Fulfillment Setup page.
Auto Confirm Counter	Defines the starting number for new run control IDs created when the Picking Confirmations process is initiated from the Picking Feedback page. The system only uses this counter if the **Auto-Confirm** option is selected for the Inventory business unit on the Fulfillment Setup page.
Auto Deplete Counter	Defines the starting number for new run control IDs created when the Depletion process is initiated from the Shipping/ Issues component. The system uses this counter only if the **Auto-Deplete** option is selected for the Inventory business unit on the Fulfillment Setup page.
InterUnit ID Counter	Defines the sequence number to be used for InterUnit transfers between Inventory business units.

Installation Options - Lease Administration Page

Use the Installation Options - Lease Administration page (INSTALLATION_RE) to select to enable lease activation for a lease.

If selected, the roles defined can activate leases. Also, set mapping instructions for the Site Map page.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Lease Administration**

System Defaults

Field or Control	*Description*
Automatic Lease Approval	Select to enable lease activation for a lease. If selected, the roles defined as an *Internal Administrator* and *Internal Manager* can activate leases. If deselected, only the roles defined as *Internal Manager* can activate leases. See “Defining Lease Administration Roles” (PeopleSoft Lease Administration).

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Field or Control	*Description*
Apply ASC 842, IFRS 16 and GASB 87 Accounting	Select to apply ASC 842, IFRS 16, and GASB 87 accounting standards. Certain functionality such as the identification of initial direct costs and lease incentives becomes available after this check box is selected. This is a one-time selection that cannot be changed after save and should not be selected until the organization is transitioning to the new accounting standard.

Installation Options - Maintenance Management Page

Use the Installation Options - Maintenance Management page (INSTALLATION_WM) to define installation options for Maintenance Management.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Maintenance Management**

Field or Control	*Description*
Work Order Attachment Print Installed	Select the check box to enable the Print Attachments option on the Work Order Task Detail Report Options (WM_RPT_OPTNS) page. For additional information, see “Using the Technician Workbench to Complete Work Order Tasks” (PeopleSoft Maintenance Management)
Display Asset Detailed Description	Select the check box to display the asset detailed description. This allows the user to view a detailed description of the asset.

Installation Options - Manufacturing Page

Use the Installation Options - Manufacturing page (INSTALLATION_MG) to set the calculated quantity per assembly (QPA) rounding precision.

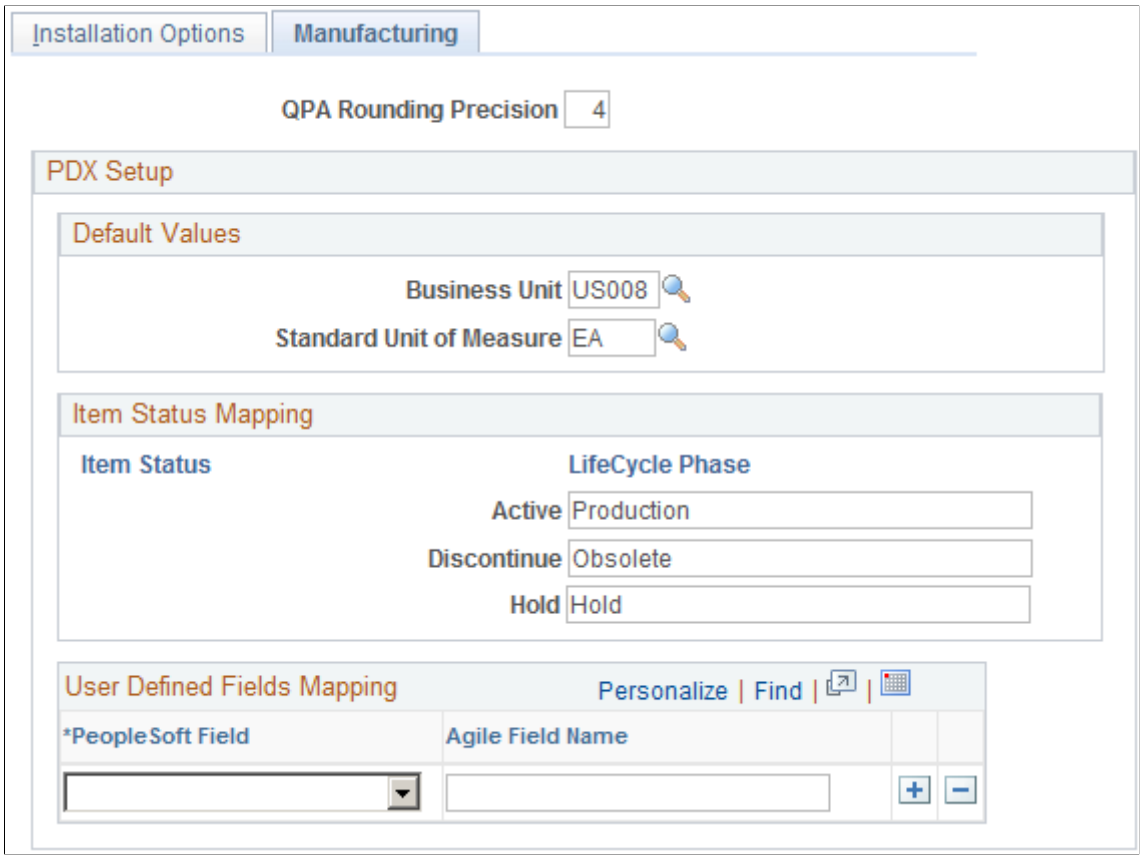
This rounding precision is reflected in PeopleSoft Manufacturing, Engineering, Cost Management, and Supply Planning.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Manufacturing**

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This example illustrates the fields and controls on the Manufacturing page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
QPA Rounding Precision (quantity per assembly rounding precision)	Enter any value between 4 and 10 places to the right of the decimal. Setting the quantity rounding precision is especially important when you use a large bill of materials (BOM) quantity and a relatively small quantity per assembly (QPA). When you maintain a BOM and define the QPA or per order, you are limited to a precision of 4 places to the right of the decimal. However, the system will calculate the quantity *per* by dividing the entered quantity *per* by the BOM quantity, maintained to the precision defined on the Manufacturing page. So, for example, if a calculated QPA results in 6.54321, and the installation setting is set to 4 places, the system recognizes this as 6.5432.

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PDX Setup

Field or Control	*Description*
Business Unit	Select the value for the Manufacturing business unit that will receive changes from the PeopleSoft Product Lifecycle Management (PLM) system. **Note:** The PeopleSoft system presumes a single site, so you are defining it here for the PeopleSoft system.
Standard Unit of Measure	Define a value for all inbound items being added. This is useful if all inbound items will share the same UOM from the PLM system (such as EA). **Note:** Alternatively, you can maintain a user-defined field in the PLM system for the appropriate Item and map this field from the additional attributes value within the PDX XML to the **PeopleSoft Field** value, *Item Unit of Measure* in the **User Defined Field Mappings** group box on this page. **Important!** The value in the **PLM** field *must* match the field that is defined in the XML.

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Field or Control	*Description*
Item Status Mappings	Define the item life cycle status mapping for items with a status of: • *Active* • *Discontinue* • *Hold* This value is used when change orders are released to the PeopleSoft system. The PeopleSoft item status (SetID and business unit) is based on the affected item life cycle value for each item on a change order within the PDX XML. Therefore, any valid life cycle status that can be included on a change order sent to the PeopleSoft system *must* be mapped in this group box. The **LifeCycle Phase** field on this page can contain commas to define a one-to-many mapping between the PeopleSoft system and the PLM system. For example, the screen shot shows how the life cycle status of *Production* and *Preliminary* are to be considered an Active item status for the PeopleSoft system item status. **Note:** When a *new* item with an Active status is added from the PLM system with an effective date greater than today's date, the PLM system effective date of the affected item is ignored in the PeopleSoft system and the current date (today) is used at the item level (SetID and business unit). This allows revisions and manufacturing BOMs to be created for the item in the PeopleSoft system. However, *future* PLM system effective dates are used for the start date of the item or revision, and also for future effective dates associated with a Future item status. For example, if an item is currently active in the PeopleSoft system, you can send a PLM system change order to specify future obsolescence of the item by having a PLM system affected item with a future date and a future status intended to obsolete the item. In this case, the current PeopleSoft system status will remain Active and a future status will be specified as Discontinue.

Installation Options - Mobile Inventory Page

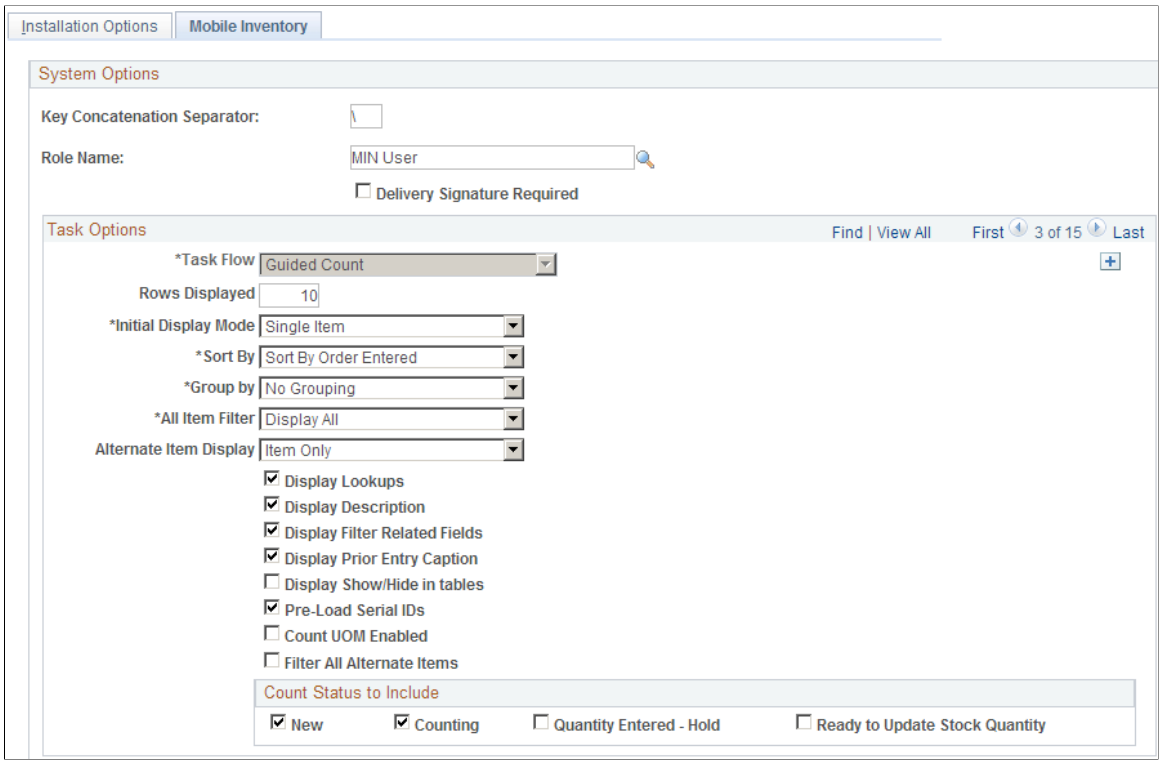
Use the Installation Options – Mobile Inventory page (INSTALLATION_MIN) to define installation options for Mobile Inventory Management.

Navigation:

Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory

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This example illustrates the fields and controls on the Installation Options - Mobile Inventory: Guided Count task flow page. You can find definitions for the fields and controls later on this page.



Use Mobile Inventory Management installation options pages to tailor PeopleSoft Mobile Inventory Management task flows for mobile devices. Values for this page are the same values used for user preferences.

You can define installation options these task flows in Mobile Inventory Management:

- Adjustments
- Bin to Bin Transfer
- Delivery, Delivery Cart
- Express Issue
- Count by Location, Count by Item, Guided Count, and Manual Count
- Item Stock Inquiry
- Par Count
- Perform Putaway
- Receiving Ad Hoc and Receiving PO

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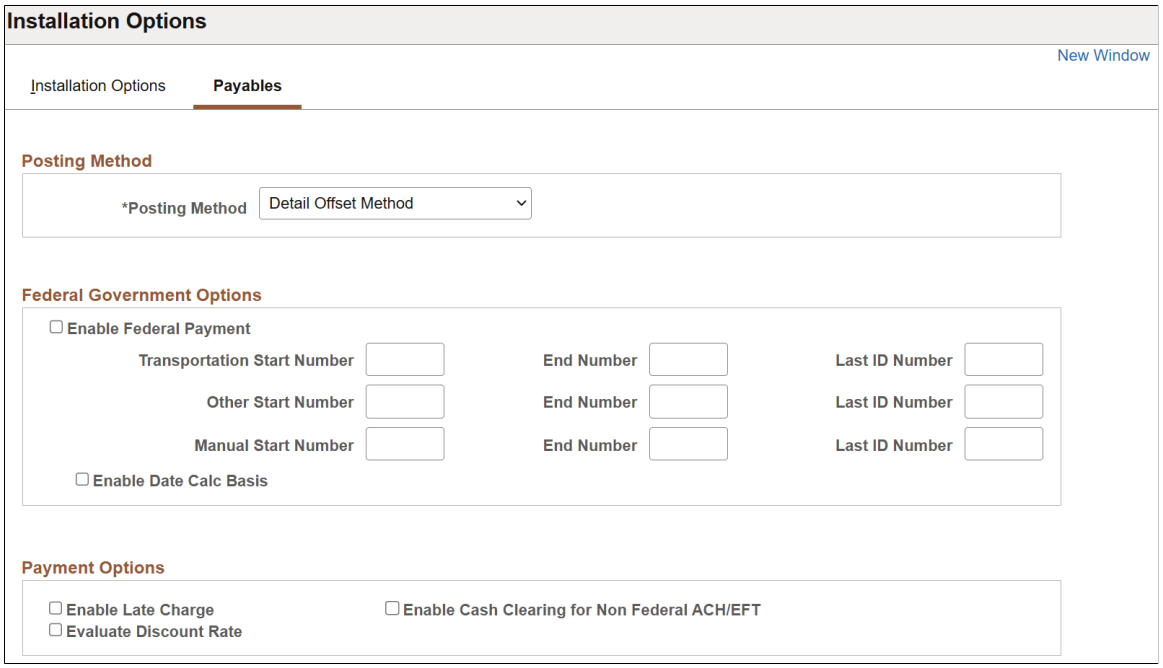
Installation Options - Payables Page

Use the Payables page (INSTALLATION_AP) to define the posting method and enable federal payment schedule processing, late interest charge calculation, evaluated discount, document association processing options, and Document Content Management Interface options for your Payables application.

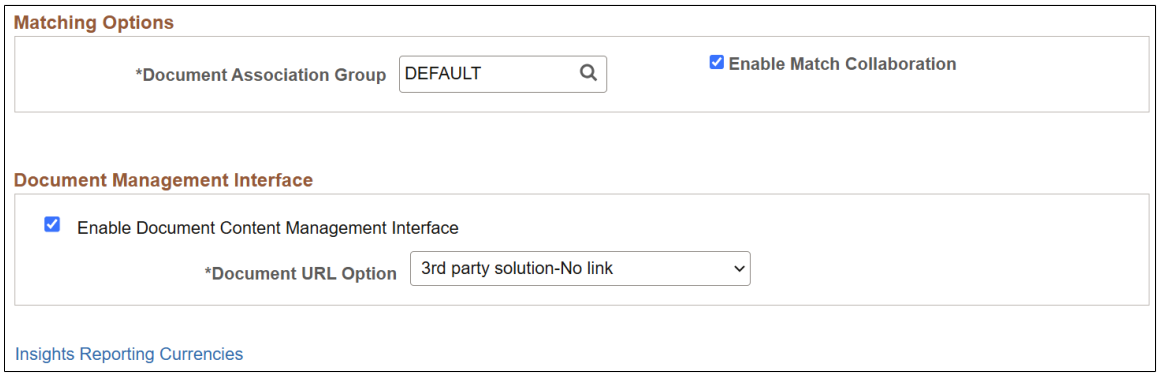
Navigation:

Set Up Financials/Supply Chain > Install > Installation Options > Payables

This example illustrates the fields and controls on the Installation Options - Payables page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Installation Options - Payables page (2 of 2). You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Posting Method	Select from the following values: *Detail Offset Method:* Balances each individual distribution line. Offsets to the distribution lines inherit the non-account ChartField values based on the established inheritance rules. *Summary Control:* Balances the voucher rather than the individual lines. ***Warning!*** Select one posting method at implementation and *do not* change it. If you go back later and select another posting method, there could be ramifications to general ledger journals, such as out-of-balance entries.
Enable Federal Payment	Select to enable U.S. federal payment schedule generation for the installation. Schedule numbers must be unique, so these ranges cannot overlap. This option is for U.S. federal agencies only. When you select this option, you must enter start and end schedule numbers for Transportation, Other, and Manual schedule types.
Transportation Start Number, Other Start Number, Manual Start Number, and **End Number**	Define a schedule number range for various schedule payment types. Enter a beginning transportation, other, and manual number, and an end number for each to define the range for each payment schedule type.
Last ID Number	For each payment schedule type, enter the last used payment schedule ID. The system automatically begins numbering subsequent payment schedules with the next higher number. The Pay Cycle Application Engine process (AP_APY2015) updates the last ID number.
Enable Date Calc Basis (enable date calculation basis)	Select to enable Prompt Payment Due Date calculation for the installation.
Enable Late Charge	Select to enable late charge calculation at the installation level. If you do not select this option, all late charge information is hidden from users.
Evaluate Discount Rate	Select to have the system compare if it is more beneficial to take a discount by paying a discounted voucher early or by waiting for the due date, earning the interest income during that time. You set up your discount evaluation parameters when you set up bank accounts and pay cycles.

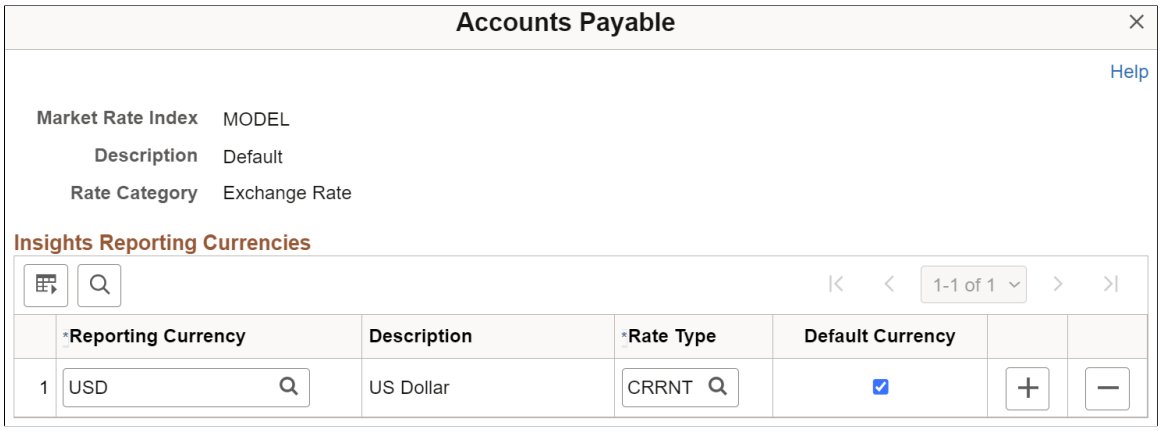
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Field or Control	*Description*
Enable Cash Clearing for Non Federal ACH/EFT	Select to generate Cash Distribution Clearance (CAC) accounting entries of Non Federal ACH/EFT payments. Ensure that the *Cash Clearing* check box is selected on the External Accounts page“External Accounts Page” (PeopleSoft Banks Setup and Processing). See “Defining External Account Information” (PeopleSoft Banks Setup and Processing) for more information. **Note:** *Enable Cash Clearing for Non Federal ACH/EFT* is functionally effective when *Enable Federal Payment* check box is not selected.
Document Association Group	Specify the document association group to use in the Matching process. The document association group defines the types of match associations and the sequence that the Matching process performs.
Enable Match Collaboration	Select to enable match collaboration. **Note:** Once you enable match collaboration, all notifications will be routed using the PeopleTools notification framework instead of the matching notification (worklist/email). For more information on notification framework, see *PeopleSoft: Events and Notifications Framework*. **Important!** Customers using PeopleTools 8.58 and have taken the Match Exception Collaboration from Image 40 will experience new configurable notifications that replace Match Exception Worflow/Email. Customers using PeopleTools release less than 8.58 and have taken the Match Exception Collaboration from Image 40 will continue to use Match Exception Worflow/Email. When they decide to upgrade to a PeopleTools release at or higher than 8.58.00, they can take the Match Exception Collaboration from Image 40 again which will apply the necessary configuration data to run the new configurable notifications.
Enable Document Content Management Interface	Select to enable the Document Content Management Interface after a third party imaging solution is integrated with PeopleSoft. This ensures that the imaging links are active on the various pages of Payables and eSettlements.

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Field or Control	*Description*
Document URL Option	Select the option from: • **URL Definition + Document ID**: Enter the URL followed by an identifier at the end of the URL value. If this option is selected, you also enter a document content server URL. • **3rd Party Solution - No link**: Select this option to enable a third party imaging solution to choose a different approach to linking to their image repository. See “Understanding Third Party Imaging Solution Integration with PeopleSoft Accounts Payable and eSettlements” (PeopleSoft Payables)
Insights Reporting Currencies	Click to access the Accounts Payable Insights Reporting Currencies page.

This example illustrates the fields and controls on the Accounts Payable Insights Reporting Currencies page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Reporting Currency	Enter at least one Reporting Currency so that payment data is indexed for the Payable Insights dashboards. You may enter multiple reporting currencies. **Note:** Each Reporting Currency entered increases the number of rows indexed.
Rate Type	Select the rate type to be used for converting amounts to the defined reporting currency.
Default Currency	Select the default currency. The default currency selected here is used if the base currency of the current user’s preferred business unit is not available.

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Related Links

“Defining Late Interest Charges” (PeopleSoft Source to Settle Common Information)
“Understanding Federal Payment Processing” (PeopleSoft Payables)
“Understanding Pay Cycle Alerts” (PeopleSoft Payables)
“Understanding the Voucher Posting and Payment Posting Processes” (PeopleSoft Payables)
“Document Association Group Page” (PeopleSoft Source to Settle Common Information)

Installation Options - Planning Page

Use the Installation Options - Planning page (INSTALLATION_PL) to define the message numbers and default planning instance for Supply Planning.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Planning**

Field or Control	*Description*
Default Planning Instance	Displays a default set of data (business units, items, supplies and demands) constituting the inputs and outputs of a supply plan.
Message Numbers	Displays numbers used by the system as starting points to automatically number Supply Planning messages for purchase orders, transfer orders, and production orders.

Installation Options - Program Management Page

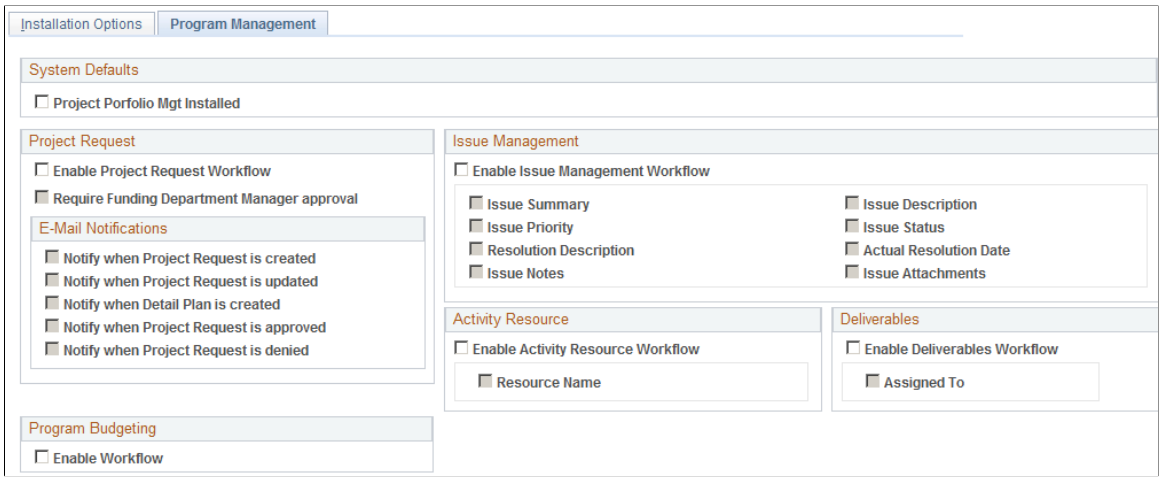
Use the Installation Options - Program Management page (INSTALLATION_PGM) to establish program management system defaults for workflow and email notification.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Program Management**

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This example illustrates the fields and controls on the Installation Options - Program Management page. You can find definitions for the fields and controls later on this page.



System Defaults

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

See *PeopleSoft Project Portfolio Management*

Project Request

Field or Control	*Description*
Enable Project Request Workflow	Select to activate the project request workflow options on this page.
Require Funding Department Manager approval	Select to require that project requests be approved by a funding department manager before projects can be created and assigned resources.

Project Request - E-Mail Notifications

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

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Field or Control	*Description*
Notify when Project Request is updated	Select to indicate that an electronic notification is sent to the appropriate parties when a project request is updated.
Notify when Detail Plan is created	Select to indicate that an electronic notification is sent to the appropriate parties when a detail plan is created for a project request.
Notify when Project Request is approved	Select to indicate that an electronic notification is sent to the appropriate parties when a project request is approved and the project can be created.
Notify when Project Request is denied	Select to indicate that an electronic notification is sent to the appropriate parties when a project request is rejected.

Program Budgeting

Field or Control	*Description*
Enable Workflow	Select to enable program budgeting workflow.

Issue Management

Field or Control	*Description*
Enable Issue Management Workflow	Select to activate the Issue Management workflow options on this page.

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

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

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

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

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

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

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

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

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Activity Resource

Field or Control	*Description*
Enable Activity Resource Workflow	Select to activate the **Resource Name** workflow option on this page.
Resource Name	Select to enable the ability for project managers to notify resources of new activity assignments from the Resources page.

Deliverables

Field or Control	*Description*
Enable Deliverables Workflow	Select to activate the **Assigned To** workflow option on this page.
Assigned To	Select to provide the project manager the option to trigger email notification to the resource for assigned deliverables.

Installation Options - Project Costing Page

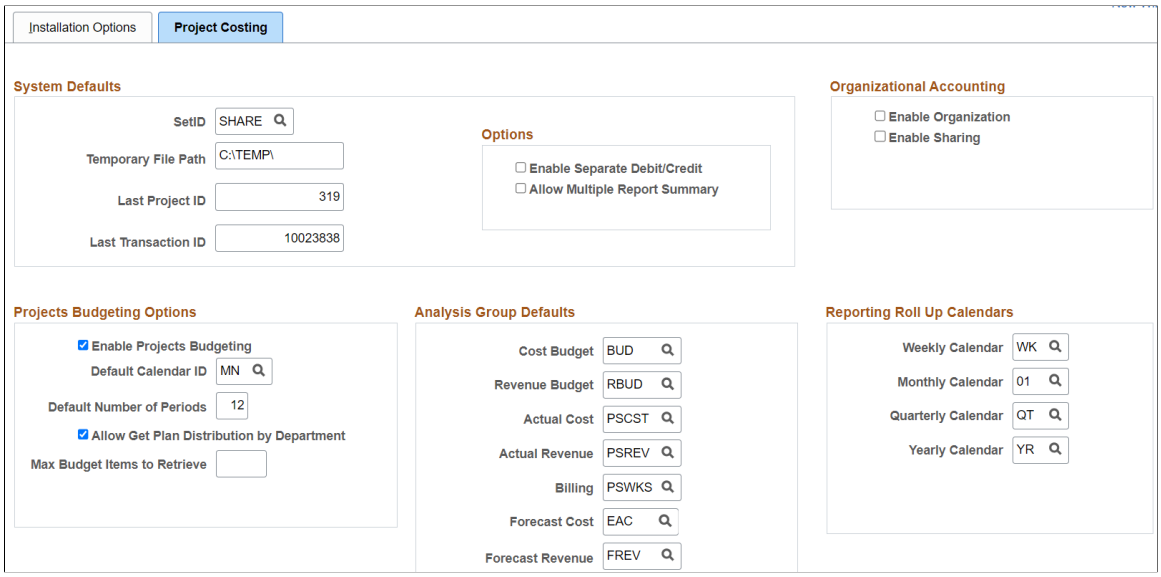
Use the Installation Options - Project Costing page (INSTALLATION_PC) to establish default settings for project fields and control fields used across .

Navigation:

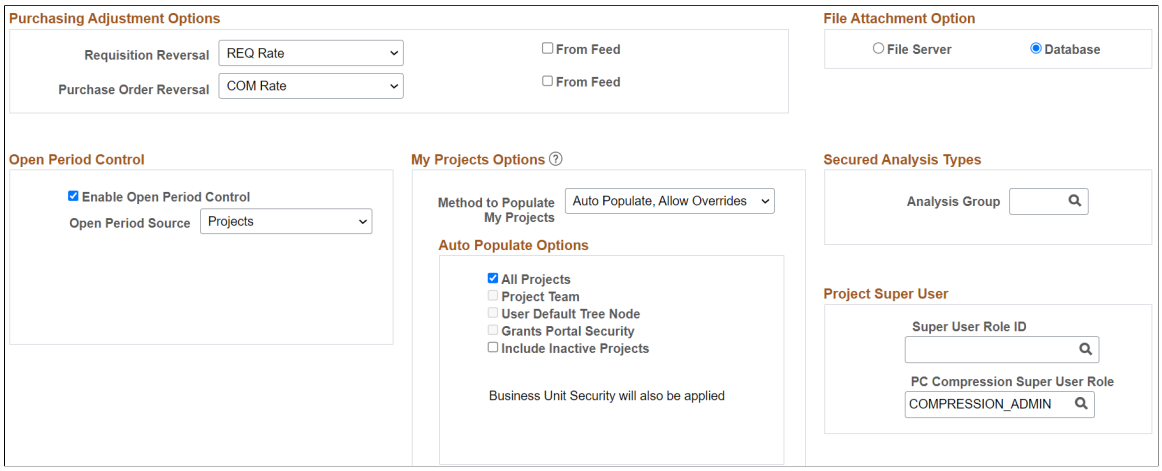
Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Project Costing**

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This example illustrates the fields and controls on the Installation Options - Project Costing Page (1 of 2). You can find definitions for the fields and controls later on this page



This example illustrates the fields and controls on the Installation Options - Project Costing Page (2 of 2). You can find definitions for the fields and controls later on this page



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

Many of the project and control field default values that you set up on the Installation Options - page can be overridden at the individual project and activity level, and in some cases the individual user's Project Preferences.

You must enter at least one record on this page.

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

System Defaults

Field or Control	*Description*
SetID	Enter a SetID that identifies the default control tables tableset.
Temporary File Path	Enter a file path and directory on the application server that are needed to import a third-party application and project tree into . The Load Projects and Activities Application Engine process (PC_INTF_GEN), which is used to load projects and activities into , stages the project tree as a flat file to this directory and invokes the Projects Tree Integration Application Engine process (PC_TREE_LOAD) to load it into . The default value is *c:\temp*.
Last Project ID	Enter a numeric value that specifies the last project ID issued.
Last Transaction ID	Enter a numeric value that specifies the last transaction ID issued. The default value is *10000000*.
Enable Separate Debit/Credit	Select to enable separate debit and credit entries for account processing. The default value is deselected.
Allow Multiple Report Summary	Select to refresh the rows in the Project Transactions Reporting table (PC_RPO) based on the user's operator ID and the security defined for that user. If deselected, the system overwrites the Project Transactions Reporting table each time that the Report Summarization Application Engine process (PC_RPO) runs and is not subject to project-level security. See “Creating and Modifying Reports Using the Report Summarization Process” (PeopleSoft Project Costing).

Organizational Accounting

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

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

Projects Budgeting Options

Field or Control	*Description*
Enable Projects Budgeting	Select to activate budgeting functionality including the creation of budgets through online pages or integration with Microsoft Project 2002. When this option is selected and you create budget plans, the budgets are stored in the Project Budget Plan (PC_BUD_PLAN) and Project Budget Detail (PC_BUD_DETAIL) tables. Upon finalization of these budgets, transactions are sent to the Project Transaction table (PROJ_RESOURCE) and updated in the Summary Budget Data table (PC_BUD_SUMMARY). The Summary Budget Data table is used for delivered reporting analytics. Deselect this option for the system to send transactions to the Project Transaction table only. The default value is deselected.
Default Calendar ID	Select a default calendar to use for project budgeting. The default value is *MN* (monthly period calendar beginning January 1). This field is available only if you select the **Enable Projects Budgeting** option. If you use Program Management, this field is used as the default budget period when you create budget detail lines by using the Program Budgeting feature. Each plan may use a different budget calendar.
Default Number of Periods	Enter a default number of time periods to use in budgeting. The default value is *12,* and the field is a two–digit field. Therefore, you cannot exceed a value of *99.* This field is available only if you select the **Enable Projects Budgeting** option.

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Field or Control	*Description*
Allow Get Plan Distribution by Department	Select to enable users to enter one or more general ledger (GL) business units, departments, and distribution percentages during the budgeting process for the system to use to distribute resource costs to budget detail rows. Deselect this option to distribute costs to budget detail rows based on the GL business unit and department from the budget items that are entered on the Resources by Activity page in Program Management. When you select this option, the Distribute Activity Resource Amounts page appears when you click the **Get Plan** button on the Budget Plan page. This field appears only if you use Program Management. The default value is option selected.
Max Budget Items to Retrieve	Enter a value to control how many budget items are initially displayed on the “Budget Detail Page” (PeopleSoft Project Costing). A value of 0 (zero) displays all budget items, which is recommended unless the you are experiencing performance issues. This field can be used to improve the time required to initially display the page for budget plans that may have many activities or budget items. This installation level field is the default value when adding new budget plans. However, it can be overridden on the “Budget Plan Page” (PeopleSoft Project Costing), per budget plan.

Analysis Group Defaults

Field or Control	*Description*
Cost Budget	Select a default analysis group to use for cost budgets in budgeting. The analysis group that you enter in this field appears as a default value for the **Cost Budget** analysis group on new projects. You can override the default value at the project level.
Revenue Budget	Select a default analysis group to use for revenue budgets in budgeting. The analysis group that you enter in this field appears as a default value for the **Revenue Budget** analysis group on new projects. You can override the default value at the project level.

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Field or Control	*Description*
Actual Cost	Select a default analysis group to use for actual cost transactions throughout the system. The analysis group that you enter in this field appears as a default value for the **Actual Cost** analysis group on new projects. You can override the default value at the project level.
Actual Revenue	Select a default analysis group to use for revenue transactions throughout the system. The analysis group that you enter in this field appears as a default value for the **Actual Revenue** analysis group on new projects. You can override the default value at the project level.
Billing	Select a default analysis group to use for billing transactions throughout the system.
Forecast Cost	Select a default analysis group to represent the estimate at completion costs for a project. The analysis group that you enter in this field appears as a default value for the **Forecast** analysis group on new projects. You can override the default value at the project level.
Forecast Revenue	Select a default analysis group that appears as the default forecast revenue analysis group on the Definition page. The *FREV* analysis group is predefined and contains the same analysis types as the PSREV analysis group plus the ETB (billing estimate to complete) analysis type. Users can modify this value to any analysis group that is defined in the system. See “Analysis Groups” (PeopleSoft Project Costing).

Reporting Roll Up Calendars

Enter the calendar ID that determines how the system summarizes the Project Transaction table by week, month, quarter, and year. The calendars contain the start and end dates of each period.

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Purchasing Adjustment Options

Field or Control	*Description*
Requisition Reversal	Select an option that determines the calculation method that the system uses to reduce the balance of purchase requisitions as corresponding purchase orders are dispatched. Available values are: *COM Amount:* Reduces purchase requisitions by the quantity and amount of corresponding purchase orders when they are dispatched. *REQ Rate:* Reduces requisitions by using the committed quantity multiplied by the cost per unit on the purchase requisition. This is the default option. *REQ Total:* Reverses the purchase requisition entirely when any corresponding purchase order is committed.
From Feed	Select to automatically run the Purchasing Adjustment process (PC_POADJUST) when the Purchasing to Application Engine process (PC_PO_TO_PC) runs. The Purchasing Adjustment process creates a requisition reversal row in the Project Transaction table.
Purchase Order Reversal	Select an option that determines the calculation method that the system uses to reduce the balance of purchase requisitions as corresponding vouchers and material requests are processed. Available values are: *COM Rate:* Reduces the purchase order based on the actual quantity from purchase order vouchers or material requests multiplied by the line cost per unit on the purchase order. This is the default option. *ACT Rate:* Reduces the purchase order in the amount of the actual quantity and cost.
From Feed	Select to automatically run the Purchasing Adjustment process when the Payables to Application Engine process (PC_AP_TO_PC) runs. The Purchasing Adjustment process creates a purchase order reversal row in the Project Transaction table.

File Attachment Option

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

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

Field or Control	*Description*
File Attachment Option	Select a location to store file attachments. Available values are: *File Server* Select to store files on a file server. This option is a more efficient way to store files; however, it requires that you set up an FTP to the file server. This is the default option. If you select this option, you must enter an attachment directory in **FTP Root** field. *Database* Select to store files in a database. **Important!** If you want to send file attachments in email messages, you must select the *File Server* option.
FTP Root	If you store attachments on a file server, enter the home directory where the attachment files are stored. This field appears only if you select the **File Server** option.

Open Period Control

Field or Control	*Description*
Enable Open Period Control	Select to enable open-period validation of newly created project transactions. The system validates the accounting date on project transactions against the open periods or the GL open periods. If the accounting date does not fall within the open period, the system overrides the date with the closest, open-period date. The default value is deselected. Budget transactions are not validated.
Open Period Source	Select the source against which the system validates the accounting date on project transactions. This field appears only if you select **Enable Open Period Control.** Available options are: *Projects* Validates open periods based on a business unit's calendar. This is the default option. *General Ledger* Validates open periods based on a GL business unit calendar.

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My Projects Options

My Projects is used to filter and secure information in the My Work section of the Fluid Projects WorkCenter and the My Projects page. It must be populated either manually by the project user or by using one of the automation options before the user can view My Work exceptions on the WorkCenter.

Use this section to determine whether the list of My Projects for each user is populated manually by each user individually or auto-populated using the Populate My Projects process (RUN_PC_MY_PRJ) in “Populate My Projects Page” (PeopleSoft Project Costing).

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Field or Control	*Description*
Method to Populate My Projects	Select an option to determine whether the system automatically populates the list of My Projects for each user. The method selected impacts options available for users as a User Project Preference too. Options are: • *Manual Identification by Users*: With this option, there is no automated load of My Projects for users. All additions and changes to the project list are maintained manually by the user. When selected, the Populate My Projects process is not used and the additional check boxes for this section do not appear. • *Auto Populate, No Overrides*: Select to apply the same method for all users. Users will not have the ability to change the way projects are loaded as a User Preference. The additional check boxes for this section appear. With this option the user can manually delete projects from their list and they will not be added again through the automated process. Users cannot add projects to their list of My Projects manually. • *Auto Populate, Allow Overrides*: With this option, the organization defines a default method for auto-populating My Projects for each user and the project user can change or override their method for populating My Projects on the User Preferences – Project Costing Page. With this method, the process does not remove any projects already on the user's list. Removing a project added through the automation or added manually through the project general definition page must be done manually by the user. Changes to remove an individual from the project team, or remove a project from the project tree or grants portal security will not be reflected in My Projects. These deletions must be done manually. Business Unit and Project Security, if implemented by the organization, will be enforced with all options.

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Field or Control	*Description*
Auto Populate Options	Select one or more methods of populating project lists for users. • If the My Projects Set Up option is *Manual Identification by Users*, then this section does not appear. • If the My Projects Set Up option is *Auto Populate, No Overrides*, then this section appears and the options selected apply to all users. • If the My Projects Set Up option is *Auto Populate, Allow Overrides*, then this section appears. In addition to a default method for the organization, each user can select their own methods to auto-populate their own list of projects using the User Preferences – Project Costing Page. However, if no method is selected on the User Preferences - page for the user, then the system uses the check boxes selected on this page to determine the methods used when the Populate My Projects process runs. At least one option must be selected. Options include: • *Business Unit Security and Project Security*: Displays as selected or deselected. The automation applies Business Unit security and/or Project Security if enabled. This option is display-only. If Project Security is enabled, this option is selected because project security is always enforced. Therefore, the Populate My Projects process only selects projects that a user is authorized to access. • *All Projects*: With this method, My Projects will include all projects. If Business Unit and/or Project Security is enabled, then the list of projects is filtered for those options. This is the recommended setting if you are applying business unit security and would like My Projects controlled by business unit. • *Project Team*: Select to indicate that the Populate My Projects process should select all projects where the user is a team member. If a person is added to a team in error, then the project must be removed manually. Projects that have ended must be removed manually as well. • *User Default Tree Node*: Select to indicate that the Populate My Projects process should select all projects

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Field or Control	Description
	under the default tree node identified on the user's preferences to add to their project list. • *Grants Portal Security*: Select to indicate that the Populate My Projects process should select all projects that a user is authorized to access according to the Grants Portal Security - Project Level setting to add to their project list. This option is only available when Grants is an installed product. **Note:** Similar to Project Team option, if a project is removed from a tree or the grants portal security or the tree is changed, you need to manually remove projects from My Projects. • *Include Inactive Projects*: Select to indicate that inactive projects are to be included in project lists. Inactive projects do not appear by default.

Secured Analysis Types

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

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Project Super User

Field or Control	*Description*
Super User Role ID	Select suitable role name for the Super User Role. This field is optional. Super users have the following privileges: • Status Control - Super user can override the restriction laid by the status control rule. For example if transactions with certain analysis types are prevented by a status control rule from being entered against projects or activities with certain statuses then super users can override this restriction. They will encounter a warning message instead of an error message and will be allowed to save the transaction. • GL Analysis Type Assignment - Super user can edit the Analysis Type field on the Journal Entry page. Super user will be able to edit this field although by default if the GL Analysis Type Assignment feature is enabled, the Analysis Type field on the Journal Entry page will be read-only. • Restrict Analysis Type - If the Restrict Analysis Type feature is enabled super user will encounter a warning message instead of an error message and will be able to save the transaction when using an account with an account type that is not allowed for a restricted analysis type.
PC Compression Super User Role	Select an unique Compression Super User Role. This super user will have the privilege to allow users to run or schedule project compression from the Projects WorkCenter page. Users with this privilege can only run or schedule project compression. They cannot edit projects that are approved for compression.

Installation Options - Project Costing Integration Page

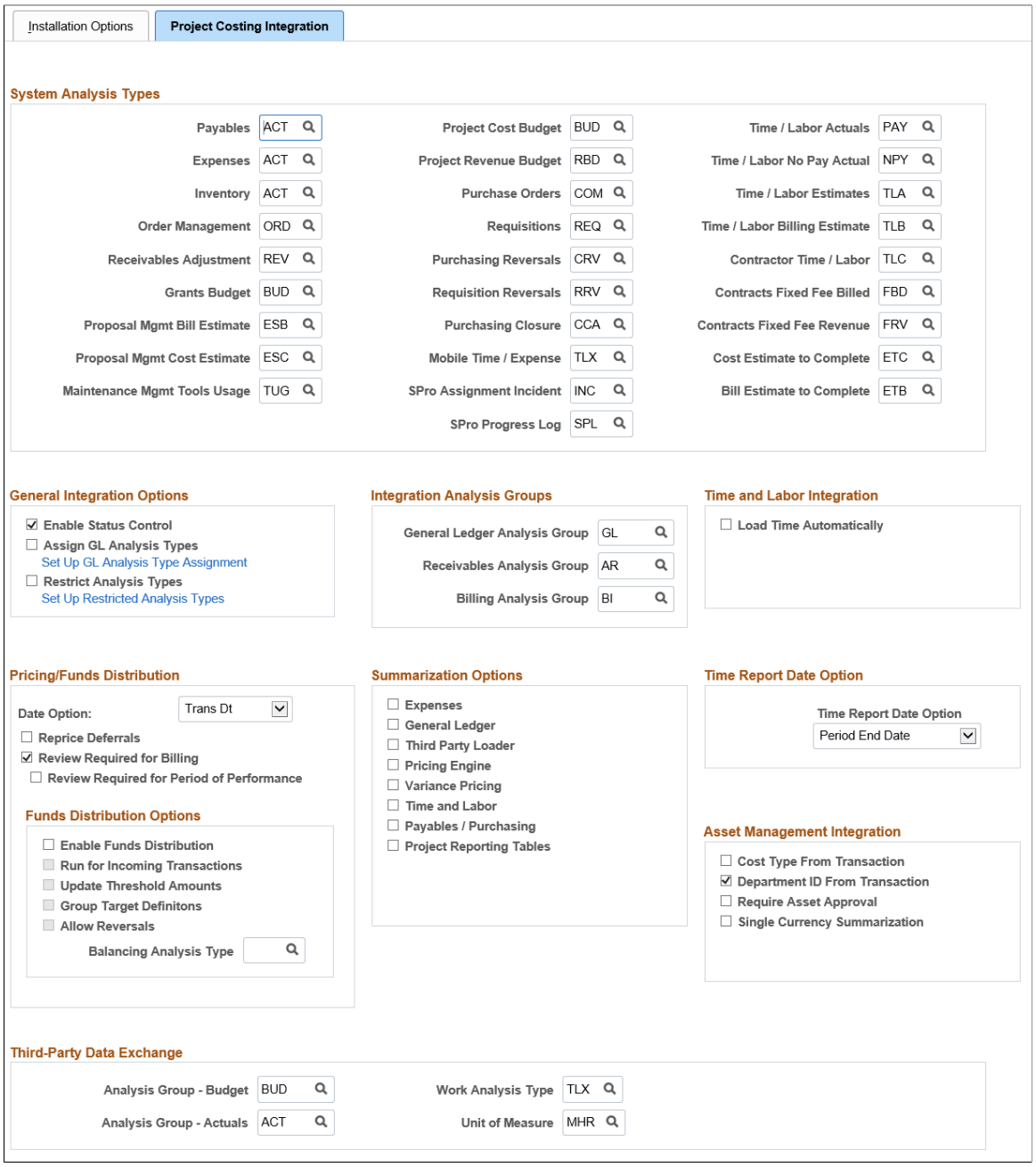
Use the Installation Options - Project Costing Integration page (INSTALLATION_PCINT) to establish the parameters for integration processes between and other applications.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Project Costing Integration**

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This example illustrates the fields and controls on the Project Costing Integration page. You can find definitions for the fields and controls later on this page.



System Analysis Types

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

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Field or Control	*Description*
Proposal Mgmt Bill Estimate (proposal management bill estimate)	Enter the default analysis type for revenue budget rows that are created when you run the Generate process in Proposal Management. The default value is *ESB* (Bill Estimate). See “Configuring Labor Defaults, Bill Options, and Security” (PeopleSoft Proposal Management).
Proposal Mgmt Cost Estimate (proposal management cost estimate)	Enter the default analysis type for cost budget rows that are created when you run the Generate process in Proposal Management. The default value is *ESC* (Cost Estimate).
Maintenance Mgmt Tools Usage (maintenance management tools usage)	Enter the default analysis type to identify actual tools usage rows from Maintenance Management. The default value is *TUG* (Tools Usage). See “Maintenance Management Tools Usage Process” (PeopleSoft Project Costing).
SPro Progress Log	Enter the default analysis type for importing deliverables progress log rows from PeopleSoft Services Procurement. The delivered default value is *SPL*.
Cost Estimate to Complete	Enter the analysis type that the system assigns to rows that are created when activity remaining work (estimated work − actual work) is multiplied by the activity cost rate. The default value is *ETC*. This field is available only if you use Program Management. See “Viewing and Loading Estimate to Complete Transactions” (PeopleSoft Program Management).
Bill Estimate to Complete	Enter the analysis type that the system assigns to rows that are created when activity remaining work (estimated work − actual work) is multiplied by the activity bill rate. The default value is *ETB*. This field is available only if you use Program Management.

The *PeopleSoft* documentation contains separate topics on integration with other PeopleSoft applications that discuss analysis types that the system uses for each integration.

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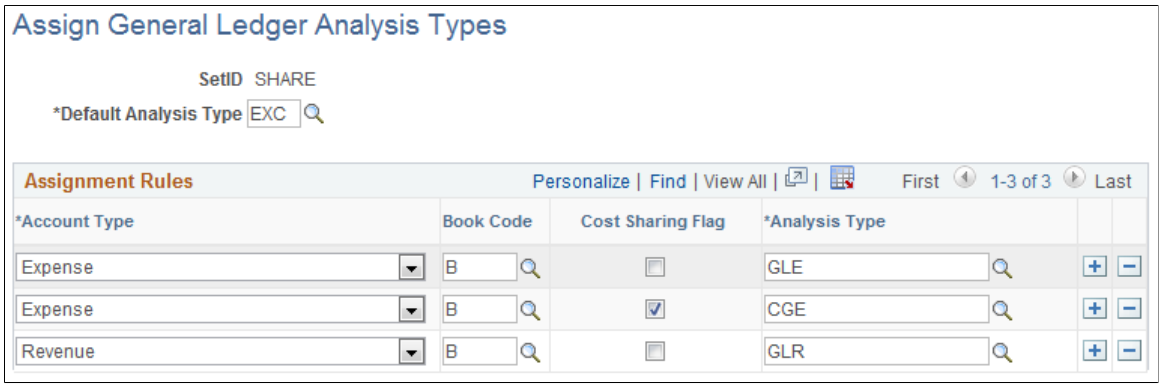
General Integration Options

Field or Control	*Description*
Enable Status Control	Select to enable status control functionality, which enables you to control transactions based on analysis types and effective dates. By using status control options, you can stop transactions from a feeder application if a project or activity status changes on the project Status page or activity Status page. The default value is deselected. See “Controlling Incoming Transactions” (PeopleSoft Project Costing).
Assign GL Analysis Types	Select check box to auto-assign General Ledger Analysis Types on the Journal Entry page.
Set Up GL Analysis Type Assignment	Click to access the Assign General Ledger Analysis Types page where you can define the assignment rules. Based on the values defined on this page, appropriate analysis types will be assigned on the Journal Entry page.
Restrict Analysis Types	Select check box to restrict particular analysis types to allowable account types.
Set Up Restricted Analysis Types	Click to access the Restrict Analysis Types page where you can define permissible account types for the restricted analysis types.

Set Up GL Analysis Type Assignment

Use this page to define the Analysis Type to be populated by the system on the Journal Entry page based on the Account entered on each journal entry line.

This example illustrates the fields and controls on the Assign General Ledger Analysis Types page. You can find definitions for the fields and controls later on this page.



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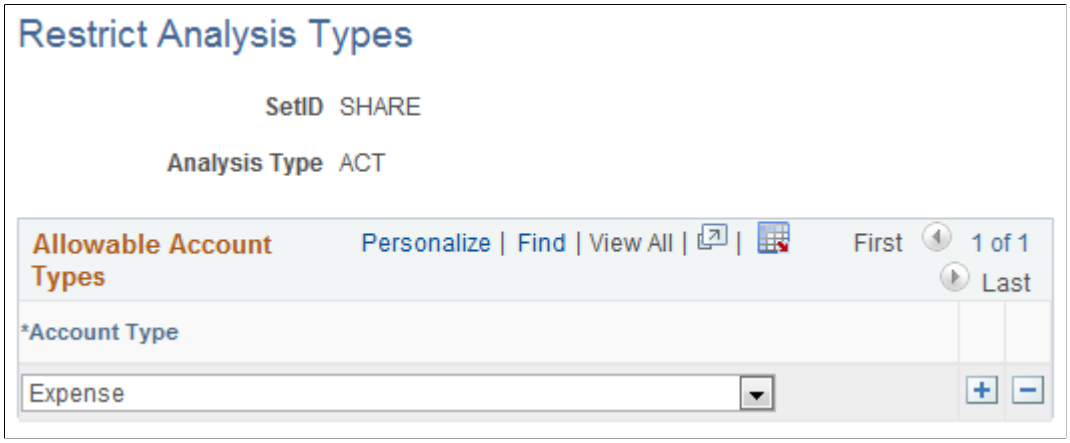
Field or Control	*Description*
SetID	Displays the SetID, which is controlled by the GL Business Unit field on the Journal Entry page.
Default Analysis Type	Select a default analysis type that will be used if values matching the mapping rules are not found for the journal line.
Account Type	Select suitable account type. The account types displayed on this page are associated with the journal entry transaction line account. These values are dependent on the definition of Account Types when the accounts are set up.
Book Code	Select book code that is associated with the account. **Note:** This field is visible only if the Book Code check box is selected on the Installation Options — Overall page.
Cost Sharing Flag	Select check box if the journal entry line transaction is cost sharing. **Note:** This check box appears only if Grants is installed in the system.
Analysis Type	Click the prompt button to select the analysis type to be assigned. On clicking the prompt button the analysis types displayed are a list of all analysis types in the GL analysis group.

Set Up Restricted Analysis Types

Use this page to define the allowable Account Types that can be used when entering transactions from systems that feed into Project Costing for a restricted Analysis Type.

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This example illustrates the fields and controls on the Restrict Analysis Types page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
SetID	Displays the SetID of the restricted analysis type, which is controlled by PC Business Unit field.
Analysis Type	Displays the analysis type that is restricted.
Account Type	Select the account type(s) that is(are) allowable for the restricted analysis type. The account type values are dependent on the definition of Account Types when accounts are set up.

Note: The Assign GL Analysis Types and Restrict Analysis Types functionalities are applicable only for online transactions and not for batch transactions entered through Project Costing or third party applications.

Integration Analysis Groups

Field or Control	*Description*
General Ledger Analysis Group	Specify an analysis group that contains analysis types to use for journal entry.
Receivables Analysis Group	Specify an analysis group that contains analysis types to use for integrating with receivables transactions. See “Understanding Transaction-Related Control Data” (PeopleSoft Project Costing) and “Setting Up Transaction-Related Information” (PeopleSoft Project Costing).

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Field or Control	*Description*
Billing Analysis Group	Specify an analysis group that contains analysis types to use for integrating with manual billing transactions. See “Understanding Transaction-Related Control Data” (PeopleSoft Project Costing) and “Setting Up Transaction-Related Information” (PeopleSoft Project Costing).

Time and Labor Integration

Field or Control	*Description*
Load Time Automatically	Select for PeopleSoft Time and Labor to publish time and labor actual PAY rows to the Project Transaction table (PROJ_RESOURCE) as soon as payroll is complete. If deselected, you must run the Time and Labor to Application Engine process (PC_TL_TO_PC) manually to load the data into the Project Transaction table from a staging table. The default value is deselected. See “Reviewing and Loading Data to PeopleSoft Project Costing Tables” (PeopleSoft Project Costing).

Pricing/Funds Distribution

Field or Control	*Description*
Date Option	Specify the type of date (accounting or transaction) to use for resolving rates for both pricing and funds distribution. The rates for both of these processes are effective-dated. The default value is accounting date.
Reprice Deferrals	Select to reprice a row that has been priced but not billed. The default value is deselected.
Review Required for Billing	Select to review project transactions before they can be billed. You can override this option at the project type level and for individual projects. Conduct reviews by using the Project Manager Review component (PC_PM_REVIEW). The default value is selected. See “Reviewing and Adjusting Project Cost Transactions” (PeopleSoft Project Costing).

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Field or Control	*Description*
Review Required for Period of Performance	Select to separate Period Of Performance exceptions on the “Manager Transaction Review page” (PeopleSoft Project Costing). **Note:** This check box is enabled only if Review Required for Billing check box is selected.

Funds Distribution Options

The system uses these settings to determine how to handle fund distribution at the installation level.

Field or Control	*Description*
Enable Funds Distribution	Select to enable the Funds Distribution feature. Use the Funds Distribution page to identify cost transactions that are eligible for distribution, and the Funds Distribution - Target Definition page to define target rows to distribute costs among funding sources.
Run for Incoming Transactions	Select to indicate that the Funds Distribution (PC_FND_DIST) process should automatically run when processing incoming transactions from the feeder systems that send transactions to . This includes transactions created from the Add Transactions page and the Third Party Loader process. When this option is selected, the Funds Distribution process assumes that the **Apply Burden Rates** and the **Run Pricing After Funds Distribution** options are enabled on the Funds Distribution run control page. This option is only enabled if the Enable Funds Distribution option is selected.
Update Threshold Amounts	Select to allow a threshold amount to be modified on the Distribution Rules page after costs have been processed against the threshold. The threshold may not be lowered below the distributed amount. Deselect to indicate that threshold amounts can not be changed once costs have been processed against the threshold. This option is only enabled if the Enable Funds Distribution option is selected.

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Field or Control	*Description*
Group Target Definition	Select to indicate that the funding source rules can be grouped manually. Each target definition can be associated to a set of rules. Deselect to indicate that each funding source rule will be associated with separate target definition. This option can be overridden at the business unit level This option is only enabled if the Enable Funds Distribution option is selected.
Allow Reversals	Select to display a **Reversals** check box on the Funds Distribution - Target page. Reversal transactions are generated to send through budget checking and balance general ledger entries. Deselect to hide a **Reversals** check box on the Funds Distribution - Target page. This option is only enabled if the Enable Funds Distribution option is selected.
Balancing Analysis Type	Select the analysis type that should have the Balancing check box automatically selected when defining Funds Distribution target rows.

See “Understanding Funds Distribution” (PeopleSoft Project Costing).

Summarization Options

Use this group box to determine feeder and pricing summarization options. This group box enables you to select the integrating applications (such as Expenses, General Ledger, Third-Party Loader, and so on) and the Pricing engine processes in which you want to invoke transaction summarization.

Field or Control	*Description*
Expenses	Select to invoke the summarization process during the Expenses to Integration process (PC_EX_TO_PC).
General Ledger	Select to invoke the summarization process during the General Ledger to Integration process (PC_GL_TO_PC).
Third Party Loader	Select to invoke the summarization process during the Third Party Loader to Integration processes.

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Field or Control	*Description*
Pricing Engine	Select to invoke the summarization process during the Pricing Engine process (PC_PRICING).
Variance Pricing	Select to indicate that the Variance Pricing process should use the Summarization engine to net target and history rows. Deselect to indicate that the Variance Pricing process should net rows using a fixed set of fields. These fields are: Business Unit, Project, Activity, Resource ID From, Analysis Type, Resource Type, Category, Subcategory, Contract Number, Contract Line Number, Unit of Measure, General Ledger Business Unit, Account, Department ID, Operating Unit, Product, Fund Code, Class, Program, Budget Reference, Affiliate, Affiliate Intra1, Affiliate Intra2, ChartField1, ChartField2, ChartField3, Foreign Currency, Currency Code, and Currency Effective Date. A Summarization Template for the Variance Pricing product code must also be set up. Otherwise, the fixed set of fields are used.
Time and Labor	Select to invoke the summarization process during the Time and Labor to Integration process (PC_TL_TO_PC).
Payables / Purchasing	Select to invoke the summarization process during the Accounts Payable to Integration process (PC_AP_TO_PC), the Purchasing to Integration process (PC_PO_TO_PC), and the Purchasing Adjustment Integration process (PC_POADJUST).
Project Reporting Tables	Select to indicate that the project resources are to be summarized using the Refresh Reporting Tables process (PC_SUM_PR), the Refresh Summary Tables (PC_SUM_RFSH) process, or using any of the feeder processes.

For additional information about Feeder and Pricing Summarization:

See “Understanding Feeder and Pricing Summarization” (PeopleSoft Project Costing).

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Time Report Date Option

Field or Control	*Description*
Date Option	Select the date option that the system uses to process time reports that are created in Expenses and brought into . Available options are: *Date Under Report:* The dates entered on time reports when they are created in Expenses are the same dates that the system uses when the time reports are imported into . This is the default value. *Period End Date:* The time report end date determines the accounting period to which the system charges time in . This setting is particularly important when the reporting period spans the end of one accounting period and the beginning another accounting period. For example, assume that you use monthly accounting periods and enter weekly time reports. If a month ends in the middle of a week, and therefore the reporting period spans the end and beginning of two accounting periods, the time is charged in to the accounting period for which the reporting period ended—the latter of the two accounting periods. See “Setting Up Time and Expense ChartFields for PeopleSoft Project Costing” (PeopleSoft Project Costing).

Asset Management Integration

Field or Control	*Description*
Cost Type From Transaction	Select to group and summarize the transactions to send to Asset Management by the cost types of the rows in the Project Transaction table instead of the cost type specified on the Define Assets page. The default value is deselected. See “Define Assets Page” (PeopleSoft Project Costing).
Department ID from Transaction	Select to group and summarize the transactions to send to Asset Management by the department ID of the rows in the Project Transaction table instead of the department specified on the Define Assets page. The default value is selected.

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Field or Control	*Description*
Require Asset Approval	Select to require approval of asset capitalization transactions before they are sent to the Asset Management Loader tables. This option applies to assets that you create or adjust in . It does not apply to asset retirement transactions. Deselect the option to enable optional approval of assets. If approval is optional, assets with statuses of *New* and *Approved* are eligible to be sent to Asset Management. The default value is deselected. See “Reviewing and Approving Assets” (PeopleSoft Project Costing).
Single Currency Summarization	Select this option in a single currency environment if you have no need to send transaction currency detail to Asset Management when you capitalize assets. The capitalization processes ignore the five currency fields—Transaction Currency Code, Currency Effective Date, Rate Multiplier, Rate Divisor, and Rate Type—to achieve a greater level of summarization. Deselect this option if you want to send currency transaction detail to Asset Management when you capitalize assets. See “Currency Summary Options” (PeopleSoft Project Costing).

Third-Party Data Exchange

The system uses these settings to exchange data between and the Microsoft Project 2002 scheduling application.

Field or Control	*Description*
Analysis Group - Budget	Select the analysis group from which to assign an analysis type for budget rows that you import from Microsoft Project. The analysis type from this group is later selected during the Microsoft Project integration process. See “Understanding Integration of PeopleSoft Project Costing with Microsoft Project” (PeopleSoft Project Costing).

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Field or Control	*Description*
Analysis Group - Actuals	Select the analysis group by which all transaction rows with an analysis type belonging to the group will be sent from to Microsoft Project. Only transactions with analysis types in the specified analysis group will be synchronized between and Microsoft Project.
Work Analysis Type	Select an analysis type to assign to work transactions (time entries) that are sent from Microsoft Project to the Project Transaction table. The default value is *TLX*.
Unit of Measure	Select the unit of measure for budget rows brought into from Microsoft Project. The default setting is hours (MHR).

Related Links

“Analysis Types” (PeopleSoft Project Costing)

“Reviewing and Adjusting Project Cost Transactions” (PeopleSoft Project Costing)

Installation Options - Purchasing Page

Use the Installation Options - Purchasing page (INSTALLATION_PO) to define general purchasing controls, requisition loader parameters, procurement card controls, and vendor attributes.

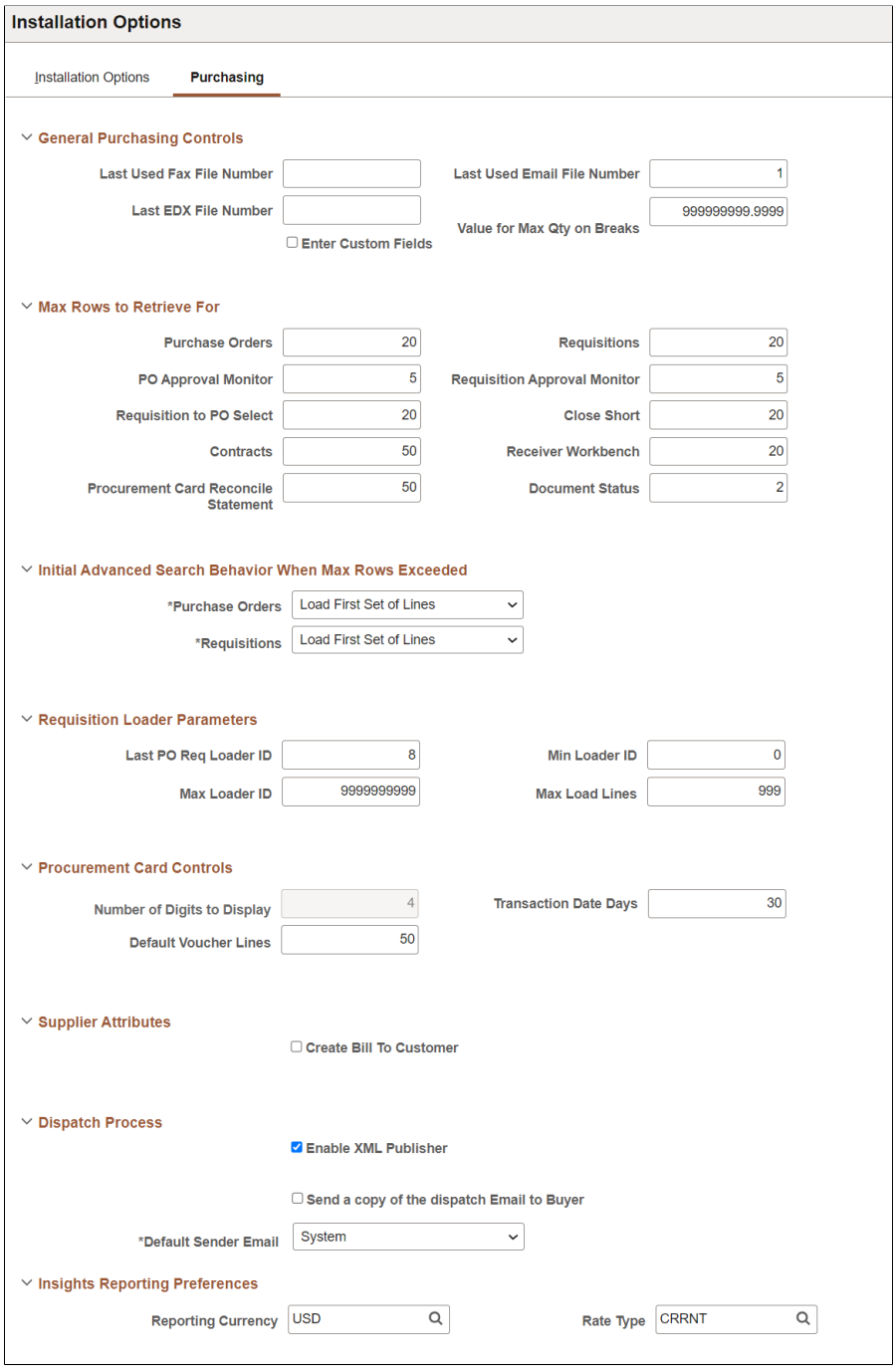
In addition, you can define the maximum number of rows to display on various PeopleSoft Purchasing pages and select Oracle BI Publisher as the purchase order reporting tool for both PeopleSoft Purchasing and PeopleSoft eProcurement.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Purchasing**

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This example illustrates the fields and controls on the Installation Options - Purchasing Page. You can find definitions for the fields and controls later on this page.



General Purchasing Controls

Field or Control	*Description*
Last Used Fax File Number, Last EDX File Number, and **Last Used Email File Number**	Displays the last used file number. The system automatically numbers the files with the next sequential number.

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Field or Control	*Description*
Value for Max Qty on Breaks (value for maximum quantity on breaks)	Displays the maximum quantity to be used for quantity break price calculations.
Enter Custom Fields	Select the checkbox to make the user defined fields available on the procurement transactions

Max Rows to Retrieve For

Use this group box to define the number of rows that the system retrieves when you perform a search function. For example, if you are using the PeopleSoft Purchasing application to search for purchase orders, and if there are 500 purchase order lines and the purchase order chunk size is set to 20, then the system only loads and displays 20 purchase order lines at a time when you click the **Search** button.

Field or Control	*Description*
Purchase Orders	Enter the maximum number of rows that you want returned when you search for purchase order-related information.
Requisitions	Enter the maximum number of rows that you want returned when you search for requisition-related information.
PO Approval Monitor	Enter the maximum number of rows that you want returned when you search for purchase order approval information.
Requisition Approval Monitor	Enter the maximum number of rows that you want returned when you search for requisition approval information.
Requisition to PO Select	Enter the maximum number of rows that you want returned when you search for requisitions that have been selected for purchase orders.
Close Short	Enter the maximum number of rows that you want returned when you search for purchase orders that have been closed with a short amount.
Contracts	Enter the maximum number of rows that you want returned when you search for contract information.
Receiver Workbench	Enter the maximum number of receipts that you want returned when you search in the Receiver Workbench.

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Field or Control	*Description*
Procurement Card Reconcile Statement	Enter the maximum number of rows that you want returned when you search in the Reconcile Statement.

Initial Advanced Search Behavior When Max Rows Exceeded

Use this region to specify the default method for the system to use to initialize searches for purchase order and requisition lines. Chunking controls the number of lines that the system initially loads when you open a purchase order or requisition. This is a process in which the system places a small subset of transaction lines in a buffer.

Note: A chunk is not the same as a page full of data. It represents all of the rows that are in the scroll at a given point in time.

The system uses the default method when the maximum number of rows defined for chunking has been exceeded. The default methods are specified in the Purchase Orders and Requisitions fields in the Max Rows to Retrieve for region. For example, if the chunk size is 10, and 20 lines are in the purchase order or requisition, the system uses the method that you define on this page to handle the initial search for lines when you open the transaction. Or, if the chunk size is 10, and only two lines are in the purchase order or requisition, then the system does not implement chunking and displays the two lines when the transaction is opened.

Field or Control	*Description*
Purchase Orders	Select the method for the system to use when purchase order lines exceed the chunk size. Values include: • *Display Advanced Search Page:* Select to have the system display the Advanced Search page when you select to open a purchase order with more lines than the maximum row limit. The system will not load any lines until you define search criteria for the purchase order lines. • *Load First Set of Lines:* Select to have the system display purchase orders based on the chunking rule. The system loads the first chunk of purchase order lines and displays the Maintain Purchase Order page. This value is the default value for this field.
Requisitions	Select the method for the system to use when requisition lines exceed the chunk size. The values for purchase orders also apply to requisitions.

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Requisition Loader Parameters

Field or Control	*Description*
Last PO Req Loader ID (last purchasing requisition loader ID)	Displays the number of the last requisition loader request processed by the system. At initial setup, this is probably zero. As the Purchasing Requisition Loader Application Engine process (PO_REQLOAD) handles requests, it automatically numbers them beginning with the number that you enter here.
Min Loader ID (minimum loader ID)	Enter the lowest number that you want to use to identify requisition loader requests.
Max Loader ID (maximum loader ID)	Enter the highest number that you want to use to identify requisition loader requests. When the requisition loader reaches this number, it resets request numbering to the number that you enter in Min Loader ID.
Max Load Lines (maximum load lines)	Enter the maximum number of lines that can be loaded in a requisition loader process instance. Lines that exceed this number are ignored.

Procurement Card Controls

Field or Control	*Description*
Number of Digits to Display	Enter the number of digits that appear for the procurement card. **Note:** By default, the system displays only the last four digits of the card.

Field or Control	*Description*
Default Voucher Lines	Enter the maximum number of procurement card transactions that are created for a voucher. **Note:** The value from this page appears by default on the Voucher Stage Run Control page.
Transaction Date Days	Enter the maximum number of days to set the Transaction From Date, when searching for procurement card transactions.

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Vendor Attributes

Field or Control	*Description*
Create Bill To Customer	Select this check box if you want to provide the ability to automatically create the bill to customer when defining a vendor using the Vendor Information - Identifying Information page. When you select this check box, the **Create Bill-To Customer** group box appears on the Vendor Information - Identifying Information page selected by default so that you can quickly create the bill to customer with default information.

Dispatch Process

Field or Control	*Description*
Enable XML Publisher (or BI Publisher)	Select this check box to use Oracle's XML Publisher (BI Publisher) to format and print purchase orders during the dispatch process. Oracle BI Publisher is a Java-based product within the Oracle Fusion Middleware family used for reporting. This check box impacts the dispatch processes within PeopleSoft Purchasing and PeopleSoft eProcurement. If this check box is not selected, then the system uses SQR to format and print purchase orders.
Send a copy of the dispatch Email to Buyer	Select this check box to send the notification email to the buyer when the PO is dispatched.
Default Sender Email	For PO Dispatch email notification, select a sender email id. • Buyer: Select to send the PO dispatch email from the buyer's email id. • System: Select to send the PO dispatch email from the system email id. • Specific: Select to enter an email id to send the PO dispatch email from that specific id.

See the product documentation for *PeopleTools: BI Publisher for PeopleSoft.*

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Insights Reporting Preferences

Field or Control	*Description*
Reporting Currency	Select the currency that will be used across all business units for reporting in the Procurement Insights dashboards. **Note:** It is recommended not to change the reporting currency frequently. If you change the currency, a full index needs to be run before using the visualizations to get correct values of amount. Incremental index will corrupt the indexed data in the Search Framework with partial data being in one currency and the remaining in another.
Rate Type	Select the rate type to be used for converting amounts to the defined reporting currency.

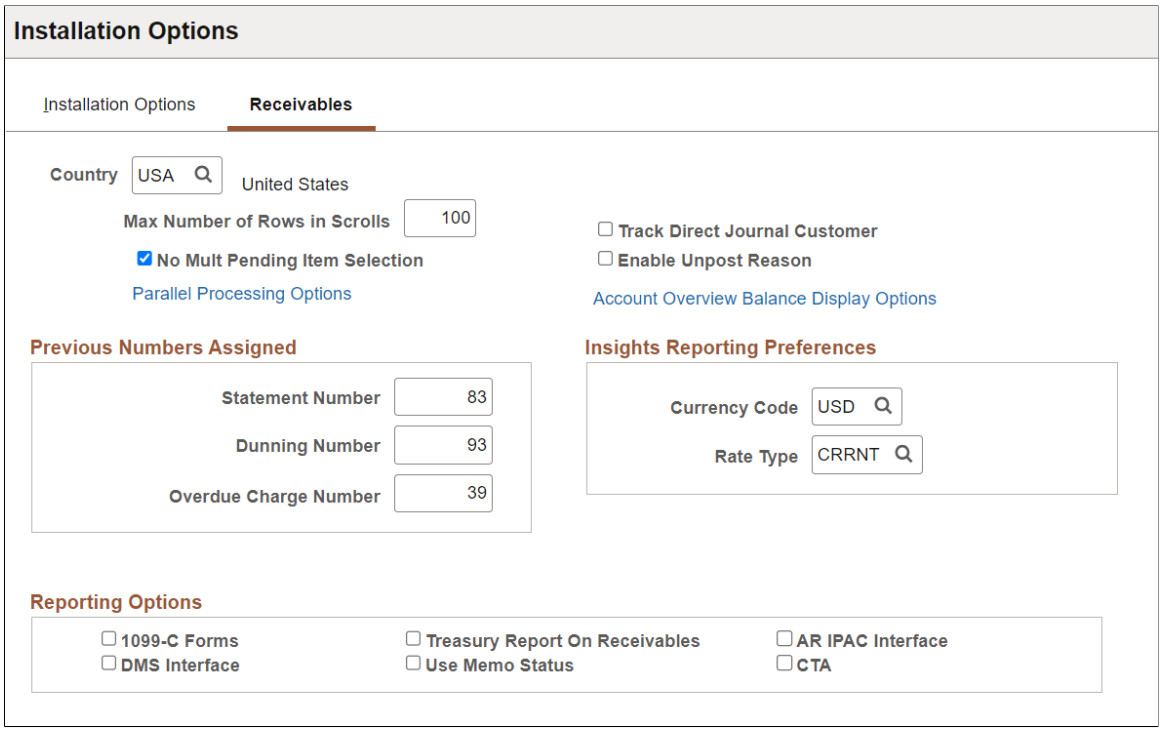
Installation Options - Receivables Page

Use the Installation Options - Receivables page (INSTALLATION_AR) to define the installation options that are particular to your Receivables application.

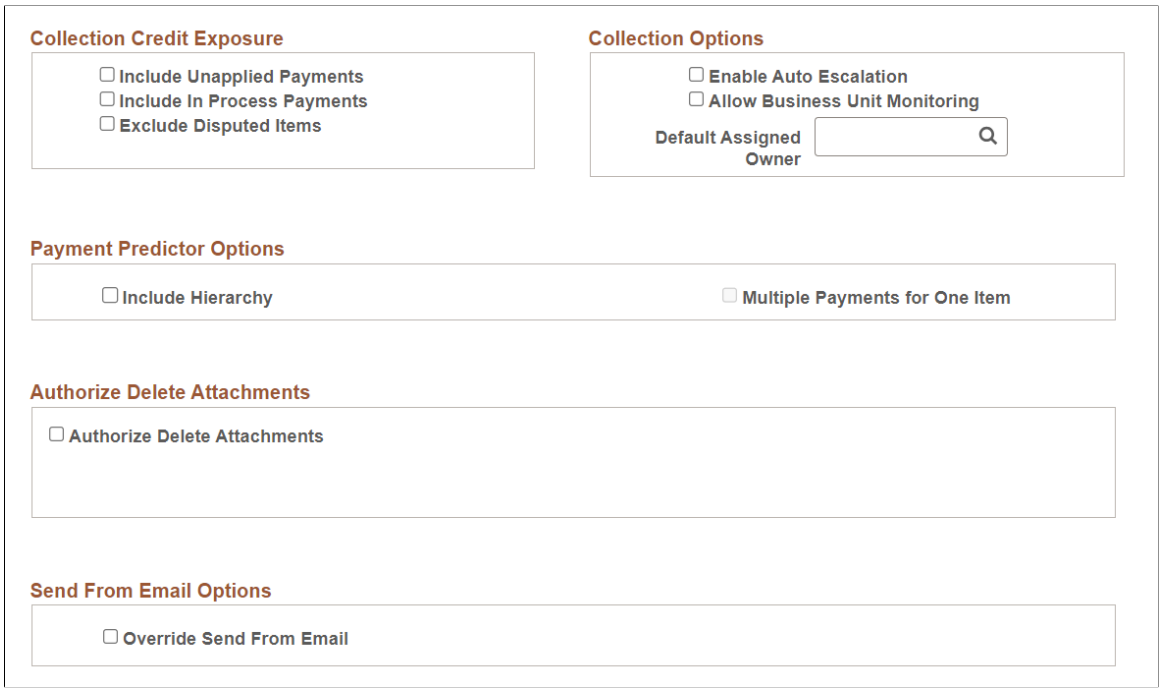
Navigation:

Set Up Financials/Supply Chain > Install > Installation Options > Receivables

This example illustrates the fields and controls on the Installation Options - Receivables Page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Installation Options - Receivables Page (2 of 2). You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Max Number of Rows in Scrolls (maximum number of rows in scrolls)	Some Receivables pages store and display hundreds of rows of information. Use this field to limit the number of rows that can appear in the scroll area and improve performance.
Track Direct Journal Customer	Select to enable users to enter a customer ID for a direct journal payment on the Regular Deposit - Payments page. This enables users to view the customer for direct journal payments on inquiry pages.
Enable Unpost Reason	Select this check box , which will require users to select a reason code every time they unpost a PeopleSoft Receivables transaction. If you do not select this check box, user selection of an unpost reason is optional.
No Mult Pending Item Selection (no multiple pending item selection)	Select to prevent the selection of an item on a transfer, maintenance, draft, or payment worksheet if an unposted pending item exists for that item or if it is already selected on another worksheet. This limitation also applies to Payment Predictor.
Parallel Processing Options	Click to access the AR Parallel Processing Options page, where you define how many data partitions are generated for the Payment Predictor (ARPREDCT), Receivable Update (ARUPDATE), Aging (AR_AGING), and Statements (AR_STMTS) parallel processes. The parallel processing options are AR_AGE, AR_PGG, AR_POST, AR_PREDICT, and AR_STMT. Enter the maximum partitions for each process.

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Field or Control	*Description*
Account Overview Balance Display Options	Click to access the AR Account Overview Balances page, where you specify which balances you want to display on the Account Overview - Balances page.
Statement Number, Dunning Number, and **Overdue Charge Number**	Enter the last number used on statements, dunning letters, and overdue charge invoices. The system increments the number by one each time that you print the correspondence.
Reporting Currency	Select the currency that will be used across all business units for reporting in the Receivables Insights dashboards. **Note:** It is recommended not to change the reporting currency frequently. If you change the currency, a full index needs to be run before using the visualizations to get correct values of amount. Incremental index will corrupt the indexed data in the Search Framework with partial data being in one currency and the remaining in another.
Rate Type	Select the rate type to be used for converting amounts to the defined reporting currency.
1099-C Forms	Select if your organization must generate the 1099-C, Cancellation of Debt form. This form is required by the Internal Revenue Service to summarize how much debt has been written off for a specific individual.
DMS Interface (Debt Management Services interface)	Select if your company is a U.S. federal entity and uses the U. S. Department of Treasury DMS interface.
Treasury Report on Receivables	Select if your company is a U.S. federal entity and requires the Treasury Report on Receivables (TROR). The TROR serves as a management report that informs Federal decision makers of the gross book value of the non-tax receivables owed by the public to Federal agencies and the status of the Federal Government’s debt portfolio.
Use Memo Status	Select if your company is a U.S. federal entity to enable users to enter memo status codes that track changes in status for delinquent items. Other organizations, should select this option only if they want to create user-defined memo status codes and track changes.
AR IPAC Interface (Receivables Intra-Governmental Payment and Collection interface)	Select if your company is a U.S. federal entity and uses the U. S. Department of Treasury IPAC interface.

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Collection Credit Exposure

The fields in the **Collection Management Credit Exposure** group box determine how the Condition Monitor process (AR_CNDMON) calculates a customer's outstanding balance. The process uses the adjusted balance to determine whether customers are approaching or have exceeded their credit limits.

Field or Control	*Description*
Include Unapplied Payments	Select to have the process subtract all identified payments from the customer's outstanding balance.
Include In Process Payments	Select to have the process subtract any express deposit, worksheet, or applied payment associated with a customer item from the outstanding balance.
Exclude Disputed Items	Select to have the process subtract the balance due on items in dispute from the outstanding balance.

The following table shows what the available credit and outstanding receivables (AR) balance would be if you select none of the check boxes or if you select a single option when a customer's credit limit is 65,000,000.00:

Type of Amount	*No Selection*	*Select Unapplied Payments*	*Select In-Process Payments*	*Select Disputed Items*
Credit Limit	65,000,000.00	65,000,000.00	65,000,000.00	65,000,000.00
Open AR Balance	65,475,343.21	65,475,343.21	65,475,343.21	65,475,343.21
Unapplied Payments	not applicable (N/A)	35,876,525.91	N/A	N/A
In Process Payments	N/A	N/A	125,000.00	N/A
Disputed Items	N/A	N/A	N/A	91,276.10
Outstanding AR Balance	65,475,343.21	29,598,817.30	65,350,343.21	65,384,067.11
Available Credit	-475,343.21	35,401,182.70	-350,343.21	-387,067.11

Collection Options

The fields in the **Collection Options** group box define additional options for collection and exception monitoring.

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Field or Control	*Description*
Enable Auto Escalation (enable automatic escalation)	Select to establish a new action plan for a collection (COLL) condition when a customer that already has a collection action plan violates a collection rule with a higher priority.
Allow Business Unit Monitoring	Select if you want to monitor the collection (COLL), entry type/reason code (ETRC), key statistics exceeded (KSTE), and large amount coming due (LACD) conditions by business unit. The Condition Monitor treats each business unit and collection customer combination as a separate customer. Business unit monitoring also affects the assignment of the action owner for these conditions. The Condition Monitor groups all open items for the business unit and collection customer combination together. If all these transactions have the same value in the action owner field, it uses that value for the assigned action owner. Otherwise, it assigns the owner based on the collection customer. Here is an example: Customer FRA01 has transactions in business unit FRA02 and FRA05. You assigned collector DKB to this customer. All of the transactions for this customer in the FRA02 business unit are assigned to collector JKB. All of the transactions in the FRA05 business unit are assigned to collector MLM. If the customer violates the collection criteria in both business units, the Condition Monitor creates two action plans: one for FRA02/FRA01 that it assigns to collector JKB and one for FRA05/FRA01 that it assigns to collector MLM. However, if some of the transactions in the FRA02 business unit are assigned to collector JKB and some are assigned to collector CCC, then the action plan for FRA02/FRA01 will be assigned to the collector for the customer, which is DKB.
Default Assigned Owner	Select the user ID for the individual in your organization who you want to be the action owner for action list items when the assigned action owner does not have a user ID. You must designate a default owner before you can define conditions for the Condition Monitor process.

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Payment Predictor Options

Field or Control	*Description*
Include Hierarchy	Select this check box to remit payment for all customers in the specified Customer hierarchy tree or Corporate hierarchy tree of a particular customer reference. Two options are available: • Remit From - All customers in the customer hierarchy tree will be selected for processing by the Payment Predictor. • Corporate - All customers in the corporate hierarchy tree will be selected for processing by the Payment Predictor. **Note:** The Remit drop-down menu will be available only if the Include Hierarchy check box is selected.
Multiple Payments for One Item	Select this check box to apply multiple payments to the same item in the same run. When you select this check box, the MULPAY algorithm (from the **#REFS** algorithm group) is used to apply multiple payments. You can only apply multiple payments when certain criteria is met. For more information about the criteria required to use this field, see “Using #REFS to Handle Multiple Payments for a Single Item” (PeopleSoft Receivables). **Note:** This check box is not available for editing when you select the **No Mult Pending Item Selection** (no multiple pending item selection) check box.

Authorize Delete Attachments

Field or Control	*Description*
Authorize Delete Attachments	If **Authorize Delete Attachments** check box is selected, only users with the selected roles will be allowed to delete attachments along with the user who has originally attached the file. Once the check box is selected, **Roles Authorized to Delete Attachments** group box appears to select roles who can delete the attachments.

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Send from Email Options

Field or Control	*Description*
Override Send from Email	Select this check box to enable users to override the default system email using the Send from Email Address on the “Business Unit Definition Page” (PeopleSoft Receivables) and Receivables Options - General 1 page. When a dunning letter or statement is associated with a single business unit, the From Email Address specified at the Receivables business unit definition level is used as sender email address. If no email address is specified at business unit definition level, From Email Address specified at the Receivables Option level is used as sender email. If no email address is specified at the Receivables Option level, the default system email address is used as sender email address. When a dunning letter or statement is associated with multiple business units and all business units have the same Receivables Options SetID, the email address specified at Receivables Options level is used as the sender email address, If no email address is specified at the Receivables Option level, the default system email address is used as sender email address. When a dunning letter or statement is associated with multiple business units and all business units have different Receivables Options SetID, the default system email address is used as sender email address.

Related Links

“Setting Up Parallel Processing” (PeopleSoft Receivables)
“Understanding Exception and Collection Processing Options” (PeopleSoft Receivables)

AR Account Overview Balances Page

Use the AR Account Overview Balances page (ACCT_BAL_SBP) to specify which balances to display on the Account Overview - Balances page.

Navigation:

Click the **Account Overview Balance Display Options** link on the Receivables page.

The Account Overview - Balances page displays a list of balances for a customer. By default, all balances appear in the list. Deselect the check boxes for the balances that you do not want to display for your organization.

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Installation Options - Order Management Page

Use the Order Management page (INSTALLATION_OM) to set order, quote, and buying agreement chunking parameters and enable searching, claimback, and feature function security.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Order Management**

Order/Quote Defaults

Field or Control	*Description*
Maximum Lines Displayed	Enter the maximum number of lines to be displayed on the sales order or quote before chunking is used.
Maximum Schedules Per Line	Enter the maximum number of schedules per order line displayed before chunking is used.
Maximum Online Pricing Rows	Enter the maximum number of schedules to be priced online. If the sales order number of schedules exceeds the maximum, you are directed to the Order Repricing process (OM_REPRICE).
Maximum Sources of Supply Rows	Enter the maximum number of rows that can be sources before chunking is used.
PTSF Search (PeopleSoft Search Framework)	Select to enable PeopleSoft Search Framework to enhance searching capabilities for customers and products during sales order entry. See *PeopleTools: PeopleTools Global Technology, Translating Application Definitions*
Process Claimback	Select to process claimbacks.
Prompt for save when chunking	Select to have the system prompt you to save a chunk. If deselected, the system automatically saves your order when you navigate from chunk to chunk.
Process Feature Security	Select to enable the system to use feature function security.

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Buying Agreement Defaults

Field or Control	*Description*
Maximum Lines Displayed	Enter the maximum number of lines to be displayed on the buying agreement before chunking is used.

Hold Workbench Defaults

Field or Control	*Description*
Maximum Hold Workbench Rows	Enter the maximum number of lines to be displayed on the Order Hold Workbench. The rows that display in the Order Hold Workbench depends on the search criteria for the type of rows (header, line, or schedule) that are selected and counted as the maximum.

RMA Shipment History Defaults

Field or Control	*Description*
Maximum Lines Displayed in RMA	Enter the maximum number of RMA lines to be displayed on the Customer Shipment History page. If you enter a number lower than the available number of lines, the Customer Shipment History page displays a message indicating that there are more entries available. You can refine your search to view more lines. If you do not specify a number, the system defaults maximum number of RMA lines to 300.

Related Links

“Understanding Large Order Processing” (PeopleSoft Order Management)
“Understanding Alternate Sources of Supply” (PeopleSoft Order Management)
“Understanding PeopleSoft Claimbacks” (PeopleSoft Order Management)
“Managing Holds Using the Order Hold Workbench” (PeopleSoft Order Management)

Defining Resource Management Installation Options

This section discusses how to set up Resource Management application-specific installation options. The field values that appear by default on this page when you first install Resource Management are required to support demonstration data that is delivered with your application. You must evaluate each option and enter values based on your organization's business structure, practices, rules, and procedures.

The Installation Options - Resource Management page is divided into these regions:

- Service Order Options

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- Organization Structure
- Reporting Options - Billing Rates
- Reporting Options - Task Categories
- Calendar Options
- PeopleSoft Services Procurement Integration Options
- PeopleSoft Services Procurement Integration Options - Job Defaults for Person
- Profile Secure Data Options
- Profile Display Options
- Capacity Planning Setup - Default UOM Display
- Capacity Planning Setup - Default Capacity Planning Region
- Capacity Planning Setup - Unit of Measure Conversions

See “Understanding PeopleSoft Resource Management and PeopleSoft HCM” (PeopleSoft Resource Management).

See “Resource Matching” (PeopleSoft Resource Management).

See “PeopleSoft Resource Management Implementation” (PeopleSoft Resource Management).

Installation Options - Resource Management Page

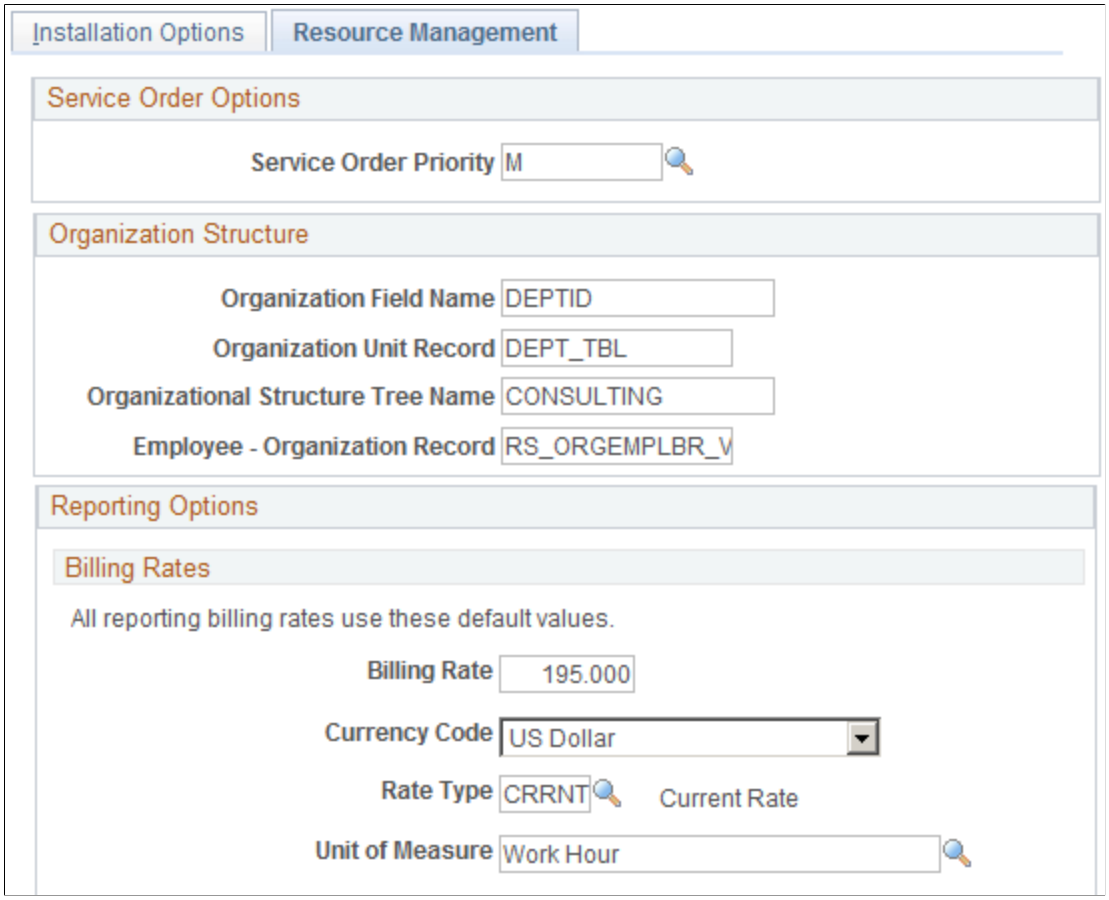
Use the Installation Options - Resource Management page (INSTALLATION_RS) to define the installation options that are specific to your Resource Management application.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Resource Management**

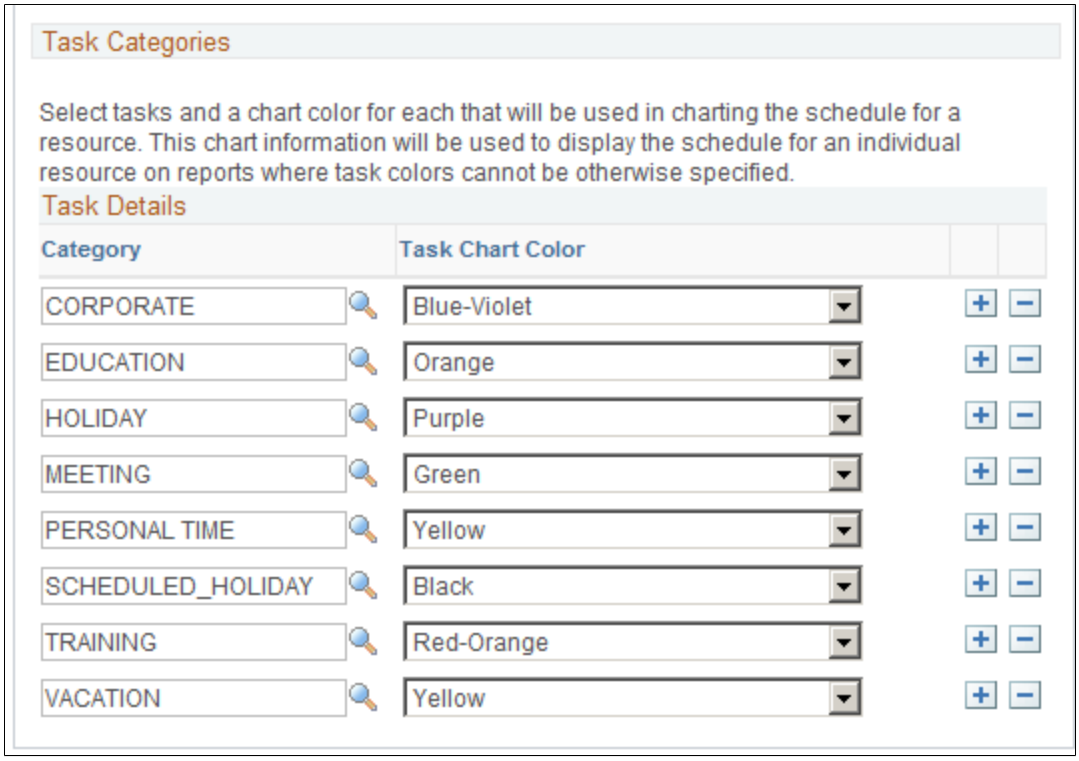
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This example illustrates the fields and controls on the Installation Options - Resource Management page (1 of 7). You can find definitions for the fields and controls later on this page.



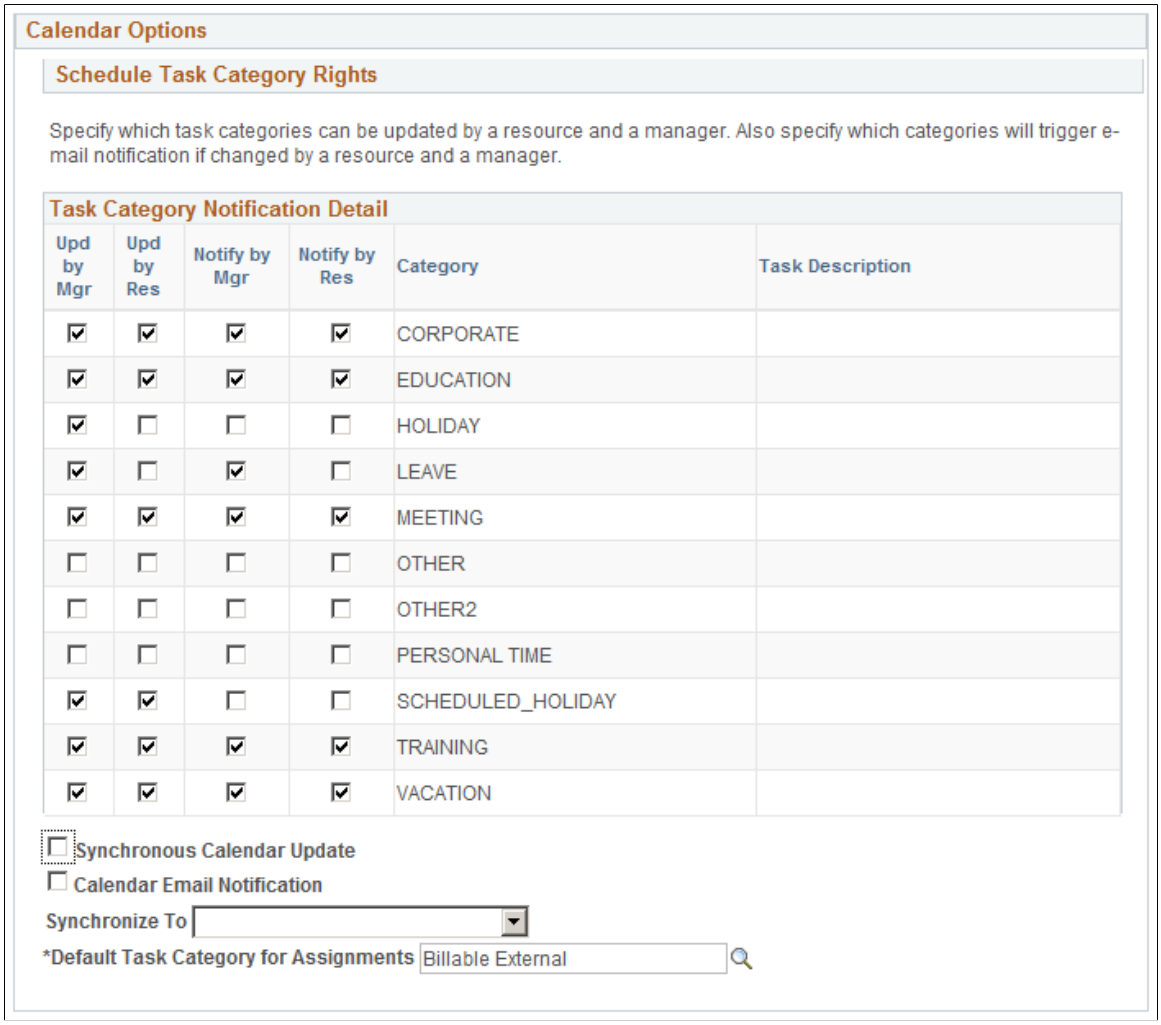
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This example illustrates the fields and controls on the Installation Options - Resource Management page (2 of 7). You can find definitions for the fields and controls later on this page.

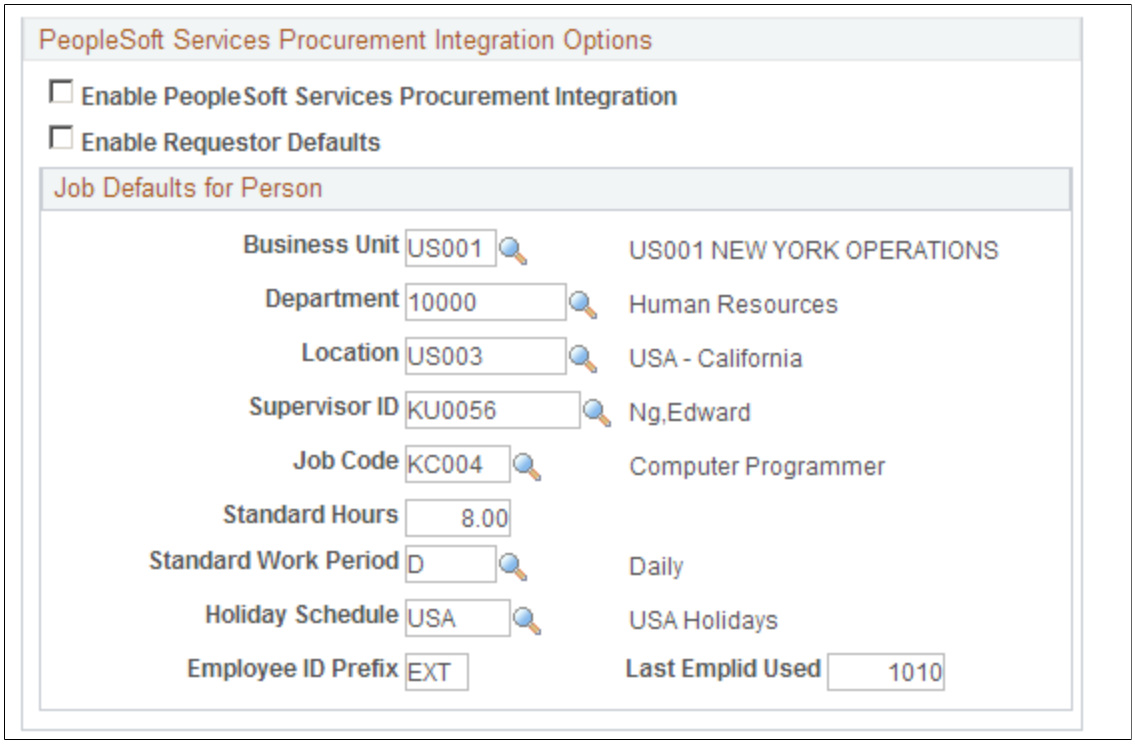


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This example illustrates the fields and controls on the Installation Options - Resource Management page (3 of 7). You can find definitions for the fields and controls later on this page.

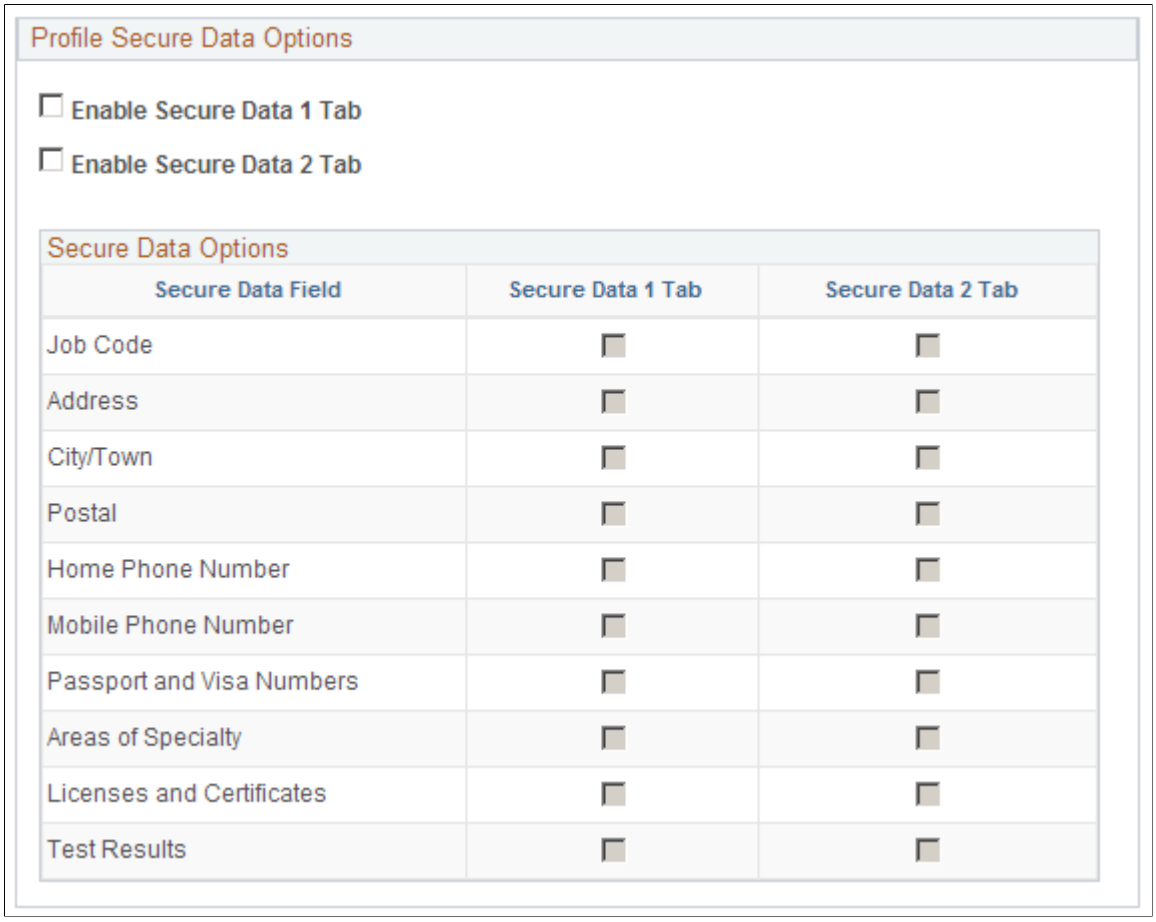


This example illustrates the fields and controls on the Installation Options - Resource Management page (4 of 7). You can find definitions for the fields and controls later on this page.

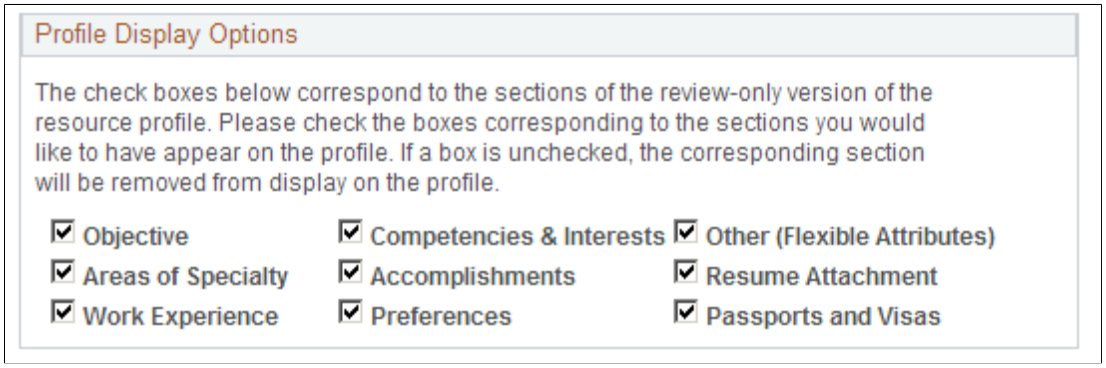


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This example illustrates the fields and controls on the Installation Options — Resource Management page (5 of 7). You can find definitions for the fields and controls later on this page.

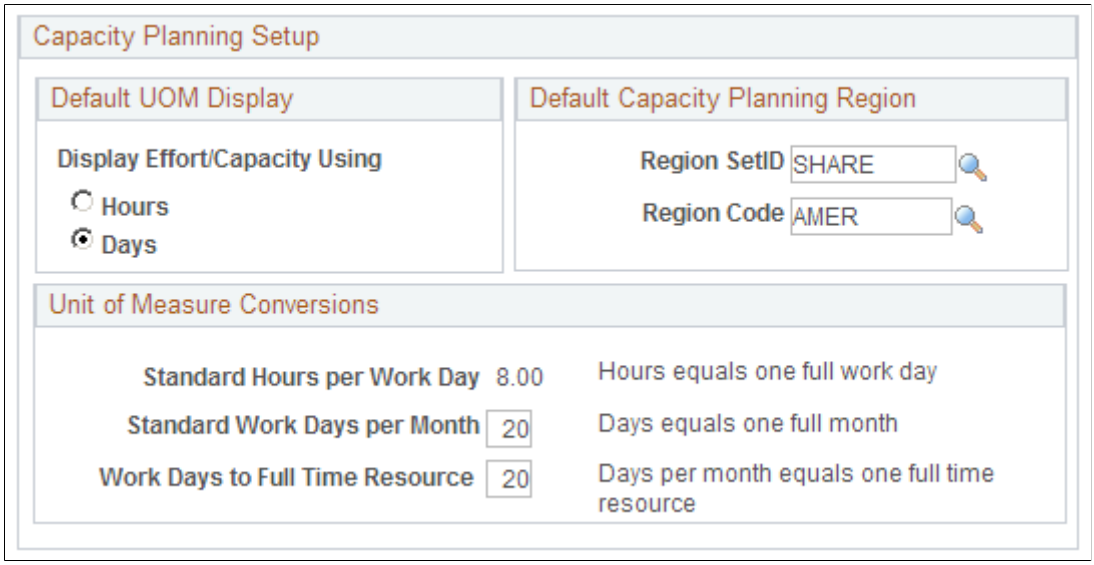


This example illustrates the fields and controls on the Installation Options - Resource Management page (6 of 7). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Installation Options - Resource Management page (7 of 7). You can find definitions for the fields and controls later on this page.



Service Order Options

Field or Control	*Description*
Service Order Priority	Select the default priority, or importance, to appear on new service orders. Available values are from the Resource Management Priority table (RS_PRIORITY_TBL). Priority is used for information and reporting. It does not control any service order processing.

See “Defining Service Order Priorities” (PeopleSoft Resource Management).

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Organization Structure

Field or Control	*Description*
Organization Field Name	Enter the field name that represents the organizational unit, which categorizes all resources that are managed in Resource Management. The organizational unit field is used: • When users select a service order owning organization. • To define resource groups that are used to direct a search for resources to different parts of the organization. • To define resource groups that appear on the Staffing Workbench - Manage Utilization page. • To indicate which organizational unit to analyze on reports for scheduled utilization, unassigned resources, assignments ending, assignments listing, chart resource schedules, and average staffing time. • To match resource organizational units with service order owning organizations for resources to be evaluated for service orders by the Resource Match engine. Most organizations use departments to organize resources into logical groupings by functional area, in which case the organization field name value is *DEPTID.*
Organizational Unit Record	Enter the application record name that defines the organizational unit field. If you use department as the organizational unit field, the organizational unit record is *DEPT_TBL,* which defines the Department (DEPTID) field.

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Field or Control	*Description*
Organizational Structure Tree Name	Enter the name of the tree that contains the organizational unit arranged in a hierarchical business structure. The tree represents the organizational structure in the application. The organizational unit tree is available in Resource Management when users: • Select an owning organization for individual service orders or service order templates, or as a service order default owning organization. • Define resource groups. • Indicate which organizational unit to analyze on reports. The organizational unit tree must be one whose foundation is a tree structure built on the record specified in the **Organizational Unit Record** field. **Note:** Every resource that is tracked in Resource Management must belong to an organizational unit that is included in the organizational unit tree.
Employee - Organization Record	Enter the name of the record that keeps track of the organizational unit to which each resource belongs. If the organizational unit field is the Department field (DEPTID), you can use the Employee-Organization record *RS_ORGEMPLBR_VW* as delivered. The Employee-Organization record is a view of the Job record (JOB) that identifies the department for every employee. The Job record is the PeopleSoft HRMS record that identifies the department, location, job code, and a variety of other attributes for every employee in the organization.

See “Understanding the Organizational Unit Tree Structure” (PeopleSoft Resource Management).

Reporting Options - Billing Rates

Field or Control	*Description*
Billing Rate	This field is not used by Resource Management at this time. You can accept the default value, leave the field blank, or enter a value that can be used in the future if you create a configuration that uses a default billing rate.

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Field or Control	*Description*
Currency Code	Enter the currency code to convert all resource billing rates into one currency for comparison.
Rate Type	Select the rate type from the Market Rate Data Types table (RT_TYPE_TBL) that determines the default conversion rate for converting resource billing rates and currency codes.
Unit of Measure	This field is not used by Resource Management at this time. You can enter a value that can be used in the future if you create a configuration that uses a default billing rate unit of measure.

Reporting Options - Task Categories

Field or Control	*Description*
Category and **Task Chart Color**	Select task categories and corresponding chart colors to appear on the Resource Schedule chart if you enter the chart from the: • Assign Resource page. • My Assignments Workbench - Assignments page. • Staffing Workbench - Manage Utilization page, if you do not specify task categories and color options on the Utilization options page. See “Specifying Staffing Workbench and Resource Utilization Options” (PeopleSoft Resource Management). • Resources page in Program Management. • Assignments Ending detail report.

Calendar Options

Field or Control	*Description*
Upd by Mgr (update by manager)	Select the nonassignment (appointment) task categories that can be modified by managers with access to resource schedules. This selection applies to managers with access to the Monthly Schedule page.

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Field or Control	*Description*
Upd by Res (update by resource)	Select the nonassignment task categories that can be modified by resources in their own resource schedules.
Notify by Mgr (notify by manager)	Select the nonassignment task categories that trigger a notification message to the resource and the resource manager if a manager with authority to modify resource schedules changes a task in the specified category in the resource schedule. **Note:** After you select the task categories, you must select the **Calendar Email Notification** check box to activate workflow.
Notify by Res (notify by resource)	Select the nonassignment task categories that trigger a notification message to the resource manager if a resource changes a task in the specified category in the resource schedule. **Note:** After you select the task categories, you must select the **Calendar Email Notification** check box to activate workflow.
Category and **Task Description**	Displays all nonassignment task category names and descriptions.
Synchronous Calendar Update	By default this check box is selected. Deselect this check box to decouple the calendar update process from the assignment component. With this check box deselected, the calendar update process is deferred when assignments are created. Therefore, assignments can be created much faster despite the assignment duration. Calendar entries are created or updated only when the “Update Assignment Calendar” option in the Cache Administration process is run. **Note:** Calendar update for assignment status **Cancel** or **Complete** occurs synchronously regardless of the check box selection.

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Field or Control	*Description*
Calendar Email Notification	Select this check box to activate the Resource Management email notification workflow feature to notify the resource or resource manager of changes to selected task categories. **Note:** You must select this option to activate workflow notification messages for the selected task categories.
Synchronize To	Select the *Outlook* desktop calendar application to synchronize with Resource Management resource schedules, or leave the field blank. You must first separately implement Microsoft Exchange or Microsoft Outlook, and set up your PeopleSoft application to integrate with it, before any synchronization functions can occur.
Do not schedule assignments on Holidays	Select this option to skip resource holidays that are on the resource's holiday schedule when you create assignments. An assignment is created for a specified date range; however, if you select this option, and there are holidays from the resource's holiday schedule within the date range of the assignment, the system will not schedule the assignment on those dates on the resource's calendar. Deselect this option to schedule assignments on every working day within the assignment date range, including resource holidays. This option appears only if Program Management is not installed. If Program Management is installed, the system always skips holidays when creating Resource Management assignments. **Note:** Resource calendars and availability will be affected if you change the **Do not schedule assignments on Holidays** installation option. After you change this option, you must run these two processes in this order: Holiday Load Application Engine process (RS_HOLIDAY) and Cache Administration - Refresh Resource Schedule Cache.

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Field or Control	*Description*
Default Task Category for Assignments	Select a task category that appears as the default category value on: • Resource assignments that you create from the Express Search page in Resource Management. • Service order resource requests that originate in Resource Management. • The Resource Detail page in Program Management. Users can change the default value on these pages. Available values are based on task categories that have the **Use for Assignment** option selected on the Task Categories page in Resource Management.

See “Defining Holidays on Resource Schedules” (PeopleSoft Resource Management).

PeopleSoft Services Procurement Integration Options

This group box appears only if you install Services Procurement and select the **Allow Non-Employees to be established as Resources** option on the Resource Setup - Common Installation Options page.

Field or Control	*Description*
Enable PeopleSoft Services Procurement Integration	Select to enable the integration between Resource Management and Services Procurement that allows user to initiate Services Procurement service requisitions from Resource Management to fulfill resource requests, and navigate to requisitions to make updates. If you do not select this option, the **Find External Resource** icon does not appear on the Staffing Workbench - Fulfill Orders page.

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Field or Control	*Description*
Enable Requestor Defaults	Select this option for the project manager to be used as the requestor name for Services Procurement service requisitions that initiate in Resource Management. If you do not select this option, users are prompted to enter the name of the requestor when initiating a service requisition. **Important!** If you select this option, users must associate a project with the service order and assign a project manager to the project, and the project manager must be established as a valid requestor in Services Procurement. When a service requisition is initiated in Resource Management, the project manager name is passed from Resource Management to Services Procurement to use as the requestor name, and users cannot change the requestor name on the service requisition.

See “Understanding Integration with PeopleSoft Services Procurement” (PeopleSoft Resource Management).

PeopleSoft Services Procurement Integration Options - Job Defaults for Person

If you allow non-employee data to be maintained in the FSCM database, you can create new non-employee data records—automatically or manually—for Services Procurement person IDs that are established as resources. The values that you enter in these fields appear by default on the Convert Person ID to Resource page when you establish a person ID as a resource. Users can modify the values as needed on the Convert Person ID to Resource page or in the Employee Personal Data component (RS_CM_PERSONAL).

Field or Control	*Description*
Business Unit	Select a business unit to serve as the default HR business unit for new non-employee data records (EMPLIDs) that are created for Services Procurement person IDs. This is a required field on the person's data record.
Department	Select the default department. This is a required field on the person's data record.
Location, Supervisor ID, and **Job Code**	Select a default value for each field. These are not required fields on the person's data record.
Standard Hours	Enter a default value for standard hours per work day. Standard hours are used by the Resource Match engine to calculate Availability fit scores for each combination of eligible resource-and-open resource request.

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Field or Control	*Description*
Standard Work Period	Select the default standard work period. Standard work period is used by the Resource Match engine to calculate Availability fit scores for each combination of eligible resource-and-open resource request.
Holiday Schedule	Select a default holiday schedule to populate resource schedules that are created for new non-employee data records (EMPLIDs).
Employee ID Prefix	Enter up to three characters to serve as the prefix for new resource employee IDs that are created for Services Procurement person IDs. When a user establishes a person ID as a non-employee resource, the employee ID default value is a concatenation of this prefix and the **Last Emplid Used** field value.
Last Emplid Used	Enter a number, up to eight characters, to serve—along with the **Employee ID Prefix** field value—as the last system-generated employee ID that is created for a Services Procurement person ID. For example, if the employee ID prefix is *EXT* and the last employee ID used is *500,* the system assigns an employee ID of *EXT00000501* to the next person ID that is converted to a resource in Resource Management.

See “Creating Employee Data” (PeopleSoft Resource Management).

See “Establishing PeopleSoft Services Procurement Service Providers as Resources” (PeopleSoft Resource Management).

Profile Secure Data Options

The Profiles Secure Data Options group box enables you to secure or unsecure data tabs for Resource Profiles. When entering this page, the group box is expanded to display the Enable Secure Data 1 and Enable Secure Data 2 Tab check boxes along with the corresponding Data Field check boxes.

Until you select the Enable Secure Data 1 Tab check box, the corresponding Data Field check boxes are unavailable for selection. Selecting a data field under either column will enable the field to be displayed on the secured tabs in the Resource Profile component.

Note: You can choose one or more fields to appear on either or both tabs. When you select a field to appear on either Secure Data 1 tab or the Secure Data 2 tab or both, it is considered to be a secure field.

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Field or Control	*Description*
Job Code	Select this option to secure the resource's job code field
Address	Select this option to secure the Address lines 1 through 4 for the resource.
City/Town	Select this option to secure the city or town of the resource
Postal	Select this option to secure the post code/zip code of the resource
Home Phone Number	Select this option to secure the phone number when Phone Type = Home
Passport and Visa Numbers	Select this option to secure the passport numbers and Visa Numbers
Areas of Speciality	Select this option to secure the entire Areas of Specialty section
Licenses and Certificates	Select this option to secure the entire Licenses and Certificates section
Test Results	Select this option to secure the entire Test Results section

Note: Passport and visas, and the expiry date of those visas would still be visible to users who do not have access to the secure data. Just the passport and visa numbers will not be visible to users without security access to this data.

Profile Display Options

Field or Control	*Description*
<Resource profile sections>	Select the check boxes that correspond to the resource profile sections that you want to appear on the Resource Profile review-only summary page. Sections that are not selected are hidden from the summary page, but remain visible in the profile to users with security permission to update profiles.

See “Maintaining Resource Profiles” (PeopleSoft Resource Management).

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Capacity Planning Setup - Default UOM Display

Field or Control	*Description*
Hours or **Days**	Select the unit of measure that determines whether the effort is in hours or days. If you select **Hours,** all of the capacity planning data appears with the primary display and update fields in hours.

Capacity Planning Setup - Default Capacity Planning Region

Field or Control	*Description*
Region SetID	Enter the default region SetID that is used in Capacity Planning - Consolidated Scenario analysis.
Region Code	Enter the default region code that is used in Capacity Planning - Consolidated Scenario analysis. This region is used for: • Adding or removing supply in a Combined Scenario analysis. **Note:** You can add or remove capacity at a high level without specifying region. In that case, the default region code will be used. • Calculating full-time resources in the demand forecast. • Calculating full-time resources for demand in a Combined Scenario analysis.

Capacity Planning Setup - Unit of Measure Conversions

Field or Control	*Description*
Standard Hours per Work Day	Displays the number of hours that equal one full work day. The standard hours per work day are specified on the Resource Setup - Common Installation Options page. See Setting Up Resources.
Standard Work Days per Month	Enter the number of work days that equal one full month for the purpose of planning capacity.

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Field or Control	*Description*
Work Days to Full Time Resource	Enter the number of days per month that equal one full-time resource for the purpose of planning capacity. Typically this value is the same as the standard work days per month.

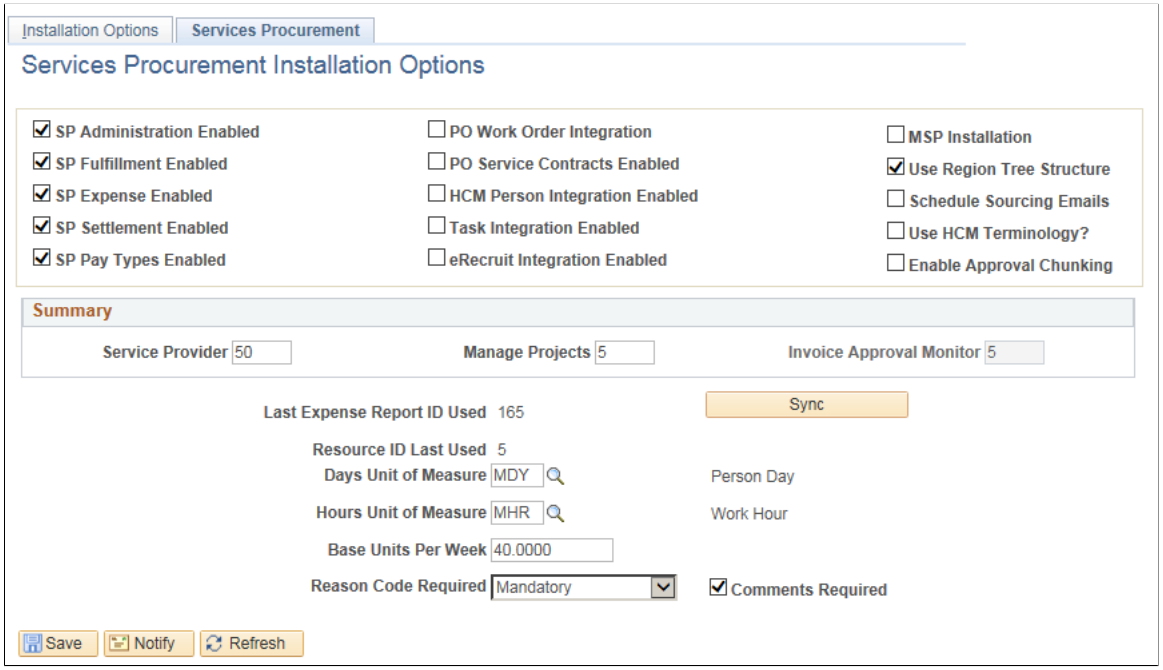
Services Procurement Installation Options Page

Use the Services Procurement Installation Options page (INSTALLATION_SP) to define Services Procurement installation options.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Services Procurement**

This example illustrates the fields and controls on the Services Procurement Installation Options page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Managed Services Provider Installation	Click to enable the managed services provider (MSP) functionality in Services Procurement. This check box should not be selected unless your organization is an MSP. If selected, the **PO Work Order Integration** and **PO Service Contracts** check boxes are disabled. The **HCM Integration** check box will also be disabled. Conversely, if the **PO Work Order Integration** or **HCM Integration** check boxes are selected, the **Managed Service Provider Installation** check box is disabled.

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Field or Control	*Description*
SP Fulfillment Enabled (Services Procurement fulfillment enabled)	Select to enable Services Procurement fulfillment, where you can source requisitions to suppliers, receive candidate submittals, and perform bid negotiations.
SP Administration Enabled (Services-Procurement-administration-enabled)	Select to enable Services Procurement administration so that you can set up procurement base data such as projects and activities.
SP Expense Enabled (Services-Procurement-expense-enabled)	Select to enable suppliers to submit expenses, which is based on the setting for a particular work order. **Note:** This option is only available when SP Administration is enabled.
SP Settlement Enabled (Services-Procurement-settlement-enabled)	Select to enable access to invoicing functionality, which includes the creation, modification, approval, and printing of invoices, as well as integration to Accounts Payables. **Note:** This option is only available when SP Administration is enabled.
SP Pay Types Enabled (Services-Procurement-pay-types-enabled)	Select to enable the use of pay types. You use Pay types to break down the total supplier rate into the following rate components : pay rate, fixed cost, vendor markup, and third-party markup. **Note:** When you select this option, the rate breakdown is available on rate sheets, requisitions, bids, and work orders.
PO WO Integration (work-order integration with purchase orders)	Select to produce purchase orders from work orders. This option is available only if Purchasing is installed.
PO Service Contracts Enabled	Select to enable the use of Purchasing service contracts in Services Procurement to validate supplier bid amounts against existing contracts for the specified service. **Note:** This option is available only if Purchasing is installed and PO WO Integration is enabled.
Use Region Tree Structure	Select to use a graphical tree structure to associate locations and suppliers to regions.
Schedule Sourcing Emails	Select to schedule sourcing emails in a batch process.
Use HCM Terminology?	Select to use HCM terminology throughout Services Procurement. When you select this option, the terms of *Service* and *Service Type* are changed to *Job Code* and *Job Family* on all labels.

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Field or Control	*Description*
Recruiting Solutions Integration Enabled	Select to enable the integration with Recruiting Solutions. When you select this option, all requisitions created in the Recruiting Solutions product can be passed over to Services Procurement for fulfillment.
HCM Person Integration Enabled	Select to use the HCM database as the system of record for contingent labor associated to Services Procurement work orders.
Enable Approval Chunking	Select to enable chunking of Approvals in the sPro Invoice Save Confirmation and View Invoice Approver(s) pages of the Manage Invoices component. If this check box is selected and you set a value in the **Invoice Approval Monitor** field, then the sPro Invoice Save Confirmation and View Invoice Approver(s) pages display invoice lines in chunks. For example: With this check box selected, if you set a value “3” in the **Invoice Approval Monitor** field, then the sPro Invoice Save Confirmation and View Invoice Approver(s) pages display invoice lines in chunks of 3.
Use Service Provider Acceptability Status Reason Code	Enter the reason code that identifies an unacceptable service provider. This code tracks service providers that have been identified as not eligible for new assignments. The system tracks and monitors unacceptable service providers and issues warnings that these service providers should not be selected to fill new work orders.
Last Expense Report ID Used	Displays a starting number for the expense sheet ID assignment. Click the **Sync** button to synchronize the displayed number with the current next number in the system.
Resource ID Last Used	Unique identifier for time sheet, progress log, or expense sheet amounts passed through the integration. **Note:** This option is only available when is installed.

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Field or Control	*Description*
Max Search Result to Retrieve (maximum search results to retrieve)	Enter the maximum number of values that the system retrieves on roster page searches. This field applies to projects or activities search pages only. **Invoice Approval Monitor** field: Enter a value to control the display of invoices lines for approval on the sPro Invoice Save Confirmation and View Invoice Approver(s) pages. Invoice lines are displayed in chunks to make approvals more manageable. The number of invoice lines that must be displayed on the sPro Invoice Save Confirmation and View Invoice Approver(s) pages is determined by the value entered in the**Invoice Approval Monitor** field. If the **Enable Approval Chunking** check box is selected and the **Invoice Approval Monitor** value is set to, for example 3, then the sPro Invoice Save Confirmation page displays invoice lines in chunks of 3. If the **Enable Approval Chunking** check box is deselected, the **Invoice Approval Monitor** field is disabled.
Base Unit of Measure	Enter the standard UOM. Only UOMs that have conversions defined for this standard UOM appear in UOM prompt fields. For example, if you specify hours, the system includes units such as days in UOM prompts, rather than unrelated units such as pounds.
Base Units Per Week	Select the number of base units that are included in a typical workweek.

Warning! If your organization uses PeopleSoft Customer Relationship Management and Services Procurement, the source tables containing the PERSON_ID field are not integrated in this release of Services Procurement. Depending on how you implement the use of PERSON_ID in Services Procurement, the values in one table may override the values in the other table.

Installation Options - Staffing Installation Page

Use the Installation Options - Staffing Installation page (INSTALLATION_FO) to define Staffing Front Office and Pay/Bill Management installation options.

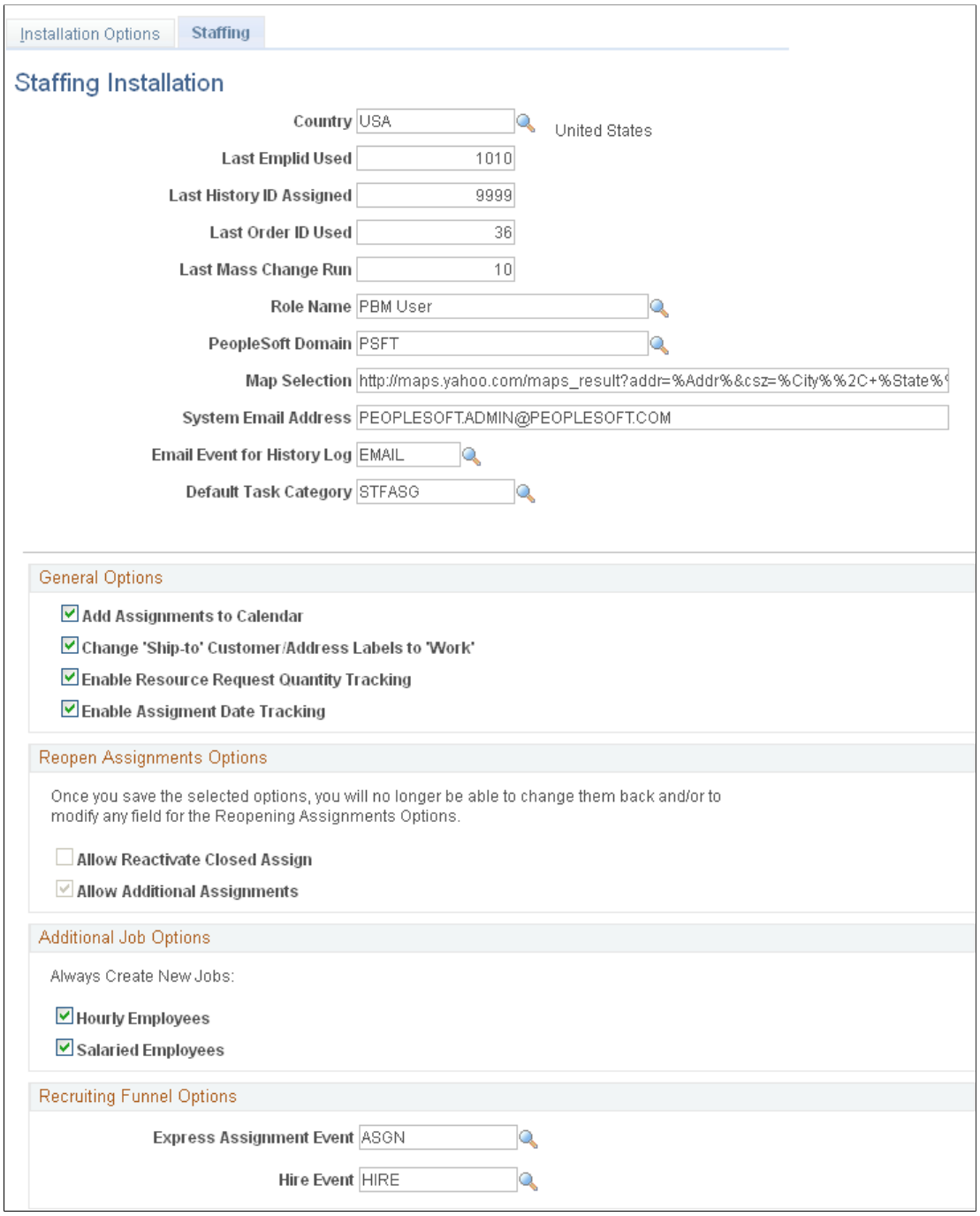
Navigation:

Set Up Financials/Supply Chaing, > **Install,** > **Installation Options,** > **Staffing**.

Note: This page is shared by Staffing Front Office and Pay/Bill Management. Some of the options are common to both applications and some apply only to either Staffing Front Office or Pay/Bill Management.

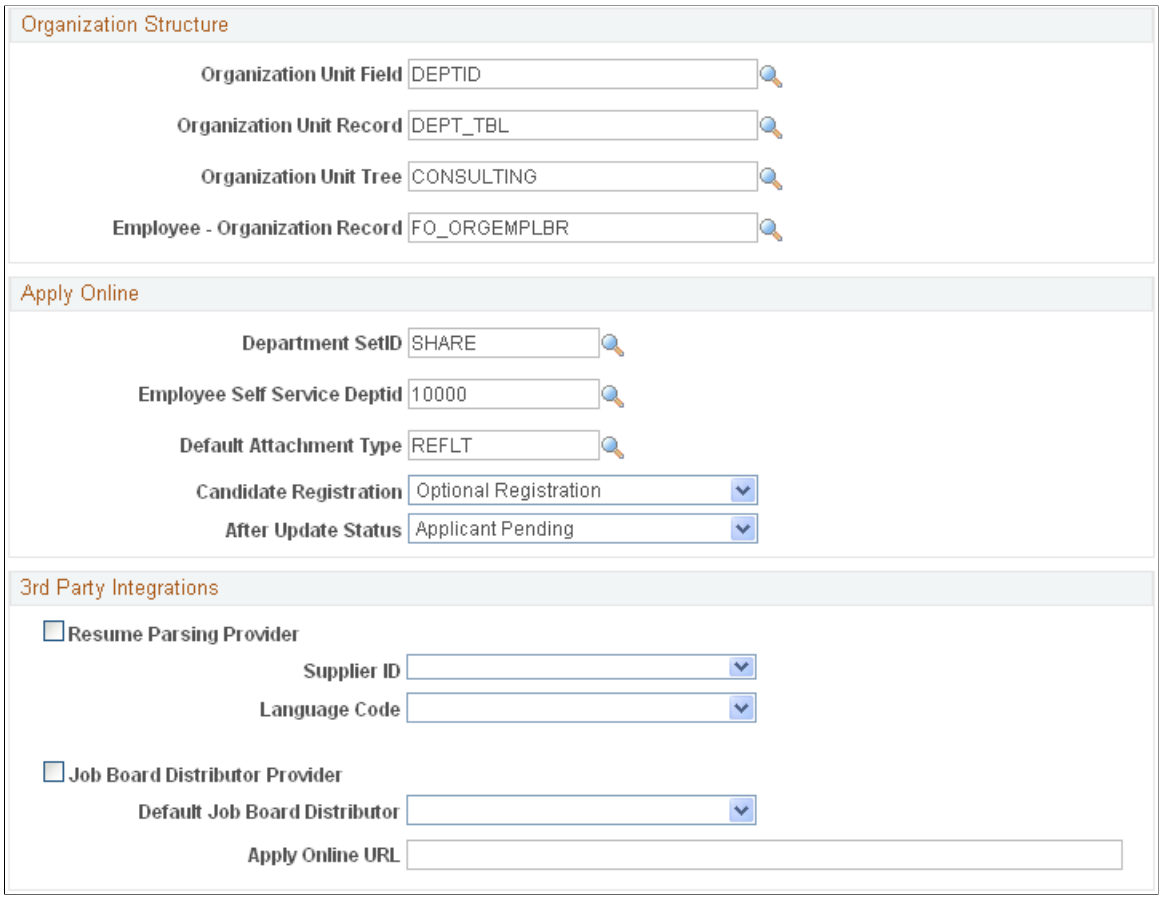
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This example illustrates the fields and controls on the Staffing Installation page (1 of 2). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Staffing Installation page (2 of 2). You can find definitions for the fields and controls later on this page.



Review the information in the Installation Options table before completing any transactions in the system. The installation options table is global, not driven by SetID. It has only one row of data.

Note: The four organization structure fields are necessary when using Staffing Front Office and when using resource groups to narrow the criteria of PeopleMatch and PeopleSearch. The page shown provides an example of how to populate these fields using a department tree.

Field or Control	***Description***
Country	Select the default country for Staffing Front Office and Pay/Bill Management. The system uses the entry in this field as a default for formatting addresses on multiple pages throughout these two applications.
Last Emplid Used(last employee identifier used)	Enter the last employee ID that was given to an employee when hired into Staffing Front Office. This field is only used when Staffing Front Office is installed but Pay/Bill Management is not. If Pay/Bill Management is installed, a similar field from HRMS is used for this purpose.

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Field or Control	*Description*
Last History ID Assigned	Enter the last history ID number used for creating history items in Staffing Front Office.
Last Order ID Used	Enter the last order ID used to create orders in Staffing Front Office, Pay/Bill Management, and Resource Management. These three applications share the same order tables and follow the same automatic numbering logic.
Last Mass Change Run	Enter the last number used for the Mass Assignment Rate Change Request process.
Role Name	Select the user role for those who will have manager access to the Review Agenda/History process.
PeopleSoft Domain	Enter the domain name if you are using 3rd party integrations. This field defines the PSFT domain for mapping processes with 3rd party suppliers.
Map Selection	Enter the URL string used for mapping addresses. For example: http://maps.mapapplication.com/maps_result?addr=%Addr%&csz=%City %%2C+%State%%2C+%Postal%&country=%Country%&new=1&name=&qty= You must use these values in your string, regardless of what mapping software you use: %Addr%, %City%, %State%, %Postal%, and %Country%. The system uses these variables when launching the map within the Customer component.
System Email Address	Enter a generic email address to be used when sending system emails.
Email Event for History Log	Select an event that the system uses when a user logs a history item for sent emails.
Default Task Category	Select a task category that the system uses when assignments are created in the resource calendar.

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General Options

Field or Control	*Description*
Add Assignments to Calendar	Select this check box to populate the resource calendar whenever an assignment is created. This option is only used when Staffing Front Office is installed.
Change 'Ship-to' Customer/Address Labels to 'Work'	Select this check box to enable the system to change the *ship to* labels to *worksite* for ship-to addresses and ship-to customers within the Customer Information component.
Enable Resource Request Quantity Tracking	Select this check box to enable the system to track resource request quantity changes.
Enable Assignment Date Tracking	Select this check box to enable the system to track assignment date changes.

Reopen Assignments Options

Field or Control	*Description*
Allow Reactivate Closed Assign	Select to enable users with the appropriate permissions to reactivate previously closed assignments. If you select this option, you cannot select the Allow Additional Assignments option. Once you save the page, you cannot change this option.
Allow Additional Assignments	Select to allow the creation of additional assignments. If you select this option, you cannot select the Allow Reactivate Closed Assign option. Once you save the page, you cannot change this option.

Additional Job Options

These options apply only when Pay/Bill Management is installed. They enable you to choose to have your system reuse employee job records across different assignments or to always create a new employee job record for each assignment. Even if you decide to reuse job records across assignments, the system still provides the option to power users to force the creation of an additional job for one specific assignment when needed.

When Staffing Front Office is installed but Pay/Bill Management is not, the application will use employee job record number 0 (zero) for all assignments.

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Field or Control	*Description*
Hourly Employees	Select this check box to have the system automatically create an additional job for every new assignment for hourly employees. The system attempts to reuse job records unless you select this check box.
Salaried Employees	Select this check box to have the system automatically create an additional job for every new assignment for salaried employees. The system attempts to reuse job records unless you select this check box.

Recruiting Funnel Options

Setting up these options allows you to integrate the onboarding process with the assignment and hire process. From the Recruiting Funnel, Candidate Summary page, the system can automatically bring up the Assignment Header or the Applicant – Contact Information page by adding an event type.

Field or Control	*Description*
Express Assignment Event	Enter an assignment event type. This event type provides additional functionality from the Candidate Summary page in the Recruiting Funnel. When you click the assignment event on this page, the system brings up the Assignment Header page. See “Candidate Summary Page” (PeopleSoft Staffing Front Office)
Hire Event	Enter a hire event type. This event type provides additional functionality from the Candidate Summary page in the Recruiting Funnel. When you click the hire event on this page, the system brings up the Applicant – Contact Information page. From here, you can hire the applicant as an employee or a non-employee. See “Candidate Summary Page” (PeopleSoft Staffing Front Office)

Organization Structure

These options apply only when Staffing Front Office is installed. They capture information about the tree used to define resource groups. Resource groups can be used to narrow the search criteria in PeopleMatch and PeopleSearch. You can use a tree by candidate department ID or location code to define resource groups.

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Field or Control	*Description*
Organization Unit Field	Enter the name of the field that will be used to join with the Organization Unit Tree.
Organization Unit Record	Enter the table that contains the valid values and descriptions for the organization unit field you entered in the **Organization Unit Field** field.
Organization Unit Tree	Enter the name of the tree to use to define your resource groups.
Employee - Organization Record	Enter the record that tracks the organizational unit to which the resource belongs through the specified **Organization Unit Field.**

Apply Online

These options appear only when Staffing Front Office is installed. The functionality is not available when only Pay/Bill Management is installed.

Field or Control	*Description*
Department SetID	Enter the default department SetID that is to be automatically associated with the candidates who use the Apply Online component. All applicants in the system must have a department. However, this information is not captured in the component used by candidates who use the Apply Online functionality.
Employee Self Service Deptid(employee self service department identifier)	Enter the default department ID that is to be automatically associated with the candidates who use the Apply Online component. All applicants in the system must have a department. However, this is not an available field for candidates using the Apply Online functionality.
Default Attachment Type	Select the default attachment type that the system automatically associates with the resumes attached through the Apply Online component.

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Field or Control	*Description*
Candidate Registration	Select an option that determines whether candidates are required to register. Options include: *Optional Registration:* Candidates are not required to register but are able to if they want to. *Registration Not Required:* Candidates are not required to login to the system prior to applying. *Registration Required:* Candidates must register prior to accessing the Apply Online component.
After Update Status	Select an option that the system uses to determine the applicant status after the candidates update their records. Options include: *Applicant Active* and *Applicant Pending*.

3rd Party Integrations

Field or Control	*Description*
Resume Parsing Provider	Select to indicate that your organization used a resume parsing provider.
Supplier ID	Select the resume parsing provider. Suppliers must be setup through the Open Integration Framework before they can be selected here. See *PeopleSoft Staffing Front Office*product documentation. "Structuring PeopleSoft Staffing Front Office Processing Environment," Understanding Resume Parsing.
Language Code	Select the language of the resumes being loaded.
Job Board Distributor Provider	Select this check box to indicate that you are using a job board distribution provider.
Default Job Board Distributor	Select job board distributor. Distributors must be setup through the Open Integration Framework before they can be selected here.
Apply Online URL	Enter a valid URL for the Job Board Distributor.

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PeopleTools Options Page

Use the PeopleTools Options page (PSOPTIONS) to enable multiple jobs.

Doing so will enable the employee record number to appear on the Employees search page and on the Job Data page.

Navigation:

PeopleTools > **Utilities** > **Administration** > **PeopleTools Options**

In the **General Options** group box, select the **Multiple Jobs Allowed** check box and save the page.

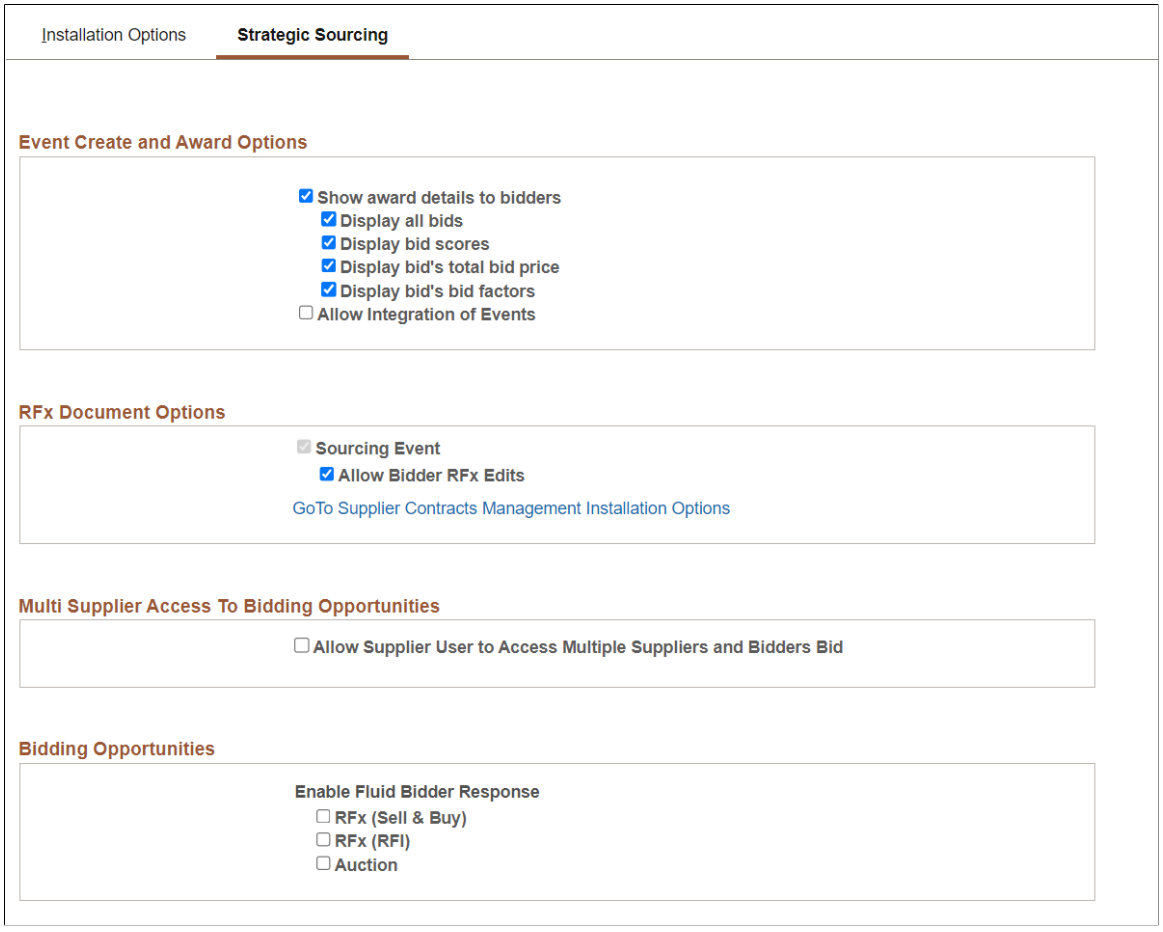
Installation Options - Sourcing Installation Options Page

Use the Installation Options - Sourcing Installation Options page (INSTALLATION_AUC) to use to set up award details bid display options and multichannel framework sourcing defaults.

Navigation:

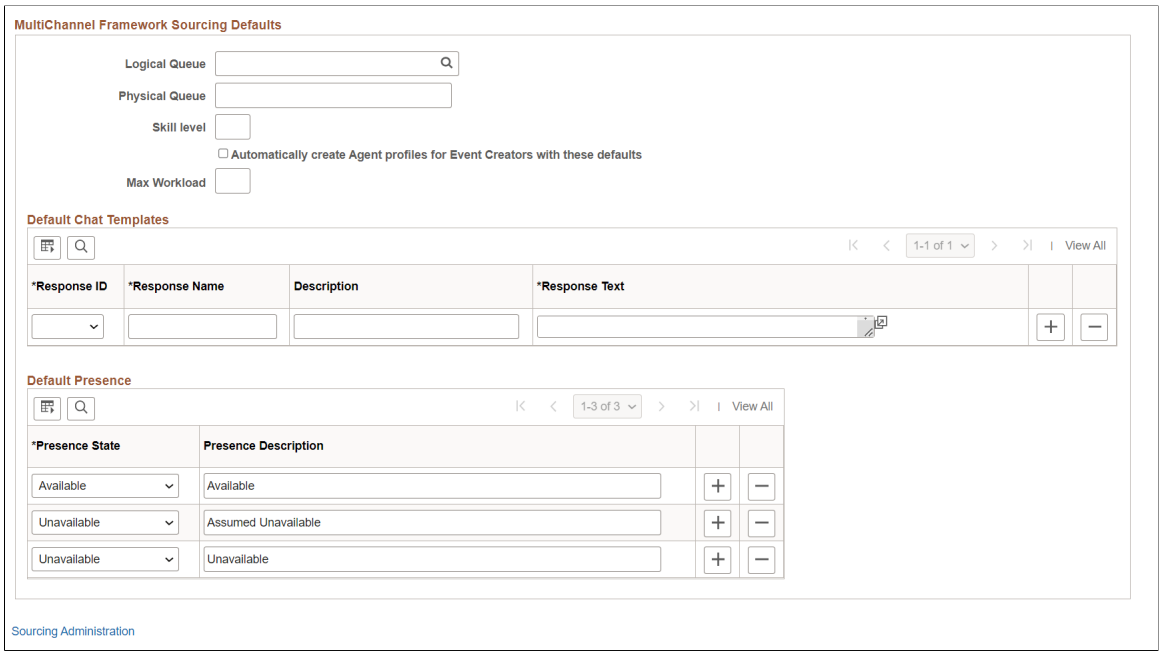
Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Strategic Sourcing**

This example illustrates the fields and controls on the Installation Options - Sourcing Installation Options page .You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Installation Options - Sourcing Installation Options page .You can find definitions for the fields and controls later on this page.



Event Create and Award Options

Field or Control	*Description*
Show award details to bidders	Select to enable displaying award details to bidders. You can choose to: • **Display all bids** • **Display bid scores** • **Display bid's total bid price** • **Display bid's bid factors** You can override the values set here on the Award Details page for each sourcing event.

Field or Control	*Description*
Allow Integration of Events	Select to allow posting of events to third-party sites. When selected, you will be able to configure third party integration of events for a Sourcing Business Unit.

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RFx Document Options

Field or Control	*Description*
Sourcing Event	Select to enable the use of Supplier Contracts to create an RFx document.
Allow Bidder RFx Edits	Select if the bidder is allowed to edit the RFx document.

Multi Supplier Access To Bidding Opportunities

Field or Control	*Description*
Allow Supplier User to Access Multiple Suppliers and Bidders	Select the check box to allow a supplier or a representative to access multiple supplier or bidder events based on the Define Supplier User Configuration. **Note:** You cannot restore to the previous setting once the Allow Supplier User to Access Multiple Suppliers and Bidders check box is selected.

Bidding Opportunities

Field or Control	*Description*
Enable Fluid Bidder Response	Select the respective checkbox to enable the Fluid Bidder Response for the following bidding event types: • RFx (Sell & Buy) • RFx (RFI) • Auction **Note:** By default, Fluid Bidder Response is not enabled for any of the event types. See the “Bidder Response” (PeopleSoft Source to Settle Common Information).

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MultiChannel Framework Sourcing Defaults

Field or Control	*Description*
Automatically create Agent profiles for Event Creators with these defaults	Entering information here enables event creator to chat with bidders using the MultiChannel Framework chat capabilities. If selected, the system automatically creates users as MCF agents upon posting their first sourcing event. Bidders can then request to chat with the event creator from the bid response pages. **Note:** Any defaults set here can be overridden for a selected agent on the MCF Agent setup page (MCF_AGENT_PG) in PeopleTools.
Logical Queue	Complete the MultiChannel Framework default only if you have selected the **Automatically create Agent profiles for Event Creators with these defaults** check box. A logical queue is an application-level queue that receives work requests (tasks) relating to an application area, such as chat requests regarding sales information, and routes them to agents capable of handling the work. For example, you might configure a logical queue called *SOURCING* for bidder issues.
Physical Queue	The system randomly selects this queue so that the tasks in a logical queue are distributed by the framework among all available physical queues for scalability. For example, the *SOURCING* queue could be serviced by two MCF clusters across two physical queues: *SOURCING1* and *SOURCING2*.
Skill Level	Specify the minimum agent skill required to handle this task. The queue server assigns this task type to an available agent with the lowest skill level on that queue greater than or equal to the skill level required by the task. The minimum value is *0,* and there is no maximum value. The value specified here can be overridden in the EnQueue() or InitChat() built-in function call.

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Field or Control	*Description*
Maximum Workload	Select the maximum load that this agent can be assigned before tasks are held or assigned to other agents. This is a required field. The cost of each accepted task is added to the agent's current workload. A task is not assigned to an agent if its cost pushes the agent's current workload over the maximum.
Response ID	Use to create default chat templates for each agent's profile. Chat templates are used to send responses to bidders. Values include: *Abandon, Accept, Deny, End, Forward,* and *Other.* For each response ID, you can add a response name, response description, and response text.
Presence State	Use to define one or more default presence states for each agent's profile. Options include: *Available* and *Unavailable.* Add a presence description that appears when checking to see if an agent is available.

See the product documentation for *PeopleTools: PeopleSoft MultiChannel Framework.*

Related Links

“Setting Up Instant Messaging by Using MultiChannel Framework” (PeopleSoft Strategic Sourcing)

Installation Options - Supplier Contract Management Page

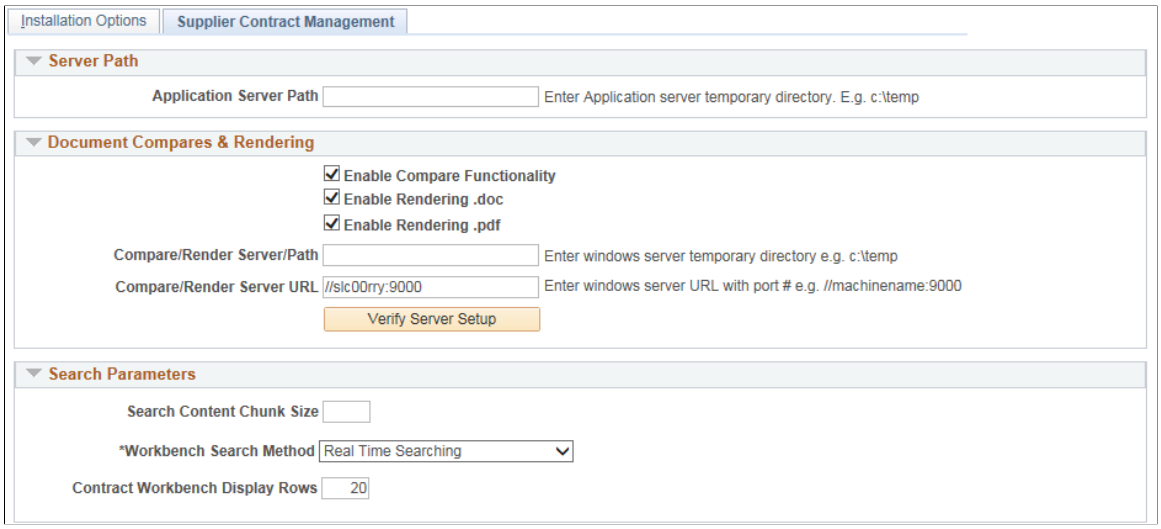
Use the Installation Options - Supplier Contract Management page (INSTALLATION_CS) to set up Supplier Contract Management installation options.

Navigation:

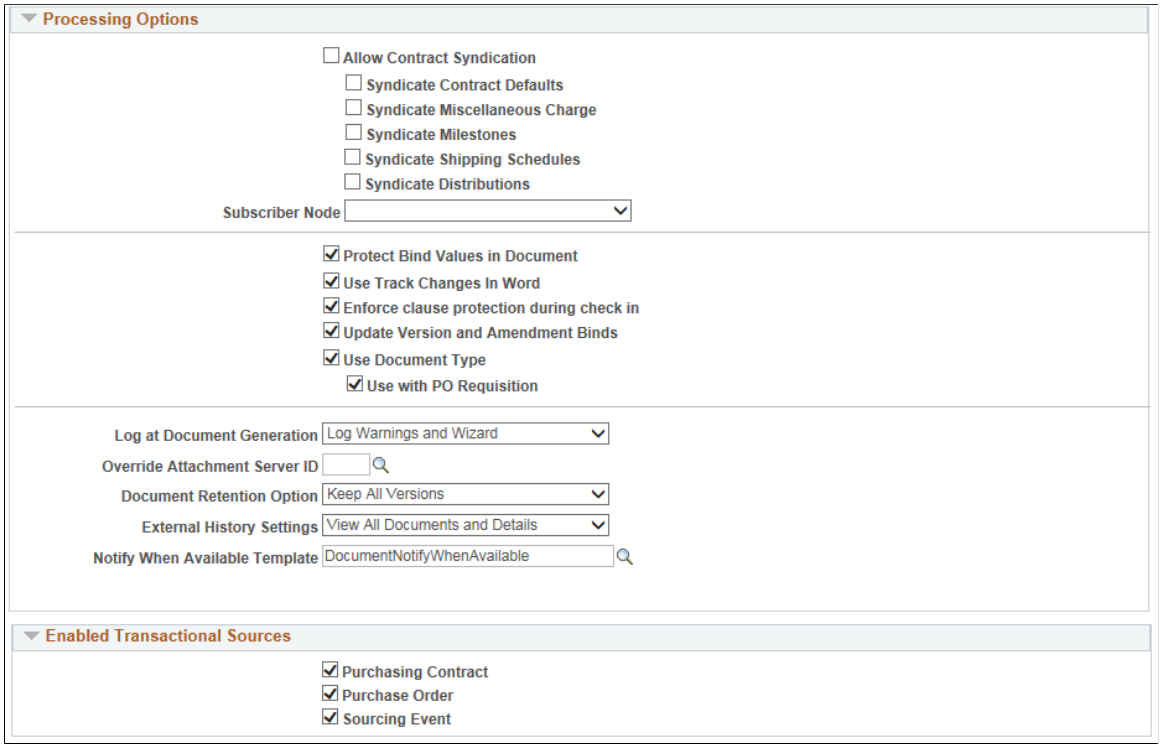
Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Supplier Contract Management**

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This example illustrates the fields and controls on the Installation Options - Supplier Contract Management page (1 of 2). You can find definitions for the fields and controls later on this page.

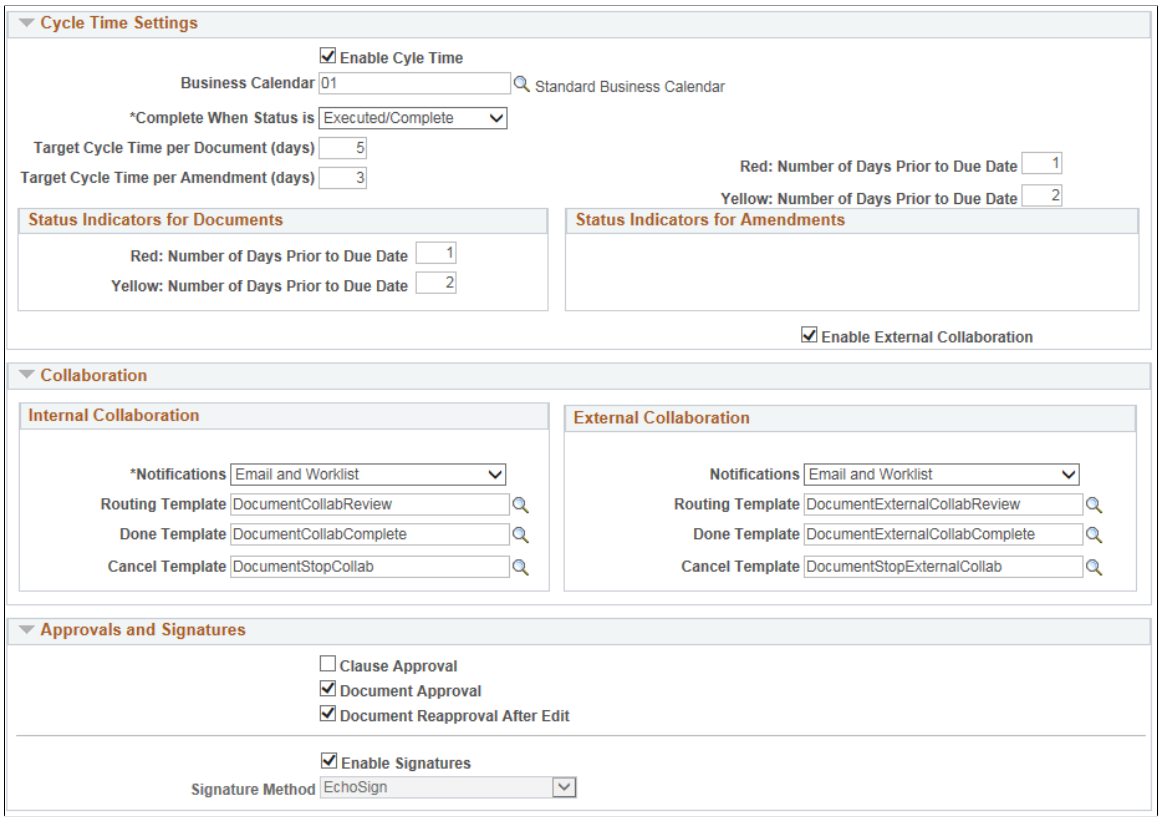


This example illustrates the fields and controls on the Installation Options - Supplier Contract Management page (2 of 3). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Installation Options - Supplier Contract Management page (3 of 3). You can find definitions for the fields and controls later on this page.



Use this page to define servers, server paths, compare and render options, searching, syndication options, and required approvals.

Server Path

Use this group box to define default server locations for use in the file creation processes within PeopleSoft Supplier Contract Management.

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Field or Control	*Description*
Application Server Path	Enter a directory that is on the server where the system creates temporary server-side files. For example, when the system generates authored documents, it uses this temporary document on the application server to create the file prior to transferring it to the file attachment server. You might want to select a directory such as *c:\temp,* which exists on Windows application servers. **Note:** The temporary directory should be operating-system specific if a single operating system is being used in the implementation for all application servers. If multiple operating-system application servers are in the implementation, for example, Unix and Windows, you should leave this field blank.

Document Compares and Rendering

Use this section to enable server-side Microsoft Word processing. This includes comparisons of the current authored document with a temporarily created version of a refreshed or re-created document. After you enable server-side processing, the system makes a **Compare** button available on the Document Management page.

Optionally, you can also create a Microsoft Word .doc or Adobe .pdf version of the XML-generated documents to send to suppliers who may be using a version of Microsoft Word that is prior to the Microsoft Word version that is on your system. After you enable rendering, the system displays the correct rendering options on the Send to Contacts and Dispatch to Contacts pages. You can test the URL and gateway settings to verify that they are correct and running.

For additional information about document comparisons and rendering, see Setting Up Document Comparison and Rendering.

Field or Control	*Description*
Enable Compare Functionality	Select to permit the document administrator to run a server-side comparison of the current authored document against a recreated version or refreshed version of the document. The comparison displays the differences and is for information purposes only. The compare functionality also enables the system to compare a main amended contract with the last executed version.
Enable Rendering .doc	Select to permit the generation of a .doc format document when dispatching a document or sending it to contacts. You select this check box in case a supplier does not use the same version of Microsoft Word that your organizations uses and cannot read an .xml version of the file.

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Field or Control	*Description*
Enable Rendering .pdf	Select to permit the generation of an Adobe .pdf format document when dispatching a document or sending it to contacts.
Compare/Render Server/Path	Enter a directory path name for the Windows application server that serves as a temporary location for document processing for server-side comparisons and document rendering of .xml documents. An example of a temporary location might be c:\temp. **Note:** If a single operating system is being used in the implementation for all applications servers, then the temporary directory should be operating-system specific. If multiple operating-system application servers are in the implementation (for example, Unix and Windows), then leave the **Application Server Path** field blank on the Installation Options page.
Compare/Render Server URL (compare/render server uniform resource locator)	Enter the machine name of the Windows application server and port that have been set up with Microsoft Word and the CSDOCUTIL.DLL file. The **Compare/Render Server URL** field does not require a web server. This communication is within PeopleTools and messaging is at the application-server level. The request from the application is sent to the application server specified by the URL. The machine and port are passed as parameters using an internal synchronous message that is interpreted by PeopleTools and ensures that the request is run on the Windows machine where Microsoft Word or Adobe Acrobat is installed so that the comparison or rendering to .doc or .pdf can take place. The port is the Jolt Server Listener port and should be the same port that was set up with the PeopleSoft application server on the Windows machine.

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Field or Control	*Description*
Verify Server Path	Click to test the render feature. When you test rendering in DOC or PDF, the system verifies that the application server that you entered in the **Compare/Render Server URL** field and the gateway are set up correctly and running. The system tests for document rendering setup for Microsoft Word and Adobe PDF formats if those check boxes are selected. The testing assists with establishing the compare and render features for the Document Management component, such as document comparisons, dispatch formats, and digital signatures. During the testing, the system provides information messages related to the server connection. For example, if the **Compare/ Render Sever URL** field is blank, a message appears indicating that data was not found in the field. When the test is complete and successful, the system displays this message if rendering check boxes in the Document Compares and Rendering section are selected: "Connect to application server *(SERVER NAME)*: SUCCESSFUL, Test to render document in .doc format: PASSED, Test to render document in PDF: PASSED." The button name is then updated to **Setup is Successful,** which you can use to test the connection at anytime. **Note:** Upon successful testing of each of the features, the system saves the data that you entered. Other conditions for test results include: • If the local gateway is not set up, a system error appears with the failure information. • If a response is not received from the gateway, the system provides a message. • If the application server specified by Compare/Render Server URL is not running, a system error appears. • If the Enable Compare Functionality, Enable Rendering. doc, or Enable Rendering .pdf check box is selected, and you enter an incorrect URL, the system times out.
Setup is Successful	Click to test the compare and render features again. This button appears after an initial test has been successful. You can use the button to retest the features, for example if you click the Enable Rendering .doc, the system will verify that the rendering setup is correct and running.

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Search Parameters

Use this section to specify search options when using PeopleSoft Search Technology to perform content searches on elements in the library. For example, you can search clauses and sections, the latest versions contract document content, and transactional-related contract data for purchasing contracts.

Field or Control	*Description*
Search Content Chunk Size	Enter the number of returned rows that you want to retrieve and display when you perform a search. If you do not enter a value, the system retrieves 20 rows at a time. **Note:** This applies to the Search Content function in Supplier Contracts.
Workbench Search Method	You can do either real-time or keyword searches based on the settings on the Installation page. Select *Real Time Searching* to employ the SQL based where-used search method on the Supplier Contract Workbench. Select *Search Engine* to employ the PeopleSoft Search Framework search method on the Supplier Contract Workbench.
Contract Workbench Display Rows	Enter a numerical value that tells the system how many rows to display when viewing results in the Supplier Contract Workbench. ***Warning!*** Use caution when entering this value. A number that is too high may impact system performance.

Processing Options

Use this group box to determine system processing options for purchasing contract syndication and document preferences on various features. Syndication is the exchange of contract information between PeopleSoft contracts and third-party systems. Using syndication, the system publishes contract information from PeopleSoft Purchasing contracts to third-party systems. This enables the third-party system to create the contract. Using syndication, the system can also receive and consolidate contract performance information from third-party systems.

The syndicate options control additional information that the system might publish with the contract. Depending on the capabilities of the remote system and the consistency of setup data between the two systems, you may not want to syndicate this optional information.

The default value for all check boxes in this group box is deselected. See Understanding Contract Syndication.

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Field or Control	*Description*
Allow Contract Syndication	Select to indicate that you want to include syndication as part of the contract process. When you select this check box, the system shows the Syndication tab on the “Contract Entry - Contract Page” (PeopleSoft Source to Settle Common Information). If you use contract syndication and the **Allow Contract Syndication** check box is deselected later, the syndication features appear only for contracts that have already been syndicated. For contracts that have not been syndicated, the system hides the syndication features.
Syndicate Contract Defaults	Select to include purchase order defaults as part of the syndicated contracts. The defaults include header and shipping information. To view these defaults, click the **PO Defaults** link on the “Contract Entry - Contract Page” (PeopleSoft Source to Settle Common Information).
Syndicate Miscellaneous Charge	Select to include miscellaneous charges in the syndicated contract. You can add miscellaneous charges to purchase orders in addition to sales taxes, use taxes, and value-added taxes. Miscellaneous charges can include freight, setup costs, insurance, and a variety of other costs that are incurred to deliver purchased goods to a location.
Syndicate Milestones	Select to include milestone information in syndicated contracts. Milestones are points in a contract cycle, such as a specified period of time or a percentage of contract fulfillment, at which an approval or reevaluation is made by contract participants. Often, partial compensation is linked to a milestone. PeopleSoft Supplier Contract Management verifies the release of milestone lines for merchandise amount changes.
Syndicate Shipping Schedules	Select to include syndicated shipping schedules in syndicated contracts . The system verifies that the line quantity on the shipping template is greater than the minimum line quantity.
Syndicate Distributions	Select to include syndicated distributions in syndicated contracts. During syndication, the system processes distribution percentages and amounts, and verifies that the distribution amount does not exceed the contract line amount.

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Field or Control	*Description*
Subscriber Node	Select a default node to which contracts can be syndicated. The system cannot syndicate a contract until you define a subscriber node. This subscriber node is supplied as a default value on the supplier contract if **Allow Contract Syndication** has been selected. If a node is not defined at the header level, the system generates a message during processing. If you run syndication as a batch process, only those contracts that have nodes defined can be selected for processing.
Protect Bind Values in Document	Select to protect bind values in a document. When you protect bind values and the system generates authored documents, Microsoft Word places a protection tag around each transactional or wizard bind value in the document. This can be useful if you do not want bind values to be readily changed within an authored document, but you do want them to be primarily controlled by wizard or transactional changes within the PeopleSoft system. When Microsoft Word protection is in place, bind values cannot be easily changed. Controls for overriding protection exist within Microsoft Word. For more information about protecting documents, see Microsoft Word - Help.
Use Track Changes in Word	Select to make **Track Changes** the default option when the system generates documents. If you do not select this check box, users can manually set the Track Changes feature in Microsoft Word.
Enforce clause protection during check in	Select to indicate that the system should protect clauses. This places Microsoft Word protection tags around a specific clause to help prevent users from making any changes to the clause. When you select the check box, the system prevents a document from being checked in if any of its protected clauses have been changed by users within Microsoft Word. If you do not select this check box, the system displays a warning about a protected clause that has been modified; however, it allows the document to be checked in.

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Field or Control	*Description*
Update Version and Amendment Binds	Select to indicate that the system should automatically update version and amendment bind values, if they exist, within an authored contract document. The update is performed as part of checking in, re-creating, or refreshing a document or when creating amendments. If you do not select this check box, the system does not automatically update any version or amendment bind values within an authored contract document.
Use Document Type	Select to indicate that you want to categorize document types for contract documents. Document types enable you to categorize documents and enables additional functionality within the system. When you select this check box, all new documents that are created in the system will require a document type value to be specified. Using document types, you can define specific settings, defaults, and security that provide better control over the flow of document creation and document life cycles. When you select this check box, the system also makes the **Use with PO Requisition** check box available. See Setting Up Document Types.

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Field or Control	*Description*
Use with PO Requisition (use with purchase order requisition)	Select this check box if you intend to create documents related to requisitions that require new contracts. In this scenario, you can define a related document and wizard that capture additional information from the requestor. This information can be pulled into the actual purchasing contract document when it is created. Selecting this check box enables you to set up document types that allow this association to requisitions. When a document type is set up for the contract request situation, you can specify that the system use this type with a PeopleSoft eProcurement or Purchasing requisition. In this case, along with the requisition, the requestor can generate a supplemental request document by launching a wizard that captures the information that pertains to the contract request. The requestor then provides the required information in the supporting document. When the requisition is awarded to a contract, the specialist can reference the original request document and make use of any wizard responses within that request document to help drive the content and fill in required data for the actual contract. When this option is selected, the system displays the **Add Request Document** link on Maintain Requisitions page in Purchasing and on the Create Requisition page in eProcurement . The default value for the check box is deselected. You must select the **Use Document Type** check box before you can select this option because the Use with PO Requisition feature is enabled on the Document Type Page. If you clear the field, the system validates that no document types are currently enabled for use with purchase order requisitions. If document types are enabled, an error message appears when you attempt to save the update.
Cancel Draft Amendment	Select checkbox to allow document administrator to cancel amendment in Draft status. After amendment is canceled, the document is reverted to last executed version. This option is used with **Cancel Amendment** button on Document Management page. If checkbox is deselected, **Cancel Amendment** button on Document Management page is hidden.

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Field or Control	*Description*
Log at Document Generation	Select the default method by which you want the system to log errors when it generates a document. The system provides the value as a default value to document configurators when you first create them. Two levels of logging are available. Select *Details* to indicate that the system should log full error details during the document generation process. Full logging can slow the generation process, but is useful for debugging and testing wizard paths when you create new configurators. Full logging also validates bind variables that the system uses within a configurator and validates the expansion of a configurator by checking rules that are evaluated during document generation. Select *Log Warnings and Wizard* to log only warnings, such as missing bind values and the summary wizard history for a given document generation. You should use this setting after a configurator is made available for general use.
Override Attachment Server ID	Select an attachment server ID. You use this field to override the installed server so that you can define an attachment server specifically for PeopleSoft Supplier Contract Management-related documents and attachments. When you select another server, the system displays a warning message about overriding the installed server. ***Warning!*** Overriding an attachment server should be an exception and only performed when absolutely necessary. Overriding the server also affects the use of searching in PeopleSoft Supplier Contract Management. If you choose to use a database server for Supplier Contract Management the Attachment Server Override values must be left blank. See Setting Up Document Comparison and Rendering and Overriding SFTP Attachment Servers.

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Field or Control	*Description*
Document Retention Option	Select a document retention option to indicate how you want the system to retain executed documents. Values are: • *Keep All Versions:* Select to keep all versions of a document after the document is executed. Document history will continue to provide links to all intermediate versions. • *Keep Only Executed Versions:* Select to purge all intermediate versions from the system after the document is executed. During a new document cycle, all versions are accessible until the document is executed. After the document is executed, the system purges all intermediate versions from the system and from the SFTP server. This includes intermediate collaboration copies and intermediate signed copies. Only the final executed version remains in the system.
External History Settings	Select an option that determines the view access for external users of the Supplier Portal. Values are: • *Disable Viewing once Executed:* Select to prevent external suppliers from viewing the executed contract in the Supplier Portal. This assumes that the supplier has an internal copy for reference because they were the last signers. Or, you can send them the signed version. • *View All Documents and Details:* Select to provide supplier view access to all document details including their collaboration versions, attachments, and all versions that were previously executed. • *View Only Executed Documents:* Select to provide external suppliers with only view access to the final signed and executed document after each negotiation is completed. This option displays summary action and history rows, but does not include review and collaborations details.
Notify When Available Template	Select a notification template that is used with the **Notify Me** button on the Document Management Page. The **Notify Me** button is used to indicate that the system should notify you when a document is checked back into the PeopleSoft system. When the document is checked in, the system notifies any users who have asked to be notified for the document.

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Enabled Transactional Sources

Use this section to define whether PeopleSoft Supplier Contract Management users can author contracts using purchasing contracts or the purchase orders in the PeopleSoft Purchasing application.

When you select a check box, the system includes that selection in the list of values for source transactions, such as when you add a document or a document type. You can also perform Search Framework searches based on the transactional source that you select. You do not need to enable the ad hoc source because it is always available.

Field or Control	*Description*
Purchasing Contract	Select to enable document creation from a transactional purchasing contract using the Contract Entry feature in PeopleSoft Purchasing. The default value for the check box is selected. See Transactional Purchasing Contracts.
Purchase Orders	Select to enable document creation or association with transactional purchase orders in PeopleSoft Purchasing. The default value for the check box is deselected. See Transactional Purchase Orders.
Sourcing Event	Select to enable document creation or association with transactional sourcing events in PeopleSoft Strategic Sourcing. The default value for the check box is deselected.

Cycle Time Settings

Use this section to define cycle-time settings for completing contract documents and amendments. For example, you can ensure that contract requirements are achieved in a timely manner by establishing a time frame for completing documents. The settings that you define on this page apply to this installation of PeopleSoft Supplier Contract Management; however, you can override these settings for specific document types using the Document Type feature.

You can also set the number of days before the target cycle time that you want the system to display indicators. Use the **Red: Number of Days Prior to Due Date** and **Yellow: Number of Days Prior to Due Date** fields to set the indicators for documents and amendments.

After defining cycle settings, you use the Find Existing Documents page to search for and access documents. Using the results from document searches, you can view which documents and amendments are overdue or pending for collaboration and for approvals. You can also search for documents based on their cycle-time settings using the workbench.

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Field or Control	*Description*
Enable Cycle Time	Select to indicate that cycle times should be enabled for this installation of PeopleSoft Supplier Contract Management. After you select the check box, the system makes the related fields available.
Business Calendar	Select the business calendar that you want to use for document and amendment cycle times. You use business calendars to determine the days, such as holidays or weekends, that should be removed from any cycle-time calculations. You can also create a calendar specifically for use with documents. To define a business calendar, select **Set Up Financials/ Supply Chain** > **Common Definitions** > **Calendar/ Schedules** > **Business Calendar** > **Business Calendar.**
Complete when Status is	Select the status at which you want to stop tracking a document's cycle time. For example, you might want to track document cycles during more critical stages when numerous reviewers or approvers are involved in the cycle and not track it for its entire review cycle. Or, the organization might want to track a critical contract document until it has been signed and executed. You can end document and amendment cycle tracking at these statuses: • *Approved* • *Dispatched* • *Executed/Complete* • *Pending Approval*
Target Cycle Time per Document (days)	Enter the target number of business days that a contract document should take to complete. This cycle begins when you create the document and ends when the document goes into the status that you select in the **Complete when Status is** field. The system calculates the cycle time using the business calendar so that only official business days are counted based on the calendar.
Target Cycle Time per Amendment (days)	Enter the target number of days that a contract amendment should take to complete.

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Field or Control	*Description*
Red: Number of Days Prior to from Due Date	Enter the number of days prior to the due date that you want to flag the document with a red flag indicator. When a document falls within the number of days that you enter, the system inserts a red flag indicator on the search results for the Find an Existing Document page. For example if you enter *2* for a document with a due date of March 10, depending on the business calendar, the system inserts the flag on March 8. You use this field to define a more urgent warning, so the number of days that you enter should be fewer than the days that you enter for the yellow flag indicator. You can define the value for documents and amendments.
Yellow: Number of Days Prior to Due Date	Enter the number of days prior to the due date that you want to insert a yellow flag indicator in the document workbench. You can define the value for documents and amendments.

Internal Collaboration

Use this section to define internal and external collaboration settings. Internal and external collaboration are similar; however, with external collaboration, you must set up external users so that they can access documents.

Field or Control	*Description*
Notifications	Select the method that the system should use to notify internal collaborators that a document has been routed to them for collaboration. Values are: • *Email:* Select to notify collaborators using email only. • *Email and Worklist:* Select to notify collaborators using both email and worklist methods. • *None:* Select to indicate that a notification is not required. • *User Preference:* Select to use the method defined on a user's preference. • *Worklist:* Select to notify collaborators using worklist only.

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Field or Control	*Description*
Routing Template	Select the generic template that the system should use in routing documents for internal collaboration. This template controls the format of information for email notifications when the system routes a document for collaboration. The *DocumentCollabReview* system-supplied value appears as the default value for the template. See Defining Generic Templates, "Using Notification Templates," *PeopleTools: Workflow Technology*
Done Template	Select the template that the system should use when internal collaboration has been completed for a document. The template controls the information that appears in the email to the administrator when the collaboration cycle is complete. The *DocumentCollabComplete* system-supplied value appears as the default value for the Done template.
Cancel Template	Select the template that the system should use to alert any pending collaborators when internal collaboration has been canceled for a document. The *DocumentStopCollab* system-supplied value appears as the default value for the Cancel template.

External Collaboration

Field or Control	*Description*
External Collaboration	Select to enable external collaboration with suppliers who have access to PeopleSoft Supplier Contract Management documents through the Supplier Portal. To perform external collaboration, Oracle recommends that supplier users use the same Microsoft Word version that your organization uses. This ensures that suppliers can make changes and check in the document as an .xml document. If suppliers do not use the same Microsoft Word version, they can check in a .doc version of the document, but the contract administrator will have to manually reconcile any changes. **Note:** You must enable external collaboration using this check box before you can enable them for a document type on the Document Type page. See Document Collaboration for External Users in the Understanding Document Collaboration topic.

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Field or Control	*Description*
Notifications	Select the method that the system should use to notify external collaborators when they are listed as collaborators in the document collaboration process. Values are: • *Email:* Select to notify collaborators using email only. • *Email and Worklist:* Select to notify collaborators using both email and the worklist. • *None:* Select to indicate that a notification is not required. • *User Preference:*Select to use the method defined on the user's preference. • *Worklist:* Select to notify collaborators using worklist only.
Routing Template	Select the generic template that the system should use in routing documents for external collaboration. This template controls the format of information for email notifications when the system routes a document for external collaboration. The *DocumentExternalCollabReview* system-supplied value appears as the default value for the template. See Defining Generic Templates, "Using Notification Templates," *PeopleTools: Workflow Technology*.
Done Template	Select the template that the system should use when external collaboration has been completed for a document. The template controls the information that appears in the email to the administrator when collaboration is complete. The *DocumentExternalCollabComplete* system-supplied value appears as the default value for the Done template.
Cancel Template	Select the template that the system should use to alert the external collaborator when an external collaboration cycle has been canceled for a document. The *DocumentStopExternalCollab* system-supplied value appears as the default value for the Cancel template.

Approvals and Signatures

Use this section to indicate whether workflow approvals are required for clauses and documents, and whether internal and external users can electronically sign a document.

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Field or Control	*Description*
Clause Approval	Select to indicate that approvals are required for clauses. When you select this check box, the system enables workflow approvals for clauses. If you do not select this check box, the person maintaining the clause can set the clause status to approved. See Understanding PeopleSoft Supplier Contract Management Workflow, and Understanding Document Approvals.
Document Approval	Select to indicate that approvals are required for documents. If you select this check box, the system requires the document administrator to submit documents for approval. If you do not select this check box, the document administrator can click the **Approve** button to approve the document and to dispatch it to the supplier for a final signature. See Understanding Document Approvals.
Document Reapproval After Edit	Select to indicate that a document must be reapproved if the document is edited after it was initially approved. Depending on internal controls for documents in your organization, this may or may not be required.

For additional information about Digital Signatures, see Understanding Digital Signatures

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Field or Control	*Description*
Enable Internal Signatures	Select to allow internal users to digitally sign a document using Adobe or Microsoft Word signatures. When this check box is selected: . • You must select an option in the **Signature Method** field. • The system opens the **Enable External Signatures** check box. Typically, an electronic version of a contract can replace a paper-based version. When you enable internal signatures, the **Prepare Document for Signing** button appears on the Document Management Page. This button enables you to convert a document to a . pdf file, stage it to be signed, and indicate that it is available to be signed. This causes additional buttons to appear on the Document Management page that enable you to convert the document. **Note:** Because digital signature methods are determined at the installation level, you must enable internal signatures using this check box before you can enable them for a document type on the Document Type Page.

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Field or Control	*Description*
Signature Method	Select a method for signing a contract document or for rendering contract documents in PDF. Signature methods include: • *Adobe (Deprecated)*: Select to sign documents using Adobe Systems software. To use this signature method, you must have Adobe Acrobat on a windows machine, the server must be set up, and a URL must be defined in the Document Compares and Rendering section. In addition, the administrator must have Adobe Professional 8 installed and users, who are required to sign a document, must have Adobe Reader installed. • *Adobe (Word)*: Select to dispatch contract documents in PDF or to use Adobe digital signatures. To use this signature method you need Microsoft Word 2007, or a later version, installed on the Windows machine. In addition, to use Adobe digital signatures, the document administrator must have Adobe Acrobat installed and users who are required to sign documents must have Adobe Reader installed. • *Adobe Sign*: Select to sign documents using Adobe Sign. To use this signature method, you must have an Adobe Sign account. In addition you must have Microsoft Word 2007 (minimum) on the Windows machine and the URL for the application server must be defined in the Document Compares and Rendering section. • *DocuSign*: Select to sign documents using DocuSign. To use this signature method, you must have a DocuSign account. All documents pending signature must be cancelled before you select DocuSign as the signature method. • Word: Select to sign documents using Microsoft Word. To use this signature method, you must have Microsoft Word 2007, or later version, on the Windows machine and the URL for the application server must be defined in the Document Compares and Rendering section. In addition, users who are required to sign the document must use Microsoft Word 2007, or later version, to sign the document.

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Field or Control	*Description*
	If you selected the Enable Internal Signatures check box, or dispatch contract documents in a .doc, .docx, or .pdf file format, then you must select a value for this field. If you do not select an option, the system displays an error message when you save the settings. For Adobe signature methods, Oracle recommends that you use Adobe (Word) for Adobe digital signatures and Adobe PDF to dispatch documents. **Note:** You cannot change signature methods while there are documents pending signature.
Sign Template	Select a template that you want internal signers to use when a document is routed to them for electronic signatures. The system-supplied value for the Sign template, *DocumentSign*, appears as the default value for the field. **Note:** All templates are for Adobe and Word digital signature methods.
Decline Signing Template	Select a template that you want internal users to use when they decline to sign a document. The system-supplied value for the Decline Signing template, *DocumentRejectSigning*, appears as the default value for the field.
Complete Template	Select a template that you want internal signatures to use when the routing process is complete. The system-supplied value for the Complete template, *DocumentSignComplete*, appears as the default value for the field.
Cancel Template	Select a template that you want to use to alert pending signers when the routing for internal signatures process is canceled. The system-supplied default value for the Cancel template, *DocumentSignCancel*, appears as the default value for the field.

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Field or Control	*Description*
Enable External Signatures	Select to enable external users to sign documents using digital signatures. When you select this check box, the system makes the external signature templates available. These are generic templates that you can use to define the content of emails for certain actions between document approvers. **Note:** Because digital signature methods are defined at the installation level, you must enable external signatures using this check box before you can enable them for a document type on the Document Type Page .
Signed Template	Select a template that you want to use when an external user has electronically signed a document. The system-supplied value for the Signed template, *DocumentSupplierSigned*, appears as the default value for the field.
Cancel Template	Select a template that you want to use to alert external users when the external signature process is canceled. The system-supplied value for the Cancel template, *DocumentStopExternalSignatures*, appears as the default value for the field.
Decline Signing Template	Select a template that you want to use to alert the contract administrator when an external user declines to sign a document. The system-supplied value for the Decline Signing template, *DocumentExternalRejectSigning*, appears as the default value for the field.

Related Links

“PeopleSoft Supplier Contract Management Implementation” (PeopleSoft Supplier Contract Management)

Installation Options - Treasury Page

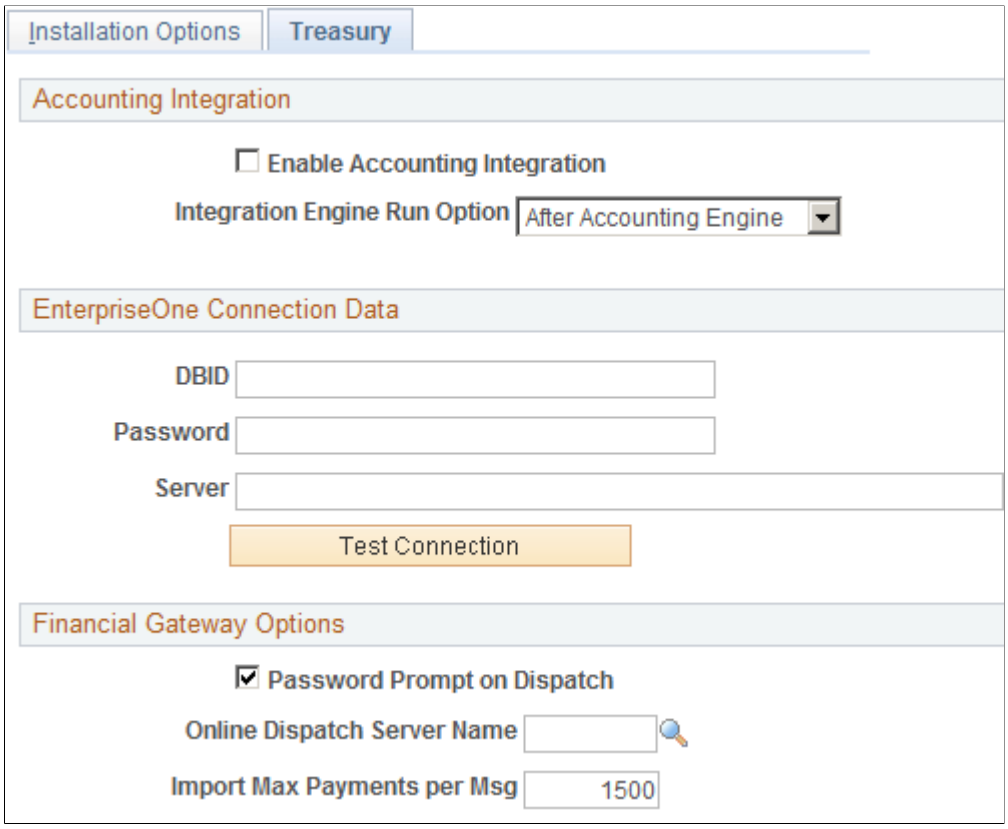
Use the Installation Options - Treasury page (INSTALLATION_TR) to define integration options for accounting, JD Edwards General Ledger, and PeopleSoft Financial Gateway functionality.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Treasury**

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This example illustrates the fields and controls on the Installation Options - Treasury page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Enable Accounting Integration	Select to enable integration of PeopleSoft Treasury applications with JD Edwards (EnterpriseOne) General Accounting.
Integration Engine Run Option	Select when the Integration Engine process (TR_JRNL_INT) should run. Values are: • *After Accounting Engine:* The Integration Engine runs immediately after every financial event requiring the Treasury Accounting Application Engine process (TR_ACCTG) to run. • *Scheduled:* The Integration Engine runs based on the settings of the Process Scheduler.

EnterpriseOne Connection Data

The fields in the EnterpriseOne Connection Data group box are required only for importing data from Oracle's JD Edwards (EnterpriseOne) General Accounting tables for the purpose of generating a cash position worksheet in Enterprise Cash Management.

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Field or Control	*Description*
DBID (database identifier)	Enter the (EnterpriseOne) JD Edwards database from which the data is imported.
Password	Enter the password required for logging in the (EnterpriseOne) JD Edwards database specified in the **DBID** field.
Server	Enter the (EnterpriseOne) JD Edwards Integration Server.

See *JD Edwards EnterpriseOne Application Integrations with PeopleSoft Enterprise Applications*.

Financial Gateway Options

Field or Control	*Description*
Password Prompt on Dispatch	Select this check box to enable a security measure that requires the user to reenter the password when dispatching payments from the Dispatch Payments page.
Online Dispatch Server Name	Enter the name of the server to run the Dispatch Payment Application Engine process (PMT_DISPATCH). Once entered, Process Scheduler only runs the Dispatch Payment Application Engine process on the selected server, rather than the next available server. This option is available to accommodate the transmission of security-sensitive payment files.
Import Max Payments per Message	Enter the number of payments allowed in a PAYMENT_REQUEST application message passed from source systems, such as Payables, to Financial Gateway. Increasing the number of payments per message requires fewer messages to be sent, but it requires more memory to process—a system limitation that can affect performance. The default value is 1, 500 payments per message.

Related Links

“Source Registration Page” (PeopleSoft Financial Gateway)

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Chapter 7

Defining User Preferences

Understanding User Preferences

Before you set up user preferences for PeopleSoft applications, you must set up user IDs for those who will define default codes and values. After you have completed table setup and defined all default values, use the User Preferences pages to define profiles for your PeopleSoft system users.

After setting up user preferences, generate the User Preferences report (FIN0006) to display information that includes a listing of the preferences that are defined for each user.

Defining Cross-Application User Preferences

Use the User Preferences component (OPR_DEFAULT) to define cross-application user preferences.

Use the OPR_DEFAULT_FIN component interface to load data into the tables for this component.

Pages Used to Define Cross-Application User Preferences

Page Name	*Definition Name*	*Usage*
User Preferences - Overall Preferences Page	OPR_DEF_TABLE_FS1	Define overall default user preferences for specific PeopleSoft system users.
OLE Information Page	OPR_DEF_TABLE_OLE1	Identify the object linking and embedding (OLE) information, namely the client operating system and the user's web browser.
User Preferences - Process Group Page	OPR_DEF_TBL_RTM	Specify by source transaction the process groups that a user can use for on-demand processing.

Related Links

Understanding Setting Up On-Demand Processing

User Preferences - Overall Preferences Page

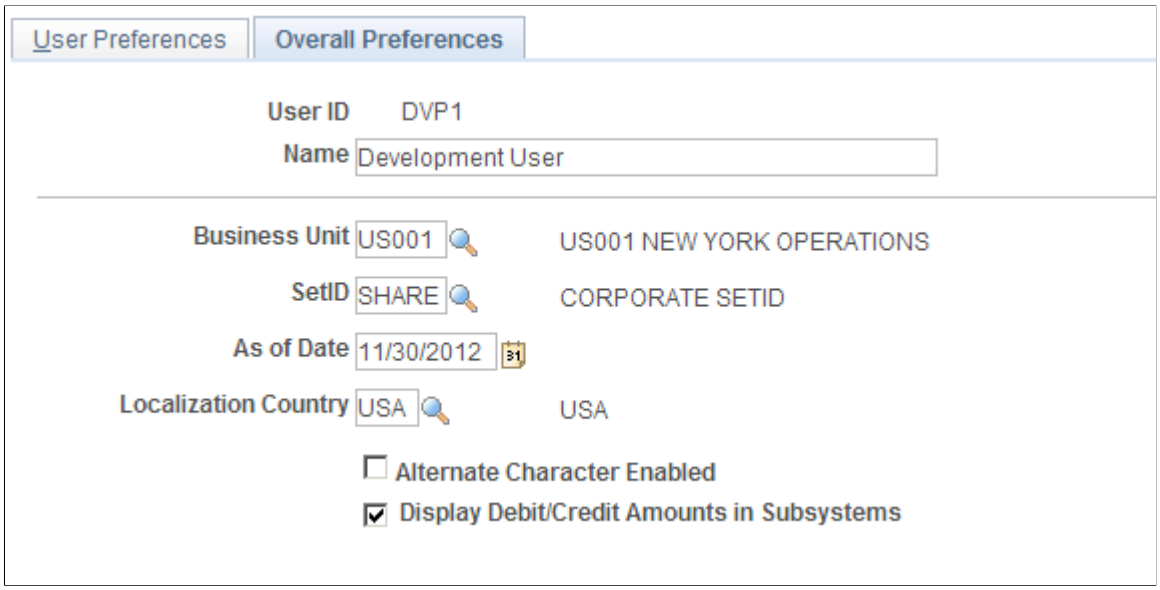
Use the Overall Preferences page (OPR_DEF_TABLE_FS1) to define overall default user preferences for specific PeopleSoft system users.

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Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Overall Preferences**

This example illustrates the fields and controls on the User Preferences - Overall Preferences page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Business Unit and **SetID**	Select values that become the user's default values in business unit and SetID search fields.
As of Date	Displays the default as of date for the Combo Edit process.
Localization Country	Displays the default localization country for this user ID.
Alternate Character Enabled	Select to activate alternate description buttons or links, which appear to the right of fields on many of the application pages. Click a button or link to enter or display alternate characters on the auxiliary page that appears.
Display Debit/Credit Amounts in Subsystems	Select to display debit and credit amounts of the default business unit on journal entry and inquiry pages. A subsystem is any PeopleSoft application, such as Payables or Receivables, that contributes entries to PeopleSoft General Ledger.

Related Links

Alternate Character Page

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OLE Information Page

Use the OLE Information (object linking and embedding information) page (OPR_DEF_TABLE_OLE1) to identify the client operating system and the user's web browser.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **OLE Information** > **OLE Information**

OLE functionality enables you to store internet addresses with vendor identification information. When using a page that offers web access (such as the Location page in the Vendor Information component (VNDR_ID), users can click a button or link that activates a web browser to access the vendor's website.

Field or Control	*Description*
Client Operating System	Select the user's operating system.
WWW Browser (World Wide Web browser)	Select the user's web browser.

Note: Some browsers do not support an OLE interface that enables this function.

Related Links

“Entering Supplier Contact Information” (PeopleSoft Source to Settle Common Information)

User Preferences - Process Group Page

Use the User Preferences - Process Group page (OPR_DEF_TBL_RTM) to specify by source transaction the process groups that a user can use for on-demand processing.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Process Group** > **Process Group**

See Understanding Setting Up On-Demand Processing.

Defining Application-Specific User Preferences

Use the User Preferences component (OPR_DEFAULT) to define PeopleSoft application-specific user preferences.

Use the OPR_DEFAULT_FIN component interface to load data into the tables for this component.

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Pages Used to Define Application-Specific User Preferences

Page Name	*Definition Name*	*Usage*
Asset Management - User Preferences Page	OPR_DEF_TABLE_AM1	Establish date default values, transaction loader processing options, interface table transaction edit options, and property pagelet defaults for a user.
User Preferences - IT Asset Management Page	OPR_DEF_TABLE_IT1	Define user preferences that are specific to IT Asset Management.
User Preferences - Billing Page	OPR_DEF_TABLE_BI1	Define default user preferences that are specific to Billing.
User Preferences - Contracts Page	OPR_DEF_TABLE_CA1	Define default user preferences that are specific to Contracts.
User Preferences - General Ledger Page	OPR_DEF_TABLE_GL1	Set up user defaults for General Ledger.
User Preferences - Inventory Page	OPR_DEF_TABLE_IN1	Define preferences for Inventory users.
Lease Administration - User Preferences Page	RE_OPR_DFLTS	Define default lease administration preferences for Lease Administration users.
User Preferences - Manufacturing Page	OPR_DEF_TABLE_MG1	Maintain the default server by user ID. Configure a default server to run the Update Pick Plan and Automatic Material Release process (SFCONREL).
Orders - Quotations Page	OPR_DEF_TABLE_OM2	Click the **Orders - Quotations** link on the User Preferences page to set up the default business unit for quotation processing pages for a user. You can also specify a beginning sequence code for your quotations.
Orders - Other Page	OPR_DEF_TABLE_OM3	Click the **Orders - Other** link on the User Preferences page to set up defaults for users who are entering returned material authorizations (RMAs).
User Preferences - Orders - Sales Page	OPR_DEF_TABLE_OM1	Set up business unit, order source, and order group defaults for a user who enters sales order information. You can also specify a beginning sequence code for your sales orders.

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Page Name	*Definition Name*	*Usage*
User Preferences - PayCycle Page	OPR_DEF_TBL_PYCYCL	Define default output destinations for the Pay Cycle Manager and the Express Payment Manager components (PYCYCL_MGR and EXP_PYCYCL _MGR, respectively). These default values are not required to perform any pay cycle process.
User Preferences – Supply Planning Page	OPR_DEF_TABLE_PL1	Select a default planning instance. A planning instance is a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
User Preferences – Project Costing Page	OPR_DEF_TABLE_PC1	Assign default parameters for transaction processing and set up data entry defaults.
User Preferences – Procurement Page	OPR_DEF_TABLE_PM1	Define options and authorizations for procurement users.
Procurement - Contract Process Page	OPR_DEF_CNTRCT_SEC	Define contract process preferences by specifying the default contract status and authorized actions for a user. See the User Preferences – Procurement Page.
User Preferences – Rebate Authorizations Page	OPR_DEF_VRBT_SEC	Define rebate manager maintenance authorization and access rights for vendor rebate agreements.
Procurement - Request for Quote Process Page	OPR_DEF_RFQ_SEC	Click the **Request for Quote Process** link on the Procurement page to specify the default request for quote (RFQ) status and authorized actions for a user, including the ability to select the vendors to which an RFQ is dispatched.
User Preferences – Payables Online Vouchering Page	OPR_DEF_TABLE_AP1	Specify user voucher authorities, online voucher processing, and quick invoice configuration options for a user.

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Page Name	*Definition Name*	*Usage*
Procurement - Voucher Styles Page	VCHR_AUTHORITY_SEC	Click the **Security for Voucher Styles** link on Payables Online Vouchering page to define user authority (security) for each of the voucher styles. Selections determine whether the user has the authority to add or modify different types of vouchers. You must be in the Update/Display mode to select the **Allow Claim Voucher** check box. See the User Preferences – Payables Online Vouchering Page.
User Preferences – Receiving and RTV Page	OPR_DEF_RECV_SEC	Define receiver and RTV user preferences.
User Preferences – Requisition Authorizations Page	OPR_REQ_AUTH	Authorize users to initiate and update requisitions for applicable requesters. Define a user's requisition processing authority in relation to applicable requesters.
User Preferences – Purchase Order User Authorizations Page	OPR_PO_AUTH	Authorize users to create and update purchase orders for applicable buyers. Define a user's purchase-order processing authority in relation to applicable buyers.
Procurement - Supplier Processing Authority Page	OPR_DEF_TABLE_VND1	Authorize users to perform supplier maintenance functions (enter, approve, deactivate).
User Preferences - Document Tolerance Exceptions Override Page	OPR_DEF_DOC_TOL	Provide authority to users to override document tolerances.
User Preferences – Promotions Management Page	OPR_DEF_TABLE_TD1	Define default user preferences for promotions management.
User Preferences – Receivables Data Entry 1 Page	OPR_DEF_TABLE_AR1	Define the default group unit, deposit unit, and address that is associated with a user.
User Preferences - Receivables Data Entry 2 Page	OPR_DEF_TABLE_AR2	Specify write-off tolerances and discount tolerances.
User Preferences – Strategic Sourcing Page	OPR_DEF_TBL_SS	Create strategic sourcing user preferences and defaults.

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Page Name	*Definition Name*	*Usage*
User Preferences – Staffing General Preferences Page	OPR_DEF_TABLE_FO1	Define general user preferences for Staffing Front Office and Pay/Bill Management.
Staffing - Job Data Page	OPR_DEF_TABLE_FO2	Define Staffing Front Office and Pay/Bill Management values to be supplied by default to the Job Data section of the Applicant setup pages. See Defining Staffing Job Data Preferences.
User Preferences - Supplier Contract Management Page	OPR_DEF_TABLE_CS	Define user authorizations for managing contract documents through their life cycles and to grant the types of controls that the user who is defined in the **User ID** field can perform on documents.
User Preferences - Maintenance Management Page	OPR_DEF_TABLE_WM1	Define default maintenance management preferences.
User Preferences - Mobile Inventory Management Page	MIN_USER_TASK_OPT	Define user preferences for Mobile Inventory Management.
User Preferences - Mobile Inventory Management Fluid Page	OPR_DEF_TABLE_MIN	Define user preferences for Mobile Inventory Management fluid page.

Asset Management - User Preferences Page

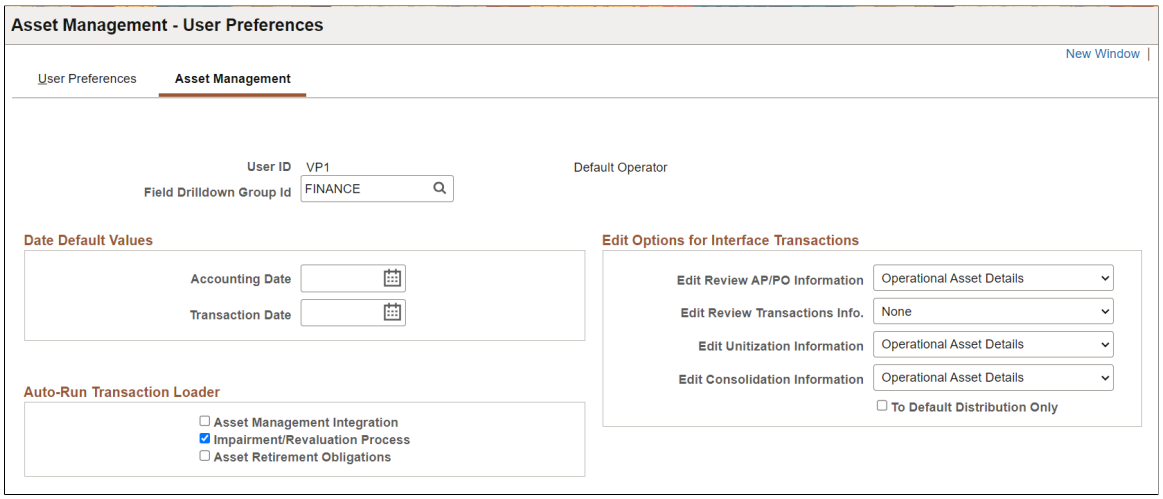
Use the Asset Management - User Preferences page (OPR_DEF_TABLE_AM1) to establish date default values, transaction loader processing options, interface table transaction edit options, and property pagelet defaults for a user.

Navigation:

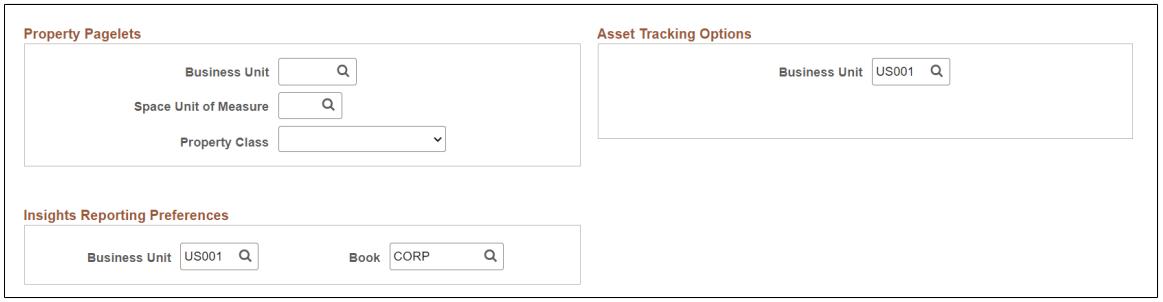
Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Asset Management** > **Asset Management - User Preferences**

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This example illustrates the fields and controls on the Asset Management - User Preferences page. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Asset Management - User Preferences page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Field Drilldown Group Id	Select a drill-down group to be used by online reporting when filtering data.

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Date Default Values

Field or Control	*Description*
Accounting Date	Supply a default date on which you want this transaction distributed to the general ledger. The accounting date is validated against the open periods that you establish for Asset Management in the FIN_OPEN_PERIOD table to determine to which period the system posts. The difference between the transaction date and the accounting date determines whether any prior period depreciation must be calculated. For example, suppose that a computer was acquired and placed in service on March 15, 2006 but was not entered in Asset Management until August 1, 2006. All general ledger periods prior to August are closed. In this case, Asset Management automatically calculates depreciation starting in March and posts it to the general ledger in August.
Transaction Date	Supply a default date for asset transactions or leave this field blank to use the system date. **Note:** The transaction date must always be prior to or equal to the accounting date.

Edit Options for Interface Transactions

Field or Control	*Description*
Edit Review AP/PO Information	Select the options for this user for editing the Review AP/PO Information component. The available options are: • *All*: Select this option to allow user to make edits to the following entries; Load Status, Asset ID, Dates Only fields and Operation Asset Details fields. • *Dates Only*: Select this option to allow user to make edits to Load Status, Accounting Date and Transaction Date. • *Operational Asset Details*: This is the default option. Select this option to allow user edits to asset operational fields only. • *None*: Select this option to allow edits to only the Load Status. **Note:** Some fields cannot be edited because of the Interface Type and Load Type. Only for Load Status of NEW, the fields can be edited.

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Field or Control	*Description*
Edit Review Transactions Info	Select the options for this user for editing the Review Transactions component. The available options are: • *All*: Select this option to allow user to make edits to the following entries; Load Status, Auto Approval Status, Dates Only fields, Operation Asset Details fields and most fields in the Distribution and Cost Information section. • *Dates Only*: Select this option to allow user to make edits to Load Status, Auto Approval Status, Acquisition Date, In-Service Date, Accounting Date and Transaction Date. • *Operational Asset Details*: Select this option to allow user edits to asset operational fields only. • *None*: This is the default option. Select this option to allow edits to only the Load Status and the Auto Approval Status. **Note:** Some fields cannot be edited because of the Interface Type and Load Type. Only for Load Status of NEW, ERR and HLD, the fields can be edited.

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Field or Control	*Description*
Edit Unitization Information	Use this field to manage user editing privileges of the asset unitization details on the Unitize - TO Asset page. • Select *All* to allow user edits to all fields except for Interface ID and Interface Line Number. **Note:** PeopleSoft 9.2 release enables split-funding for assets. Therefore, you cannot edit all the fields on the Unitize – To Asset page for any asset. This is to avoid potential issues when updating the Transaction Amount of an asset with multiple chartfields. The respective transaction amount fields must first be updated. For example, assume that the total cost of the asset is 1, 000 USD and it belongs to two different departments (Dept A = 600 USD and Dept B = 400 USD). If you want to edit the total cost of the asset to 2,000 USD, you cannot directly edit the transaction amount. Instead, you must update the individual chartfield rows and properly distribute the amount, that is, update the transaction amount for the Dept A to 11, 000 USD and that of the Dept B to 900 USD (or whatever the distribution actually is). The total Cost will be computed from the adjustments to the chartfields of each of the departments and the transaction amount will be automatically updated. • Select *Operational Asset Details* to allow user edits to asset operational fields only. Users granted this edit option cannot edit transaction amounts or distribution details. • Select *None* to restrict user edits to all fields.
Edit Consolidation Information	Use this field to manage user editing privileges of the asset consolidation details on the Consolidate - TO Asset page. • Select *All* to allow user edits to all fields except for Interface ID and Interface Line Number. • Select *Operational Asset Details* to allow user edits to asset operational fields only. Users granted this edit option cannot edit transaction amounts or distribution details. • Select *None* to restrict user edits to all fields.

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Field or Control	*Description*
To Default Distribution Only	Select this option to consolidate interface lines with different ChartFields to a single ChartField distribution. If you do not select this option, interface lines with different ChartFields will be consolidated into a single asset ID with multiple ChartField distributions.

Note: When the interface status is in the status of *Errored, On Hold,* or *Pending,* the options to edit the transaction tables come into effect. Depending on the load type, some fields may not be editable even when the *All* option has been selected. For example, you cannot enter proceeds or removal costs in an *FAD* (Financial Addition) transaction because those fields are related to retirements.

Auto-Run Transaction Loader

Field or Control	*Description*
Asset Management Integration	Select to add transactions from Maintenance Management to the transaction loader process (AMIF1000).
Impairment/Revaluation Process	Select to always run impairment and revaluation processing when running the transaction loader process. See “Understanding Adjusting, Transferring, Reversing, and Evaluating Assets” (PeopleSoft Asset Management)
Asset Retirement Obligations	Select this option to enable automatic always run Asset Retirement Obligation transaction processing when you click the Generate ARC button from either the ARO Measurement page or from the ARO Measurement in Mass – Process Parameters page when running the transaction loader process (AMIF1000). See “Reviewing ARO Processing Results” (PeopleSoft Asset Management)

Property Pagelets

Field or Control	*Description*
Business Unit	Select the business unit. This user will then have access to property assets from within the selected business unit.

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Field or Control	*Description*
Space Unit of Measure	Select the default unit of measure to access when a user is working with space allocations. The available options are: *Acres* *Feet* *Hectares* *Meters*
Property Class	Select the property class to be commonly used by default for this user ID when he or she is working with property assets. The available options are: *Area* *Building* *Floor* *Site* *Space*

Asset Tracking Options

Field or Control	*Description*
Business Unit	Select a default business unit to use with the Scan Asset, Scan By Location, and Find Asset pages: • The business unit you select here will appear in the search criteria for the Scan Asset and Find Asset pages. • For the Scan By Location page, the business unit you select here controls the scan location prompt values. See “Tracking Assets with the Asset Tracking Homepage” (PeopleSoft Asset Management).

Insights Reporting Preferences

Use this section to specify default **Business Unit** and **Book** filter values for the Asset Management Insights dashboards.

See “Analyzing Asset Management Using PeopleSoft Insights” (PeopleSoft Asset Management)

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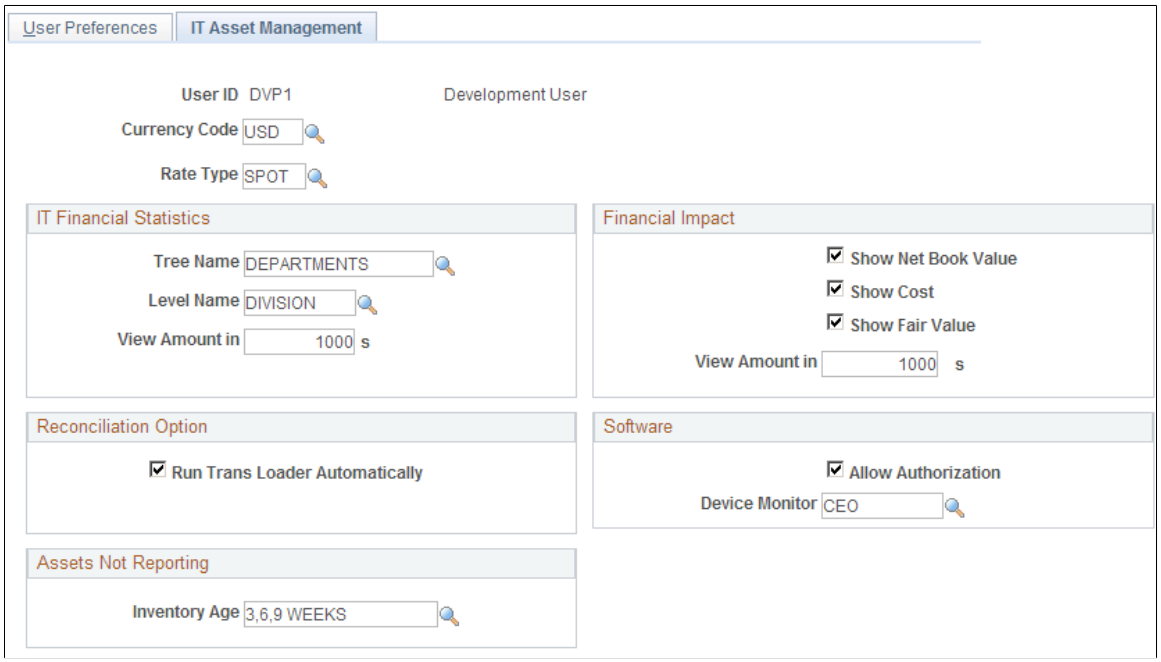
User Preferences - IT Asset Management Page

Use the User Preferences - IT Asset Management page (OPR_DEF_TABLE_IT1) to define user preferences that are specific to IT Asset Management.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > IT Asset Management > IT Asset Management

This example illustrates the fields and controls on the User Preferences - IT Asset Management page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Currency Code	Enter a currency code to be used by financial values, statistics, and reports for a given user within IT Asset Management. The currency code at the User ID level overrides the currency code that is supplied at the Installation Options level for this user.
Rate Type	Enter a rate type to be used by financial values, statistics, and reports for a given user within IT Asset Management. The rate type at the User ID level overrides the rate type that is supplied at the Installation Options level for this user.

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IT Financial Statistics

Field or Control	*Description*
Tree Name	Select a default tree to be used by the user within the application pages and for reporting within IT Asset Management.
Level Name	Select a default tree level within the tree to be used in reporting within IT Asset Management by user.
View Amount in	Select to present financial statistics within the application as rounded amounts based on the designation in this field according to the user's preference. If this field is blank, the financial statistics will be presented as whole numbers.

Financial Impact

Field or Control	*Description*
Show Net Book Value	Select to display the net book value (NBV) of assets within the application pages and portal pagelets in IT Asset Management for a given user. The NBV is used for financial impact analysis in compliance with regulatory requirements.
Show Cost	Select this option to display the cost basis of assets within the application pages and portal pagelets in IT Asset Management for a given user. The cost basis is used for financial impact analysis in compliance with regulatory requirements.
Show Fair Value	Select to display the fair value of assets within the application pages and portal pagelets in IT Asset Management for a given user. The fair value is used for financial impact analysis in compliance with regulatory requirements.
View Amount in	Select to present financial impact amounts within the Assets not Reporting and Manage Exceptions pagelets as rounded amounts based on the designation in this field according to user preference. If this field is blank, the financial impact will be presented as whole numbers.

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Reconciliation Option

Field or Control	*Description*
Run Trans Loader Automatically	Select to invoke the Transaction Loader process automatically. When Manage Exceptions processes asset additions, Transaction Loader must be run to complete the additions. Selecting this option automatically runs the Transaction Loader and processes the additions.

Software

Field or Control	*Description*
Allow Authorization	Select to enable a user to authorize employees for software titles from the Discover Software Inventory Detail page.
Device Monitor	Select the software device group to be used as the default value in the Software Device Monitor portal pagelet. This effectively assigns to users the device group (within the enterprise software device group hierarchy) that they will see on the Software Device Monitor pagelet.

Assets Not Reporting

Field or Control	*Description*
Inventory Age	Select the default inventory age for both the Assets Not Reporting Inquiry and the Assets Not Reporting portal pagelet.

User Preferences - Billing Page

Use the User Preferences - Billing page (OPR_DEF_TABLE_BI1) to define default user preferences that are specific to Billing.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Billing** > **Billing**

Note: Before you define user preferences, you must configure your default process scheduler servers.

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Field or Control	*Description*
Server Name	Select the server with the default output destination that you want the system to use when you run Billing processes from a button.
Job Run Opt	Select a job run option, which determines whether multiprocess jobs run with or without the Currency Conversion, Load AR Pending, Pre-load, Load GL Interface, Commitment Control, and Federal Invoice Formats 1080 and 1081 processes, when you initiate multiprocess jobs from a button. Options are: *No Load:* Select to run the processes in the job except for the Currency Conversion, Load AR, Pre-load, Load GL, Commitment Control, and Standard Form 1080 and 1081 processes. *Print/Load:* Select to run all of the processes in a multiprocess job, including Currency Conversion, Load AR, Pre-Load, Load GL, Commitment Control, and Federal Invoice Formats 1080 and 1081. **Note:** The system initiates the Commitment Control process only if commitment control is enabled on the Installation Options - Installed Products page. The system does not print Federal Invoice Formats 1080 and 1081 for Direct Invoice jobs.
Print Listing	Enables the printing of reports that are produced by the PeopleSoft Billing Load AR, Load GL, and Generate AP Voucher (generate accounts payable voucher) processes whenever you initiate these processes from a button. The Load AR, Load GL, and Generate AP processes write summary information to the message log, regardless of whether the process generates a printed report. On the Message Log page, you can view the summary information that is written to the message log, such as what input parameters were used in a particular process run and how many bills it processed. You can also review process summary information for the Load AR and Load GL processes on the Load AR Pending Items page, the Accounting Entries By Journal - Accounting Entry page, and Accounting Entries By Invoice - Accounting Entries page.
Web, File, or **Printer**	Displays the invoice destination.
Output Destination	Specify the path to the file or printer. **Note:** The system does not use the billing job defaults when you initiate processes from a process menu. Use the Schedule Process Request page to specify output type and destination.

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You can initiate Billing processes from a button in the Bill Entry, Bill Inquire, and Bill Summary components as well as from the Direct Invoice Test page.

Note: If you are running a multiprocess job from a button, you can specify only one output destination for all processes within the job. You cannot vary the output destination for individual processes within a job.

In Inventory, you can initiate Billing processes by clicking a link on the Shipping/Issues Order Summary page. When you initiate the process, you can select process options such as the server name and output destination.

Single Action and Direct Invoicing Alternates

Single Action Invoice and Direct Invoice multiprocess jobs comprise groups of processes that you submit to the server as a unit. Billing delivers an alternate set of corresponding Single Action and Direct Invoicing multiprocess jobs that run only up to invoice printing, enabling you to run the remaining processes at another time.

The alternate set of corresponding Single Action and Direct Invoicing multiprocess jobs do not include the following processes:

- Currency Conversion (BICURCNV).
- Load AR Pending Items (load accounts receivable pending items) (BILDAR01).
- Billing Pre-load (BIPRELD).
- Load GL Interface (load general ledger interface) (BILDGL01).
- Federal Invoice Formats SF1080 and SF1081 Report (BISF108X).
- Commitment Control Budget Processor (FSPKBDP3).

Single Action and Direct Invoice Jobs and Corresponding Alternates

The following table lists multiprocess jobs that include certain processes and the corresponding alternate jobs that do not include the processes.

Multiprocess Jobs That Include BICURCNV, BILDAR01, BIPRELD, BILDGL01, FSPKBDP3, and BISF108X	***Initiated From***	***Corresponding Alternate Jobs That Do Not Include BICURCNV, BILDAR01, BIPRELD, BILDGL01, FSPKBDP3, and BISF108X***
DIRCTIVC	Shipping/Issues page	DIRCTIV2
BIDIRIVC	Direct Invoice Test page	BIDIRIV2
BIINIU	Shipping/Issues page	BIINIU2
BIJOB03, BIJOB03K	Bill Entry, Bill Inquiry, and Bill Summary pages	BIJOB08

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Note: BIJOB03K includes commitment control only if you enabled commitment control at the installation level.

Field or Control	*Description*
Currency Code	Displays the default currency code that is used when you enter data for functions that are unrelated to the business unit. These functions include accumulations, billing charge codes, and discount and surcharge IDs.

See the product documentation for *PeopleTools: PeopleSoft Process Scheduler*.

Related Links

"Running Single-Action Jobs for Regular and Consolidated Invoices" (PeopleSoft Billing)

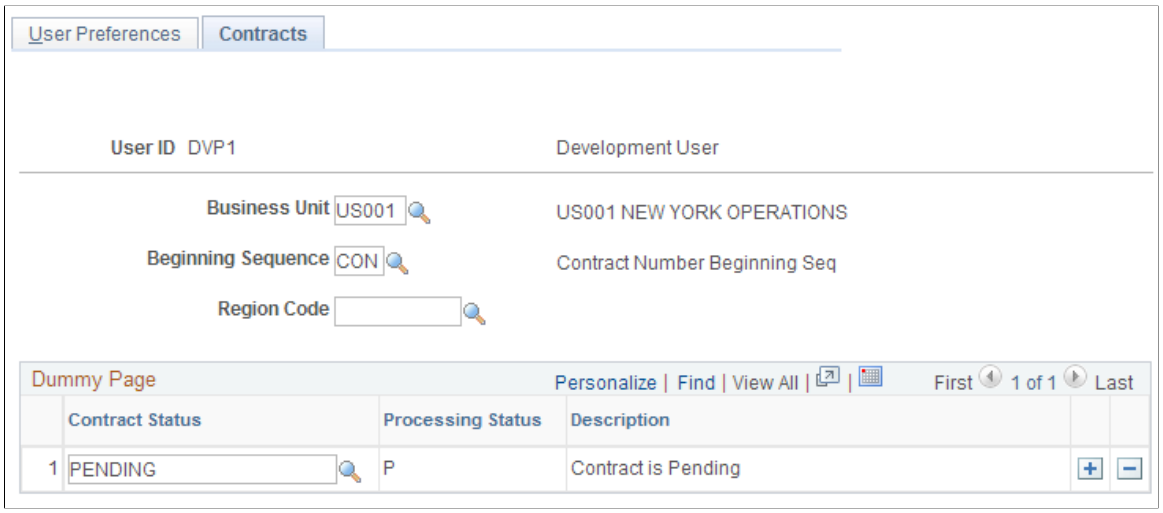
User Preferences - Contracts Page

Use the User Preferences - Contracts page (OPR_DEF_TABLE_CA1) to define default user preferences that are specific to Contracts.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Contracts** > **Contracts**

This example illustrates the fields and controls on the User Preferences - Contracts page. You can find definitions for the fields and controls later on this page.



Note: If you have enabled contract status security, you must define the list of contract statuses to which this user is authorized to set a contract.

Field or Control	*Description*
Business Unit	To minimize data entry on contract processing pages, select the default Contracts business unit that this user will use most frequently.
Beginning Sequence	Select the three-character value that the system will use as a prefix for system-generated contract numbers for this user. For example, contracts for the western region might begin with *WES*.
Region Code	Select the default region code for setting up new contracts for this user. Contracts uses region codes to enable you to categorize your contracts by region, for example, East, West, North, and South. Region codes in Contracts are informational only.

Contract Status Authorizations

Field or Control	*Description*
Contract Status	If you selected to enforce contract status security on the Contracts Definition - BU Definition page, define the list of contract statuses to which this user can change the contract status. If contract status security is enabled, this user is able to change the contract status only to contract status values that you've specified here. Select the contract statuses to which this user can change a contract.
Processing Status	When you select a contract status, the system displays the processing status to which the contract status is mapped.
Description	Displays the contract status description.

User Preferences - General Ledger Page

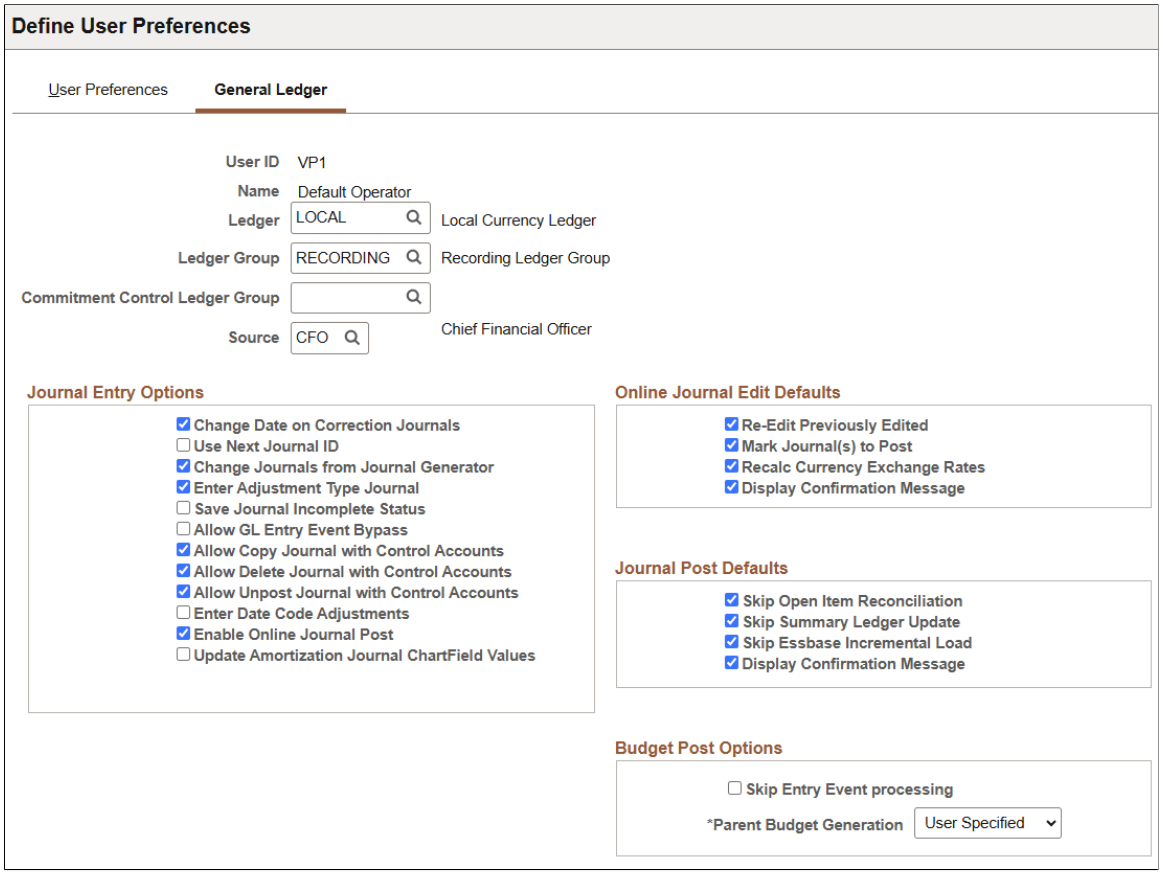
Use the User Preferences - General Ledger page (OPR_DEF_TABLE_GL1) to set up user defaults for General Ledger.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **General Ledger** > **General Ledger**

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This example illustrates the fields and controls on the User Preferences - General Ledger page.



Select the ledger, ledger group, Commitment Control Ledger Group, and source to be used as defaults for a user. Journal sources available for selection is based on the user access that is defined in the “Journal Source Security by User Page” (PeopleSoft General Ledger) and “Journal Source Security by Role Page” (PeopleSoft General Ledger).

Journal Entry Options

Field or Control	*Description*
Change Date on Correction Journals	Select to change the journal date in the corrections journal (which is on the Journal Suspense Correction page).
Use Next Journal ID	Select to limit this user ID to the *NEXT* journal ID that is automatically entered by the system during online journal entry. If this option is selected, the **Journal ID** field becomes unavailable to this user ID, and the user cannot manually enter a journal ID.

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Field or Control	*Description*
Change Journals from Journal Generator	Select to allow a specific user to update the ChartField and amounts on the Journal Entry page for a journal that was created by the Journal Generator process. ***Warning!*** If you select **Change Journal from Journal Generator,** and then you change the ChartField values and reedit the journal, you can create inconsistencies between the subsystem data and the general ledger data. Also, for journals that are generated for a subsystem that supports commitment control, the journal will not be budget checked again even though the ChartField values or the amounts are changed.
Enter Adjustment Type Journal	Select to allow a specific user to enter a Book Code adjustment type journal. **Note:** This option is used for the Book Code feature, not the Adjusting Entry feature.
Save Journal Incomplete Status	When you select this option for a specific user and the user adds a new journal, the selected option appears on the Journal Header page of various journal entry options. This option enables the user to save journal entry transactions with an incomplete status and prevents them from being edited or posted until they are complete. **Note:** The option is a default option. When it is deselected, it does not prevent the user from seeing the option on the header, but the user cannot set the default journal header status to incomplete.
Allow GL Entry Event Bypass	Select to enable the user to bypass selecting entry events in PeopleSoft General Ledger journal entry, even if they are required on the Installation Options - Entry Event page.
Allow Copy Journal with Control Accounts	Select to allow journals that contain Control Accounts to be copied. This applies to online or batch journal copy.
Allow Delete Journal with Control Accounts	Select to allow journals that contain Control Accounts to be deleted. This applies to online or batch journal delete.

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Field or Control	*Description*
Allow Unpost Journal with Control Accounts	Select to allow journals that contain Control Accounts to be unposted. **Note:** Accounts are designated as Control Accounts on the Account page and generally represent a summarization of detail from a feeder application (such as PeopleSoft Payables) that is posted by PeopleSoft to the general ledger. The intent is that these accounts can only be updated by the Journal Generator or a load process from a spreadsheet or third-party system to prevent manual posting to the account, thereby altering a control balance that is used for reconciliation of subledger to general ledger. Be aware that if you allow posting to Control Accounts in General Ledger by selecting the options above, the Control Account balance in the subledger may not match the control account balance in the general ledger.
Enter Date Code Adjustments	Select to enable a user to enter date code adjustments for journal entries. The Date Code is displayed on journal lines only for users with the Enter Date Code Adjustments check box selected. If the user is enabled to enter date code adjustments, and the Date Code is enabled for the ledger group, the user can flag the journal entry as a Date Code Adjustment on the Journal Entry - Header page.
Enabled Online Journal Post	Select this check box to indicate that the user can select the *Post Journal* option from the **Process** field on the “Create/ Update Journal Entries - Lines Page” (PeopleSoft General Ledger).
Update Amortization Journal ChartField Values	Select to enable a user to update ChartField values on the “Amortization Journal – Stage Journal Page” (PeopleSoft General Ledger) and the Journal Entry page for the actual amortization journals created.

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Online Journal Edit Defaults

Field or Control	*Description*
Re-Edit Previously Edited	Select to reedit journals marked as valid. When this option is deselected, valid journals are not edited again when you run Journal Edit from the Journal Entry page by clicking the **Edit** button. **Note:** PeopleSoft General Ledger uses these defaults whenever you edit journals from the Journal Entry pages by clicking the **Edit** button.
Mark Journal(s) to Post	Select to mark valid journals with a process request status of Post. If this option is not selected, it prevents batch journals from being marked to post. **Note:** It is important to note that if a user does an online post from the Journal Entry - Lines page, posting is allowed regardless of whether this option is selected or not. To approve journal entries using PeopleSoft Workflow, you should deselect this option. For more information about using PeopleSoft Workflow, see “Understanding Configurable Workflow” (PeopleSoft General Ledger). For more information about approving journal entries, see “Understanding the Journal Entry Approval Process” (PeopleSoft General Ledger)
Recalc Currency Exchange Rates	Select to reprocess foreign currency conversion at the journal line level.
Display Confirmation Message	Select to indicate that you want a confirmation message to display when selecting the *Edit Journal* option and then the **Process** button on the “Create/Update Journal Entries - Lines Page” (PeopleSoft General Ledger). The wait confirmation message is displayed. Deselect to indicate that you do not want the wait confirmation message to display when processing a journal edit. The user must wait on the page until the process completes.

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Journal Post Defaults

Field or Control	*Description*
Skip Open Item Reconciliation	Select to bypass open items for a specific user ID during the online journal post process, allowing the user to reconcile the open items at a later time by using the Open Item Maintenance page.
Skip Summary Ledger Update	Select to bypass summary ledger updates for a specific user ID during the online journal post process.
Skip Essbase Incremental Load	Select to bypass the Essbase Incremental Load for a specific user ID during the online journal post process.
Display Confirmation Message	Select to indicate that you want a confirmation message to display when selecting the *Post Journal* option and then the **Process** button on the “Create/Update Journal Entries - Lines Page” (PeopleSoft General Ledger). The wait confirmation message is displayed. Deselect to indicate that you do not want the wait confirmation message to display when processing a journal post. The user must wait on the page until the process completes.

Budget Post Options

Field or Control	*Description*
Skip Entry Event Processing	Select to enable a specific user to post the budget that is associated with a journal entry or allocation without generating entry events through the Entry Event Processor. This may occur when an error occurs in a transaction; however, the entry event processing is correct.

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Field or Control	*Description*
Parent Budget Generation	Select to enable a specific user to generate parent budget impacts when posting child budget journals. This option determines how the **Generate Parent Budget(s)** option on the Commitment Control - Budget Journals - Enter Budget Journals - Budget Header page acts. Available options are: • *Always Generate:* Select this option to always generate parent budget impacts. When this option is selected, the **Generate Parent Budget(s)** option on the Budget Header page is also selected and the field is unavailable and cannot be changed. • *Never Generate:* Select this option to not generate parent budget impacts. When you select this option, the **Generate Parent Budget(s)** option on the Budget Header page is deselected and the field is unavailable and cannot be changed. • *User Specified:* Select this option to choose whether to generate parent budget impacts for each budget journal. When you select this option, the **Generate Parent Budget(s)** option on the Budget Header page is available for you to choose.

Insights Preferences

Select the Insights Preferences link to access the “Insights Preferences Page” (PeopleSoft General Ledger).

Related Links

Understanding Journal Generator

User Preferences - Inventory Page

Use the User Preferences - Inventory page (OPR_DEF_TABLE_IN1) to define preferences for Inventory users.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Inventory** > **Inventory**

Order Key Defaults

Enter default values to be used in prompts for the order keys in Inventory.

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Field or Control	*Description*
Demand Source	Select a demand source. Options are based on the PeopleSoft applications that you have installed, and can include: *IN:* Material stock requests originating in Inventory. *OM:* Sales orders originating in Order Management. *PL:* Planning requisitions originating in Supply Planning. *PO:* (not used). *PR:* Purchasing requisitions originating in Purchasing. *RT*: Return-to-vendor requests originating in Purchasing. *SF:* Production requests from the shop floor, originating in Production Management. *WM:* Work order.
Source Bus Unit (source business unit)	The business unit from which the demand originated.

Auto Numbering

Field or Control	*Description*
MSR Beginning Sequence and **Receiver Beginning Sequence**	Enter values if you plan to use automatic numbering to manage your stock requests and item numbers.

Putaway Default

Field or Control	*Description*
Flag Items for Auto-Putaway	Select to use the auto-putaway function that is provided with Inventory.

Schedule Process Defaults

Field or Control	*Description*
Server Name	The default server that is used when processes are initiated automatically from Inventory pages instead of through Process Scheduler.

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Related Links

"Understanding Receiving and Putaway Processing" (PeopleSoft Inventory)

Lease Administration - User Preferences Page

Use the User Preferences - Lease Administration page (RE_OPR_DFLTS) to define default lease administration preferences for Lease Administration users.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Lease Administration > Lease Administration - User Preferences

Access the Lease Administration page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Lease Administration, Lease Administration - User Preferences).

This example illustrates the fields and controls on the Lease Administration - User Preferences page. You can find definitions for the fields and controls later on this page.



Information that you enter on this page applies solely to the specific user ID that is identified at the top of the page. You can select default values to help minimize data entry.

Field or Control	*Description*
Business Unit	Select the business unit that you want as the default for the system when creating leases and viewing pagelets.
Currency	Select the currency to which you want the system to default when creating leases and viewing pagelets.
Region	Select the region to which you want the system to default when creating new leases and viewing pagelets.

User Preferences - Manufacturing Page

Use the User Preferences - Manufacturing page (OPR_DEF_TABLE_MG1) to maintain the default server by user ID.

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Configure a default server to run the Update Pick Plan and Automatic Material Release process (SFCONREL).

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Manufacturing**

Field or Control	*Description*
Server Name	Select a default server to run the Update Pick Plan and Material Release process (SFCONREL). This process can be run only on a server. When you review the production pick plan, you can optionally release the material after you've confirmed the pick plan.

Related Links

"Creating and Processing Picking Plans" (PeopleSoft Manufacturing)

"Updating Pick Batches" (PeopleSoft Manufacturing)

User Preferences - Orders - Sales Page

Use the User Preferences - Orders - Sales page (OPR_DEF_TABLE_OM1) to set up business-unit, order-source, and order-group defaults for a user who enters sales order information.

You can also specify a beginning sequence code for your sales orders.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Orders - Sales**

Order Defaults

Select options as defaults for the sales order for the user ID.

Field or Control	*Description*
Order Management BU (order management business unit)	Specify the business unit to default on the sales order.
Default Order Source Code	Specify the source of the order for the user.
Beginning Sequence	Select the default prefix for the sales order number.
Default Order Quantity	Specify the order quantity to default to the sales order.

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Field or Control	*Description*
Ship From INV BU ship from inventory business unit)	Select the Inventory business unit where the order will typically be picked up. This option is used in the counter sales environment where the customer will come to the location and take the order with them.
Cash Drawer ID	Select the cash drawer that the user will be using.
Price Adjustment Reason	Select a reason code for price adjustments. This option is used for margin adjustments to default a reason code so that the user doesn't have to enter a code for each product that is adjusted.
Order Owner	Select the owner for the order. The field is used for counter sales.
Printer Path	Select a printer path to print a Pick Plan report. **Note:** You can print a Pick Plan report when the Display Pick Report on Screen check box is not selected on the Order Entry Features page.

Sales Order Display

This section shows how information is initially displayed during sales order entry based on the default for the business unit.

Field or Control	*Description*
Customer Address	*Init* (initial): Display the customer address on the Order Header Page only when entering a new order header or displaying an existing order header from the add or search page.

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Field or Control	*Description*
Header Summary, Header Information Area, Purchase History Area, Price Summary Area, Order Summary, margin Adjustments, Line Express Entry Tab, Bill To Area, Bill-to Customer Options, Sold To Area, Sold-To Customer Options, Ship To Area, Ship-to Customer Options, Line Filter, and **Line Actions**	Select to move by default the display of information in the designated areas of the Order Entry Form page. During order entry, you can open or close the area as needed. Options are: *Collapsed:* The section appears in a collapsed mode. *Default:* The Header Summary, Header Information Area, Price Summary,Order Summary, Line Express Entry Tab, Bill to Area, Sold To Area, Ship To Area and Line Actions appear in the open mode. The Purchase History Area, Margin Adjustments, Bill-to Customer Options, Sold-To Customer Options, Ship-to Customer Options, and Line Filter appear in the collapsed mode. *Open:* The section appears in an open mode.

User Preferences - PayCycle Page

Use the User Preferences - PayCycle page (OPR_DEF_TBL_PYCYCL) to define default output destinations for the Pay Cycle Manager and the Express Payment Manager components (PYCYCL_MGR and EXP_PYCYCL_MGR, respectively).

These default values are not required to perform any pay cycle process.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Paycycle**

Output Destination

Field or Control	*Description*
Server File Destination	Enter a default output destination for files. When you are specifying the server file destination, a meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path followed by a backslash (for example, C:\TEMP\). **Note:** Make sure that you do not specify the root directory of a shared drive, as it is not supported by this functionality.
Server Destination Printer	Enter a default output destination printer.
Server	Select a server.

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Field or Control	*Description*
Email ID Financial Gateway integration email notification	Specify a recipient email address for payment error notifications. This field is limited to 70 characters. You can enter multiple email addresses, separated by a comma (,). This is helpful in the following situations: • When multiple users share the same user ID. • When a single user has multiple email addresses.

Note: If these default values are not specified, the output destination will be required to be entered for every report process that is initiated from the Pay Cycle Manager and Express Check components (PYCYCL_MGR and PYMNT_EXPRESS, respectively).

Related Links

"Understanding Pay Cycle Processing" (PeopleSoft Payables)

User Preferences – Supply Planning Page

Use the Planning page (OPR_DEF_TABLE_PL1) to select a default planning instance.

A planning instance is a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

Navigation:

Setting Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Planning**

Access the Planning page (Setting Up Financials/Supply Chain, Install, Installation Options, Planning).

Field or Control	*Description*
Default Planning Instance	Displays the default planning instance for the user. A planning instance is a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
Order Key Separator	Displays a character that is used by the system to format the display for a single field that contains a line, schedule, and kit number for sales orders and quotes in Supply Planning grids.

User Preferences – Project Costing Page

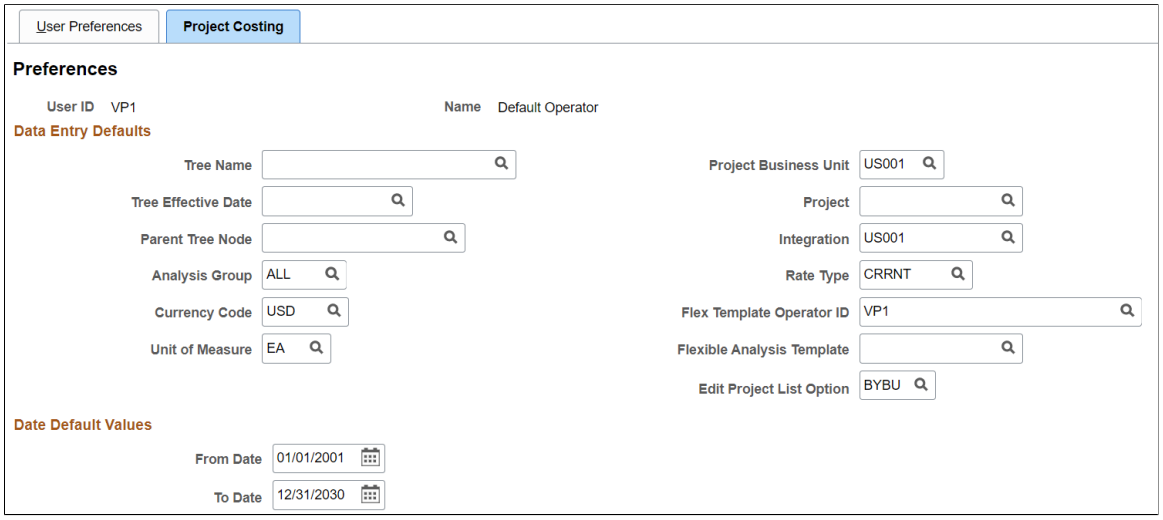
Use the User Preferences - Project Costing page (OPR_DEF_TABLE_PC1) to assign default parameters for transaction processing and set up data entry defaults.

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Navigation:

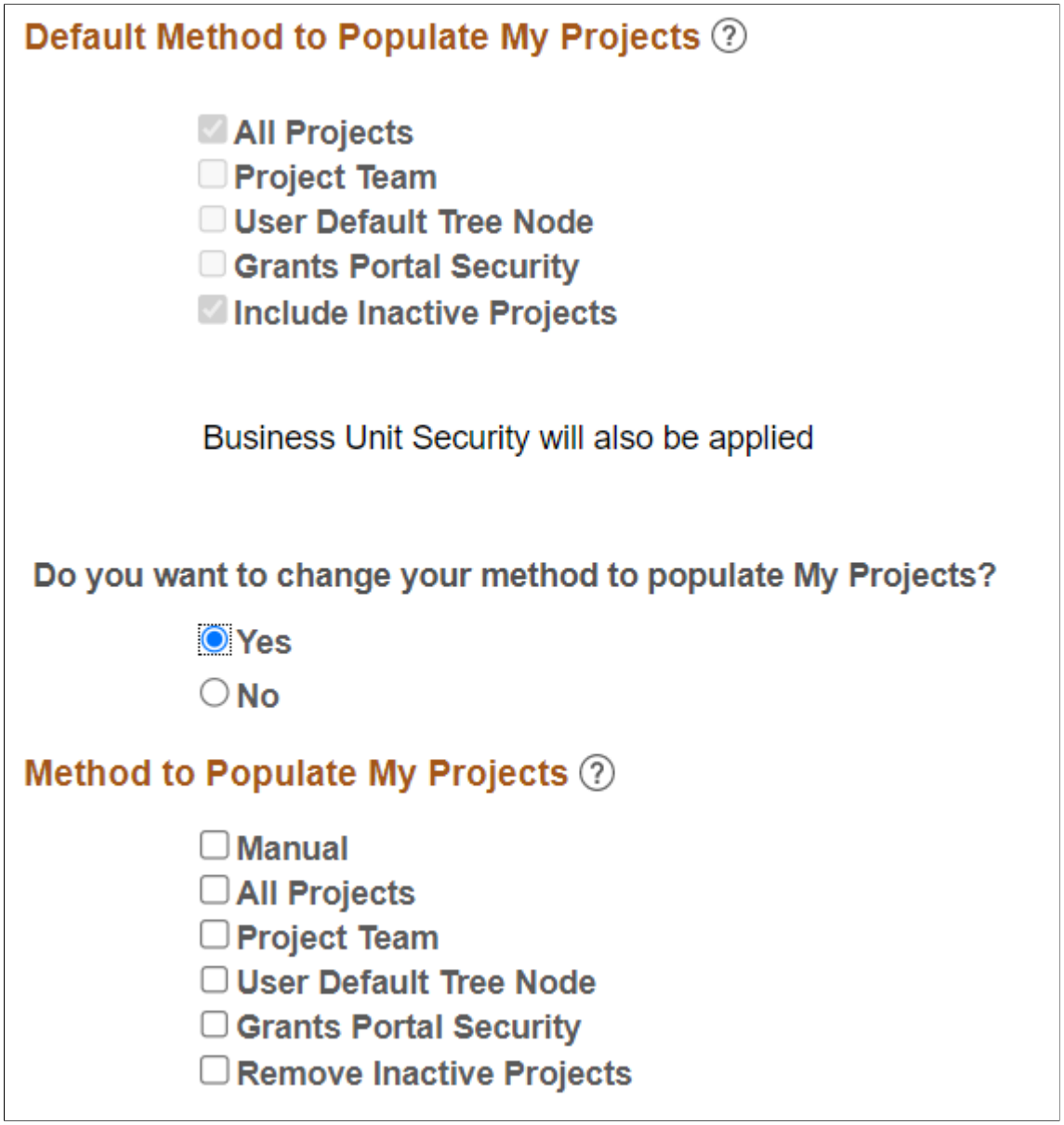
Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Project Costing

This example illustrates the fields and controls on the User Preferences - Project Costing page (1 of 2).



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This example illustrates the fields and controls on the User Preferences - Project Costing page (2 of 2).



Information that you enter on this page applies solely to the specific user ID that is identified at the top of the page. You can select default values to help minimize data entry.

Data Entry Default Values

Field or Control	*Description*
Tree Name, Tree Effective Date, and **Parent Tree Node**	Enter values that appear by default when you assign projects to trees.
Project Business Unit	Enter a value that appears by default in project business unit search fields in the Project Costing application.

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Field or Control	*Description*
Project	Enter a value that appears by default in project search fields.
Integration	Enter the integration template that appears by default in the **Integration** field on the Project Definitions - General Information page when you create projects.
Analysis Group	Enter a value that appears by default when you search for transactions on the Transaction List page.
Rate Type	Enter the default conversion rate that the system uses when you add transactions by using the Add Transactions page and the incoming transaction rate type for the business unit is *Source.*
Currency Code	Enter a value that appears by default in the **Source Currency** field when you add transactions by using the Add Transactions page.
Flexible Analysis Template	Enter the default template that specifies how flexible analysis data appears on the Flexible Analysis page.
Edit Project List Option	Select an option to specify how projects appear for selection on the My Projects page. Available options are: *BYBU:* By business unit. *BYTR:* By project tree.

Date Default Values

Field or Control	*Description*
From Date and **To Date**	Enter a date range that appears by default when you search for transactions.

Default Method to Populate My Projects

Options for populating My Projects are impacted by selections at the Installation Options - Project Costing Page.

Use this section to view the Auto Populate Options that were selected on the Installation Options - Project Costing Page. This section appears only when *Auto Populate, Allow Override* is selected for the **Method to Populate My Projects** field. This section is display-only and is intended to help the user determine

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whether they want to override the installation-level options. To override the installation level option, use the My Projects Options section of the page.

Method to Populate My Projects

Use this section to select Auto Populate Options for the user and override installation-level options. This section appears only when *Auto Populate, Allow Override* is selected for the **Method to Populate My Projects** field on the Installation Options - Project Costing Page.

- *Manual*: Select to indicate that you want to maintain your projects list manually. When selected, the Populate My Projects process will bypass your user ID and all other options in this section are not available.
- *All Projects*: Select to indicate that the Populate My Projects process should select all projects.
- **Project Security:** Select to indicate that the Populate My Projects process adds projects to the user's project list that he/she is authorized to access, if project security is enabled.
- *Project Team*: Select to indicate that the Populate My Projects process should select all projects where the user is a team member.

  If a person is added to a team in error, then the project must be removed manually. Projects that have ended must be removed manually as well.
- *User Default Tree Node*: Select to indicate that the Populate My Projects process should select all projects under the default tree node identified on the user's preferences to add to their project list.
- *Grants Portal Security*: Select to indicate that the Populate My Projects process should select all projects that a user is authorized to access according to the Grants Portal Security - Project Level setting to add to their project list.

  This option is only available when Grants is an installed product.

  Note: Similar to Project Team option, if a project is removed from a tree or the grants portal security or the tree is changed, you need to manually remove projects from My Projects.

- *Include Inactive Projects*: Select to indicate that inactive projects are to be included in project lists.

  Inactive projects do not appear by default.
- *Remove Inactive Projects*: Select to indicate that the Populate My Projects process should remove inactive projects from your projects list. This option is available only if the organization has selected *Include Inactive Projects* as a default setting on the Installation options page.

  You cannot select this option in conjunction with the *Include Inactive Projects* option because they are contradictory.

User Preferences – Procurement Page

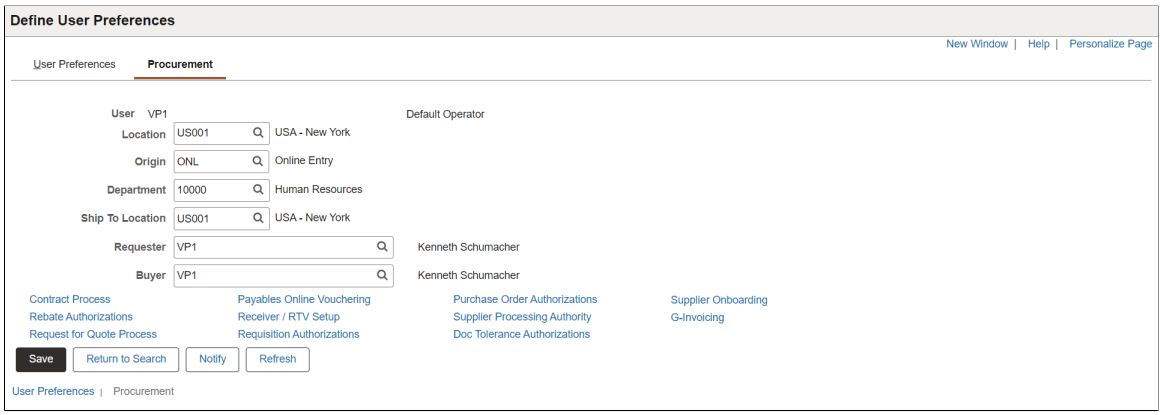
Use the User Preferences - Procurement page (OPR_DEF_TABLE_PM1) to define options and authorizations for procurement users.

Navigation:

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Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement

This example illustrates the fields and controls on the User Preferences – Procurement Page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Location	Enter the default location where requested items should be delivered when they are received from the vendor.
Origin	Enter the default origin of this user's POs. The origin is used for reporting purposes.
Requester	Enter the name of the requester for whom this user will be authorized to enter requisitions.
Buyer	Enter the name of the buyer for whom this user will be authorized to enter POs.
G-Invoicing	Click this link to enter the following Preparer information for G-Invoicing. • Preparer Name • Preparer Email • Preparer Phone These three parameters are required to be passed in the 7600EZ API and should be defaulted for G-Invoicing AP Reversal Vouchers.

Contract Process Page

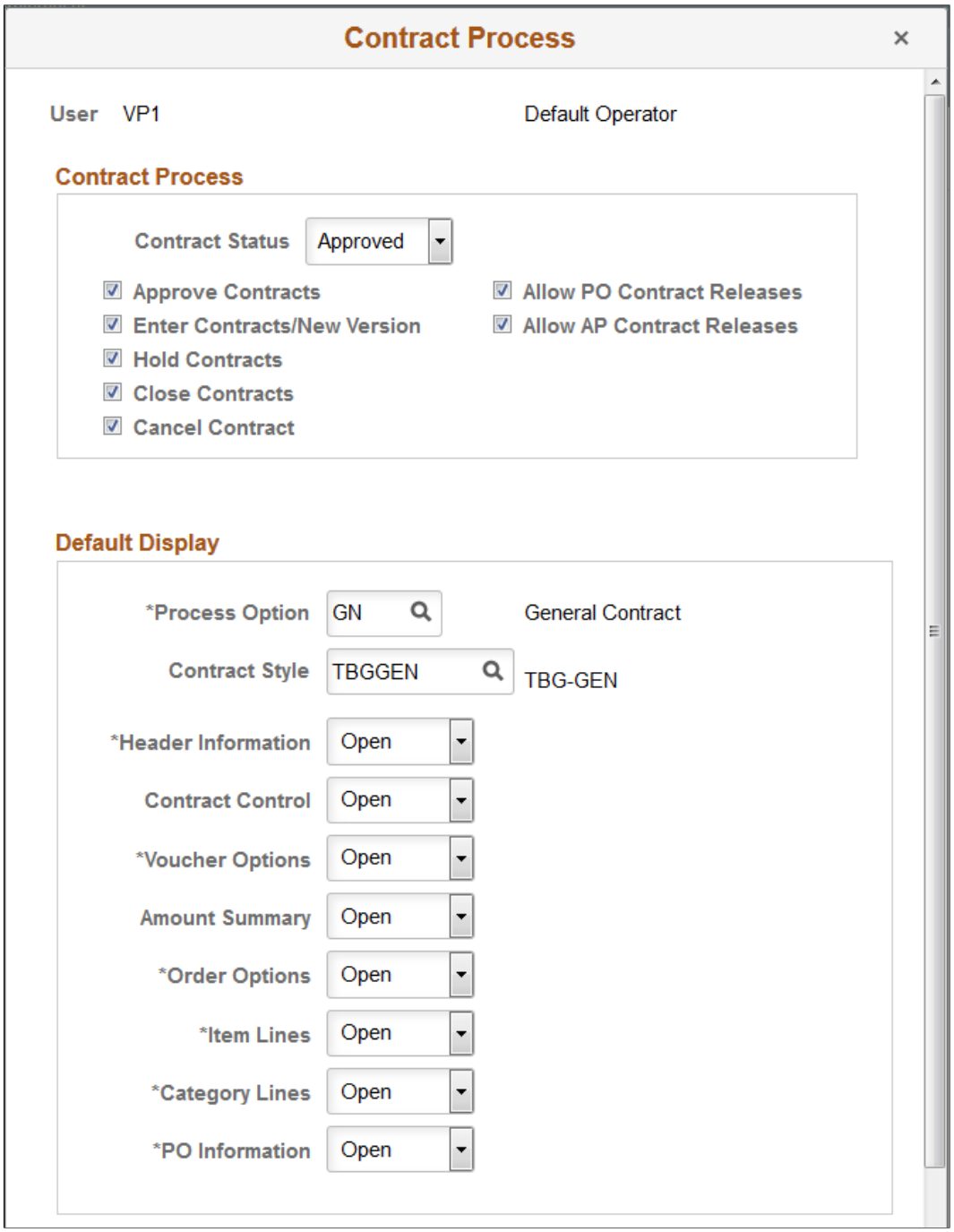
Use the Contract Process page (OPR_DEF_CNTRCT_SEC) to define contract process preferences by specifying the default contract status and authorized actions for a user.

Navigation:

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Click the **Contract Process** link on the User Preferences - Procurement page.

This example illustrates the fields and controls on the Contract Process page. You can find definitions for the fields and controls later on this page.



Use this page to specify the default contract statuses and authorized actions for a user and to define how the system initially displays the collapsible areas on the Contract page.

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Contract Process

Field or Control	*Description*
Contract Status	Select the status at which you want this user to open contracts. When the user creates a contract, the status appears by default based on the value you select.
Approve Contracts	Select to provide the user the authority to approve procurement contracts.
Enter Contracts/New Version	Select to provide the user the authority to create contracts and new contract versions.
Hold Contracts	Select to provide the user the authority to place procurement contracts on hold.
Close Contracts	Select to provide the user the authority to close procurement contracts.
Cancel Contract	Select to provide the user the authority to cancel procurement contracts.
Allow PO Contract Releases (allow purchase order contract releases)	Select to provide the user the authority to release purchase order contracts.
Allow AP Contract Releases (allow accounts payable contract releases)	Select to provide the user the authority to release accounts payable contracts.

Default Display

Use this grid to define how the system initially displays the collapsible areas on the Contract page. The system applies display settings by expanding and collapsing group boxes as you indicate on this page. Group boxes appear based on the contract process type. So, for example, if the system is applying display options to a contract with a process type of Prepaid Voucher, then only the Header, Amount Summary, and Add Items group boxes are expanded or collapsed.

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Field or Control	*Description*
Process Option	Select a contract process option that you want to set up as default for the user. Contract process options enable you to determine a specific contract process for use throughout the contract's life cycle. You can use other process options, but the value you choose here defaults on the Contract Entry page (for the selected user). Values include: • *AP (Recurring Voucher)* • *BRO (Release to Single PO Only)* • *DST (Distributor)* • *GN (General Contract)* • *GRPM (Group Multi Supplier)* • *GRPS (Group Single Supplier)* • *MFG (Manufacturer)* • *PADV (Prepaid Voucher with Advance PO)* • *PO (Purchase Order)* • *PPAY (Prepaid Voucher)* • *RPOV (Recurring PO Voucher)* • *SPP (Special Purpose)*
Contract Style	Select a contract style that you want to set up as the default style for this user. You can use other contract styles, but the value you choose here defaults on the Contract Entry page. “Contract Style page” (PeopleSoft Source to Settle Common Information)
Header Information, Contract Control,Voucher Options, Amount Summary,Order Options,Item Lines, Category Lines, and **PO Information**	Select a group box option that you want to apply for this user. The value you select controls how the group box initially appears on the Contract page. Valid values for the group boxes are: • *Collapsed:* Select to collapse (hide) the group box when the user initially accesses the Contract page. • *Open:* Select to expand (open) the group box when he user initially accesses the Contract page.

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User Preferences – Rebate Authorizations Page

Use the User Preferences - Procurement - Rebate Authorizations page (OPR_DEF_VRBT_SEC) to define rebate manager maintenance authorization and access rights for vendor rebate agreements.

Navigation:

Click the **Rebate Authorizations** link on the User Preferences – Procurement page.

Rebate Agreement Defaults

Field or Control	*Description*
Rebate Agreement Status	Select the default status for the rebate manager when you are creating vendor rebate agreements. Statuses are *Approved* and *Open*.

Allowed Rebate Agreement Actions

Select the check box next to the specific actions that you want the rebate manager to have.

Rebate Manager Access

Field or Control	*Description*
Unrestricted Rebate Manager	This check box is deselected by default. Select this check box if you want this rebate manager to have unrestricted access to all vendor rebate agreements. This manager can view, modify (perform all the actions checked), process, and analyze all vendor rebate agreements.

For more information, see *PeopleSoft Purchasing: Defining Supplier (Vendor) Rebate Agreements.*

User Preferences – Payables Online Vouchering Page

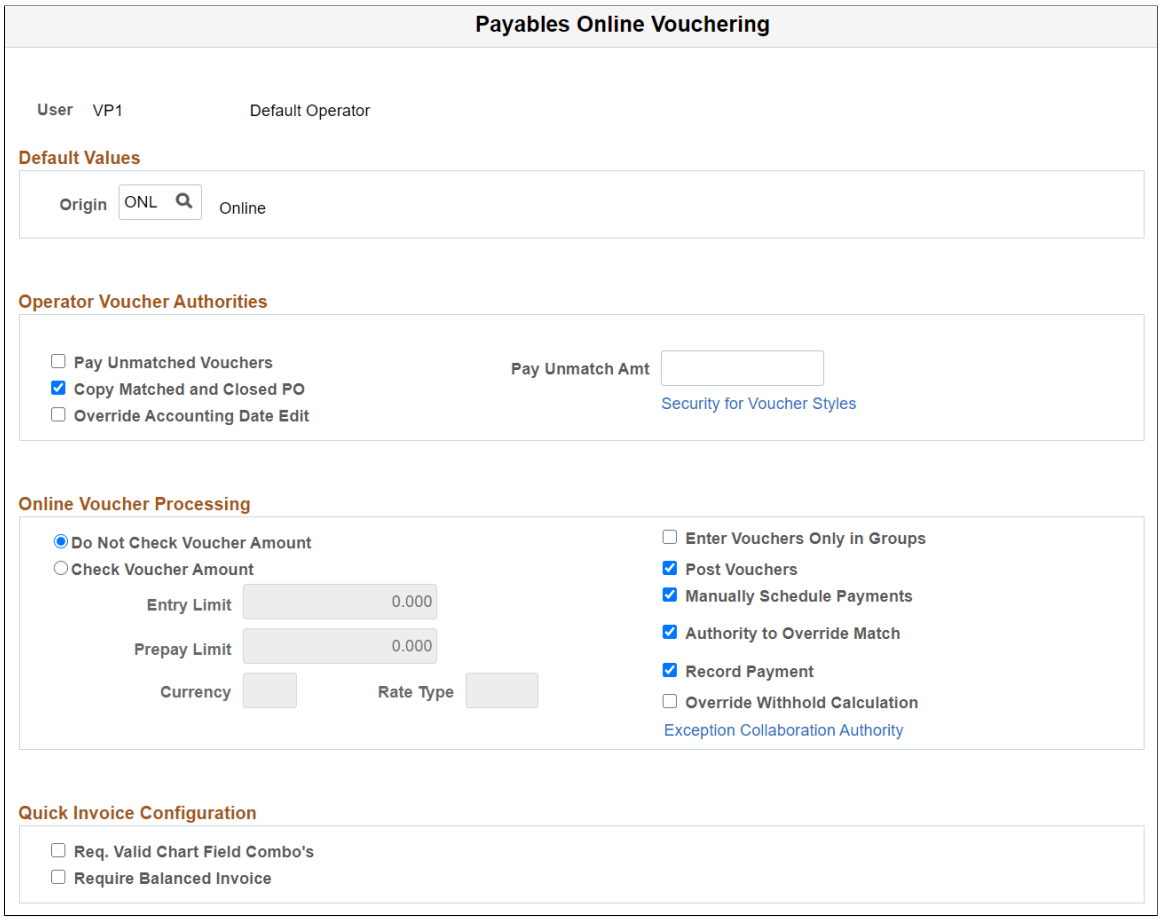
Use the User Preferences - Procurement - Payables Online Vouchering page (OPR_DEF_TABLE_AP1) to specify user voucher authorities, online voucher processing, and quick invoice configuration options for a user.

Navigation:

Click the **Payables Online Vouchering** link on the User Preferences - Procurement page.

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This example illustrates the fields and controls on the Procurement - Payables Online Vouchering page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Origin	Select the voucher origin for this user. The system tags all vouchers that are entered by this user with this origin, and uses the processing settings for this origin when it processes the voucher.
Pay Unmatched Vouchers and **Pay Unmatch Amt** (pay unmatched amount)	Select **Pay Unmatched Vouchers** to give users the authority to pay vouchers that have not been matched up to the maximum amount that is specified in the **Pay Unmatch Amt** field. Authorized users must select the **Pay UnMatched Voucher** check box on the Voucher Attributes page in the Voucher component (VCHR_EXPRESS) for the system to select the voucher during the Pay Cycle Application Engine process (AP_APY2015). **Note:** If you select the **Pay Unmatched Voucher** option, vouchers with the following match statuses (MATCH_STATUS_VCHR) are available for payment: *T* (ready), *E* (exception), *D* (dispute), *O* (overridden), and *C* (credit note). If you do not select the **Pay Unmatched Voucher** option, only vouchers with the match status of *M* (matched) or *N* (no match) are available for payment.

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Field or Control	*Description*
Copy Matched and Closed PO (copy matched and closed purchase orders)	Select to enable the user to copy matched and closed POs. **Note:** If this option is selected for your user preferences and you create a voucher that references a PO that has a matched line (because an earlier voucher also referenced the PO) and an unmatched line, then when you copy the PO to the voucher, the matched PO line copies with both the amount and the quantity at zero.
Override Accounting Date Edit	Select to enable the user to override the accounting date edit option on the Procurement Control - General Controls page.
Security for Voucher Styles	Click to access the Voucher Styles page, where you can define the user authority for each of the voucher styles by selecting the appropriate check boxes.
Do Not Check Voucher Amount and **Check Voucher Amount**	Select one of these options to determine whether the system performs an edit during online voucher entry against the voucher gross amount. Voucher build will also perform an edit against the voucher gross amount based on the selected option.
Entry Limit	If you selected **Check Voucher Amount,** specify the voucher entry limit amount for this user. When you specify the entry limit, you must also specify its currency and a rate type.
Prepay Limit	If this user has the authority to prepay vouchers, you can specify a maximum amount for each prepayment that the user can enter. You must also specify a currency and a rate type for the prepayment.
Currency	Specify a currency for the entry limit or prepay limit amount.
Rate Type	Specify a rate type for conversion to the transaction currency that is entered on the voucher.
Enter Vouchers Only in Groups	Select to enable the user to enter only vouchers that are attached to a control group ID as defined on the Control Group Information page.
Post Vouchers	Select to enable the user to post approved vouchers.
Manually Schedule Payments	Select to enable the user to schedule payments manually, overriding the system's automatic payment scheduling. If you do not select this option, the user is unable to modify any of the scheduled payment information on the Voucher - Payments page.

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Field or Control	*Description*
Authority to Override Match	Select to enable the user to override the match status of a voucher. If the voucher requires matching, the user has the authority to change the voucher match status to *Not Applicable.* In addition, if the Matching Application Engine process (AP_MATCH) has been run but the process encountered match exceptions or errors, the user can override the match exceptions. When the exceptions are overridden, the user can rerun the Matching process; the Matching process updates the voucher match status to *Matched.* **Note:** The Matching process still generates workflow notifications for exceptions to the user even if the **Authority to Override Match** option is not selected. However, the user is not able to override the match status.
Record Payment	Select to enable the user to manually record payments for a voucher. When this option is deselected, the user is unable to specify *Record* as a payment action on the Payments page of the Voucher component. **Note:** You must also select the **Manually Schedule Payments** option to be able to record payments for a voucher.
Override Withhold Calculation	Select to enable the user to override the timing of the withholding calculation on the Withholding page of the Voucher component. Withholding calculation can be at payment time or voucher posting time based on the withholding entity setting.

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Field or Control	*Description*
Exception Collaboration Authority	Click to access the Match Exception Collaboration Authority page. The Exception Collaboration Authority page has the following options available: • *Enable Group/Users Assigned*: Select to assign or reassign match exceptions. Selection allows users the capability to assign/reassign Match Exceptions within the Match Exception Collaboration Detail page. The Assign/ Reassign button will be hidden on the Match Exception Collaboration Detail page if the option is not selected. • *Work All Exceptions Authority*: Select to allow user access and authority to work all Match Exceptions. • *Include Resolved Exceptions*: Select to include resolved exceptions. This option is available only if *Work All Exceptions Authority* has been selected. • *Match Exception View*: Select to determine the context the user views when they access the Match Exception Collaboration Summary landing page. The available options are Payables, Receiving and Purchasing. You can also select Blank, the default option, which will direct the user to the Match Exceptions tab on the Match Exception Collaboration Center Summary landing page. For more information, see “Understanding Match Exception Collaboration Center” (PeopleSoft Payables)
Req. Valid Chart Field Combo's (require valid ChartField combinations)	Select this check box for the system to automatically validate ChartField combinations on Quick Invoice vouchers. If the ChartField combination is invalid, the system prevents the user from saving the voucher.
Require Balanced Invoice	Select this check box for the system to automatically perform balancing algorithms on Quick Invoice vouchers. If the vouchers are out of balance, the system prevents the user from saving the voucher.

The AP Operator Profile report (APY0003) displays accounts payable user defaults by SetID.

Related Links

Application Fundamentals Reports: General Description
“Defining Voucher Origins” (PeopleSoft Payables)
“Procurement Control - General Controls Page” (PeopleSoft Payables)

User Preferences – Receiving and RTV Page

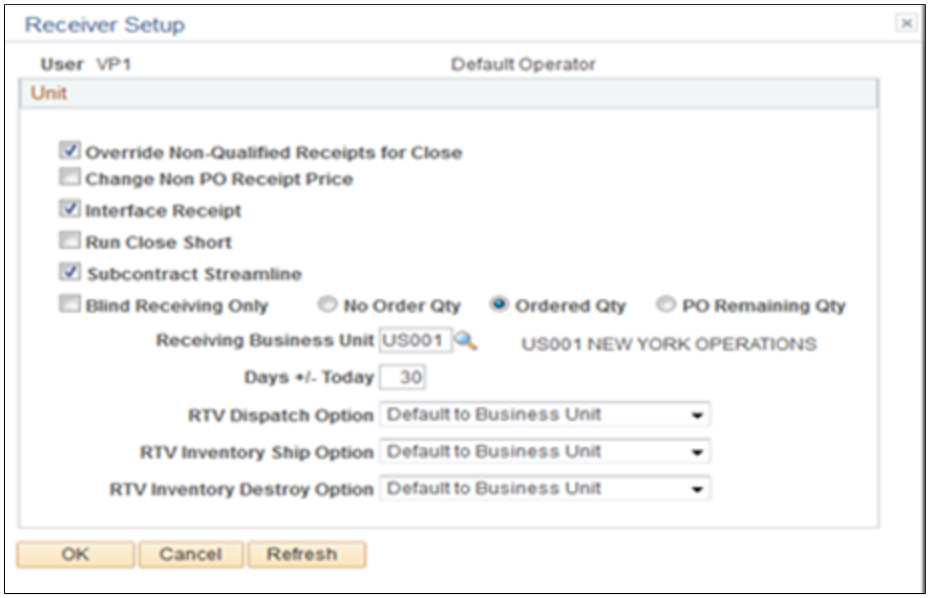
Use the User Preferences - Procurement - Receiver Setup page (OPR_DEF_RECV_SEC) to define receiver and RTV user preferences.

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Navigation:

Click the **Receiver/RTV Setup** link on the User Preferences - Procurement page.

This example illustrates the fields and controls on the User Preferences - Procurement - Receiver Setup page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Override Non-Qualified Receipts for close	Select to enable the user to force close Non-Qualified receipts.
Change Non PO Receipt Price (change non purchase order receipt price)	Select to enable the user to change the receipt price for an item on a non-purchase order receipt.
Interface Receipt	Select to automate the passing of inventory and asset information through the Receiver Interface Push process (PO_RECVPUSH).
Run Close Short	Select to call the Close Short Process (PO_CLSSHORT) automatically during the Receiver Interface Push processing (PO_RECVPUSH).

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Field or Control	*Description*
Subcontract Streamline	Select this check box if you want the **Subcontract Streamline** check box to appear selected by default for a subcontracted purchase order receipt for this user. The user will be able to override this field setting for a subcontracted purchase order receipt. The system determines whether to perform subcontract streamlining (purchase order receipt and production completion for the production ID in a single step) from the receipt. Streamline processing for subcontract RTVs enables you to process RTVs if completions have been performed on the associated receipt. The system includes negative production completion and production scrap for operations being returned against the subcontract. If this check box is deselected, the **Subcontract Streamline** check box will appear deselected for a subcontracted purchase order receipt for this user. The user will not be able to change this field setting for the subcontracted purchase order receipt. That is, this assumes subcontract streamlining is not enabled for this user.
Blind Receiving Only	Select to prevent the receiver from seeing the order quantity or the remaining quantity from the purchase order. The receiver needs to count the items before entering the quantity received. When you select this check box, the **No Order Qty, Ordered Qty,** and **PO Remaining Qty** check boxes are deselected.
No Order Qty (no order quantity)	Select to prevent the receiver from seeing the purchase order quantity. The receiver must specify the actual quantity that is received by doing a live count of the items.
Ordered Qty (ordered quantity)	Select to use the purchase order quantity as the default quantity received.
PO Remaining Qty (purchase order remaining quantity)	Select to use the remaining quantity (original order quantity minus previously received quantities) on the purchase order as the default quantity received.
Receiving Business Unit	Select the user's default receiving business unit. This business unit can be overridden during the receiving process so that you can receive goods into any valid Purchasing business unit.
Days +/- Today	Enter the number of days plus or minus the current system date to be used as default search criteria on receiving pages when you are selecting purchase order schedules against which to receive.

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Field or Control	*Description*
RTV Dispatch Option (return to vendor dispatch option)	Select the dispatch method as this user's preference for the return to vendor functionality. This functionality provides a default value for dispatching the RTV to the Supplier. RTV dispatch option values include: *Default to Business Unit:* Select to use the dispatch option that is defined at the business-unit level. You define the business unit RTV dispatch option value using the Business Unit Options tab on the Purchasing Definition page. When processing RTV options, the system initially checks the user preference and then the business unit when you select the *Default to Business Unit* option. *Manual:* Select to indicate that the Dispatch processing for the RTV must be performed manually. Often collaboration must take place between procurement personnel and another group before a RTV line can be dispatched. For example, you might have to verify the disposition of goods with warehouse personnel before dispatching the RTV. See “Inventory Return Records” (PeopleSoft Purchasing). See “Selecting RTV Source Details” (PeopleSoft Purchasing).

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Field or Control	*Description*
RTV Inventory Ship Option (return to vendor inventory ship option)	Select the return to vendor ship option that you want to use as this user's default value for the **Inventory Process** field on the RTV line. This option will only be used by the RTV function when the disposition on the RTV line has a value of Ship. The system determines the ship option default value by first checking the user preference ship option value. If the user preference value is *Manual, Express,* or *Fulfillment* then the system uses the value as the default value. If the user preference value is *Default to Business Unit,* the system uses the ship option value defined at the business-unit level. RTV Inventory ship option values are: *Default to Business Unit:* Select to use the inventory ship option that is defined at the business-unit level. *Express:* Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory issue (automatic issue) action from within the Purchasing RTV component. If the RTV line disposition is Ship, the system creates a material stock request with a status of Shipped to update inventory. **Note:** The value of *Express* will not be defaulted onto the RTV line if the RTV line is associated with an Inventory business unit which is defined as a Warehouse Management System (WMS) type. You define the warehouse setting using the **Use External Warehouse Control** check box on the Business Unit Options page for Inventory. *Fulfillment:* Select to set the user's preference to perform Inventory fulfillment processing for RTV transactions. This enables the user to create an Inventory material stock request transaction and to process it through Inventory fulfillment processing. The *Fulfillment* value is only valid for RTV processing when RTV line disposition is Ship. *Manual:* Select to indicate that the RTV ship transaction must be completed manually. This option requires that the inventory Express Issue function be used to ship the items to the supplier. When you use the *Manual* Inventory Ship option, the system does not perform RTV express functions. The user must use the Inventory Express Issue component to issue inventory returns that are being shipped to the vendor.

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Field or Control	*Description*
RTV Inventory Destroy Option (return to vendor inventory destroy option)	Select the return to vendor destroy option that you want to use as this user's default value for the Inventory Process field on the RTV line. This option is only used by the RTV function when the disposition on the RTV line has a value of Destroy. The system determines the destroy option default value first by checking the user preference destroy option. If the user preference value is *Manual* or *Express* then the system uses that default value. If the user preference value is *Default to Business Unit,* the system uses destroy option defined at the business-unit level. RTV Inventory destroy option values are: *Default to Business Unit:* Select to use the inventory destroy option setting at the business-unit level. *Express:* Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory adjustment (automatic adjustment) actions from within the Purchasing RTV component. *Manual:* Select to indicate that the RTV destroy transaction must be completed manually. This option requires that the Inventory Adjustment function be used to update inventory for the items being returned to the vendor.

Related Links

“Receiving Non-Purchase Order Items” (PeopleSoft Purchasing)

User Preferences – Requisition Authorizations Page

Use the User Preferences - Procurement - Requisition Authorizations page (OPR_REQ_AUTH) to authorize users to initiate and update requisitions for applicable requesters.

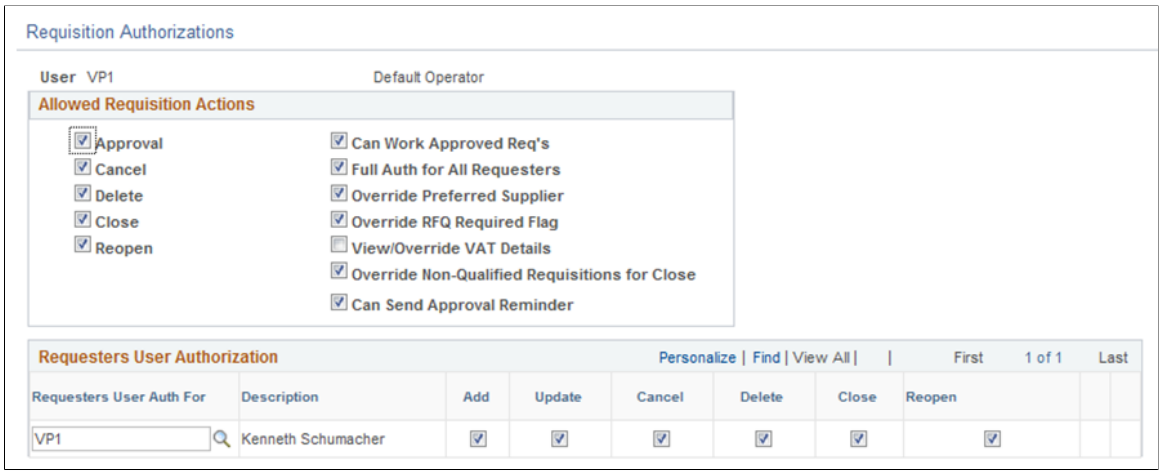
Define a user's requisition processing authority in relation to applicable requesters.

Navigation:

Click the **Requisition Authorizations** link on the User Preferences - Procurement page.

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This example illustrates the fields and controls on the Requisition Authorizations Page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Can Work Approved Reqs (can work approved requisitions)	Select to enable a user to change a requisition that has already been approved.
Full Auth for All Requesters (full authority for all requesters)	Select to give the user authority to add, update, cancel, delete, and close requisitions for all requesters. If selected, the user is also authorized to receive the requisitions for all requesters. **Note:** If you select this option, you don't need to configure the rest of this page.
Override Preferred Vendor	Select to enable a user to change the default vendor on a requisition line. If this authority is not selected, the user is unable to manually suggest a vendor.
Override RFQ Required Rule Flag	Select to enable a user to override the RFQ Required Rule option that was previously specified for a requisition in the requisition component.
View/Override VAT Details (view or override value-added tax details)	Select to view and override VAT details within the requisition component.
Override Non-Qualified Requisitions for Close	Select to enable a user to close requisitions that are nonqualified for close.
Can Send Approval Reminder	Select to enable a user to send reminders to pending approvers of requisitions.

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Requesters User Authorization

Field or Control	*Description*
Requesters User Auth For (requesters user authority for)	Requesters for whom this user can work requisitions. Select the requester that you want to designate as the user's default requester by selecting the check box to the left of the requester's name.
Add, Update, Cancel, Delete, Close, and **Reopen**	Select to enable the user to add, update, cancel, delete, close, and reopen requisitions for this requester. **Note:** If Use Requisition Authorization is selected for Casual Receiving Authorization on the Installation Options page, the user can receive the requisitions on behalf of any requester who has the Add authority.

Note: It is mandatory for the users to add one line on the Requesters User Authorization for themselves.

User Preferences – Purchase Order User Authorizations Page

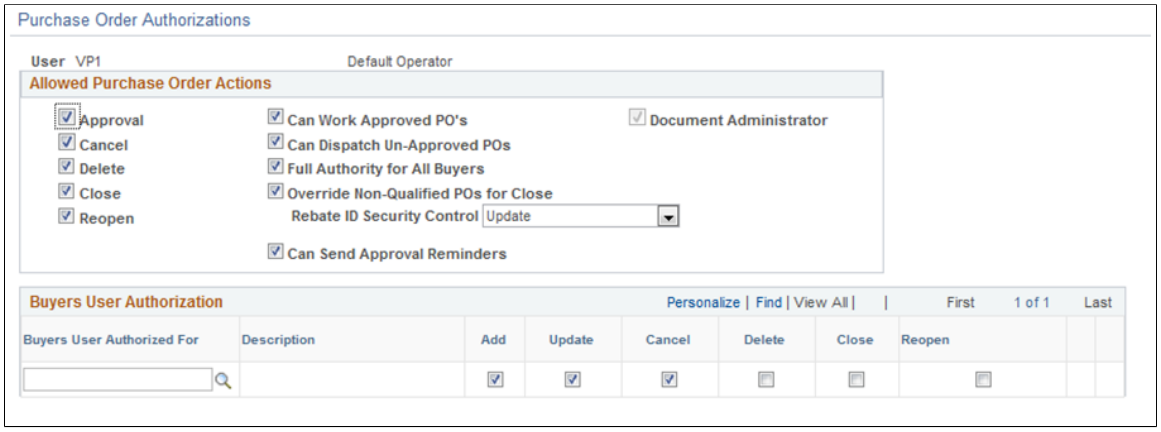
Use the User Preferences - Procurement - Purchase Order Authorizations page (OPR_PO_AUTH) to authorize users to create and update purchase orders for applicable buyers.

Define a user's purchase-order processing authority in relation to applicable buyers.

Navigation:

Click the **Purchase Order Authorizations** link on the User Preferences - Procurement page.

This example illustrates the fields and controls on the User Preferences - Procurement - Purchase Order Authorizations page. You can find definitions for the fields and controls later on this page.



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Allowed Purchase Order Actions

Field or Control	*Description*
Can Work Approved POs (can work approved purchase orders)	Select to enable a user to change a purchase order that has already been approved or dispatched.
Can Dispatch Un-Approved POs	Select to enable a user to dispatch purchase orders with a status of pending approval.
Full Authority for All Buyers	Select to give the user authority to add, update, cancel, delete, and close purchase orders for all buyers. If you select this option, you don't need to configure the rest of the page.
Override Non-Qualified POs for Close	Select to enable a user to close purchase orders that are nonqualified for close.
Rebate ID Security Control	Select the vendor rebate agreement security control option for purchase orders. Options are: • *Hidden:* Vendor rebate agreement fields are hidden from this user when he or she is maintaining purchase orders. • *Update:* Vendor rebate agreement fields can be updated by this user when he or she is maintaining purchase orders. • *View Only:* Vendor rebate agreement fields are only able to be viewed by this user when he or she is maintaining purchase orders.
Can Send Approval Reminder	Select to enable a user to send reminders to pending approvers of purchase orders.

Buyers User Authorization

Field or Control	*Description*
Buyers User Authorized For	Select the buyers for whom this user can enter purchase orders.
Add, Update, Cancel, Delete, Close, and **Reopen**	Select to enable the user to add, update, cancel, delete, close, and reopen requisitions for this buyer.

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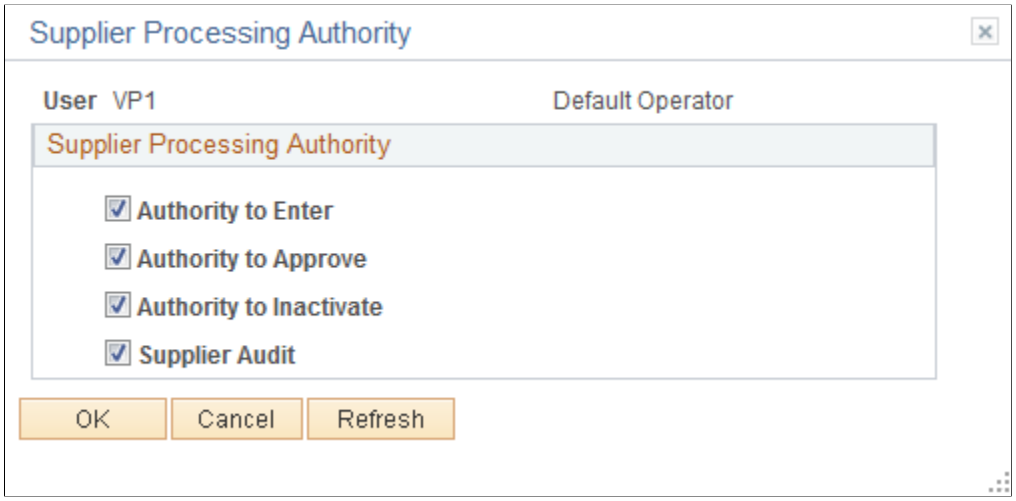
Procurement - Supplier Processing Authority Page

Use the Procurement - Supplier Processing Authority Page (OPR_DEF_TABLE_VND1) to authorize users to perform supplier maintenance functions (enter, approve, deactivate).

Navigation:

Click the **Supplier Processing Authority** link on the User Preferences - Procurement page.

This example illustrates the fields and controls on the Procurement - Supplier Processing Authority page.



Select **Authority to Enter** check box to authenticate the user to create or update the Supplier details. The Supplier Audit check box is selected by default. You can set up audit at SetID level or supplier level if the check box is selected. If the check box is not selected, then users cannot set up audit but can inquire the supplier audit and run the audit log report.

Note: Enable the *Authority to Approve* check boxes to display the *View/Update Primary Email* link on the supplier master. Approver can view the primary email ID in read-only mode.
Enable the *Authority to Enter* check box to view and edit the primary email id on the supplier master.
For more information about View/Update Primary Email, see “Identifying Information Page” (PeopleSoft Source to Settle Common Information).
The above configuration for *View/Update Primary Email* is valid only if the *Enable Access Code for User Authentication* check box is enabled on the “Supplier Request System Setup - General Page” (PeopleSoft Source to Settle Common Information).

Use the supplier audit configuration template to select the desired fields to audit and to set the Reason flag which requires Reason Code and comments to be captured.

Supplier Audit Template has H-Grid (Hierarchical Grid) for Supplier Address, Phone Information, and Supplier Contact Phone fields where it allows the user to enable and disable the audit and reason flag for the main field. When saved, it will enable the audit and reason flag for dependent fields attached to main field. One default Template ID is allowed per SetID.

User Preferences - Document Tolerance Exceptions Override Page

Use the User Preferences - Document Tolerance Exceptions Override page (OPR_DEF_DOC_TOL) to provide authority to users to override document tolerances.

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Navigation:

Click the **Doc Tolerances** link on the User Preferences - Procurement page.

Field or Control	*Description*
Override Purchase Order to Requisition Exceptions	Enables you to override document tolerance exceptions that are generated when an encumbrance exceeds the preencumbrance during document tolerance checking.
Override Voucher to Purchase Order Exceptions	Enables you to override document tolerance exceptions that are generated when an expenditure exceeds the encumbrance during document tolerance checking.

Related Links

"Setting Up Document Tolerances" (PeopleSoft Payables)
"Defining Document Tolerances" (PeopleSoft Source to Settle Common Information)

User Preferences – Promotions Management Page

Use the User Preferences - Promotions Management page (OPR_DEF_TABLE_TD1) to define default user preferences for promotions management.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Promotions Management**

Field or Control	*Description*
Bank SetID, Bank Code, and **Bank Account**	Select the values to use as defaults in the payments process. When you create a claim with a payment method of field draft, the system provides the bank code and bank account values that are defined here. (You can override these values.) You then use the payment interface to send this claim to Payables, and the system creates a voucher or payment.
National Allowance Prefix, Promotions Prefix, and **Claims Prefix**	Select the prefixes. The system uses these prefixes in the automatic numbering process when creating national allowances or customer promotions or when processing claims. You create the prefix values when you define number types on the Automatic Numbering page. When you create the claim number type, you are creating the values for the claims prefix. The values for the national allowance prefix and promotions prefix are tied to the promotion code number type.

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Field or Control	*Description*
View Product Cost?	Select to enable the user to view product cost details in PeopleSoft Promotions Management. If you have access to view product cost details, you can consider this data as a determining factor in analyzing planned versus actual customer promotion metrics.

Related Links

Auto Numbering Page

"Understanding Bank Setup" (PeopleSoft Banks Setup and Processing)

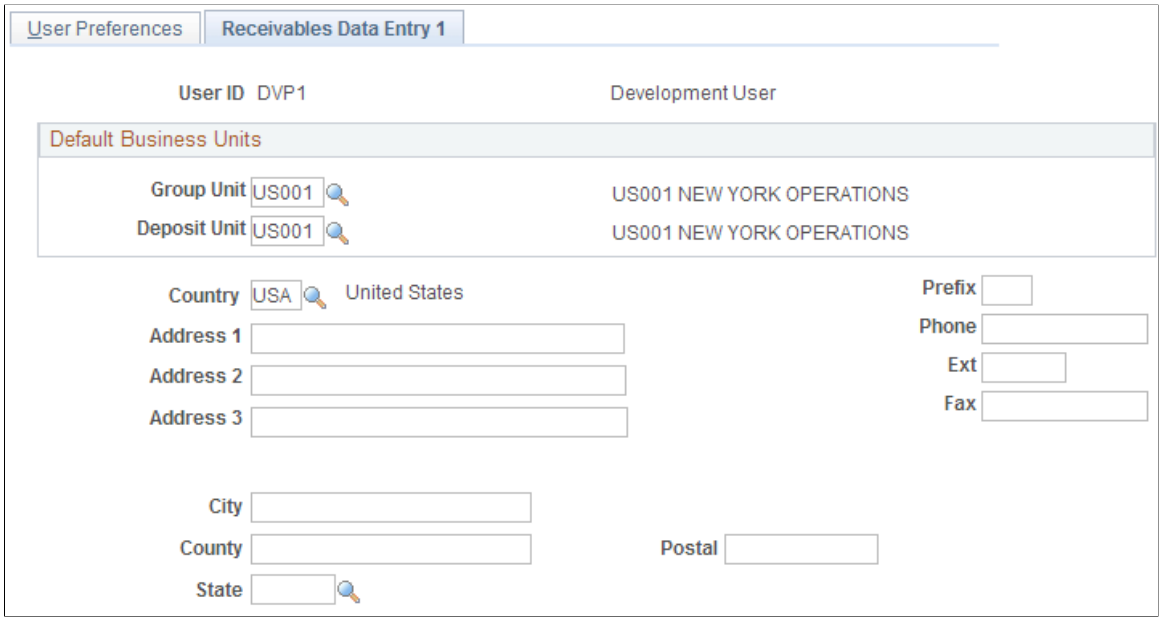
User Preferences – Receivables Data Entry 1 Page

Use the User Preferences - Receivables Data Entry 1 page (OPR_DEF_TABLE_AR1) to define the default group unit, deposit unit, and address that is associated with a user.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Receivables Data Entry 1

This example illustrates the fields and controls on the User Preferences – Receivables Data Entry 1 page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Group Unit and **Deposit Unit**	Enter values that become the user's default values for business units. Although the user can override these default values, you can minimize data entry by entering the user's most frequently used business unit. The system uses the group unit and deposit unit as the default business unit for online pending groups, deposits, and worksheets.

Use the address fields to store addresses for followup letters. The address information that you enter on this page is not validated against any table.

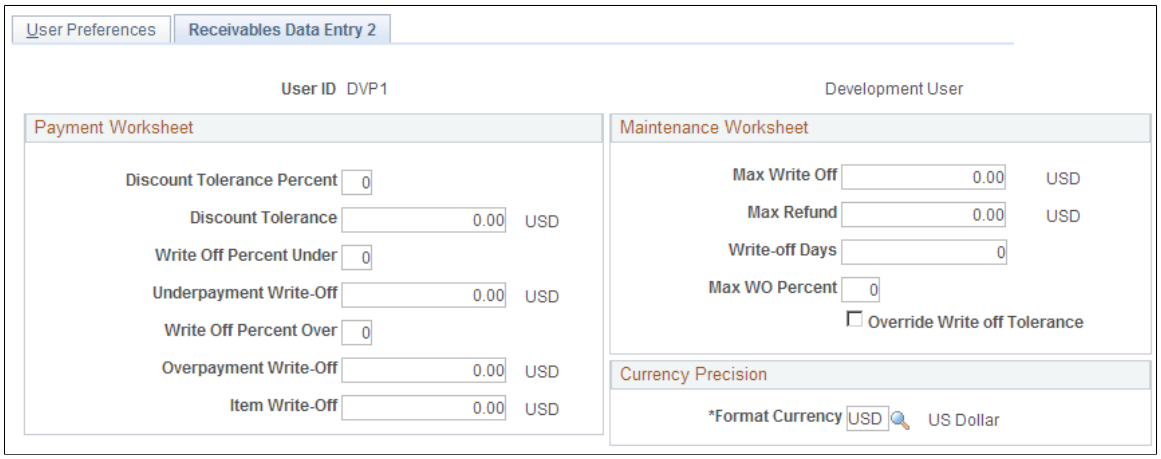
User Preferences - Receivables Data Entry 2 Page

Use the User Preferences - Receivables Data Entry 2 page (OPR_DEF_TABLE_AR2) to specify write-off tolerances and discount tolerances.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Receivables Data Entry 2**

This example illustrates the fields and controls on the User Preferences – Receivables Data Entry 2 page. You can find definitions for the fields and controls later on this page.



Payment Worksheet

Enter the write-off tolerances and discount tolerances for the payment worksheet.

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Field or Control	*Description*
Discount Tolerance Percent and**Discount Tolerance**	Enter the percent and amount to use to calculate the discount tolerance. These tolerances enable the user to enter an unearned discount amount that is less than or equal to the value that you enter. Enter the additional percentage that the user can add to the payment terms. For example, if an item is 700.00 and the discount terms are 2 percent for 10/Net30, the normal discount would be 14.00. If you enter *10* in the percent field, the user can take up to an additional 10 percent of the discount amount, which is 1.40. The total discount would be 15.40. However, the total discount can never be more than the value in the amount field.
Write-Off Percent Under and**Underpayment Write-Off** and **Write-Off Percent Over**and **Overpayment Write-Off**	Enter the percent and amount that define the maximum write-off for underpayments and overpayments. These values apply *only* to write-offs (such as Entry Types WAU and WAO). These values do not apply to adjustments or deductions associated with overpayments or underpayments (these are not write-offs). The user can enter a write-off amount as long as the amount does not exceed the specified write-off percentage of the payment.
Item Write-Off	Enter the highest amount that this user can write off when the user writes off an amount for an individual item on a payment worksheet.

Maintenance Worksheet

Enter the write-off tolerances for the maintenance worksheet.

Warning! If you do not define write-off tolerances for the user, the system uses zero for the user's write-off tolerances, and the user cannot write off items.

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Field or Control	*Description*
Max Write Off (maximum write-off)	Enter the maximum amount that the user can write off for either an individual item or for the remaining balance for a normal group or match group. The user can write off an amount below the maximum amount as long as it does not exceed the percentage of the original amount for the item. For example, if you enter an amount of *25.00,* the user can write off amounts up to 25.00. However, if you enter a maximum write-off percentage of 10 percent, and the total original amount of an item is 240.00, the user cannot write off more than 24.00. For no limit, enter all *9s*.
Max Refund (maximum refund)	Enter the maximum refund amount that a user can create.
Write-off Days	Enter the minimum age of an item before a user can write it off on the maintenance worksheet. For no limit, enter *0*.
Max WO Percent (maximum write-off percent)	Enter the maximum percentage of an item that this user can write off. For no limit, enter *100*.
Override Write off Tolerance	Select to enable the user to write off items or amounts that do not meet the write-off tolerances that are defined for the business unit, customer, or entry reason as long as the write-off meets the user's write-off tolerances. If the user's write-off action exceeds the tolerances in the business unit, customer, or entry reason levels, the system issues only a warning.

Currency Precision

Field or Control	*Description*
Format Currency	Enter the currency for the write-off tolerance amounts for conversion purposes. The system uses this currency to calculate the tolerance amounts for an item.

Related Links

“Write-Off Tolerances” (PeopleSoft Receivables)

User Preferences – Strategic Sourcing Page

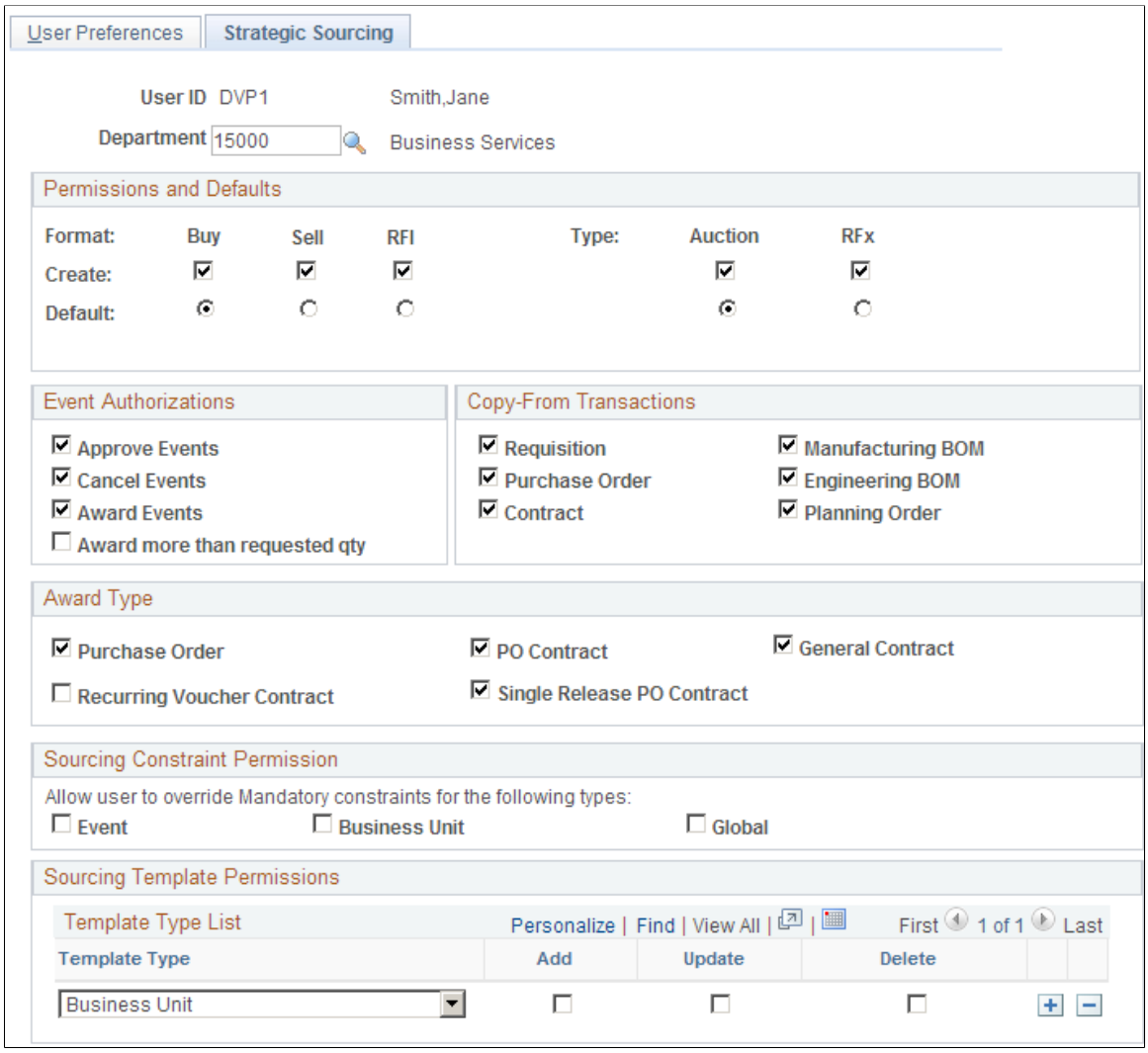
Use the User Preferences - Strategic Sourcing page (OPR_DEF_TBL_SS) to create strategic sourcing user preferences and defaults.

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Navigation:

Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Strategic Sourcing

This example illustrates the fields and controls on the Strategic Sourcing page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Permissions and Defaults	Set up the formats and types of events that the user can create and that are defaults. You can give the user permission to create buy, sell, or RFI events of auction or RFx types.

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Field or Control	*Description*
Event Authorizations	Select the event actions that are authorized for the selected user ID so that the user can approve, cancel, award events, or award more than the requested quantity. **Note:** If you are integrating with Purchasing, you must have the authority to enter and approve vendors using the Procurement User Preferences - Vendor Processing Authority page. Selecting the option to award events here does not mean that you have access to Purchasing vendor pages, but it enables you to actually post an award on the Award Details page. Also, you must have the authority to create POs and contracts in Purchasing to award events to a PO or contract.
Copy-From Transactions	You can use requisitions, manufacturing BOMs, POs, engineering BOMs, contracts, or planning orders as the basis of Strategic Sourcing events. While creating events, you can copy from any transactions that are selected on the user preferences page.
Award Type	If you select the Award Events option in the Event Authorizations region, you must select at least one Award Type option. The user will have access to create only the documents selected here. Options are: • **Purchase Order** • **PO Contract** • **General Contract** • **Single Release PO Contract** **Note:** To award purchase orders or contracts, users must have access on the User Preferences – Procurement page to create contracts and purchase orders. If the Allow Vendor Creation at Award option is selected in the Strategic Sourcing business unit definition, the user must also have the appropriate vendor processing authority on the Procurement – Vendor Processing Authority page to enter and approve vendors. See *PeopleSoft Strategic Sourcing,* "Analyzing Bids and Awarding Events," Posting Awards. See *PeopleSoft Strategic Sourcing,* "Setting Up Business Units in PeopleSoft Strategic Sourcing." See User Preferences – Procurement Page.

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Field or Control	*Description*
Sourcing Constraint Permission	Select the constraint types for which you want to allow overwriting of default mandatory constraints. Options are: • **Event** • **Business Unit** • **Global** During the posting of the award, the system will check the user's permissions. If one or more default mandatory constraints have been violated, the following will occur: • If you have the authority to override a mandatory constraint, you will receive a warning that the constraint has been violated. You can then choose to cancel or proceed with the award. • If you do not have the authority to override a mandatory constraint, you will receive an error that the constraint has been violated. You will not be able to post the award. **Note:** If you manually add a mandatory constraint to an event, the system does not prevent you from posting an award if that constraint was violated. Only *mandatory* constraints are passed as default constraints onto an event. These mandatory constraints are based on the default rules, and the system checks to determine whether the award can proceed. See “Understanding Global Policies and Constraints” (PeopleSoft Strategic Sourcing).
Template Type	Select the sourcing template type to enable for the selected user ID. Values are: • *Business Unit:* User will have access to all sourcing business unit templates that are created for the user's default business unit. • *Department:* User will have access to all sourcing department templates that are created for the user's specified department ID. • *Personal:* User will have access to all sourcing personal templates that are created by that user. Select the appropriate check box to give the user access to add, update, or delete templates.

Related Links

“Creating RFI Events” (PeopleSoft Strategic Sourcing)

“Enter Copy Criteria Page” (PeopleSoft Strategic Sourcing)

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User Preferences – Staffing General Preferences Page

Use the User Preferences - Staffing - General Preferences page (OPR_DEF_TABLE_FO1) to define general user preferences for Staffing Front Office and Pay/Bill Management.

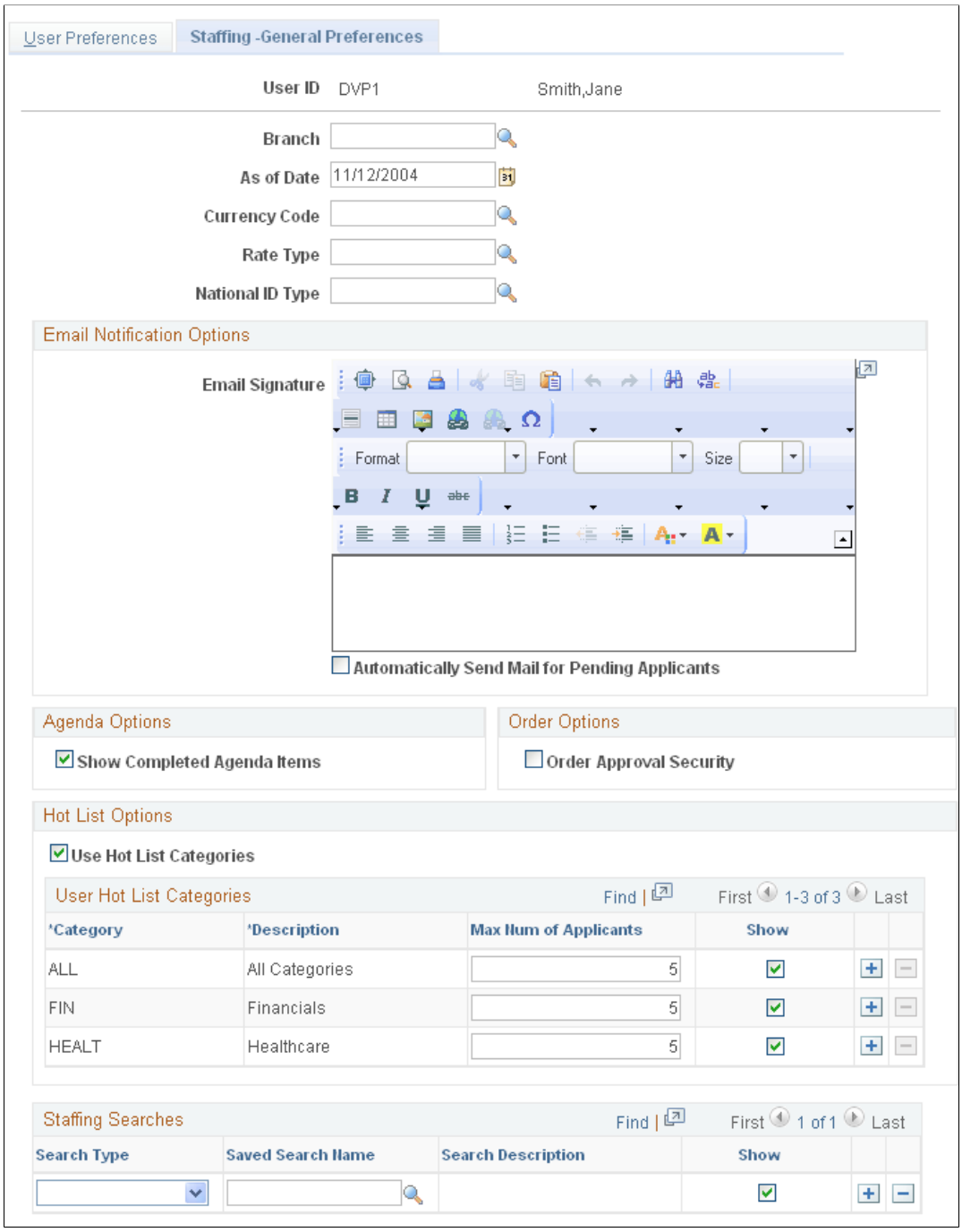
Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences**

Click the **Staffing - General Preferences** link.

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This example illustrates the fields and controls on the Staffing - General Preferences page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Branch	Enter the staffing branch to be associated with the user ID.
As of Date	Select a date to be used on some reports to populate the *AsOfDate* variable.

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Field or Control	*Description*
Currency Code	Select an option that the system will use to automatically default to the Customer - General Information page (Customers, Customer Information, General Information) when adding a new customer.
Rate Type	Select an option that the system will use to automatically default to the Customer - General Information page (Customers, Customer Information, General Information) when adding a new customer.
National ID Type	Select a default format for the applicant and employee pages to track a person's tax identification number, such as social security number or social insurance number.
My Searches	Set up the searches you want to appear on the My Searches pagelet. You can also define this by clicking the Customize button on the pagelet.

Email Notification Options

Field or Control	*Description*
Email Signature	Enter a signature to be used on emails that are sent using the Send Email page.
Automatically Send Mail For Pending Applicants	Select to indicate that the system should automatically send an e-mail to the applicant when a user changes the applicant’s status to Valid or Invalid. This procedure is performed by using the Action button on the Pending Applicants pagelet.

Agenda Options

Field or Control	*Description*
Show Completed Agenda Items	Select to indicate that the completed items initially appear in the agenda pages. This option only applies when Staffing Front Office is installed.

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Order Options

Field or Control	*Description*
Order Approval Security	This option indicates whether a user can save orders with a status of *Approved.* When this check box is deselected, users can save only orders with a status of *Pending Approval.* Orders pending approval can only be saved with a status of *Draft* and cannot have assignments created. Consider using this feature with the order customer self-service component. For example, you may not want to give order approval access to the user IDs that are granted to your customers.

Hot List Options

Field or Control	*Description*
Use Hot List Categories	Select this check box to set up categories for the Hot List. When this option is selected, the system displays the User Hot List Categories grid. Set up hot list categories using the Hot List Categories page.
User Applicant Hot List Categories	Enter a value in the Maximum Number of Applicants to determine how many applicants the system should display on the pagelet. Select the Show check box to determine if the category is to be displayed on the pagelet. The All category represents system data and displays all the hot elements in pagelets regardless of categorization. Use the add a new row icon to define a new hot list category. If a user defines their own hot category on this page, they must enter the category code, description, maximum number of applicants, and whether to show the category on the pagelet. The user can delete the category as well. Hot list categories can also be defined using the Hot List Categories page.

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Staffing Searches

Field or Control	*Description*
Search Type	Select a search type.
Saved Search Name	Select a search name.
Show	Select to indicate that you want this search type to appear on the My Searches pagelet.

User Hot List Categories

Specify user specific categories to be displayed on the Applicant Hot List pagelet.

This grid only appears if you select the **Set Up for Applicant Hot List Category** check box.

Field or Control	*Description*
Category	Enter a title for the category.
Description	Enter a description for the category.
Max Num of Applicants	Enter the maximum number of applicants to display in the Applicant Hot List pagelet.
Show	Select to show the category in the grid displayed when adding applicants to the hot list.

Note: You cannot delete any categories that have applicants attached to them.

Defining Staffing Job Data Preferences

Use the User Preferences - Staffing - Job Data page (OPR_DEF_TABLE_FO2) to define Staffing Front Office and Pay/Bill Management values to be supplied by default to the Job Data section of the Applicant setup pages.

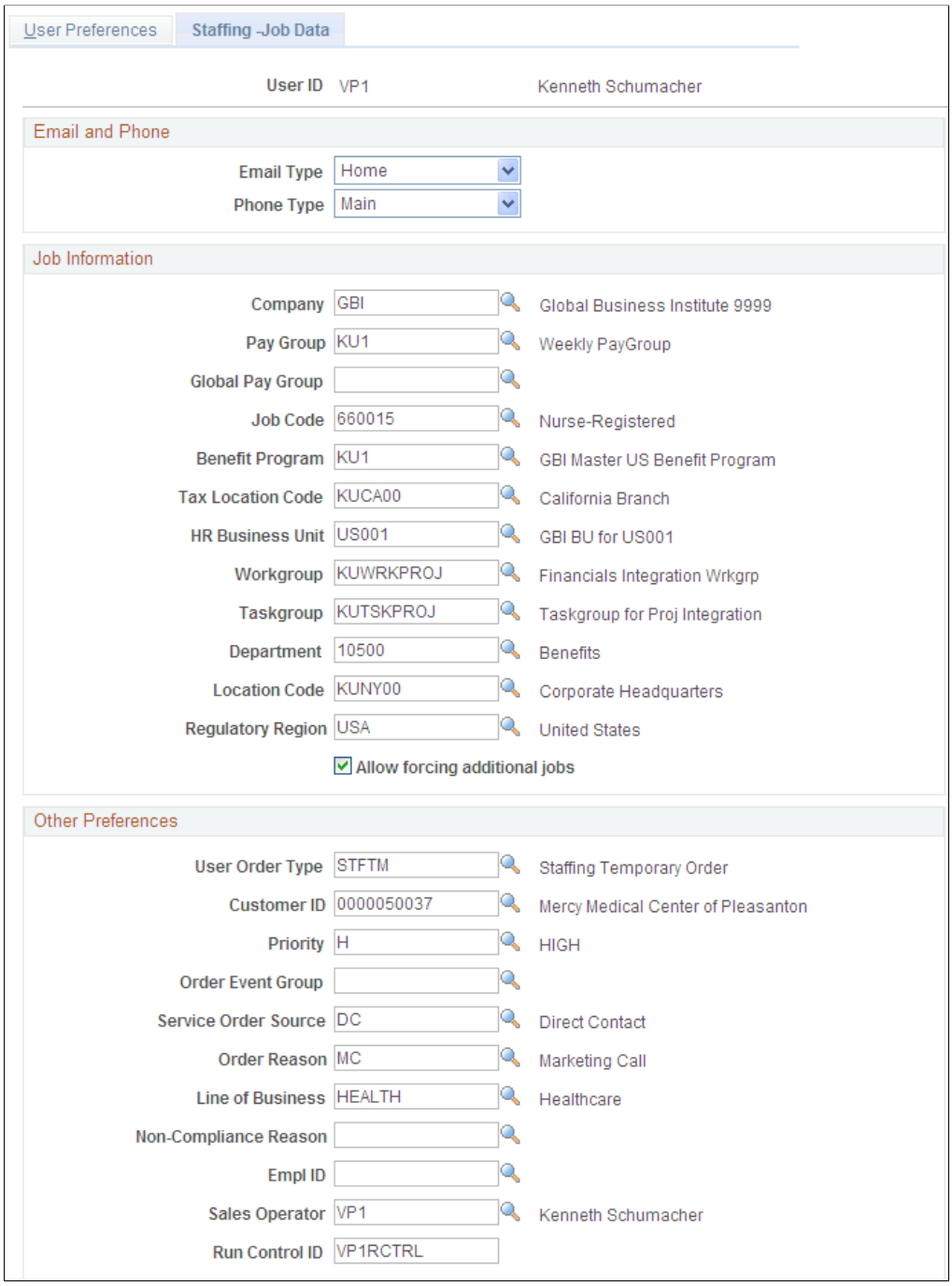
Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences**

Click the **Staffing - Job Data** link.

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This example illustrates the fields and controls on the User Preferences - Staffing - Job Data page. You can find definitions for the fields and controls later on this page.



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Email and Phone

Field or Control	*Description*
Email Type	Select *Business, Campus, Dorm, Home,* or *Other* to indicate which email address type to default when adding applicants to the system.
Phone Type	Select a type, such as *Business, FAX,* or *Main,* to indicate the preferred phone number type to default when adding applicants to the system.

Job Information

The values entered in the following fields will be used as defaults when you are adding applicants, orders, and new reports to the system. Users can override or keep these default values. After the applicant is hired, if Pay/Bill Management is installed, the applicant field values will be used to create the employee job record in HRMS, driving the process by which the employee should be paid.

Field or Control	*Description*
Company	Enter a default value for the company to be associated with the applicants that you add to the system. The company is the employer or legal entity who hires the employee.
Pay Group	Enter a default value for the Payroll for North America pay group to be associated with the applicants that you add to the system. Payroll for North America may have several pay groups, for weekly, bimonthly, and monthly pay, for example. Each organization has its own set of valid paygroups.
Global Pay Group	Enter a default value for the Global Payroll pay group to be associated with the applicants that you add to the system. **Note:** This field is applicable only if Pay/Bill Management and Global Payroll are installed.
Job Code	Enter a default value for the job code to be associated with the applicants that you add to the system.
Benefit Program	Enter a default value for the benefit program to be associated with the applicants that you add to the system. In HRMS, you may define several benefit programs based on the different types of benefits that your company extends to its employees.

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Field or Control	*Description*
Tax Location Code	Enter a default taxing location to be associated with the applicants that you add to the system. This information is used by Payroll for North America to determine how taxes should be withheld.
HR Business Unit (human resources business unit)	Enter a default business unit to associate with the applicants that you add to the system. This information applies only when Pay/Bill Management is installed.
Workgroup	Enter a default workgroup to associate with the applicants that you add to the system. Workgroups are used by the Time and Labor application, among other things, to determine which Time and Labor rule programs to apply to reported time, which time reporting codes are available to employees in the group, and whether time entry approval is required. This information applies only when Pay/Bill Management is installed.
Taskgroup	Enter a default taskgroup to associate with the applicants that you add to the system. Taskgroups are used by the Time and Labor application, among other things, to determine which task-related information should be captured when you are entering time into the system. This information applies only when Pay/Bill Management is installed.
Department	Enter a default department ID to associate with the applicants that you add to the system.
Location Code	Enter a default location code to associate with the applicants that you add to the system.
Regulatory Region	Enter a default regulatory region to associate with the applicants that you add to the system. This information applies only when PeopleSoft Pay/Bill Management is installed.
User Order Type	Enter a user order type to associate with new orders.
Customer ID	Enter a customer ID to associate with new orders and history items.
Priority	Enter a priority to associate with new orders.

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Field or Control	*Description*
Order Event Group	Enter an order event group to associate with new orders.
Service Order Source	Enter a service order source to associate with new orders.
Order Reason	Enter an order reason to associate with new orders.
Line of Business	Enter a line of business to associate with new orders.
Non-Compliance Reason	Enter a non-compliance reason to associate with new reports.
Empl ID	Enter an employee ID to associate with new reports.
Sales Operator	Enter a sales operator to associate with new orders and reports.
Run Control ID	Enter a run control ID to use for running reports.

Field or Control	*Description*
Allow forcing additional jobs	Select to enable power users to override the system logic that reuses employee job records across different assignments. This option is applicable only when Pay/Bill Management is installed.

User Preferences - Supplier Contract Management Page

Use the User Preferences - Supplier Contract Management page (OPR_DEF_TABLE_CS) to define user authorizations for managing contract documents through their life cycles and to grant the types of controls that the user who is defined in the User ID field can perform on documents.

This page is enabled only for users who have administration rights for authored contracts, and those users can approve library sections and set configurator status.

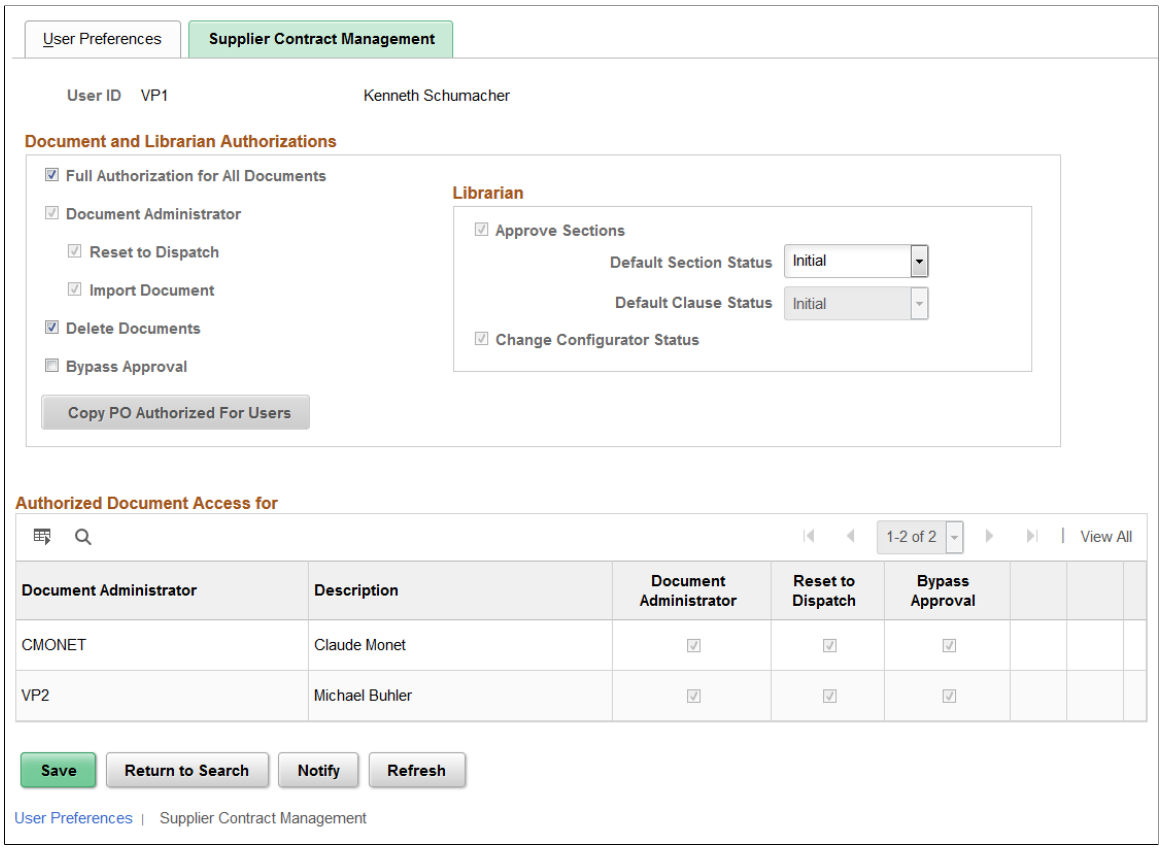
Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences**. Click the **Supplier Contract Management** link.

Supplier Contracts > **Supplier Contracts Setup** > **Define User Preferences**. Click the **Supplier Contract Management** link.

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This example illustrates the fields and controls on the User Preferences - Supplier Contract Management page.



Use this page to determine how a user can manage a document through its life cycle and to grant the types of controls that the user can perform on documents. This page is enabled only for users who have administration rights for authored contracts, can approve library sections, and can determine the status of a configurator.

Your application administrator enters this setup information for document administrators and librarians.

Document and Librarian Authorizations

Use this section to grant security to the document administrators and librarians who manage section approvals, status changes for configurators, and import documents.

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Field or Control	*Description*
Full Authorization for All Documents	Select to grant a user the authority to perform all tasks that are listed on this page. This user is considered a super user with the ability to perform all actions on contracts that are in the system. When you select this option the Document Administrator fields become display only and cannot be edited. If you do not select this check box, then you can select individual authorizations for document tasks.
Document Administrator	Select this option to indicate that the user has administrative authority to author supplier contract documents. As a document administrator, a user can generate, re-create, refresh, check out, edit, and check in documents. You can select one or all tasks in this group box. Document administrators can also control the life cycle of a contract for authors, by submitting contracts for collaboration and approvals. Depending on how you are using document types, document administrators may include only contract specialists or may include a broader list of users who generate documents.
Delete Documents	Select this option to indicate that the user has the authority to delete supplier contract documents. This option grants or restricts the ability of document owners and super users to delete documents once they are created. This option is available when either the **Full Authorization for All Documents** or **Document Administrator** option is selected.

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Field or Control	*Description*
Bypass Approval	Select this option to indicate that the user can bypass approvals. In other words, the document can be automatically approved by this administrator. If your organization uses supplier contract approvals, there are steps required to approve a document. However, if necessary, a user can expedite the document if this option is selected for their user ID. When users have the authority to push a document through the approval process, a **Bypass Approval** button appears on the "Document Management Page" (PeopleSoft Supplier Contract Management). This option is available when either the **Full Authorization for All Documents** or **Document Administrator** option is selected.
Reset to Dispatch	Select to indicate that the user can reset a document to a *Dispatched* status. After a document has been completed between a supplier and customer, it is in an *Executed* status. At that status, the **Reset to Dispatch** button is available on the "Document Management Page" (PeopleSoft Supplier Contract Management). This feature is useful if you want to perform minor changes, such as correct typographical errors, in the current version of the document without processing an amendment.
Copy PO Authorized for Users(copy purchase order authorized for user)	Click to copy buyer IDs from the **Purchase Order Authorization** or **Buyers User Authorization** grid to the **Authorized Document Access for** grid. These IDs belong to users who are authorized to perform purchase order tasks for the current user. This button is available when the **Full Authorization for All Documents** check box is not selected and the **Purchase Order** check box is selected as a valid transaction source (Enabled Transaction Source section) on the Installation Options - Supplier Contract Management Page. When you click this button, the system checks for users who are defined in the **Buyers User Authorization** grid for the user whose preferences you are defining. If user IDs exist in the grid, the system copies those user IDs to the **Authorized Document Access for** grid box. After the user IDs are copied, you can select the authorization access that you want to provide to the users.

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Librarian

Use this section to set default values for librarians. The default values apply to the user ID that you select at the top of the page.

Field or Control	*Description*
Approve Sections	Select to indicate that a librarian can approve a section, making the section available to use in documents. The status of a section can be changed or Approved using the "Section Definition Page " (PeopleSoft Supplier Contract Management).
Default Section Status	Select a status that indicates when the librarian can create a new section. This saves time when submitting the section for approval. Values include *Approved* and *Initial.* This field is available when the **Approve Sections** check box has been selected. When this value is *Approved,* and the librarian checks out and changes an approved section, the system does not change the status to *Initial.* Instead, the status remains *Approved.*
Default Clause Status	Select a status that indicates when the librarian can create a new clause. This saves time when not using clause approvals because the librarian can change the status of a clause to *Approved* by default. Values include *Approved* and *Initial.* This field is not available when the **Clause Approval** option is selected on the Installation Options - Supplier Contract Management Page. In this case, the default value is *Initial* because all clauses must be submitted for approval. When this value is *Approved,* and the librarian checks out and changes an approved clause, the system does not change the status back to *Initial.* Instead, the status remains *Approved.*
Change Configurator Status	Select to indicate that the user can update the status of a document configurator. Configurator statuses can be changed on the "Document Configurator Definition Page" (PeopleSoft Supplier Contract Management).

Authorize Document Access for

Use this section to add document administrator user IDs for the current user (listed at the top of the page). This section enables the user to act on behalf of the users in the **Document Administrator** column. If the user in the Document Administrator column is away from the office, then the current user (listed at the top of the page) has the authority to perform tasks for the individual's documents.

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Note: You can copy user IDs from the Purchase Order Authorizations page to populate this section using the **Copy PO Authorized for Users** button.

Field or Control	*Description*
Document Administrator (column)	Select additional users for whom the current user (listed at the top of the page) can act on behalf of and perform certain document tasks. Use the corresponding check boxes to define the authorities for the selected user. **Note:** Only Document Administrators appear in the lookup.
Document Administrator (check box)	Select to indicate that the selected user has document administrator privileges for the documents belonging to the document administrator. This means that the selected user can generate and edit documents that belong to the document administrator as if he or she were the administrator.
Reset to Dispatch	Select to indicate that the selected user can change a processed document to *Dispatch* for the documents that belong to the document administrator.
Bypass Approval	Select to indicate that the selected user can bypass approvals and expedite a document for documents that belong to the document administrator.

User Preferences - Maintenance Management Page

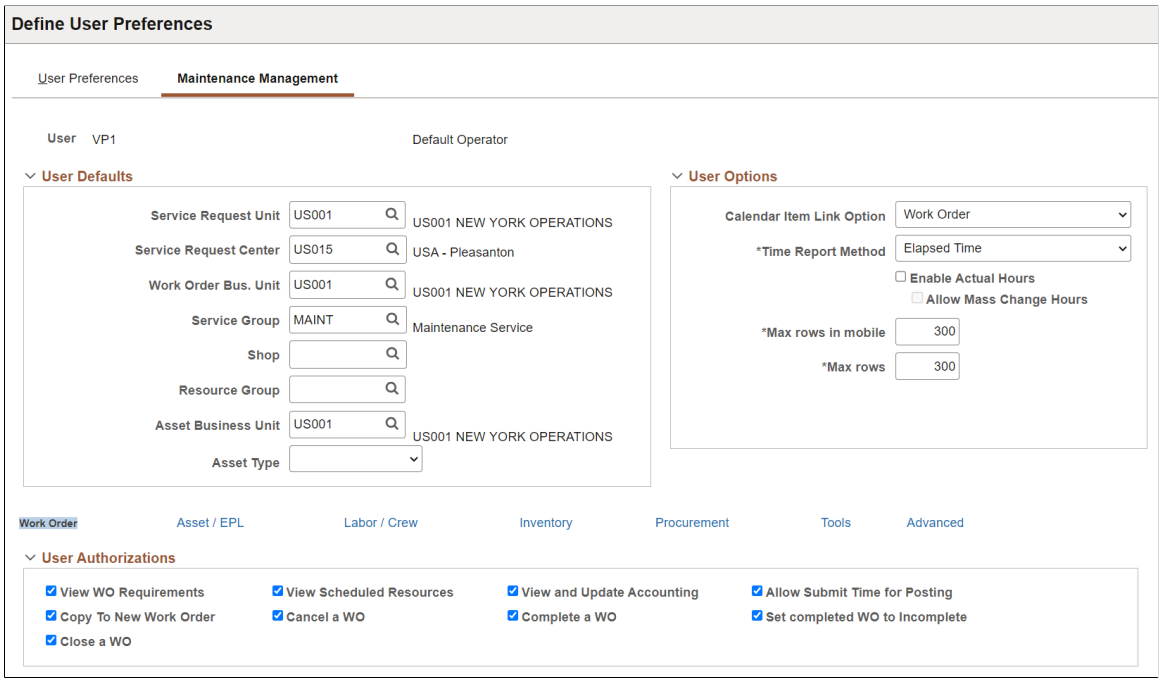
Use the Maintenance Management page (OPR_DEF_TABLE_WM1) to define default maintenance management preferences.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Maintenance Management**

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This example illustrates the fields and controls on the User Preferences – Maintenance Management page. You can find definitions for the fields and controls later on this page.



User Defaults

Field or Control	*Description*
Service Request Business Unit	Select the business unit that you want to serve as the default service request business unit value when this user creates a service request. Normally business unit is not exposed to self-service users and they can never override it; however, agents creating new service requests via the Agent Service Request component may override the business unit default.
Service Request Center	Select the Service Request Center that you want to serve as the default value whenever this user creates a service request. Users can override this value in the service request.

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Field or Control	*Description*
Work Order Business Unit	Select the business unit that you want to serve as the default work order business unit value when this user creates a work order without a service request. Users can override this value at the work order level. This is also the default business unit for the Task Search page used by the Technician Workbench, the Work Order Workbench, the Crew Scheduling Workbench, and the Labor Assignment Workbench. **Note:** Work orders that are created from service requests derive the work order business unit from the Problem Tree setup, not from user preferences.
Service Group	Select the Service Group to serve as the default value for a work order created by this user. Users can override this value at the work order level.
Shop	Select the shop to serve as the default value for a work order created by this user. Users can override this value at the work order level.
Resource Group	Select the resource group value to use as the default value in the work order. **Note:** The Resource Group is used in the Matching process to match members in the group to demand for resources. This default value is normally set up for users who schedule work orders and use the matching process. **Note:** This option only applies to the Time Entry page of the Technician Workbench. It does not apply to time entered on the Work Order Completion component.
Asset Business Unit	Select the business unit that you want to serve as the default Asset Management business unit value in a work order for this user. Users can override this value in the work order.
Asset Type	Select the asset type to display as the default value in the work order, which is used to search for assets to maintain or repair in the work order. You can override this value in the work order.

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User Options

Field or Control	*Description*
Calendar Item Link Option	Select the component that you want to access when you select a work order assignment link on a resource's calendar. When you click on a work order task assignment on a resource's calendar, the link takes this user to either the Work Order or the Technician Workbench, depending on selecting either: • *Technician Workbench* (default) • *Work Order*
Time Report Method	Select the format by which this user records their time worked on work order tasks on the Technician Workbench Time Entry page. Options are: *Elapsed Time:* Select to report time as the total hours worked per day. *Punch Time:* Select to report times by entering start times and end times. See “Creating Work Order Tasks” (PeopleSoft Maintenance Management).
Enable Actual Hours	Select to enter the actual labor hours for work order tasks on the Technician Workbench page. When the Enable Actual Hours check box is selected, the Technician Workbench page displays the Actual Hours tab with fields for specifying the employee ID, Craft, Actual Start Date, Actual Start Time, Actual End Date, Actual End Time, and Actual hours.
Allow Mass Change Hours	Select to enable the Actual Hours option on the Technician Workbench - Mass Change page. This check box is enabled only if the **Enable Actual Hours** check box is selected.
Max rows in mobile	Enter the maximum number of rows of the Fluid Quick Work Order search results grid to be displayed on a mobile.
Max rows in PM Mass Update	Enter the number of rows to be displayed in the PM Schedule Mass Update grid. The default value is 300 rows and the maximum value is 999999.

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User Authorizations – Work Order

Field or Control	*Description*
View WO Requirements (view work order requirements)	Select this check box to enable this user to view work order requirements by enabling access to the Labor, Inventory, Purchase/On-hand, and Tools links in the Requirements page of the Work Order component. If you do not select this check box, then the Labor, Inventory, Purchase/On-hand, and Tools links are not available on the Requirements page of the Work Order component **Note:** This user can only view this information if any of the Schedule Labor, Schedule Inventory, or Schedule Tools options in a work order's business unit are selected.
View Scheduled Resources	Select this check box to enable this user to view work order resource schedules in the Schedules page of the Work Order component and to enable drill down to it from the Crew Schedule Inquiry page. **Note:** This user can only view this information if any of the Schedule Labor, Schedule Inventory, or Schedule Tools options in a work order's business unit are selected.
View and Update Accounting	Select this check box to enable this user to view and update the accounting ChartField distributions on the Schedules page for labor, inventory, purchase/on-hand, and tools in the Work Order component. Selecting this check box also enables users to view and update the ChartField distributions on the Tools Cost tab of the Tool Usage page in the Technician Workbench and the Work Order Completion component. Selecting this check box also enables access to the distribution templates for the Inventory, Labor, and Purchase/On-Hand Schedules in the Work Order component. However, these options are not available in the Technician Workbench or the Work Order Completion component.

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Field or Control	*Description*
Allow Submit Time for Posting	Select this check box to enable a user to select the Submit Time for Posting button in the Time Entry page of the Technician Workbench and Work Order Completion page. This check box is selected by default. If you do not select this check box this user will be prevented from submitting work order task time entries to Expenses for posting. The user can still enter time. In addition, selecting this option enables the user's manager or supervisor to edit the time entry, if necessary, and then submit it to posting. If you do not select this check box, the Submit Time for Posting button does not appear on the Time Entry page in the Technician Workbench or on the Work Order Completion component for this user.
Copy to New Work Order	Select this check box to enable this user to copy an existing work order to a new work order. **Note:** The Copy button in the work order is not visible unless this check box is selected.
Cancel Work Order	Select this check box to enable the selected user to manually cancel a work order.
Complete a WO (complete a work order)	Select this check box to enable this user to change the status of a work order to *Complete* in the Work Order component, the Technician Workbench, and the Work Order Completion component. **Note:** This option only applies to a manual close does not enable this user to perform the WO_CLOSE batch close process.
Set completed WO to Incomplete (set completed work order to incomplete)	Select this check box to enable a user to reverse a work order status from Complete to Incomplete (Open) online.
Close a WO (close a work order)	Select this check box to enable this user to close a work order online. **Note:** This option only applies to a manual close and does not enable this user to perform the WO_CLOSE batch close process.

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User Authorizations – Asset/EPL

Field or Control	*Description*
Authorized to Set Asset Action	Select this check box to enable specific users to select the Asset Action for a task on the Requirements page of the work order. The Asset Action dropdown list enables you to install, retire, and replace assets.
Authorize Cost Recovery Claim	Select this check box to enable this user to create a warranty claim. If you do not select this check box, the Warranty Claim link is not available on the Schedules page of the Work Order component.
Override Capital Limit	Select this check box to enable this user to override the capitalization limit on the Task Accounting component, which is set up on the Maintenance Management, Setup, Capitalization Rules component for the asset used in a work order. The user can increase or decrease the minimum amount that it costs to repair an asset in a work order task before it can be capitalized by Project Costing. **Note:** If you do not select this check box, the capitalization limit cannot be accessed by this user. See “WO Capitalization Limit Page” (PeopleSoft Maintenance Management).
Allow Planned Downtime	Select this check box to enable a user to enter *planned* downtime for an asset specified for a work order task. Users can enter planned and actual downtime for an asset via the Downtime Entry component, a link at the work order task level in the Work Order Component, and a link at the work order task level on the Technician Workbench . When the work order is closed, the asset downtime updates the Asset Maintenance History. This information can be useful for creating warranty claims based on the downtime of an asset. If you do not select this check box, the downtime Planned tab does not display, and users can only enter the actual downtime. **Note:** Downtime entries are not updated to Warranty Claim processing.

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Field or Control	*Description*
Allow Update Non-specific EPLs(allow update non-specific equipment parts lists)	Select this check box to enable the **Add to EPL** button for this user, which appears above the Inventory and Purchase/On-Hand grids on the Requirements and Schedules pages in the Work Order and Express Work Order components, and the Requirements grid in the Work Order Task Template component. Equipment Parts List (EPL) templates are set up in PeopleSoft Asset Management (Set Up Financials/Supply Chain, Product Related, Asset Management, Service and Repair) based on categories of assets (asset type, asset subtype, manufacturer's ID, and model). An EPL template lists the parts that are used to maintain and repair assets falling under these asset categories. Non-specific EPL templates refer to any EPL template that is not selected as the default EPL template for the asset that is selected for a work order task. When this user selects an asset for the work order task and clicks the **Add To EPL** button for one or more selected Inventory or Purchase/On-Hand task rows, the Add to Equipment Parts List page appears. This page lists one or more non-specific EPL templates, which were set up for one or more asset categories that apply to the asset selected for the task. For example, these three EPL templates are set up under the asset type, Facilities, and the asset subtype, HVAC/Heating. • B&GWaterPump • LIEBERT AC • PUMP_IMPELLER The Asset ID MMFACTLTY0009 is an Air Conditioner Unit that is categorized under the asset type, Facilities, and asset subtype, HVAC/Heating. When you select the asset ID MMFACTLTY0009 for a work order task, define and select one or more inventory item rows that you want to add to one or more EPL templates, and click the **Add to EPL** button. All three of these EPL templates will appear on the Add to Equipment Parts List page. The user adds the one or more inventory items selected for the task to one or all of the EPL templates by selecting the check box for each EPL template row and clicking the **Add to EPL** button.

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Field or Control	*Description*
Allow Update Asset Default EPL	Select this check box to enable this user to access the **Add to EPL** button, which appears above the Inventory and Purchase/On-Hand grids in the Work Order and Express Work Order components, and above the Inventory and Purchase/On-Hand Requirements grid in Work Order Task Template component. You can set up asset definitions in PeopleSoft Asset Management and select a default EPL template for each asset. If the Allow Update Asset Default EPL check box is selected, and this user selects one of these assets, defines and selects one or more inventory or purchase on-hand rows, and clicks the **Add to EPL** button, the default EPL template defined for the selected asset displays as preselected on the Add to Equipment Parts List page. **Important!** If you select both the **Allow Update Non-specific EPLs** and the **Allow Update Asset Default EPL** buttons, then both the asset default EPL and any non-specific EPLs will appear on the Add to Equipment Parts List page as long as the selected asset has a default EPL selected in its definition. See “Setting Up Work Order Templates” (PeopleSoft Maintenance Management). See “Understanding Work Order Task Resource Requirements” (PeopleSoft Maintenance Management). See “Understanding Resource Scheduling” (PeopleSoft Maintenance Management).

User Authorizations – Labor/Crew

Field or Control	*Description*
View and Update Labor Rates	Select this check box to enable this user to view and update the labor rates in the work order. When this option is selected the user can override any default rates from a business unit, shop, or craft. **Note:** You cannot update labor cost and bill rates in the Work Order Completion component.
Schedule Labor	Select this check box to enable a user, such as a craft supervisor, to schedule labor resources for a work order task. This check box must be selected for anyone responsible for scheduling labor resources in your organization.

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Field or Control	*Description*
Update Crew Schedule Metrics	Select this check box to enable specific users to manually update the crew schedule compliance on the Crew Schedule Compliance Revision page of the Crew Schedule Metrics component and enables selection of the Update Schedule Metrics check box on the Maintenance Schedule Completion Report Request page of the Schedule Completion Report.
Allow Override Metrics	Select this check box to allow the confirmation of metrics on past or current periods for the crew selected on the Crew Scheduling Workbench.
Report Crew Assgnmt Completion (report crew assignment completion)	Select this option to enable specific users to access the Report Completed Hours and Report Completed Date fields. It enables users to update the Completed Hours and Completed Date fields on the Report Crew Assignment Time component, which is accessible through the Technician Workbench or the Crew Assignments grid of the Crew Scheduling Workbench.
Report Crew Carryover Hours	Select this check box to enable specific users to access the Report Carryover Hours Action and update the Carryover Hours field on the Report Crew Assignment Time component, which is accessible through the Technician Workbench.

User Authorizations – Inventory

Field or Control	*Description*
Authorized to Enter Inventory	Select this check box to enable this user to select and enter inventory items in the work order. **Note:** If you leave this check box blank, the Inventory link on the Work Order component's Requirements and Scheduling pages, the Express Work Order page, and the Work Order Workbench are unavailable for selection. This setting overrides the selections in the work order business unit and/or shop.
Allowed to Reserve Inventory	Select this check box to enable this user to create online, immediate reservations by selecting a Reserve button in the Work Order component. Selecting the Reserve button enables the user to override the Commit and Reservation Rule default hierarchy and reserve selected items in the work order task immediately. The default hierarchy is based on how the rules are specified in the business unit, shop, and work order type,

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Field or Control	*Description*
Run Picking Plan	Select this check box to enable this user to select the Picking Plan button to generate a picking plan. **Note:** The Picking Plan button in the Schedules page of the work order, on the Technician Workbench, and the Work Order Completion component is not available for selection unless this check box is selected.
Picking Plan Run Control	Click this link to access Inventory's Process/Output Options page where you must set up pick plan run control data, which is used to allocate parts selected in Maintenance Management to Inventory and runs an SQR (structured query report) to create the picking plan list. See “Schedules Page - Inventory Schedules” (PeopleSoft Maintenance Management).

User Authorizations – Procurement

Field or Control	*Description*
Authorized to Procure	Select this check box to enable this user to select various procurement options within the Purchase/On Hand schedule page of the Work Order component. If this option is not selected, the user will not be able to procure items from a work order.

User Authorizations – Tools

Field or Control	*Description*
View and Update Tools Rates	Select this check box to enable a user to view and update the cost rate and billing rate for tools in the work order, the Technician Workbench, and the Work Order Completion component. If this check box is left blank, these rates become unavailable to access.
Schedule Tools	Select this check box to enable a user, such as a tools supervisor, to schedule tools for a work order task. This check box must be selected for anyone responsible for scheduling tools in your organization.

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User Authorizations – Advanced

Field or Control	*Description*
Allow Access to Search Views	Select this check box to enable a user to select the View button on the Technician Workbench to access the Task Search page and search for and access any task based on the search criteria entered on the Task Search page. If you do not select this check box, the View button does not appear on the Technician Workbench page for this user. In this case, the technician (user) only has access to specific work order tasks based on predefined views.
Allow Access to Other's Tasks	Select this check box to enable a technician to access another technician's work order task in the Technician's Workbench. Selecting this check box enables a user, other than the assigned user, to remove or change the technician's user ID from the Assigned To field on the Task Search page and search for more than one user's assigned tasks. If this check box is not selected, the Assigned To field on the Task Search page associated with the Technician Workbench defaults to the assigned technician and cannot be modified. **Note:** Selecting this check box only applies to the Technician Workbench and not the Work Order Completion component. Any user with access to the Work Order Completion component can enter time for multiple employees assigned to one or more tasks associated with a selected work order.

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Field or Control	*Description*
Allow Access to WO Security (allow access to work order security)	Select this check box to enable a user, who is responsible for managing the access of resources to work orders, to click the Technician Work Order Access link on the Miscellaneous page of the Work Order component in order to display the Work Order Access page. If a work order is created with a business unit that has Shop or Shop and Resource Pool selected as the Technician WO Security option on the Definition page of the business unit, then this user can add or remove shops on the Work Order Access page of any work orders created with this business unit. The shop used to create the work order is automatically added to the list and cannot be removed. Resources assigned to any shops listed on the Work Order Access page of a work order have access to the work orders and work order tasks on the Work Order, Express Work Order, and Technician Workbench components. See “Setting Up a Work Order Business Unit” (PeopleSoft Maintenance Management). See Using the Work Order Miscellaneous Page
Apply WO Access Security apply work order access security	Select this check box to restrict the access of this user to specific work orders, work order tasks, and express work orders associated with business units that have Technician WO Security set up for a resource pool, a shop, or a shop and a resource pool. If this check box is not selected, this user has full access to any work order and work order tasks on the Work Order, Express Work Order, and Technician Workbench components, depending on the user's PeopleSoft Security setup for these components. **Note:** To enable a specific technician to have access to the work order tasks on the Technician Workbench that are assigned to other technicians, you must also select the **Allow Access to Other's Tasks** check box. See “Business Unit Setup Options” (PeopleSoft Maintenance Management). See “Work Order Creation Using the Work Order Component” (PeopleSoft Maintenance Management). See “Using the Work Order Miscellaneous Page” (PeopleSoft Maintenance Management).

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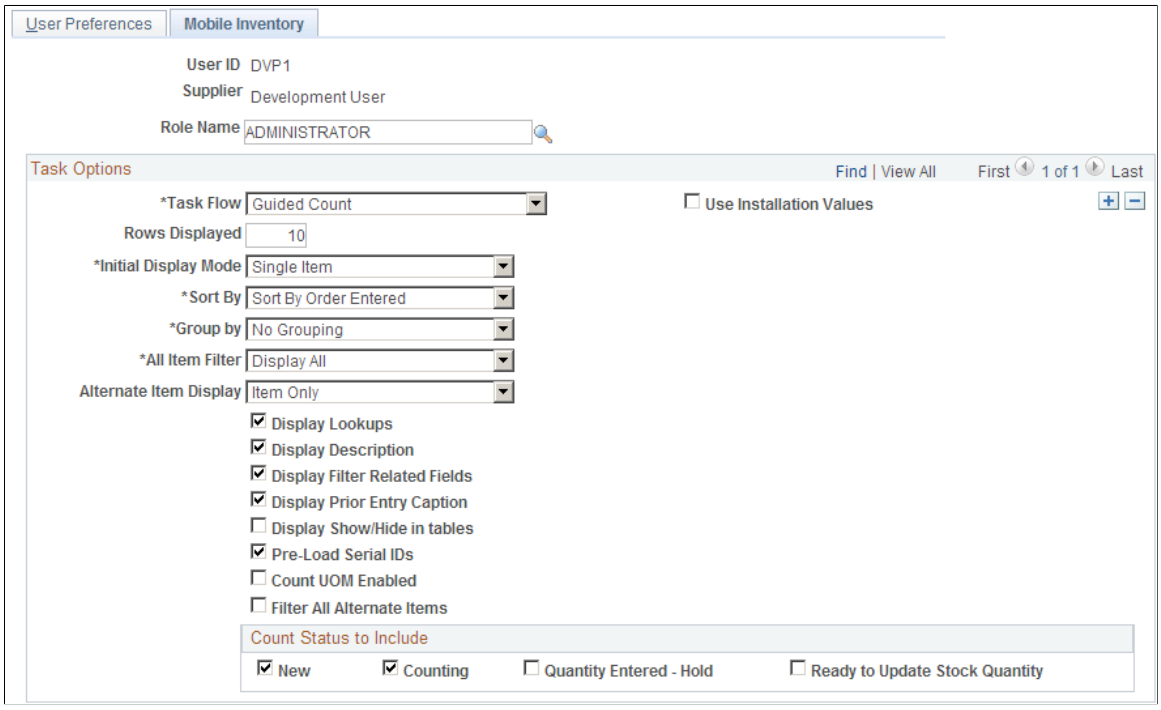
User Preferences - Mobile Inventory Management Page

Use the User Preferences – Mobile Inventory page (MIN_USER_TASK_OPT) to define user preferences for Mobile Inventory Management.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Mobile Inventory and select a task flow.

This example illustrates the fields and controls on the User Preferences – Mobile Inventory: Guided Count page. You can find definitions for the fields and controls later on this page.



Mobile Inventory Management pages enables you to tailor PeopleSoft Mobile Inventory Management pages for an individual user. User preferences pages are optional in Mobile Inventory Management. When a user ID does not have this page defined or when the **Use Installation Values** check box is selected, the system uses the values defined for installation values.

User preferences can be defined for these task flows in Mobile Inventory Management:

- Adjustments
- Bin to Bin Transfer
- Delivery, Delivery Cart
- Express Issue
- Count by Location, Count by Item, Guided Count, and Manual Count
- Item Stock Inquiry
- Par Count

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- Perform Putaway
- Receiving Ad Hoc and Receiving PO

For additional information about each task flow and the fields that appear for each task flow:

See “Mobile Inventory Management Overview” (PeopleSoft Mobile Inventory Management).

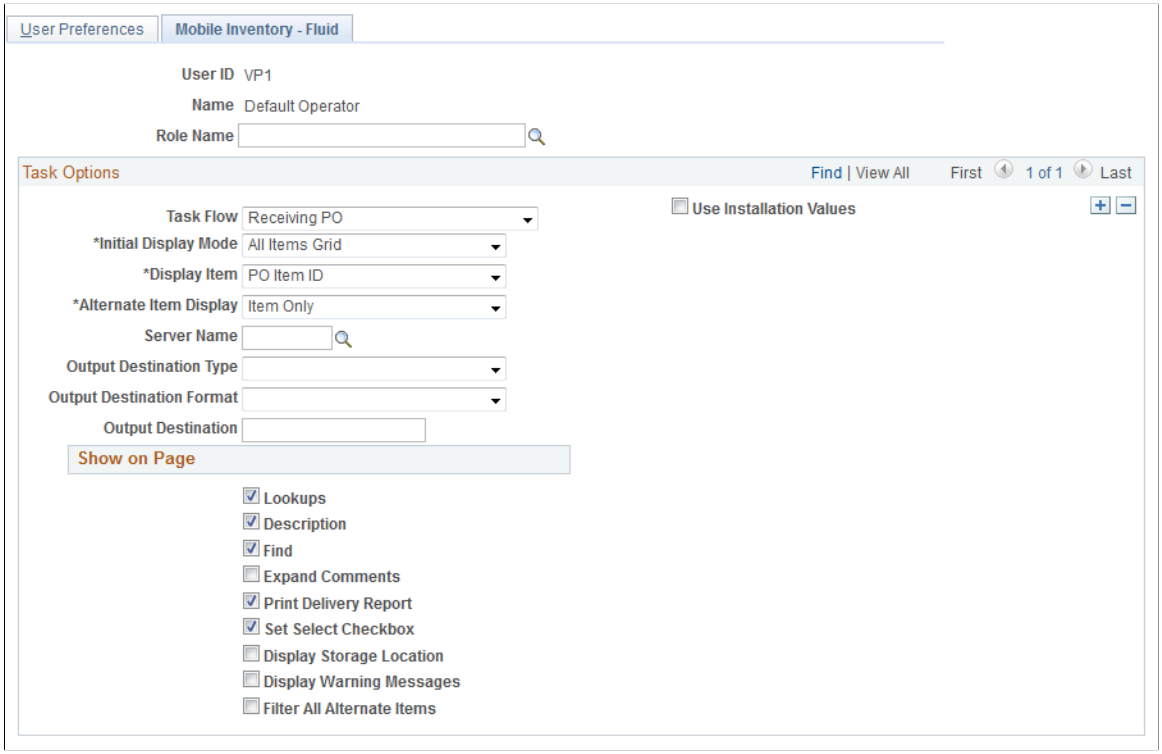
User Preferences - Mobile Inventory Management Fluid Page

Use the User Preferences – Mobile Inventory Fluid page (OPR_DEF_TABLE_MIN) to define user preferences for Mobile Inventory Management fluid page.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Mobile Inventory-Fluid and select a task flow.

This example illustrates the fields and controls on the User Preferences – Mobile Inventory: page. You can find definitions for the fields and controls later on this page.



Use the Receiving PO and Receiving Ad Hoc task flows to set up printer default values. These values are used by the Receiving PO and Receiving Ad Hoc components when printing the Mobile Receipt Delivery report.

Field or Control	***Description***
Initial Display Mode	Select a view to indicate how items display immediately after the search page.

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Field or Control	*Description*
Display Item	Select an item to display. The available items are: • PO Item ID • MFG Item ID • Supplier Item ID
Alternate Item Display	Select an option that indicates how an item, alternate item, or both are displayed when an alternate item is specified for the transaction.
Server Name	Select a Process Scheduler Server Name that will be used for running the print delivery report.
Output Destination Type	Select an output destination type as printer to direct the delivery report to the printer.
Output Destination Format	Select a output destination format for printing the delivery report.
Output Destination	Select the Printer to print the receipt delivery report .

For additional information about PeopleSoft Mobile Inventory Management:

See “Understanding How to Receive Stock in PeopleSoft Inventory Using Mobile Receiving” (PeopleSoft Mobile Inventory Management).

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Chapter 8

Securing Your System

Understanding PeopleSoft Application Security

PeopleSoft applications use multilevel security to enable you to successfully manage shared data environments. You set up data access at different entry points within your system and define the most efficient path to data across business groups, tables, departments, pages, and so forth. You have full control over security definitions, selecting options to create a matrix that enables or restricts user access to data through a series of authorizations.

Note: User profiles define individual PeopleSoft users. Each user is unique. The user profile specifies a number of user attributes. You set up user profiles using the User Profiles component (USERMAINT).

See *PeopleTools: Security Administration*.

Security access covers three areas: networks, databases, and applications. Network security controls the overall point of entry into your system hardware and software resources. Database security narrows the scope of a user's information access. At the application level, security extends to the field level.

These are the PeopleSoft application security levels:

- Workstation user.
- Network server security.
- Database management (RDBMS) security.
- PeopleSoft application security.

Users can access defined sets of functions, pages, and fields. For example, auditors can review inquiry pages and generate reports, controllers can run PeopleSoft business processes, and management information systems staff can configure and maintain pages and records.

This section discusses:

- Security terms.
- Row-level security in PeopleSoft financials.
- Permission lists.

Security Terms

This table describes the various types of PeopleSoft application security:

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Security Type	*Location*	*Function*
Network	Network software	Controls entry into the network and authorizes rights to use shared resources.
Relational Database Management System (RDBMS)	Operating system	Controls access to the database.
User	PeopleTools	Controls access to application pages, functions, and business components.
Object	PeopleTools	Controls access to objects or object groups used in application development.
Query	PeopleTools	Defines table row sets accessible for performing system queries.
Row-level	PeopleTools and PeopleSoft applications	Controls access to the subset of data rows within tables that the user is authorized to review or update.
Field-level	PeopleCode	Controls access to individual fields on pages.

Row-Level Security in PeopleSoft Financials

To establish security, you must first decide the level that you want, which key fields to secure, and whether security will be defined through user IDs or permission lists. With row-level support, you can implement security to restrict individual users or permission lists from specific rows of data that are controlled by the following key fields:

- Business unit
- SetID
- Ledger (and ledger group)
- Book
- Project
- Pay cycle
- Planning Instance

You can also limit access to specific subsets of rows. For example, you can specify user ID security to limit an auditor in Paris to the business unit for your European division. Or, if you have a team of auditors, you can assign them all to one primary permission list and then specify permission list security to enforce appropriate limits on the information that they can access.

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The sheer volume of users assigned to a level of security can help you determine whether to use security based on user ID or permission list. If 1,000 users have identical access requirements, explore the use of permission list security. By assigning these users to a single role, you can make subsequent changes in their access requirements just once instead of 1,000 times.

Note: Applying row-level security *does not* restrict the data selected by batch processes.

Permission Lists

These tables show the sample permission lists and the corresponding menus and components available to users.

Note: The permission lists that you associate with a user through role assignment are not used for row-level security in PeopleSoft financials. Only the primary permission list for a user is relevant when setting up row-level access by permission list.

This table lists the permissions granted to the various general ledger users:

Permission List ID	*Description*	*Menus*	*Components*
EPGL1000	GL Transactions/Processes	Process Journals	Journal Entry

This table lists the permissions granted to the Accounting Manager role:

Permission List ID	*Description*	*Menus*	*Components*
EPGL9100	Establish Business Units-GL	Establish Business Units	General Ledger Definition, Ledgers For A Unit, General Ledger Units, Ledgers For A Unit, Record Groups, TableSet Controls, TableSet IDs
EPGL9000	General Ledger	Design ChartFields	Account, Product, Scenarios, Statistics Code, ChartField Editing Template, Combination Definition, Combination Rule, Combination Group, SpeedTypes, Build Combination Data, Message Log, Combination Data, Background Process, AltAcct Xref, Department, Project, Configure ChartFields

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Permission List ID	Description	Menus	Components
EPGL9000	General Ledger	Define General Options	Account Types, Accounting Entry Definition, Calendar Builder, Currency Code, Currency Exchange Calculator, Detail Calendar, Document Type, Dun and Bradstreet, File Locations, Installation Options, Journal Code, Journal Generator Template, Journal Source, Journal Type, Market Rate Type, Market Rates, Position Accounting, Schedules, State, Summary Calendar, TimeSpans, Units of Measure, Cross/Reciprocal Rate Calc, Document Sequence Range, Operator Preferences
EPGL9000	General Ledger	Adjust Budgets	Detail Budget Maintenance, Budget Copy Definition, Budget Copy Group, Budget Copy Request, Message Log, Budget Copy Calculation Log
EPGL3000	Commitment Control	Manage Commitment Control	Source Transaction Definition, Control Budget Definition, Budget Attributes, Associated Budgets, ChartField Value Sets, Budget Closing Rules, Security Field Setup
EPGL2000	Allocations	Perform Allocations	Allocations, Allocation Group, Allocation Request, Copy/Rename/Delete Step, Message Log, Shared Table Statistics, Allocation Step
EPGL1100	Review Ledgers/Reports	Consolidate Results	Elimination Sets, Minority Interest Sets, Consolidation Definition, Subsidiary Ownership

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Permission List ID	Description	Menus	Components
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Translation Rule, Translation Step, Translate Within Ledgers, MultiCurrency Group, Process MultiCurrency, Translation Definition Report, Translation Calculation Log Report, Translate w/in Ledger Step Report, Translate w/ in Ledger Calc Log Report, Journal Closing Status Report
EPGL1110	Review Ledgers/Reports	Maintain Ledgers	Revaluation Step, MultiCurrency Group, Process MultiCurrency, Payables Revaluation, Receivables Revaluation, Payables Revaluation Inquiry, Receivables Revaluation Inquiry, Revaluation Definition Report, Revaluation Calculation Log
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Process Ledger Archive, Process Flat File Ledger Load, Process Ledger File Create, Process Publish Ledger, Ledger Template, Detail Ledger, Detail Ledger Group, Archive Ledger Log Inquiry, Ledger Template Report, Detail Ledger Definition Report
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Average Daily Balance Definition, Process Average Daily Balance, ADB-Definition, ADB-Processes
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Summary Ledger Definition, Process Summary Ledger, Ledger Set, Summary Ledger Status Inquiry, Summary Ledger Definition Report, Summary Ledger Detail Report
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	ChartField Value Sets, Closing Rules, Process Closing, Closing Rules Report, Closing Trial Balance Report

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Permission List ID	Description	Menus	Components
EPGL1100	Review Ledgers/Reports	Process Journals	Ledger Inquiry, Ledger Period Compare, Ledger Group Inquiry
EPGL1000	GL Transactions/Processes	Process Journals	Journal Entry, Process Copy Journal
EPGL1000	GL Transactions/Processes	Process Journals	Process Journal Generator
EPGL1000	GL Transactions/Processes	Process Journals	Standard Journal Entry, Process Standard Journals, Standard Journals Inquiry, Standard Journals Report
EPGL1000	GL Transactions/Processes	Process Journals	Received Files, Process Load Journals, Process Batch Journal Import, Process Import Workbooks
EPGL1000	GL Transactions/Processes	Process Journals	Journal Entry Approval
EPGL1000	GL Transactions/Processes	Process Journals	Journal Suspense Correction, Process Mark Journals for Posting, Process Mark Journals for Unposting, Process Journal Edit, Process Journal Budget Check, Process Unlock Journals, Process Journal Post, Suspense Cross Reference Inquiry
EPGL1000	GL Transactions/Processes	Process Journals	Process Journal Archive, Archive Journal Log

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Permission List ID	Description	Menus	Components
EPGL1000	GL Transactions/Processes	Process Journals	Journal Inquiry, Journal Status Inquiry, Payroll Journal Entries Inquiry, Generic Accounting Entries Inquiry, Journal Entry Detail Report, Journal Entry Edit Errors Report, Posted Journals - Summary Report, Ledger vs. Journal Integrity Report, Trial Balance Report, Statutory Trial Balance Report, Stat General Ledger Activity Report, Statutory Journal Activity Report, Stat Journal Contra Activity Report, Suspended Activity Report, InterUnit Activity Report
EPGL1000	GL Transactions/Processes	Process Journals	Open Items, Process Open Item Reconciliation, Open Item Status Inquiry, Open Item Listing Report
CPPT1040	Report Manager	Report Manager	Report List
CPPT1050	Process Scheduler	Process Scheduler	Process Type Definitions, Process Definitions, Job Definitions, Recurrence Definitions, Server Definitions, Report Node Definitions, System Settings, Batch Timings, Sample Processing
CPPT1010	nVision Reporting	nVision	Define Layout, Edit Report, Run Report, Save Report, Delete Report, Open Scope, Edit Scope, Save Scope, Delete Scope
CPPT1020	Report Books	Report Books	Report Book Definition, Drilldown Layout Registration, Run Drilldown, Report Request, Scope Definition
CPPT1030	Tree Manager	Tree Manager	New, Open, Rename, Delete, Print, Tree Node, Tree Level

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Specifying System Security Options

Use the Security Options component (SECURITY_OPTIONS) to specify system security options.

Pages Used to Specify System Security Options

Page Name	*Definition Name*	*Usage*
Security Options Page	SECURITY_OPTIONS	Select the type of security that you plan to implement—by user or permission list—and the key fields to secure. Unlike most of the pages used to set up the system, this page is not keyed by SetID or business unit.
Applying Security Page	RUN_FIN9001	Run the process to apply your options. No parameters are required.

Security Options Page

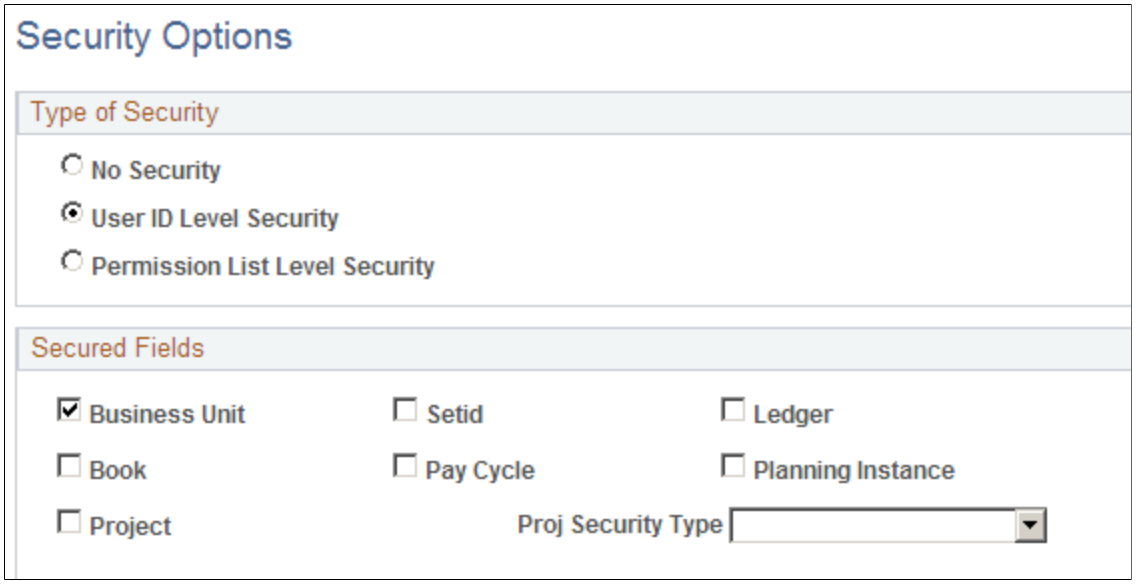
Use the Security Options page (SECURITY_OPTIONS) to select the type of security that you plan to implement—by user or permission list—and the key fields to secure.

Unlike most of the pages used to set up the system, this page is not keyed by SetID or business unit.

Navigation:

Set Up Financials/Supply Chain > **Security** > **Activate Row-level Security**

This example illustrates the fields and controls on the Security Options page. You can find definitions for the fields and controls later on this page.



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Type of Security

Field or Control	*Description*
No Security	Select to disable PeopleSoft application security. All users authorized to access a page can select any SetID, business unit, or ledger.
User ID Level Security	Select to enable security by user ID. Users are limited to accessing application pages or prompt values associated with the SetIDs, business units, projects, and ledgers specified by their user IDs.
Permission List Level Security	Select to enable security by permission list. Users are limited to key fields specified by the primary permission list to which you assign their user IDs. This means that all users assigned to a particular permission list have the same level of security.

Note: The selection must be either user ID or permission list and the selection is across all products.

Secured Fields

Field or Control	*Description*
Business Unit	Select to implement security on the **Business Unit** field. This is the primary key for all transaction data.
Setid	Select to implement security on the **Setid** field. This is the primary key for all accounting structure and rules tables.
Ledger	Select to implement security on the **Ledger** field. This is the key for all ledger balances.
Book	Select to implement security on the **Book** field. This code is specific to a business unit. This field refers to *Book* as used in Asset Management.
Pay Cycle	Select to implement security on the **Pay Cycle** field. Pay cycles can be daily, weekly, monthly, or at other intervals.
Planning Instance	Select to implement security on the **Planning Instance** field.

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Field or Control	*Description*
Project	Select to implement security on the **Project** field. This is the primary key for all PeopleSoft Projects Costing data.
Proj Security Type Project Security Type	Determines how a project will be selected when defining security for a user and permission list. Select *Use list* to select from a list of projects. Select *Use tree* to select from a tree detailing projects.

Applying Security Page

Use the Apply Security page (RUN_FIN9001) to run the process to apply your options.

No parameters are required.

Navigation:

Set Up Financials/Supply Chain > **Security** > **Apply Security Setups** > **Apply Security**

Important! Before Applying security, you must setup the security that pertains to your setting above, which are defined by the selected check boxes. If you selected UserID Level Security, you must define that security on one or more of these pages: Unit by User ID, TableSet by User ID, Ledger by User ID, Book by User ID, and Pay Cycle by User ID. If you selected Permission List Level Security, you must define that security on one or more of these pages: Unit by Permission List, TableSet by Permission List, Ledger by Permission List, and Book by Permission List.
Access to these pages can be acquired by selecting Setup Financials/Supply Chain, Security.

Specify the default language of your database and run the process. This changes all the key field prompt tables to your specified security views.

See the product documentation for:*PeopleTools: Security Administration* and *PeopleTools: PeopleCode Language Reference*.

Defining Security Views

Use the Security View Names component (SECURITY_VIEWS) to define security views.

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Page Used to Define Security Views

Page Name	*Definition Name*	*Usage*
Security Views Page	SECURITY_VIEWS	For each type of security, specify the security views for your system. The Apply Security Setups process changes the prompt edit tables based on the security view names that you specify here. Update this page only if you add new security views to your system.

Understanding Security Views

Note: Defining new security views is optional.

Views are SQL statements that filter out data rows whose key values are not accessible by certain users. This allows users to access data horizontally across more than one table, seeing only appropriate subsets of values (SetIDs, business units, or ledgers) from the edit tables.

Business units, SetIDs, and ledgers are maintained and accessed on pages as primary keys throughout your system. Prompt edit tables give users a list of values from which to choose, and selection is limited to values for which access has been granted. PeopleSoft row-level application security enables you to specify through the edit tables that only certain values are available in a particular view.

PeopleSoft applications are delivered with no security views on the prompt tables of the key fields in your system. You can enable certain security options or even build your own views. Once you set up views, you can specify which users or permission lists can access certain secured field values.

Security view names have one of the following three file extensions to reflect the type of security views for prompting:

Extension	*Description*
NONVW	Indicates that no security is chosen for the field using this view as the prompt table.
OPRVW	Indicates that user ID security is chosen for the field using this view as the prompt table.
CLSVW	Indicates that permission list security is chosen for the field using this view as the prompt table.

Security Views Page

Use the Security Views page (SECURITY_VIEWS) to for each type of security, specify the security views for your system.

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The Apply Security Setups process changes the prompt edit tables based on the security view names that you specify here. Update this page only if you add new security views to your system.

Navigation:

Set Up Financials/Supply Chain > Security > Update Security View Names

Note: There is no need to access this page unless you have customized security views.

Field or Control	*Description*
Search Text	Displays the view name prefixes supplied by your applications. During the Apply Security Setups process, the system searches for prompt edit tables that begin with these prefixes. If an edit table name begins with a prefix from this list, the edit table from the appropriate column is accessed, which matches the security type that you selected when you specified security options (no security, user ID security or permission list security).
Type	Select the type of field secured by each view. Values are: *Book, Ledger, Pay Cycle, Prob Inst, Project, SetID,* and *Unit.* The system stores the list in the SEC_VIEW_NAMES table, where you can review or update the information.

Defining Row-Level Security

This topic lists the pages used to define row-level security, including their navigation and usage.

Pages Used to Define Row-Level Security

Page Name	*Definition Name*	*Navigation*	*Usage*
Business Unit Security by Permission List Page	SEC_BU_CLS	**Set Up Financials/Supply Chain > Security > Unit by Permission List > Business Unit Security by Permission List**	Grant access to a business unit by using a permission list.
Business Unit Security By User ID Page	SEC_BU_OPR	**Set Up Financials/Supply Chain > Security > Unit by User ID > Business Unit Security By User ID**	Grant access to a business unit by using a user ID.
TableSet Security by Permission List Page	SEC_SETID_CLS	**Set Up Financials/Supply Chain > Security > TableSet by Permission List > TableSet Security by Permission List**	Grant access to a tableset by using a permission list.

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Page Name	*Definition Name*	*Navigation*	*Usage*
TableSet Security by User ID Page	SEC_SETID_OPR	**Set Up Financials/Supply Chain** > **Security** > **TableSet by User ID** > **TableSet Security by User ID**	Grant access to a tableset by using a user ID.
Ledger Security by Permission List Page	SEC_LEDGER_CLS	**Set Up Financials/Supply Chain** > **Security** > **Ledger by Permission List** > **Ledger Security by Permission List**	Grant access to a ledger or ledger group by using a permission list.
Ledger by User ID Page	SEC_LEDGER_OPR	**Set Up Financials/Supply Chain** > **Security** > **Ledger by User ID** > **Ledger Security by User ID**	Grant access to a ledger or ledger group by using a user ID.
nVision Ledger Security Page	LEDGER_SECURITY	**Set Up Financials/Supply Chain** > **Security** > **nVision Ledger Security**	Specify the business units and ledgers accessible in the creation of PS/nVision reports by securing an nVision ledger field by user rather than role. Because the scope of a PS/nVision report may cross business unit and ledger boundaries, you may need to specify particular security access for users who generate reports with field data that they cannot access when performing other tasks.
Project Security Page User, Tree Based Security	SEC_PROJECT_OPR	**Set Up Financials/Supply Chain** > **Security** > **Project Security** > **Project Security**	Grant access by user ID to project role. There are two versions of the page, depending on whether *Use List* or *Use Tree* is selected as the project security type on the Security Options page.
Project Security Page	SEC_PROJLST_CLS	**Set Up Financials/Supply Chain** > **Security** > **Project Security** > **Project Security**	This is a second version of the page. Grant access by permission list to project role.
BU Book/Perm List Page (business unit book by permission list)	SEC_BUBOOK_CLS	**Set Up Financials/Supply Chain** > **Security** > **AM Book by Permission List** > **BU Book/Perm List**	Grant access to a business unit book by using a permission list.

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Page Name	*Definition Name*	*Navigation*	*Usage*
BU Book by User ID Page (business unit book by user ID)	SEC_BUBOOK_OPR	**Set Up Financials/Supply Chain** > **Security** > **AM Book by User ID** > **BU Book by User ID**	Grant access to a business unit book by using a user ID.
Pay Cycle by Permission List Page	SEC_PYCYCL_CLS	**Set Up Financials/Supply Chain** > **Security** > **Pay Cycle by Permission List** > **Pay Cycle by Permission List**	Grant access to a pay cycle by using a permission list.
Pay Cycle by User ID Page	SEC_PYCYCL_OPR	**Set Up Financials/Supply Chain** > **Security** > **Pay Cycle by User ID** > **Pay Cycle by User ID**	Grant access to a pay cycle by using a user ID.
Grants Operator Security Page	GM_SEC_DEPT_OPR	**Set Up Financials/Supply Chain** > **Security** > **Grants Security** > **Grants Operator Security**	Grant access by departments by user ID.
Proposal Management Security Page	GM_PM_SEC_DEPT_OPR	**Set Up Financials/Supply Chain** > **Security** > **Proposal Management Security** > **Proposal Management Security**	Grant access by departments by user ID.
Planning Instance Page	SEC_PRBINS_OPR	**Set Up Financials/Supply Chain** > **Security** > **Problem Instance by User ID** > **Planning Instance**	Grant access to planning instance by user ID.
Planning Instance Page	SEC_PRBINS_CLS	**Set Up Financials/Supply Chain** > **Security** > **Problem Instance by Perm List** > **Planning Instance**	Grant access to planning instance by permission list.

Understanding Defining Row-Level Security

Use the following components to define row-level security:

- Unit Security by Perm List (unit security by permission list) (SEC_BU_CLS)
- Unit Security by User ID (SEC_BU_OPR)
- TableSet Security by Perm List (tableset security by permission list) (SEC_SETID_CLS)
- TableSet Security by User ID (SEC_SETID_OPR)
- Ledger Security by Perm List (ledger security by permission list) (SEC_LEDGER_CLS)

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- Ledger Security by User ID (SEC_LEDGER_OPR)
- nVision Ledger Security (LEDGER_SECURITY)
- Pay Cycle by user ID (SEC_PYCYCL_OPR)
- Pay Cycle by permission list (SEC_PYCYCL_CLS)
- Project Security (SEC_PROJECT)

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

- Use the SEC_BU_CLS component interface to load data into the tables for the Unit Security by Perm List component.
- Use the SEC_BU_OPR component interface to load data into the tables for the Unit Security by User ID component.
- Use the SEC_LEDGER_CLS component interface to load data into the tables for the Ledger Security by Perm List component.
- Use the SEC_LEDGER_OPR component interface to load data into the tables for the Ledger Security by User ID component.
- Use the SECURITY_NVISION_LEDGER component interface to load data into the tables for the nVision Ledger Security component.

Once you select security options and, if necessary, update security view names, define the secured field values for each user or permission list. You grant access to business units, tablesets, ledgers, business unit books, and pay cycles by using permission lists or user IDs. When securing key fields in your application, the page that you use depends on which level of system security you select. If you select permission list security, secure fields on the permission list security pages. If you select user-level security, secure fields on the user ID security pages.

Note: When granting row-level access for business unit, SetID, ledger, book, planning instance, and pay cycle to permission lists, the system uses the user's primary permission list.

Warning! Values entered in secured fields are not checked against row-level security permissions when run controls are reused. After a user initially creates a run control, the user can still run processes on a secured field value even if row-level security access to that field is subsequently taken away. If you make security profile changes, verify the run controls that use secured data and remove run controls for secured field values to which a user should no longer have access.

Granting Access to Users

This topic discusses how to:

- Grant business unit access.
- Grant tableset access.
- Grant ledger access.

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- Grant nVision reporting access.
- Grant project access.
- Grant business unit book access.
- Grant pay cycle access.
- Grant grants access.
- Grant proposal management access.
- Grant planning instance access.

Granting Business Unit Access

Access the Business Unit Security by Permission List page (Set Up Financials/Supply Chain, Security, Unit by Permission List, Business Unit Security by Permission List).

For each primary permission list, select the accessible business units.

Access the Business Unit by User ID page (Set Up Financials/Supply Chain, Security, Unit by User ID, Business Unit Security By User ID).

For each user ID, select the accessible business units.

Granting Tableset Access

Access the TableSet Security by Permission List page (Set Up Financials/Supply Chain, Security, TableSet by Permission List, TableSet Security by Permission List).

For each primary permission list, select each accessible SetID.

Access the TableSet Security by User ID page (Set Up Financials/Supply Chain, Security, TableSet by User ID, TableSet Security by User ID).

For each user ID, select each accessible SetID.

Granting Ledger Access

Access the Ledger Security by Permission List page (Set Up Financials/Supply Chain, Security, Ledger by Permission List, Ledger Security by Permission List).

For each primary permission list, select each accessible ledger type. Commitment and Summary ledger types require a ledger name. Detail ledger types require a ledger group name.

Access the Ledger by User ID page (Set Up Financials/Supply Chain, Security, Ledger by User ID, Ledger Security by User ID).

For each user ID, select each accessible ledger type. Commitment and Summary ledger types require a ledger name. Detail ledger types require a ledger group name.

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Granting nVision Reporting Access

Access the nVision Ledger Security page (Set Up Financials/Supply Chain, Security, nVision Ledger Security).

For each user ID, select each accessible business unit and corresponding ledger. You can specify multiple ledgers for each business unit.

Granting Project Access

While the purpose of all these pages is to provide row-level security, the appearance of the pages varies based on the method of project row-level security that you implement.

This table lists the purpose of each project security method and the actions that you take on the Security Options page (Set Up Financials/Supply Chain, Security, Security Options, Security Options) and Project Security page (Set Up Financials/Supply Chain, Security, Project Security, Project Security) to implement each method:

Security Method	***Purpose***	***Security Options Page Actions***	***Project Security Page Actions***
Team-based security	Grants access to projects based on an employee's membership in a project team.	1. Select **User ID Level Security** in the **Type of Security** group box. 2. Select **Project** in the **Secured Fields** group box. 3. Select *Use list* in the **Proj Security Type** (project security type) field.	View a read-only list of all projects for which the user is a team member, and the member's security profile for each project.
User, tree-based security	Grants access to projects based on selected nodes on a project tree.	1. Select **User ID Level Security** in the **Type of Security** group box. 2. Select **Project** in the **Secured Fields** group box. 3. Select *Use tree* in the **Proj Security Type** field.	Define security for a user. Specify the project tree that the system uses for controlling project security, select nodes (projects) on the tree to grant each user access to specific projects, and select the user's project role on each project.

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Security Method	*Purpose*	*Security Options Page Actions*	*Project Security Page Actions*
Permission list, list-based security	Grants access to permission lists that enable users to access projects that are attached to that permission list.	1. Select **Permission List Level Security** from the **Type of Security** group box. 2. Select **Project** in the **Secured Fields** group box. 3. Select *Use list* in the **Proj Security Type** field.	Define security for a permission list. Within a specific permission list to which users have access, specify the business units, project IDs, and project roles.
Permission list, tree-based security	Grants access to permission lists that enable users to access projects that belong to a tree that is attached to that permission list.	1. Select **Permission List Level Security** from the **Type of Security** group box. 2. In the **Secured Fields** group box, check **Project.** 3. Select *Use tree* in the **Proj Security Type** field.	Define security for a permission list. Specify the project tree, project (tree node), and project role.

A user's project security profile further defines the degree and type of access that the user has to project data.

See “Defining Project Security” (PeopleSoft Project Costing).

Granting Business Unit Book Access

Access the BU Book/Perm List page (Set Up Financials/Supply Chain, Security, AM Book by Permission List, BU Book/Perm List).

For each primary permission list, select each accessible business unit and corresponding book name. You can specify access to multiple books for each business unit.

Access the BU Book by User ID page (Set Up Financials/Supply Chain, Security, AM Book by User ID, BU Book by User ID).

For each user ID, select each accessible business unit and corresponding book name. You can specify access to multiple books for each business unit.

Granting Pay Cycle Access

Access the PayCycle by Permission List page (Set Up Financials/Supply Chain, Security, Pay Cycle by Permission List, Pay Cycle by Permission List).

For each primary permission list, select the accessible pay cycles.

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Access the PayCycle by User ID page (Set Up Financials/Supply Chain, Security, Pay Cycle by User ID, Pay Cycle by User ID).

For each user ID, select the accessible pay cycles.

Granting Grants Access

Access the Grants Operator Security page (Set Up Financials/Supply Chain, Security, Grants Security, Grants Operator Security).

For each user ID, enter the grants security tree SetID, tree name, and the effective date of the tree. On the lower section of the page, enter the departments and an appropriate access code. You can enter as many departments as needed.

This is one step in a multistep security process that is described in detail in the *PeopleSoft Grants* product documentation

Related Links

"PeopleSoft Grants Security" (PeopleSoft Grants)

Granting Proposal Management Access

Access the Proposal Management Security page (Set Up Financials/Supply Chain, Security, Proposal Management Security, Proposal Management Security).

For each user ID, enter the proposal security tree SetID, tree name, and the effective date of the tree. On the lower section of the page, enter the departments and an appropriate access code. You can enter as many departments as needed.

This is one step in a multistep security process that is described in detail in the *PeopleSoft Proposal Management* product documentation.

Related Links

"Understanding PeopleSoft Proposal Management Security" (PeopleSoft Proposal Management)

Granting Planning Instance Access

Access the Planning Instance page (Set Up Financials/Supply Chain, Security, Problem Instance by User ID, Planning Instance).

If you access problem instance by user ID, you can grant access to *planning* instances by user ID.

If you access problem instance by permission list, you can grant access to *planning* instances by permission list.

Security for planning instances is further described in Supply Planning documentation.

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Securing Advanced Queries

Advanced Query Security is a framework that allows authorized users to set up secured fields for PeopleSoft queries. Authorized users can associate different types of security records and specify which fields (including non-key fields) are to be used to secure data.

Note: Oracle's PeopleSoft recommends that PeopleTools Application Designer - Query Security Record is not used when securing General Ledger ChartFields.

Pages Used to Secure Advanced Queries

Page Name	*Definition Name*	*Usage*
Query Security Field Name Page	QUERY_SEC_CATEGORY	Determine secured fields for the query.
Query Security - Security Types Page	QUERY_SEC_METHOD	Determine the type of security for one or more fields and run the Apply Security process.
Query Security - Query Record Page	QUERY_SEC_FIELDS	Map secured query records for one or more fields and run the Apply Security process.
Set Filter Page	QUERY_SEC_FILTER	Determine filters for the secured query record.

Query Security Field Name Page

Use the Query Security Field Name page (QUERY_SEC_CATEGORY) to determine secured fields for the query.

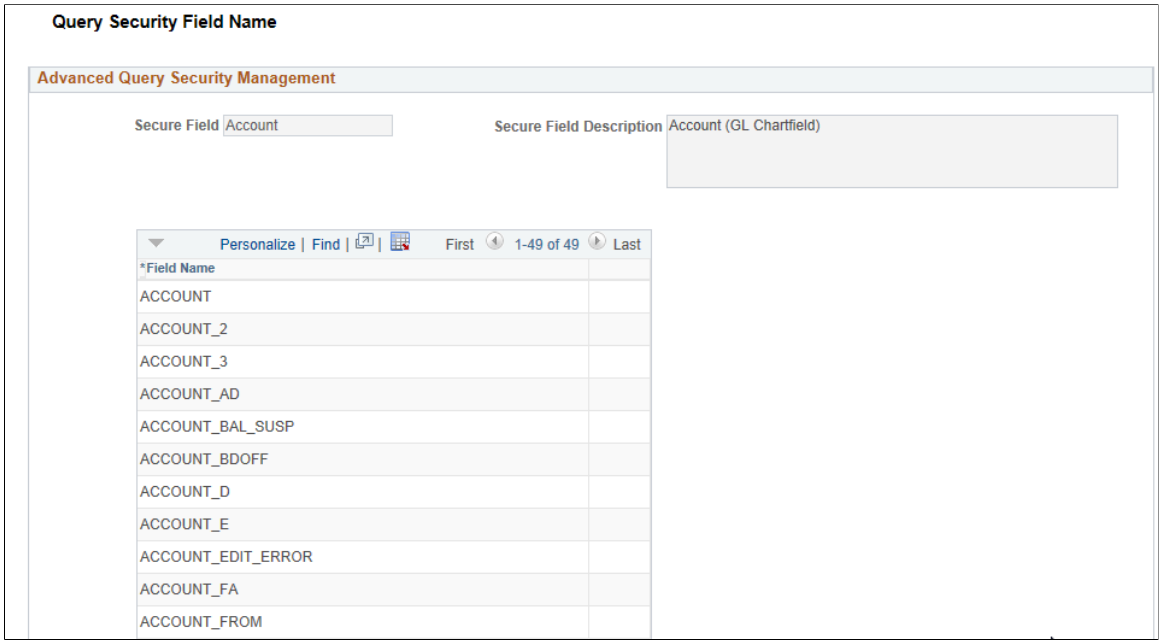
Note: ChartFields and other fields are delivered as system data.

Navigation:

Set Up Financials/Supply Chain > **Security** > **Advanced Query Security** > **Advanced Query Security Field**

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This example illustrates the fields and controls on the Query Security Field Name page.



All ChartFields and some other fields such as business unit, SetID, ledger, and so on are delivered as system data. You cannot delete these delivered fields. However, you can add more fields per your requirements.

Note: If a specific field is not defined within a Secure Field, then you cannot apply query security to that field.

Field or Control	*Description*
Secure Field	Displays ChartFields and some other fields such as business unit, SetID, ledger and so on. This field is also known as the Category.
Field Name	Displays or add specific field names that are secured when the Secure Field is selected on the Query Security - Security Types Page.

Query Security - Security Types Page

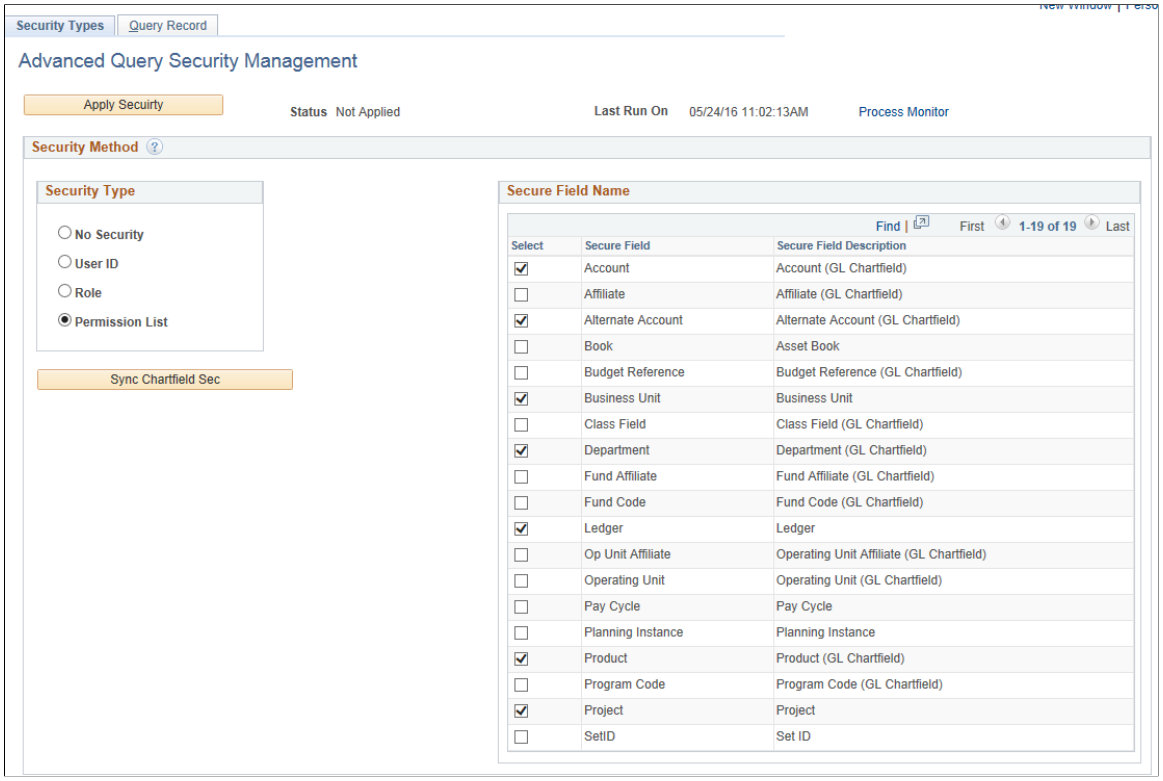
Use the Query Security - Security Types page (QUERY_SEC_METHOD) to determine the type of security for one or more fields and run the Apply Security process.

Navigation:

Set Up Financials/Supply Chain > Security > Advanced Query Security > Apply Advanced Query Security

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This example illustrates the fields and controls on the Query Security - Security Types page.



Field or Control	*Description*
Security Type	Select one of the following options: • **No Security**: Select to indicate that no security is used. • **User ID**: Select to indicate that User security is used. This is the default. • **Role**: Select to indicate that Role security is used. • **Permission List:** Select to indicate that Permission List security is used.
Apply Security	Click this button to begin a batch process that applies the query security.
Sync Chartfield Sec (synchronize ChartField security)	Click this button to synchronize ChartFields from the Security Options - ChartField Security Page.

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Field or Control	*Description*
Secure Fieldname	Select the secure fieldname (also known as Category) for the fields that you want to secure. If the secured fieldname you are looking for does not appear, verify that it is created on the Query Security Field Name Page. When you select the Secure Field, all field names included in secure field are secured. **Note:** Selecting a Secure Fieldname on this page allows you to select the fields within that category on the Query Security - Query Record Page.

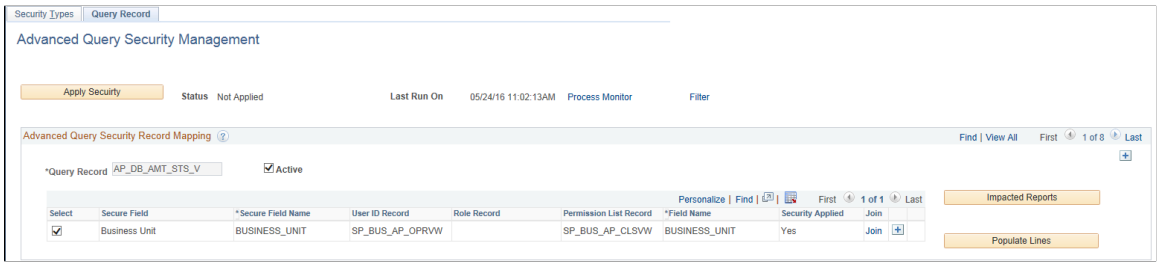
Query Security - Query Record Page

Use the Query Security - Security Types page (QUERY_SEC_FIELDS) to map query secured records for one or more fields and run the Apply Security process.

Navigation:

Set Up Financials/Supply Chain > Security > Advanced Query Security > Apply Advanced Query Security > Query Record

This example illustrates the fields and controls on the Query Security - Query Record page.



Field or Control	*Description*
Apply Security	Click this button to begin the batch Query Security process (SEC_QUERY).
Status	Displays Not Applied or Applied. When Applied is displayed, the you cannot run the Query Security process.
Filter	Click this link to access the Set Filter page.
Active	Select to indicate that this query record is processed by the apply Query Security application engine (SEC_QUERY).

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Field or Control	*Description*
Exceed Limit	Displays as selected when you have selected more than five secure fields. Therefore, you cannot select more than five fields. To resolve the limit, deselect records so that five or less are selected. **Note:** If there is no Exceed Limit error, then the label does not appear on the page.
Conflict	Displays as selected when there are security records defined (such as through application designer) and the record doesn't exist in the framework. When this check box is selected, the system does not proceed further. **Note:** If there is no Conflict error, then the label does not appear on the page.
Conflict Overrides	Select to clear a conflict while running the Advanced Query Security process. Selecting this check box deletes all current entries defined for Advanced Query Security under record properties and applies new entries as defined in the framework. This label only appears when there is a Conflict error to clear. **Important!** Oracle's PeopleSoft recommends that you always use the framework to define any security to any query record, and not add it using application designer.
Select	Select a row to turn security on or off for a secured field.
Secure Field Name	Enter or select the name of the field that is to be secured.
User ID Record	Enter or select the name of the User ID record to be secured.
Role Record	Enter or select the name of the Role record to be secured.
Permission List Record	Enter or select the name of the Permission List record to be secured.
Field Name	Enter or select the name of the field that is mapped to the secured field.

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Field or Control	*Description*
Security Applied	Displays as selected when security has been applied to the Secure Field Name. A check in this check box indicates that the Query Security process ran successfully for this field. After security is applied, you cannot delete that particular row unless you deselect the security from that field and run the process again. **Note:** This field is display only.
More	Click this link to add more joins. This is useful when securing ChartFields.
Financial Impact	Click the button to view the Impacted Records window. This window displays all Business Intelligence Publisher (BIP) reports, Pivot Grids, and PeopleSoft Queries that will be impacted if you change the security of the query record.
Populate Lines	Click this button to populate all security records for ChartFields and any other fields for which a prompt is defined and corresponding security records exist.

When Implementing Advanced Query Security for Non-ChartFields

Follow these steps when implementing Advanced Query Security for non-ChartFields:

1. Enter the Query Record value.
2. Select the Field Name you want to secure in the Secure Field column and enter its corresponding security record.

   Oracle's PeopleSoft recommends that you enter all three security records if available: User ID record, Role record, and Permission List record. If a security record is not available (your are not going to use that type of security), then leave it blank.
3. If your scenario requires a composite join, then click the More button.
4. Verify that you have selected the Active check box at the Query Record level, and check its corresponding secure fields that you wan to secure.

When Implementing Advanced Query Security for ChartFields

Follow these steps when implementing Advanced Query Security for ChartFields:

1. Create a view based on the record, that you want to secure(or PSQUERY record).
2. Add PRODSRCID as an additional field to this view.
3. Hard-code your Product Source code in the view text.

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4. Create a Composite key with PRODSRCID field, for example, join PRODSRCID of base view with that of ChartField security view by clicking on the More link.

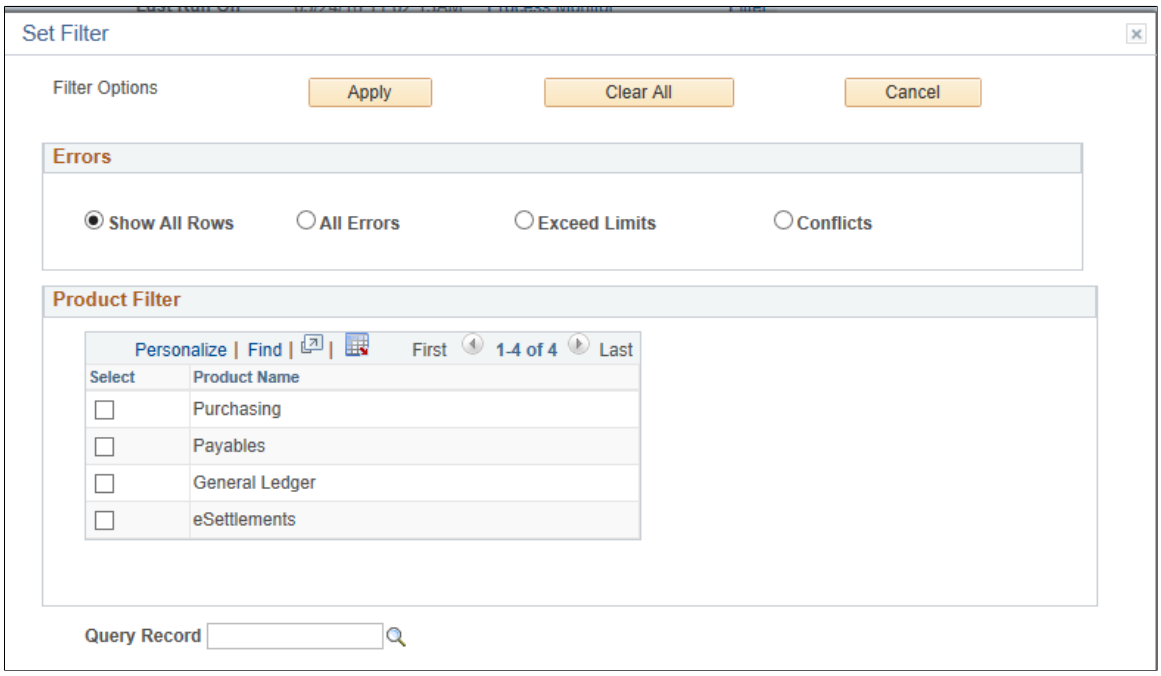
Set Filter Page

Use the Set Filter page (QUERY_SEC_FILTER) to determine filters for the query record.

Navigation:

Set Up Financials/Supply Chain > **Security** > **Advanced Query Security** > **Apply Advanced Query Security** > **Query Records**. Click the Filter link.

This example illustrates the fields and controls on the Set Filter page.



Field or Control	*Description*
Apply	Click this button to apply the filters to the query record.
Errors	Select an option that shows all rows or one of the following: • *Show All Rows*: Select to show all rows including errors. • *All Errors*: Select to show rows that have errors. • *Exceed Limits*: Select to show rows that have exceeded limits, such as a limit of five secure records. • *Conflicts*: Select to show query records that have conflicts, such as mapping record conflicts.
Product Filter	Select the PeopleSoft products that to filter the query record.

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Chapter 9

PeopleSoft Search for Financials and Supply Chain Management

Understanding Financials and Supply Chain Search

This topic discusses:

- PeopleSoft Search Technology
- Terminology
- Search Categories in PeopleSoft Financials and Supply Chain Management
- Search Security Recommendations

PeopleSoft Search Technology

PeopleSoft combined with PeopleTools provides search capabilities using the PeopleSoft Search Framework search instances. The PeopleSoft Search Framework provides a standard method to use search indexes for all PeopleSoft applications.

PeopleSoft Query and Connected Query are used by search definitions that define the content used by search indexes. Search indexes should be updated incrementally, which keeps the data current within the index.

Within the Financials/Supply Chain product areas, PeopleSoft Search Framework indexes have been implemented in these areas:

1. Key components within the Procure-to-Pay business process.

   This enables users to perform keyword searches against these components based on specific field values or keywords provided they have been granted security access.

2. Global search using a keyword search box.

   The keyword search box is located in the Oracle portal header. This enables users, who have the appropriate security, to search across business processes using keyword searches.

The purpose of the PeopleSoft Search feature is to provide the ability to:

- Search on key words that enable users to find transactions and work with data without having to navigate using menus.
- Refine results using facets.
- Take direct action from search results.

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- Search to deeper levels within nested data.
- Search for specific values and unstructured text across multiple data locations.

Click this link to view a short video about PeopleSoft Global Search for FSCM.

Terminology

This table lists terminology related to PeopleSoft Search.

Term	*Definition*
Global Search	Available in the PeopleTools header and is secured by user roles. The Global Search bar displays in the header of the application. Beside the keyword edit box, the Global Search bar provides a drop down list for selecting a specific search category against which to run a search. For additional information about Global Search from an application perspective, see Understanding Global Searches.
Standard Search	Available within selected components, which is the default. Is being used when you see "Find an Existing Value".
Keyword Search	Available for selected components and is enabled using Configurable Search. Keyword Search allows you to perform a deeper, freer-form search to access application data. For example, the Standard Search is limited to level 0 data, where Keyword Search allows you enter custom keywords and the system. The system searches indexed data from level 0-3. This type of search is secured by user roles. Additional security may also have been specified on the Search Definition, which limits access to specific business units or SetIDs. Even more security can be added by creating security attributes and writing PeopleCode to define the security levels. For more information about Keyword Search, see Understanding Keyword Search within Components .
Configurable Search	Available when enabled. Configurable Search is a PeopleTools feature (as of 8.60), which allows you to customize the search experience, whether standard or keyword search is used. When using Configurable Search you can select fields and save search criteria that was previously used within component search pages.

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Term	*Definition*
Facet	A field relevant to the search that allows the user to browse or refine search results. For example, the user can refine purchase order search results by business unit, purchase order date, or supplier by clicking on the desired facet value. Facets are presented with counts, which show the number of documents, such as requisitions, purchase orders, journals, and so on, in which the search criteria found and are represented in the search results.
PeopleSoft Search Framework	The PeopleSoft Search Framework within PeopleTools provides a standard method to use search indexes for all PeopleSoft applications. The Search Framework is based on one or more search engines. For more information about defining search engines, see PeopleTools: Search Technology.
Search Category	Search categories are part of the PeopleSoft Search Framework that contain one or more search definitions. Search categories help manage search definitions deployed in the Search Framework search engine and provide a way to combine them into functionally related groups. Selecting a search category in the Oracle portal header enables users to narrow the scope of a Global Search, thereby reducing the number of search results that need to be reviewed. **Note:** For a facet to be properly used, the Facet (Attribute) Name must exist in every Search Definition, within the Search Category. Facets that are not common to all Search Definitions, but used on a search category, will limit the result set to those indexes containing the facet. See the documentation for *PeopleTools: PeopleSoft Search Technology.*
Search Definition	Search definitions are part of the PeopleSoft Search Framework that define the main structure of a search index. A search definition contains everything needed to create a search index, which includes facets, security, attachments, pre and post processing, and component mapping.
Search Group	A flag on a search category that makes the category available in the Global Search box within the Oracle portal header.

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Term	*Definition*
Callback Security also known as Search Definition Security	Callback Security is the term given to the *process* that the PeopleSoft Search Framework search engine performs when you search for information. The Search Framework determines what data is presented by calling back to the database for all attributes designated by the search categories being searched. The Search Framework search engine caches this information for subsequent searches. Search Definition Security is PeopleCode on the Search Definition that determines access to the results. Security is tied to an attribute, or set of attributes, defined on the Search Definition, which specifically allows or doesn't allow access. The defined attributes must exist on the query and are sent to the Search Framework search engine for later matching with the results generated by the defined PeopleCode. Search Definition Security can be based on user ID (not recommended), role, installation settings, or some other user-defined parameters.

Search Categories in PeopleSoft Financials and Supply Chain Management

Search categories are defined by PeopleSoft and secured by role within PeopleTools security. When Global Search is enabled, you can select a search category and enter free-form text in the keyword edit field. Using search categories reduces the number of places you need to go to perform searches and can improve search performance.

This table lists the functional areas that have been enhanced with PeopleSoft Search Framework technology:

Supplier Relations Management	*Financial Management Services*	*Asset Lifecycle Management*	*Enterprise Service Automation*
Purchase Order	Vouchers	Asset	Expense Sheet
eProcurement Requisition	GL Journal	Work Orders	Project Costing
Purchasing Requisition	Payments	Maintenance Management	Contracts
Purchasing Receipt	Suppliers		
Procurement Contracts	Supplier Conversation		
Strategic Sourcing Event	Billing		
Item Catalog			

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Supplier Relations Management	*Financial Management Services*	*Asset Lifecycle Management*	*Enterprise Service Automation*
Supplier Contract Documents			
Customers			
Inventory			

Search Security Recommendations

Search results displayed from PeopleSoft Search Framework for Global Search are based on the user's security access (permission list) to the underlying component shown in the search results. Therefore, if a user does not have access to a particular component, then the user will not see search results. In addition, row level security is applied to keyword search results for Search Pages based on the row level access for the user. This is especially true for SetID and business unit security. If business unit security is enabled, the only valid search results for the enabled business unit is displayed to the user. If Business Unit/SetID types of security are being used, then they must be set up before building search indexes so that all results contain the required security attributes needed.

There are several way to generally set up security, including setting up security by and individual user ID. It is not recommended that setting up security by user ID be used with PeopleSoft Search due to the maintenance involved with search indexes. Indexes that are secured by user will have to be rebuilt every time a user is added or removed. This can cause significant time delays when indexes are large. Therefore, it is recommended that security by permission list be used when Business Unit/SetID security is enabled.

Depending on your FSCM application, there may also be other row level security applied which would prevent the user having access to specific search results. This security has been provided by the application depending on the need for granular restrictions. An example of such security would be access to a supplier contract or expense report by user. These indexes may be more complex to manage since specific users may need to be maintained within each and every individual search result. In some cases, such as Supplier Contracts Management, search results may be updated via incremental index updates when a user changes on a specific searchable object and the update happens automatically. In other cases, changes to granular search security will require a rebuild of your index(es) for the new security to take effect. Review your application-specific documentation for information on row level security which may be enabled for that application. Depending on the type of security implemented, these indexes may require more frequent index rebuilds if these parameters change often within your organization.

Note: It is recommended that security by permission list is used when Business Unit/SetID are enabled to avoid frequent index rebuilds every time there are changes within your organization.

Understanding Global Searches

Global Search consists of a group of Search Categories that display in the Oracle Portal header. The location of the search makes it available to users at all times. A drop-down list is used to select a search category and a free-form text search field enables users to enter data to be searched.

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This topic provides overviews about:

- Global Search categories.
- Global Search category facets.
- Global Search - advanced search.
- Special advanced search fields.
- Example: Advanced Search

Click to view a Video Feature Overview of The PeopleSoft Global Search

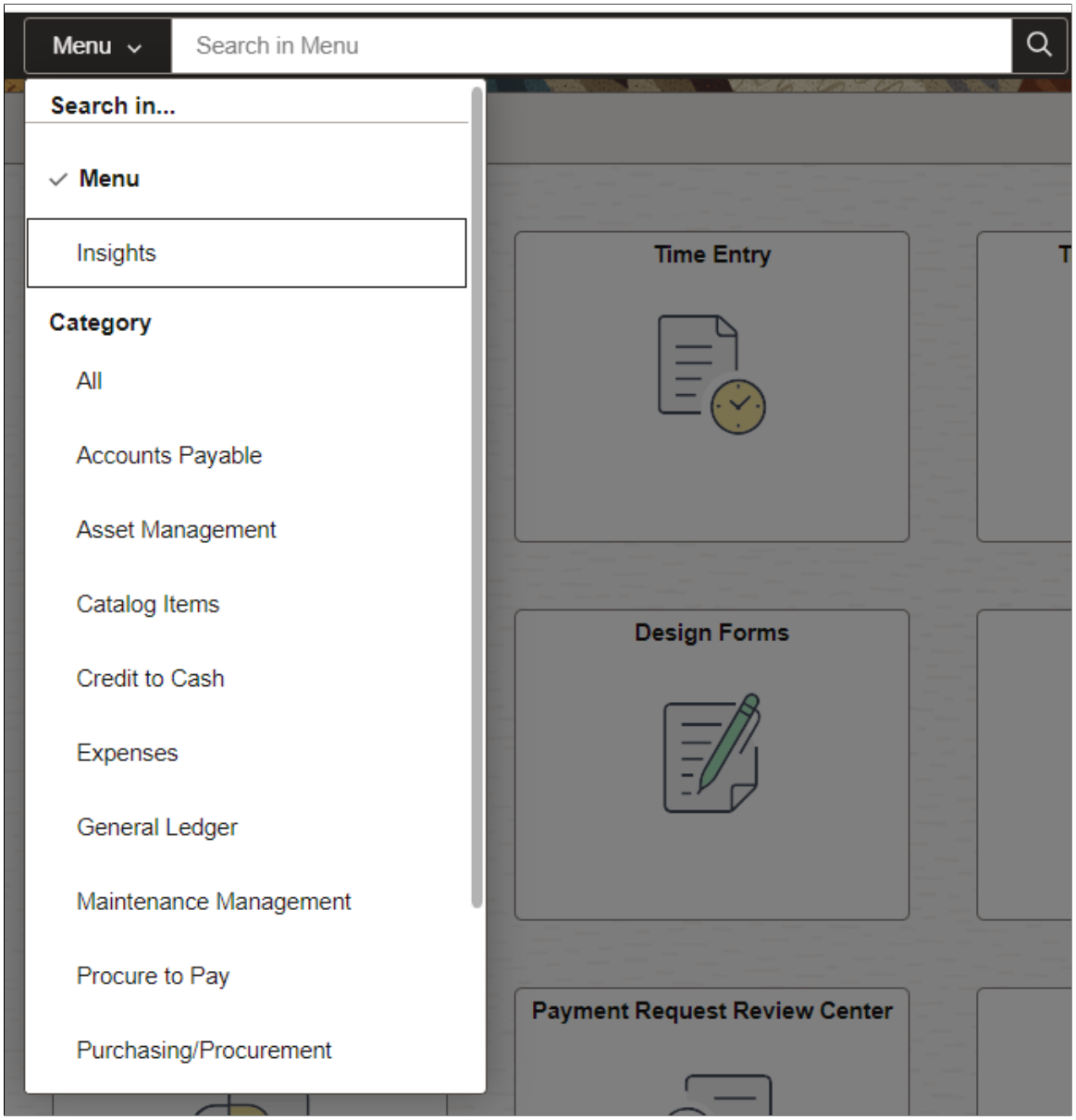
Global Search Categories

Global Search is enabled for the multiple product areas within the Procure-to-Pay and Credit-to-Cash business processes.

Specific search categories are designated for use in the Oracle/PeopleSoft header search field by being defined as a search group, also known as global search categories. These categories combine related search definitions so that results from all indexes are returned when a user enters keywords into the free-form search field. Global Search categories group indexes to target a specific business or product transactions on which to search.

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This example illustrates the Menu and Categories available from the Global Search drop-down.



The use of Global Search categories is controlled by role-level security.

This table lists the Global Search categories, defined by PeopleSoft, that contain specific search indexes:

Note: The global search categories in this table must be manually deployed from the Deploy Search Category tab in Search Framework before they are viewable from the Global Search field. If you deploy search categories, you must log out of the PeopleSoft system and log back in before the categories are visible in the global search drop-down.

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Global Search Category Description and Name	*Transaction / Search Definition*
Menu	Select to search menu items available to you. Menu items are those that are available to you from the Navigator menu. It is not recommended that you search for folder labels, such as “search framework.” Instead search for content reference names or descriptions. For example, enter “Deploy Search Objects”, which is a CREF label, or "definition based on worklist", which is a CREF description.
Insights	Select to search for Insights dashboard and visualizations. You can enter all or part of a dashboard name or description. You can also enter keywords to search for a visualization name that is in a dashboard; the dashboard it is in is displayed.
Accounts Payable EP_PAYABLES	Payments Vouchers
Asset Management EP_ASSETS	Assets
Catalog Items EP_CATALOG_ITEMS	Catalog items with suppliers Catalog items without suppliers Catalog express items
Credit To Cash EP_CREDIT_TO_CASH	AR Items AR Payments Billing Contracts Customers Grants Journals Projects
Expenses EP_EXPENSES	Expense reports
General Ledger EP_GENERAL_LEDGER	Journals

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Global Search Category Description and Name	*Transaction / Search Definition*
Maintenance Management EP_WM_MAINTENANCE	Maintenance Assets Maintenance Work Orders
Procure To Pay EP_PROCURE_TO_PAY	Assets Journals Vouchers Purchase Orders Requisitions Receipts Payments Procurement Contracts Purchase Order Contract Documents Purchase Order Documents Sourcing Events Expenses
Purchasing / Procurement EP_PROCUREMENT	Procurement Contracts Purchase Orders Receipts Purchase Requisitions Purchase Order Contract Documents Purchase Order Documents
Strategic Sourcing EP_SOURCING	Event Sourcing Documents Sourcing events
Supplier Contract Documents EP_CS_AUTHORED_DOC	Ad hoc Documents Event Sourcing Documents Purchase Order Contract Documents Purchase Order Documents
Supplier Information EP_VENDORS	Suppliers Supplier Conversations

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The Procure-to-Pay and Credit-to-Cash Global Search categories are used to search for *transactions* within the Procure-to-Pay and Credit-to-Cash business processes respectively. It does not include searches for setup components such as Suppliers and Catalog Items. Use the menu or *All* search category, or another search category that applies to the specific data, such as Supplier Information or Catalog Items to search for setup components.

Product based Global Search categories contain definitions within the specific product and limit search results to the specific product area.

This table lists permission lists and roles that have been created to secure search categories in the PeopleSoft database. These permission lists are setup with the corresponding Search Group (category) specified within the Search Group tab of the permission list. Users that have the corresponding role can see the associated category as a drop down option within the Global search field:

Global Search Category Name	***Role***	***Permission List***
Accounts Payable	Search Accounts Payable	EPSR1040
Asset Management	Search Assets	EPSR1030
Catalog Items	Search Catalog	EPSR1080
Credit to Cash	Search Credit to Cash	EPSR1100
Expenses	Search Expenses	EPSR1050
General Ledger	Search General Ledger	EPSR1060
Maintenance Management	Search Maintenance Management	EPSR1110
Procure to Pay	Search Procure to Pay	EPSR1000
Purchasing/Procurement	Search Procurement	EPSR1020
Strategic Sourcing	Search Sourcing	EPSR1010
Supplier Contract Documents	Search Authored Documents	EPSR1090
Supplier Information	Search Supplier Information	EPSR1080

Note: If your organization has not purchased licenses for all products within the Procure to Pay or Credit to Cash search categories, you still need to deploy the Search Definitions for the product. However, you do not need to build the indices.
As an alternative, you can remove search definitions that are related to the products that you have not licensed. This is considered a minor customization.

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Global Search Category Facets

Facets refine the search results when they are dynamically selected by the user, without the need to apply filters. Global Search categories have a unique set of facets.

If a Global Search category contains only one search definition, such as Asset Management, Expenses, General Ledger, or Strategic Sourcing categories, then the facets should be the same as those defined on the search definition.

If a search category contains multiple search definitions, then the facets presented are those that are common to each search definition in the category. However, for performance reasons, not all common facets should be used in a search category. Instead, a subset is defined.

Note: If a facet is defined for a search category that does not exist on one or more search definitions within that category, then the results are limited to the search definitions that have the facet defined.

Some facets have been specially defined for Global Search categories and may have similar information, even though this information is named differently within each application. These facets were designed to provide a common filter that applies to each search definition.

The facets that are created to be common to each Global Search category are:

- Category
- Business Unit/SetID, which is disabled by default.
- Document Date
- Supplier Name
- Customer Name
- Entered By, which is disabled by default.

Note: Enabling facets incurs additional overhead building indexes and impacts search performance. The **Business Unit/SetID** and **Entered by** global search facets are delivered disabled by default to improve search performance.

For more information about Facets, see Search Result Facets.

Category

Category is a special facet that is automatically created by PeopleTools and identifies each search definition that is referenced in the search category. Only the categories for which results are found are displayed. When performing Global Searches for common values such as a receipt number, the search results are displayed for each category, which provides a way to search across components within the business process.

Search Category	***Description***
EP_AP_PAYMENTS	Payments

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Search Category	*Description*
EP_AP_VOUCHERS	Vouchers
EP_AR_ITEMS	AR Items
EP_AR_PMT_ENTRY	AR Payments
EP_BI_BILLING	Billing
EP_CA_CONTRACTS	Contracts
EP_EX_REPORT	Expense Reports
EP_GL_JOURNAL	Journals
EP_GM_GRANTS	Grants
EP_OM_CUSTOMER	Customers
EP_PC_PROJ_GENERAL	Projects
EP_PO_CONTRACTS	Procurement Contracts
EP_PO_PURCHASE_ORDERS	Purchase Orders
EP_PO_RECEIPTS	Receipts
EP_PO_REQUISITIONS	Requisitions
EP_SS_EVENTS	Sourcing Events
EP_AM_ASSET	Assets
EP_AP_VENDOR	Vendors/Suppliers
EP_AP_VENDOR_CONVER	Vendor/Supplier Conversations
EP_PV_EXPRESSITEMS_SD	Catalog Express Items

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Search Category	*Description*
EP_PV_MASTERITEMVENDOR_SD	Catalog Items with Supplier
EP_PV_MASTERITEM_SD	Catalog Items without Supplier
EP_CS_AUTHORED_DOCS	Supplier Contract Documents
EP_WM_SRCH_WO_ASSETS	Maintenance Assets
EP_WM_SRCH_WORK_ORDERS	Maintenance Work Orders

Business Unit/SetID

Business Unit/SetID, which is disabled by default, is a facet that is created for the Procure-to-Pay and Credit-to-Cash Global Search categories. Some search definitions contain a Business Unit facet and others contain a SetID within the facet value as required by the underlying search definition. For example, purchase orders are mapped to a business unit and purchase order contracts are mapped to a SetID. Therefore, the Business Unit/SetID facet is displayed for search categories where the results could contain business unit and SetID.

Note: This attribute exists on many search definitions but the facet value is disabled to improve build and search performance. As a minor customization, you can enable this facet as long as performance is acceptable.

Document Date

The Document Date is a common facet that is created for transaction Global Search categories, such as Procure-to-Pay, Credit-to-Cash, Purchasing, Procurement, and Accounts Payable. The document date facet represents the transaction date for multiple transactions that use different names to describe the transaction date. For example, Purchase Order Date, Received Date, Journal Date, and so on. Assets use the Acquisition Date as the Document Date.

This facet is displayed at the Global Search category level. However, if the user selects a specific category or component, the appropriate transaction date field is displayed for that component. For example, if the user searches Procure To Pay, the Document Date appears as a facet. Then, if the user clicks on the Receipts category facet, the Received Date appears as a facet.

The Document Date facet is hierarchical. The year is displayed first and you can drill into a year to select a specific month or day. Sub-facets define the month and day of the transaction. The month facet is assigned a number so that it can be sorted in numerical order, as it appears on a calendar.

For more information about facets, see Search Result Facets.

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Supplier Name

The Supplier Name is a facet created for transaction Global Search categories, such as Procure-to-Pay, Accounts Payable and Procurement. The Supplier Name facet represents the Supplier Long Name and was selected over the Short Supplier Name and Supplier ID as the standard facet for all search definitions.

Note: Facet value labels are limited to 30 characters, which makes it possible for long names to be truncated.

Customer Name

The Customer Name is a facet created for transaction Global Search categories, such as Credit-to-Cash, AR items and Billing.

Entered By

The Entered By, which is disabled by default, is a facet that represents the user who *created* the transaction. Keep in mind that this facet may not be the same as the *owner* of the transaction. For example, an expense report is filed for User-1 by User-2. The Entered By result is User-2.

Note: This attribute exists on many search definitions but the facet value is disabled to improve build and search performance. As a minor customization, you can enable this facet as long as performance is acceptable.

Global Search - Advanced Search

Advanced Searches are similar to standard PeopleSoft search dialogs that enable users to specify one or more field values, or partial values, to be used to refine search results.

Users can also use operators such as equal to, not equal to, greater than, and so on. The operators that are available depend on the data type of the field that is used. Each search category has its own set of advanced search fields.

Note: Most Advanced Search attributes do not contain a prompt option because the context of Global Search field is not within a component and higher level keys are not known.

Term	*Definition*
Category	Select one of the search category options to refine your search. If a search category contains only one search definition, the search fields are limited to what is defined on the search definition, or a smaller subset. If a search category contains multiple search definitions, then the search fields are those fields that are common among the search definitions in the category, but can also be a smaller subset of these.

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Special Advanced Search Fields

These common fields are defined to enhance Global Searches:

Term	*Definition*
Procurement Comments	This field is a common field included in all search definitions where the appropriate comment fields are mapped. Some comment fields are not mapped to Procurement Comments. These fields are typically separate search fields. This field enables users to search all relevant, comment-type, fields for specified keywords when the user is not sure which comment field to search. For example, a comment related to a purchase order can be stored at the header, line, or ship-to level. If a user uses the **Procurement Comments** field to search for a keyword, then the system searches all header, line, and ship-to comment fields. Standard search framework rules apply, depending on how you enter keywords. For standard searches: • Phrases: Use single quotes (' ') around words that make up a phrase. For example: 'year-end report'. • All Words: Use an ampersand (&) to specify that all words must appear in the results. For example: documents & reports. • Any Word: Use a pipe (|) to specify that any word must appear in the results. For example: 'year-end report' | report. • Partial Strings: Use an asterisk (*) to search for partial strings. For example: document* will return words beginning with document, such as documents, documentary, and documentation. An asterisk cannot be the first character of the search string. The search definitions that include the Procurement Comments attribute are: • Supplier • Supplier Conversations • Requisitions • Sourcing Events • Procurement Contracts • Vouchers • Payments

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Term	*Definition*
Any Supplier Name	This field is used within the *Supplier Information* search category. The system finds the requested name in any of these fields: • Supplier Additional Name • Short Supplier Name • Supplier Name • Corporate Additional Name • Corporate Short Supplier Name • Corporate Supplier Name • Invoice Additional Name • Invoice Short Supplier Name • Invoice Supplier Name • Remit Additional Name • Remit Short Supplier Name • Remit Supplier Name

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Term	*Definition*
Any Supplier Address	This field is used within the *Supplier Information* search category. The system finds the requested address in any of these fields: • Corporate Address 1 • Corporate Address 2 • Corporate Address 3 • Corporate Address Description • Invoice Address 1 • Invoice Address 2 • Invoice Address 3 • Invoice Address Description • Remit Address 1 • Remit Address 2 • Remit Address 3 • Remit Address Description • Supplier Address 1 • Supplier Address 2 • Supplier Address 3 • Supplier Address Description

Example: Advanced Search

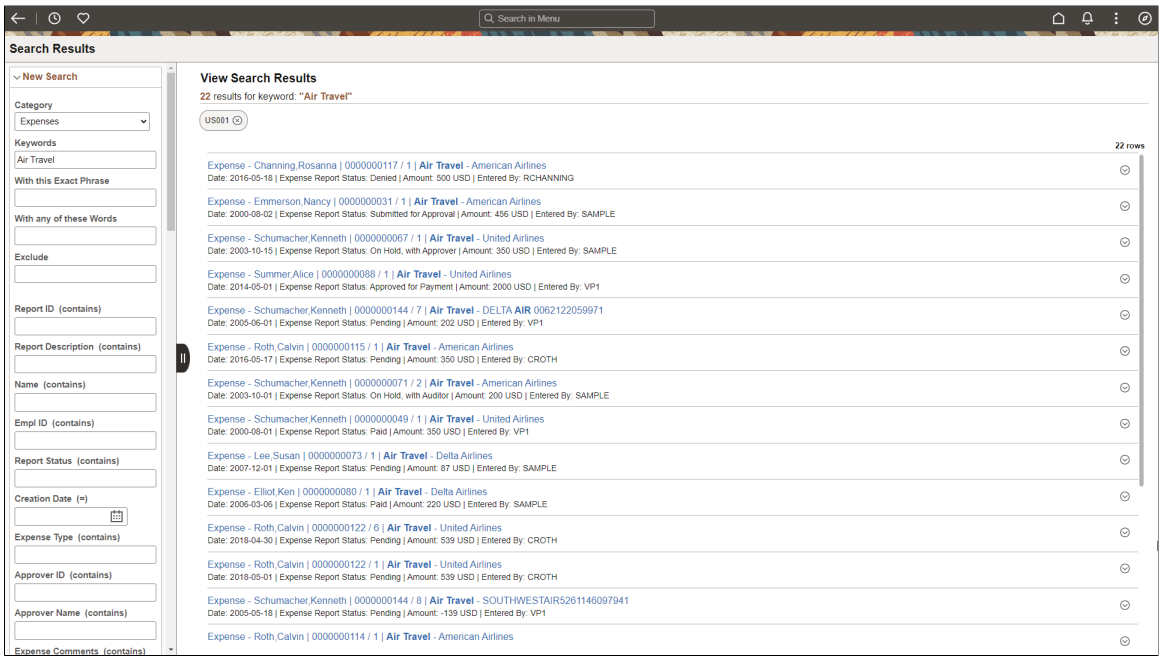
In this example, a manager wants to know, “Who created an expense for Air Travel in my business unit”.

To perform this search:

1. Select the magnifying glass (Search) to the right of the Global Search field.
2. Expand the New Search section,
3. Select the **More Options** link.
4. In the **Category** field, select *Expenses*.
5. In the **Keywords** field, enter *Air Travel*.
6. Select the Search button.
7. Select the *US001* check box in the Business Unit facet section.

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This example illustrates how to perform an advanced search for who created an expense for Air Travel in business unit US001.



The search results show enabled facets on the left side of the page so that the manager can continue to refine the results based on business unit, creation date, name, and so on.

Search results display on the right side and are typically at the document header level. However, in cases such as expense reports, the search result is provided at the line level to display more pertinent information so that the user doesn't have to drill into the transaction. In this example the expense line contains the employee, date, status, amount and description, which may all be important to a manager.

Note: The system presents all expense reports for which an end user has security. This is based on the same security the user has when searching within the expense report component.

For more information about search results, see Understanding Search Results .

Understanding PeopleSoft Insights Using PeopleSoft Search Framework

This topic provides an overview about PeopleSoft Insights and discusses:

- Insights Catalog (Navigation Collection)
- Search Definitions and Privileges
- Deploying PeopleSoft Insights Dashboards
- PeopleSoft Insights in WorkCenters

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Understanding PeopleSoft Insights

PeopleSoft Insights is an analytical engine that provides visual reports (visualizations) in the form of charts, tables, graphs and so on. The visualizations are based on queries that retrieve data from the PeopleSoft Search Framework.

Dashboard administrators use PeopleSoft Insights and the underlying analytics engine to create both dashboards and visualizations, which are then attached to dashboards. The dashboard can contain multiple visualizations. The visualization and dashboard are objects in PeopleSoft Insights, which must be imported into the PeopleSoft application.

Typically, a PeopleSoft user who has the Search Administrator role performs these tasks:

- Deploys dashboards.
- Configures dashboards as tiles or related information.
- Specifies user privileges for the dashboard.

  End users access dashboards based on user privileges.
- Imports dashboards.

Note: Oracle recommends that you do not modify or edit a delivered dashboard or visualization. You may copy a delivered visualization and then modify it as per your business requirements.

For more information, see *PeopleTools Search Technology*, “Working with Insights Dashboards for PeopleSoft Application Data", Understanding Application Data and Insights Dashboards.

For more information about PeopleSoft Search Framework, see Understanding PeopleSoft Insights Using PeopleSoft Search Framework.

Insights Catalog (Navigation Collection)

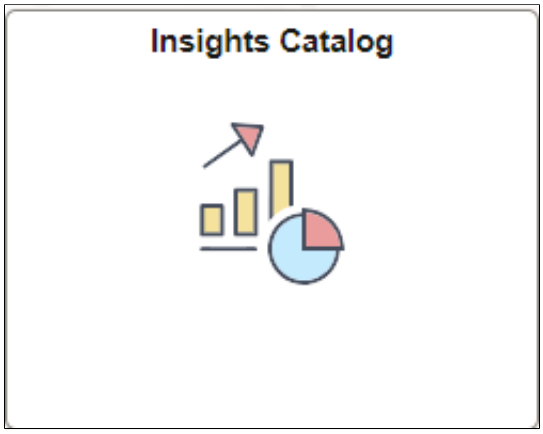
PeopleSoft delivers direct access to all FSCM Insights dashboards using the Insights Catalog navigation collection.

This navigation collection is intended for anyone who has the EOIC Insights Catalog role to access to all Insights dashboards delivered in the FSCM system.

Use the Insights Catalog tile to access the Insights Catalog navigation collection for FSCM. When adding the tile to a homepage, this tile can be access from PeopleSoft Common Architecture.

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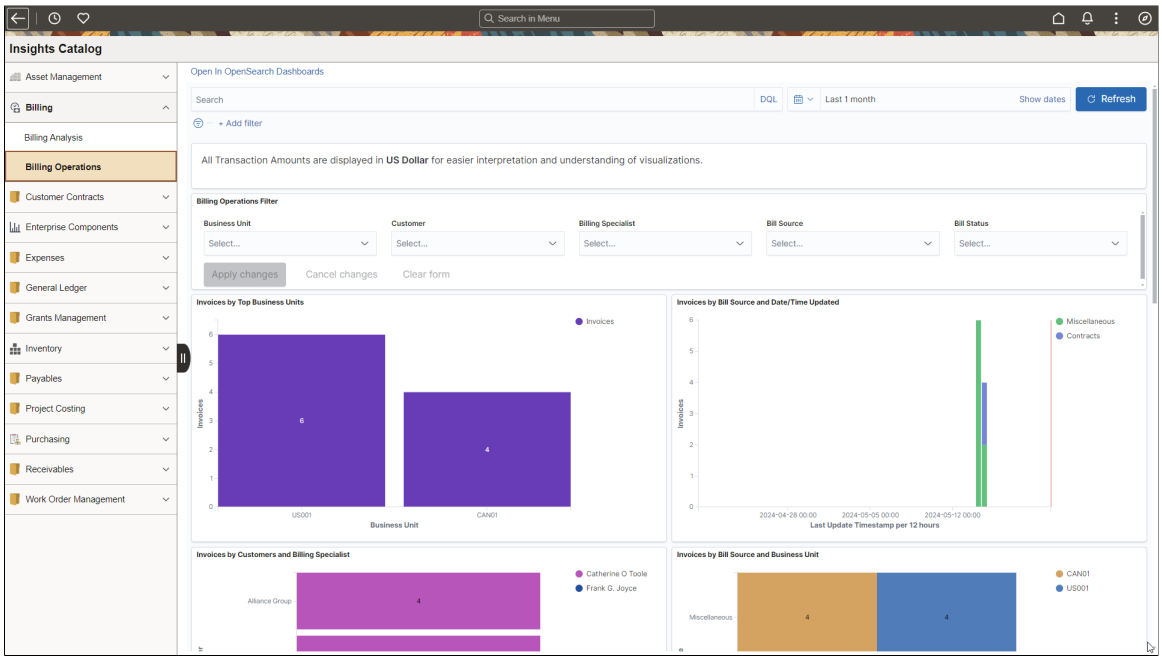
This example illustrates the Insights Catalog tile:



Navigation:

Select the tile to access the Insights Catalog navigation collection.

This example illustrates the FSCM Insights Catalog dashboard:



Note: All insights may not be displayed in the example above.

The left panel lists the Insights dashboards for FSCM products in alphabetical order. The right panel displays the Insights dashboard selected in the left panel.

The Insights Catalog is a navigation collection created using the Manage Navigation Collections component in PeopleTools Portal Utilities. See *PeopleTools: Portal Technology*, Working with Navigation Pages and Navigation Collections.

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Setting Up the Insights Catalog

1. PeopleTools release 8.61 is required to use the Insights Catalog.
2. Add the *EOIC Insights Catalog* role to users who can access this catalog. Only users who have the specific Insights dashboard role can see the associated dashboards listed on this page. See the following section Search Definitions and Privileges for the roles required for each Insights dashboard.
3. Add this tile to any Homepage using these instructions Adding Homepages and Tiles.

Search Definitions and Privileges

This table lists the PeopleSoft search definitions defined for FSCM Application Dashboards, which are delivered with a PeopleSoft image. Use the appropriate search definition to build your indexes. Keep in mind that search definitions must be deployed before you can build the index.

PeopleSoft roles are created to grant view or edit access for PeopleSoft Insights dashboards. A permission list is not necessary to access these dashboards. Refer to the table below to see roles associated to each search definition. For more information about assigning privileges, refer to *PeopleTools Search Technology;* "Working with Insights Dashboards for PeopleSoft Application Data", Specifying User Privileges.

Note: Search definitions are used for component keyword search and dashboard analytics.

Product(s)	***Insights Dashboard(S)***	***Search Definitions Used for Insights Dashboards***	***Role(S) Assigned***
All	Insights Catalog (Navigation Collection)	*(all listed below)*	EOIC Insights Catalog
Asset Management	"Asset Analytics Dashboard" (PeopleSoft Asset Management) "Year-Over-Year Asset Analytics Dashboard" (PeopleSoft Asset Management)	EP_AM_METRIC_KIB	Insights AM Edit Privilege Insights AM View Privilege
Commitment Control	"Analyzing Commitment Control Using PeopleSoft Insights" (PeopleSoft Commitment Control)	EP_GL_KK_ACTIVITY_ LOG_KIB	Insights GL Edit Privilege Insights GL View Privilege
Contracts	"Contract Analytics Dashboard" (PeopleSoft Contracts)	EP_CA_HDR_KIB	Insights CA Edit Privilege Insights CA View Privilege
Expenses	"Travel Policy Violations Dashboard" (PeopleSoft Expenses)	EP_EX_SRCH_RISK_EXCP _KIB	Insights EX Edit Privilege Insights EX View Privilege

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Product(s)	*Insights Dashboard(S)*	*Search Definitions Used for Insights Dashboards*	*Role(S) Assigned*
Expenses	“My Proxy Expense Activity Dashboard” (PeopleSoft Expenses)	EP_EX_SRCH_EMP_EXCP_KIB	Insights EX Edit Privilege Insights EX View Privilege
Expenses	“Performance & Operations Dashboard” (PeopleSoft Expenses)	EP_EX_SRCH_PERF_OPR_KIB	Insights EX Edit Privilege Insights EX View Privilege
Expenses	“Expense Administrator Insights Dashboard” (PeopleSoft Expenses)	EP_EX_SRCH_CA_OVERDUE_WC_INSGT EP_EX_SRCH_OTRANS_INEMP_WC_INSGT EP_EX_SRCH_NON_REIMBEXP_WC_INSGT EP_EX_SRCH_ONHOLD_PEND_WC_INSGT	EX_FLUID_ADMIN
General Ledger	“Financial Performance Analysis Dashboard” (PeopleSoft General Ledger)	EP_GL_LEDGER_KIB	Insights GL Edit Privilege Insights GL View Privilege
General Ledger	“Financial Position Trending Dashboard” (PeopleSoft General Ledger) “GL Operational Insights Dashboard” (PeopleSoft General Ledger)	EP_GL_JOURNAL_KIB	Insights GL Edit Privilege Insights GL View Privilege
General Ledger	“My Budget Dashboard” (PeopleSoft General Ledger) “Controller's Key Metrics Dashboard” (PeopleSoft General Ledger)	EP_GL_ACT_BUDG_LEDG_KIB	Insights GL Edit Privilege Insights GL View Privilege
Maintenance Management	“Work Order Labor Assignments Dashboard” (PeopleSoft Maintenance Management) “Work Order Asset Maintenance History Dashboard” (PeopleSoft Maintenance Management)	EP_WM_WO_RESOURCES_KIB	Insights MM Edit Privilege Insights MM View Privilege

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Product(s)	*Insights Dashboard(S)*	*Search Definitions Used for Insights Dashboards*	*Role(S) Assigned*
Payables	“Early Detection and Monitoring Dashboard” (PeopleSoft Payables) “Trend Analysis Dashboard” (PeopleSoft Payables)	EP_AP_VOUCHERS	Insights AP Edit Privilege Insights AP View Privilege
Payables	“AP Payment Metrics Dashboard” (PeopleSoft Payables)	EP_AP_PAYMENTS_KIB	Insights AP Edit Privilege Insights AP View Privilege
Payables	“AP Match Exception Insights” (PeopleSoft Payables)	EP_AP_MTCHEX_MECC_OSD EP_AP_MTCHEX_VCHR_OSD	Insights AP Edit Privilege Insights AP View Privilege
Purchasing	“Procurement Contracts Dashboard” (PeopleSoft Purchasing)	EP_PO_CONTRACT_KIB	Insights PO Edit Privilege Insights PO View Privilege
Purchasing	“Purchasing Effectiveness Dashboard ” (PeopleSoft Purchasing) “Purchasing Operations Dashboard” (PeopleSoft Purchasing)	EP_PO_RECEIPTS_KIB	Insights PO Edit Privilege Insights PO View Privilege
Purchasing	“Supplier Activity Analytics Insights” (PeopleSoft Purchasing)	EP_PO_POA_KIB	Insights PO Edit Privilege Insights PO View Privilege
Receivables	“AR Collections Analysis Dashboard” (PeopleSoft Receivables) “Collector Performance Dashboard” (PeopleSoft Receivables)	EP_AR_ITEM_ACT_COLL_KIB	Insights AR Edit Privilege Insights AR View Privilege
Receivables	“Collector Dashboard” (PeopleSoft Receivables) “Collections Manager Dashboard” (PeopleSoft Receivables)	EP_AR_CUST_AGING_KIB EP_AR_CUST_HIST_KIB	Insights AR Edit Privilege Insights AR View Privilege

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Product(s)	*Insights Dashboard(S)*	*Search Definitions Used for Insights Dashboards*	*Role(S) Assigned*
Billing	"Billing Operations Dashboard" (PeopleSoft Billing) "Billing Analysis Dashboard" (PeopleSoft Billing)	EP_BI_HDR_KIB	Insights BI Edit Privilege Insights BI View Privilege
Project Costing	"Project Cost Analytics Dashboard" (PeopleSoft Project Costing) "Project Billing Analytics Dashboard" (PeopleSoft Project Costing) "Project Revenue Analytics Dashboard" (PeopleSoft Project Costing) "Year-Over-Year Project Analytics Dashboard" (PeopleSoft Project Costing)	EP_PC_PROJ_RES_KIB	Insights PC Edit Privilege Insights PC View Privilege
Inventory	"Item Lots Approaching Expiration Date Dashboard" (PeopleSoft Inventory) "Non-Viable Item Lot Analysis Dashboard" (PeopleSoft Inventory)	EP_IN_ONHAND_KIB	Insights IN Edit Privilege Insights IN View Privilege
Grants	"Cost Reimbursable Award Financials Dashboard" (PeopleSoft Grants)	EP_CA_GM_PROJRES_ INSIGHT	Insights GM Edit Privilege Insights GM View Privilege
Grants	"Award Portal Dashboard" (PeopleSoft Grants)	EP_CA_GM_PROJRES_ INSIGHT EP_GM_AWD_INS EP_GM_AWD_MILE_INS EP_GM_AWD_MOD_INS EP_GM_PROPOSAL_INS	Insights GM Edit Privilege Insights GM View Privilege
Lease Administration	"Lease Payment Insights Dashboard" (PeopleSoft Lease Administration) "Lease Payment Forecast Dashboard" (PeopleSoft Lease Administration)	EP_RE_PAYMENT_INS	Insights LA Edit Privilege Insights LA View Privilege

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Product(s)	*Insights Dashboard(S)*	*Search Definitions Used for Insights Dashboards*	*Role(S) Assigned*
Supplier Contract Management	"Supplier Contract Insights Dashboard" (PeopleSoft Supplier Contract Management)	PTSF_KIBANA_COMP	Insights CS Edit Privilege Insights CS View Privilege

Deploying PeopleSoft Insights Dashboards

Use the Deploy Insights Dashboards page to deploy dashboards and tiles. For more information about the Deploy Insights Dashboards page, see *PeopleTools Search Technology*: "Working with Insights Dashboards for PeopleSoft Application Data", Managing a Delivered Dashboard.

Note: Before you deploy a dashboard, you must ensure that the prerequisites of installing and setting up PeopleTools Search Framework, OpenSearch, and Insights are completed. You must also ensure that the required search definitions are deployed and indexed successfully because component searches are visualizations in Insights are based on the indexes in the Search Framework.

For more information on building indexes, see Understanding the Build Index Process

PeopleSoft Insights in WorkCenters

Fluid WorkCenters provide access to product-specific Insights dashboards.

Insights dashboards are embedded within the My Insights grouplet. Users who have the appropriate permission to access the Insights dashboard can access them directly from these WorkCenters:

- Billing
- Commitment Control
- Expenses
- Payables
- Receivables
- Asset Management
- Projects
- Contracts
- Procurement

Setting Up Insights in WorkCenters

Use the "Configure Pagelets – My Insights Page" (Enterprise Components) to add an Insights dashboard to a WorkCenter.

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Understanding Delivered Visualizations in FSCM

This topic provides the delivered dashboard visualizations in FSCM.

This topic breaks the delivered visualizations into these product categories:

- Financial Visualizations
- Asset Lifecycle Management Visualizations
- Enterprise Service Automation Visualizations
- Supply Chain Management Visualizations

Financial Visualizations

This section lists the delivered visualizations for:

- General Ledger
- Payables
- Receivables
- Billing
- Commitment Control

General Ledger Visualizations

Visualization	*Dashboard*	*Search Definition*	*Image Added*
Journals across Date/Time Entered Journal Count by Status for Top 20 Users Suspense Journal Count by Journal Source Journal Line Count for Top 20 Departments	GL Operational Insights	EP_GL_JOURNAL_KIB	Update Image 37

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Visualization	*Dashboard*	*Search Definition*	*Image Added*
Financial Balance Trend Journal Amount by Department Top 5 Expense Accounts Top 5 Revenue Accounts	Financial Position Trending	EP_GL_JOURNAL_KIB	Update Image 37
YOY Comparison Top 5 Expense Accounts Top 5 Revenue Accounts	Financial Performance Analysis	EP_GL_LEDGER_KIB	Update Image 37
Actuals vs Budget Total Actuals to Budget Remaining Budget by Period Top Expense Type Budgets Top 5 Department Budgets	My Budget	EP_GL_ACT_BUDG_LEDG_KIB	Update Image 41
Expense Actuals vs Budget Available Expense Budget by Period Expense by Category Revenue by Product Line Budget Spend by top 5 Departments Revenue by Top 5 Departments	Controllers Key Metrics	EP_GL_ACT_BUDG_LEDG_KIB	Update Image 41

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Payables Visualizations

Visualization	*Dashboard*	*Search Definition*	*Image Added*
Voucher Source across Date/ Time Entered Gross Amount by Payment Terms and Currency # Vouchers by Currency and Voucher Source	Early Detection and Monitoring	EP_AP_VOUCHERS	Update Image 36
Gross Amounts by Currency across Year-Month Entered # Vouchers by Business Unit across Year-Month Entered	Trend Analysis	EP_AP_VOUCHERS	Update Image 36
Top Payment Total by Payment Term Discount Analysis Top Payment Total by Payment Method Trending Payment Counts per Payment Method Top Outstanding Prepaind Amounts by Supplier Top Payment Total by Payment Currency Top Suppliers by Payment Counts Late Charges: Top Suppliers Late Payments: Process Days Range Cancelled Payments: Payment Status Cancelled Payments: Cancel Reason	AP Payment Metrics	EP_AP_PAYMENTS_KIB	Update Image 46

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Receivables Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
AR Balances vs Overdue AR Balance vs Collected Write-off's and Deductions Disputes by Business Unit Top 5 Customer Risk Sources (Current) Top 5 Customer Balances (Current)	AR Collections Analysis	EP_AR_ITEM_ACT_COLL_KIB	Update Image 38
Aging by Business Unit Aging by Customer Collector Effectiveness DSO by Business Unit Highest Balance Receivables by Customer Highest Balance Receivables by Collector	Collections Manager	EP_AR_CUST_AGING_KIB EP_AR_CUST_HIST_KIB	Update Image 45
Aging Balance Summary Aging by Customer Highest Balance Receivables by Customer Average Days Late by Customer	Collector Dashboard	EP_AR_CUST_AGING_KIB EP_AR_CUST_HIST_KIB	Update Image 45
AR Open vs Closed Items by Collector Overdue Balance by Collector & Currency Write-off's by Collector Credit Memos by Collector	Collector Performance	EP_AR_ITEM_ACT_COLL_KIB	Update Image 38

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Billing Visualizations

Visualization	*Dashboard*	*Search Definition(s)*	*Update Image*
Billing by Business Unit Billing by Top Customers Billing by Top Bill Source Billing by Top Contracts Billing by Industry Billing by Top Sales Persons	Billing Analysis	EP_BI_HDR_KIB	Update Image 44
Invoices by Top Business Units Invoices by Bill Source and Date/Time Updated Invoices by Customers and Billing Specialist Invoices by Bill Source and Business Unit Invoices by Invoice Media Invoices by Top Contracts Period-to-Date Billing Activity by Region	Billing Operations	EP_BI_HDR_KIB	Update Image 44

Commitment Control Visualizations

Visualization	*Dashboard*	*Search Definition(s)*	*Update Image*
Budget Overview Budget Entry Types Top Spend Departments Top Spend Expenses	Commitment Control Insights	EP_GL_KK_ACTIVITY_LOG_KIB	Update Image 48

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Visualization	*Dashboard*	*Search Definition(s)*	*Update Image*
Transactions with Budget Exceptions Errors Warnings Errors by Source Transaction Warnings by Source Transaction	Commitment Control Exceptions	EP_GL_KK_EXCEPTIONS_KIB	Update Image 49

Asset Lifecycle Management Visualizations

This section lists delivered visualizations for:

- Asset Management
- Maintenance Management
- Lease Administration

Asset Management Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
Asset Count Total Cost Net Book Value Top 10 Asset Types - Asset Count Top 10 Categories - Asset Cost Top 10 Categories - Period Depreciation/Amortization Top 10 Categories - Net Book Value Top 10 Asset Types - Cost versus Net Book Value	Asset Analytics	EP_AM_METRIC_KIB	Update Image 43

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Visualization	*Dashboard*	*Search Definition*	*Update Image*
Year-Over-Year Asset Acquisitions Year-Over-Year Period Depreciation/Amortization Year-Over-Year Retirement Gain/Loss Year-Over-Year Cost versus Net Book Value Year-Over-Year Acquired Asset Count Year-Over-Year Retired Asset Count	Year-Over-Year Asset Analytics	EP_AM_METRIC_KIB	Update Image 43

Maintenance Management Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
Future Workload by Technician / Criticality Technician Past performance Task Status by Due Date Unassigned Tasks by Shop / Asset Location Overdue PMs by Technician Overdue Unassigned PMs by Shop	Work Order Labor Assignments	EP_WM_WO_RESOURCES_KIB	Update Image 40

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Visualization	*Dashboard*	*Search Definition*	*Update Image*
Top 5 Problem Codes by Asset Type Asset Types with Highest Spend on Part Asset Types with Highest Spend on Labor Task Completion Performance Task Completion by Asset Type	Work Order Asset Maintenance History	EP_WM_WO_RESOURCES_KIB	Update Image 40

Lease Administration Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
This Month’s Payment This Month’s Obligation Reduction This Month’s Interest Expense Lease Expiring in the Next 12 Months Lease Expiring by Fiscal Year Lease Expirations in the Next 90 Days Lease Data	Lease Payment Insights	EP_RE_PAYMENT_INS	Update Image 50
Remaining Lease Payments Remaining Obligation Reduction Lease Payment Forecast Lease Obligation Reduction Forecast	Lease Payment Forecast	EP_RE_PAYMENT_INS	Update Image 50

Enterprise Service Automation Visualizations

This topic lists the delivered visualizations for:

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- Contracts
- Expenses
- Project Costing
- Grants

Contracts Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
Number Active Contracts by Contract Administer Number Active Contracts by BU, Region and Type Remaining Billing by BU by Region and Type Remaining Billing Vs Remaining Revenue by BU Average Remaining Contract Duration by BU and Region Top 5 Contracts with Longest Remaining Duration by Customers Largest 30 Contracts Started in the Last 30 Days	Contract Analytics	EP_CA_HDR_KIB	Update Image 37

Expenses Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
Top Travel Policy Violations Top Expense Policy Violations Activity with Non-Preferred Merchants by Employee Activity with Non-Preferred Merchant by Expense Type Employees Using Corporate Card for Personal Expenses	“Travel Policy Violations Dashboard” (PeopleSoft Expenses)	EP_EX_SRCH_RISK_EXCP_KIB	Update Image 40

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Visualization	*Dashboard*	*Search Definition*	*Update Image*
Top Travel Policy Violations Expense Reports by Status Non-Reimbursable Expenses on Corporate Card Average Days to Expense Credit Card Transactions Expense Report Denied by Expense Type	“My Proxy Expense Activity Dashboard” (PeopleSoft Expenses)	EP_EX_SRCH_EMP_EXCP_KIB	Update Image 41
Top Spenders Total Activity by Expense Type Credit Card vs Other Spending Personal Charges to Credit Card Expenses Billable Analysis Average Days from Submission to Approval Average Days from Approval to Payment	“Performance & Operations Dashboard” (PeopleSoft Expenses)	EP_EX_SRCH_PERF_OPR_KIB	Update Image 41
On Hold/Pending Approvals Overdue Cash Advances Open Transactions for Inactive Employees Non-Reimbursable Expenses by Employee	“Expense Administrator Insights Dashboard” (PeopleSoft Expenses)	EP_EX_SRCH_CA_OVERDUE_WC_INSGT EP_EX_SRCH_OTRANS_INEMP_WC_INSGT EP_EX_SRCH_NON_REIMBEXP_WC_INSGT EP_EX_SRCH_ONHOLD_PEND_WC_INSGT	Update Image 52

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Project Costing Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
Project Financials by Period (Budgeted and Actual Cost) Top 10 Projects for Actual Cost Top 10 Managers for Actual Cost Actual Cost by Project Types Top 10 Source Types for Actual Cost Top 10 Vendors for Actual Cost Top 10 Expense Report Filers for Actual Cost	Project Cost Analytics	EP_PC_PROJ_RES_KIB	Update Image 44
Project Financials by Period (Budgeted, Actual Cost, and Billing Amount) Top 10 Projects for Billing Amount Top 10 Managers for Billing Amount Top 10 Vendors for Billing Amount Top 10 Billable Employees	Project Billing Analytics	EP_PC_PROJ_RES_KIB	Update Image 44
Project Financials by Period Top 10 Projects for Actual Revenue Top 10 Managers for Actual Revenue Top 10 Vendors for Actual Revenue Top 10 Profitable Employees	Project Revenue Analytics	EP_PC_PROJ_RES_KIB	Update Image 44

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Visualization	*Dashboard*	*Search Definition*	*Update Image*
Year-Over-Year Total Actual Cost Year-Over-Year Actual Revenue Year-Over-Year Vendor Actual Cost Year-Over-Year Profit (Loss) Year-Over-Year Billing Amount Year-Over-Year Billable Hours	Year-Over-Year Project Analytics	EP_PC_PROJ_RES_KIB	Update Image 44

Grants Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
Award Summary Total Cost by Award Billing by Sponsor Billing by Project Cost by Principal Investigator Actual Cost by Contract Type Cost by Source Type	Cost Reimbursable Award Financials	EP_CA_GM_PROJRES_INSIGHT	Update Image 49

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Visualization	*Dashboard*	*Search Definition*	*Update Image*
Awards By Sponsor Cost by Source Type Cost by Supplier F&A Reimbursement by Department Billing by Project Cost and Billing for Last 12 Months Open Milestones by Due Date Open Milestones Due in the Next 12 Months by Type and Due Date Completed Milestones by Type Funding Modifications in the Last Year and Forward Future Award Starts and their Funding by Month Open Proposals and their Funding by Month	Award Portal	EP_CA_GM_PROJRES_INSIGHT EP_GM_AWD_INS EP_GM_AWD_MILE_INS EP_GM_AWD_MOD_INS EP_GM_PROPOSAL_INS	Update Image 52

Supply Chain Management Visualizations

This topic lists the delivered visualizations for:

- Purchasing
- Inventory

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Purchasing Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
Contracts by Contract Style Contracts by Status Contract vs Non Contract Spend Top Suppliers Contracts Expiry by Month	Procurement Contracts	EP_PO_CONTRACT_KIB	Update Image 38
Purchase Volume by Business Unit Top Suppliers Purchase Order by Pay Terms Delivery Performance Rejections and Supplier Returns Purchase Order Amount by Budget Status Procurement Volume Trend	Purchasing Effectiveness	EP_PO_RECEIPTS_KIB	Update Image 38
Purchased Orders by Acknowledgement Status Purchase Orders by Status Purchase Orders by Budget Status Purchase Order by Document Tolerance Status Pending and Past Due Deliveries Purchase Orders by Period	Purchasing Operations	EP_PO_RECEIPTS_KIB	Update Image 38

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Visualization	*Dashboard*	*Search Definition*	*Update Image*
Number of POs Dispatched by Buying Organization Value of POs Dispatched by Buying Organization Number of POs Dispatched by Ship To Location Pending and Past Due Purchase Orders by Supplier Delivery Performance Analysis by Supplier Value of Shipment Rejections and Returns by Supplier Value of Purchase Order Activity Trend by Supplier POA Response Against Service Level Agreements Number of POAs Pending and Past Due by Supplier Number of POAs by Acknowledgement Status by Supplier	Supplier Activity Analytics Insights	EP_PO_POA_KIB	Update Image 49

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Inventory Visualizations

Visualization	*Dashboard*	*Search Definition*	*Update Image*
Value of Lots Approaching Expiration by Business Unit Value of Lots Approaching Expiration by Time Increments Number of Items of Lots Approaching Expiration Lots Approaching Expiration by Location Lots Approaching Expiration by Item Category	Item Lots Approaching Expiration Date	EP_IN_ONHAND_KIB	Update Image 44
Non-Viable Inventory Value by IBU Non-Viable Inventory by Item Category Non-Viable Inventory by Location Value of Non-Viable Inventory by Time Increments Number of Non-Viable Inventory in Expired Lots	Non-Viable Item Lot Analysis	EP_IN_ONHAND_KIB	Update Image 44

Understanding Keyword Search within Components

Components use Standard or Keyword Search to search more extensively than the standard tools search, which searches the topmost level. Standard Search is the default. Use the PeopleTools: Manage Configurable Search component and select *Keyword Search* in the **Search Type** field.

Keyword Search enables you to enter free-form text when searching within a component. As of PeopleTools 8.60, to use Keyword Search within components you must enable it in the Configurable Search component.

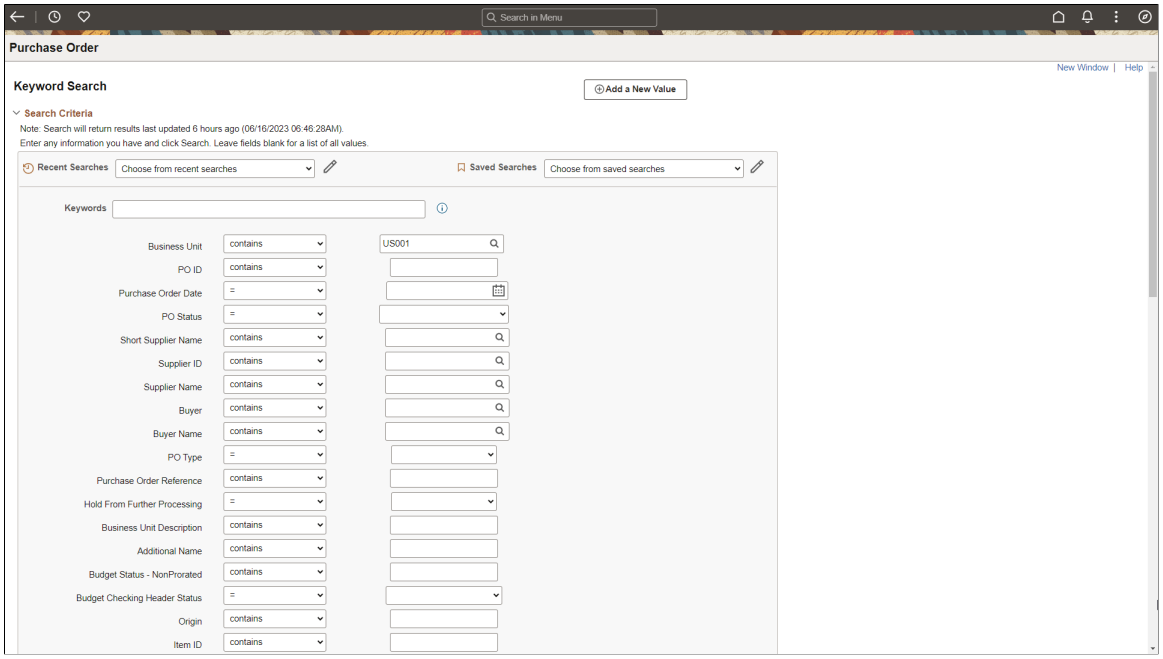
Global Search is secured by user roles. Keyword Search is specific to an application component and is secured by component security. Both features are built on the PeopleSoft Search Framework.

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This example illustrates a Keyword Search page.



This example illustrates a Keyword Search page with more options displayed.



Term	*Definition*
(information)	Explains how to enter free-form text into the Keywords field.
Show more options	Allows you to enter a field value in multiple fields as well as using the Keywords field.
Show fewer options	Displays only Keywords field.

Component Keyword searches are defined by mapping a component to a search definition within the PeopleTools Search Framework. They are updated by running incremental indexing using the PTSF_GENFEED application engine or by enabling real-time indexing for the component.

For more information about Real-time Indexing, see Search Definitions for Real Time Indexing.

For more information about this setup and maintenance process, see *PeopleTools: Search Technology*.

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Understanding Search Results

This topic provides information about:

- Viewing PeopleSoft search results.
- Search result breadcrumbs.
- Search result facets.
- Search result list format.

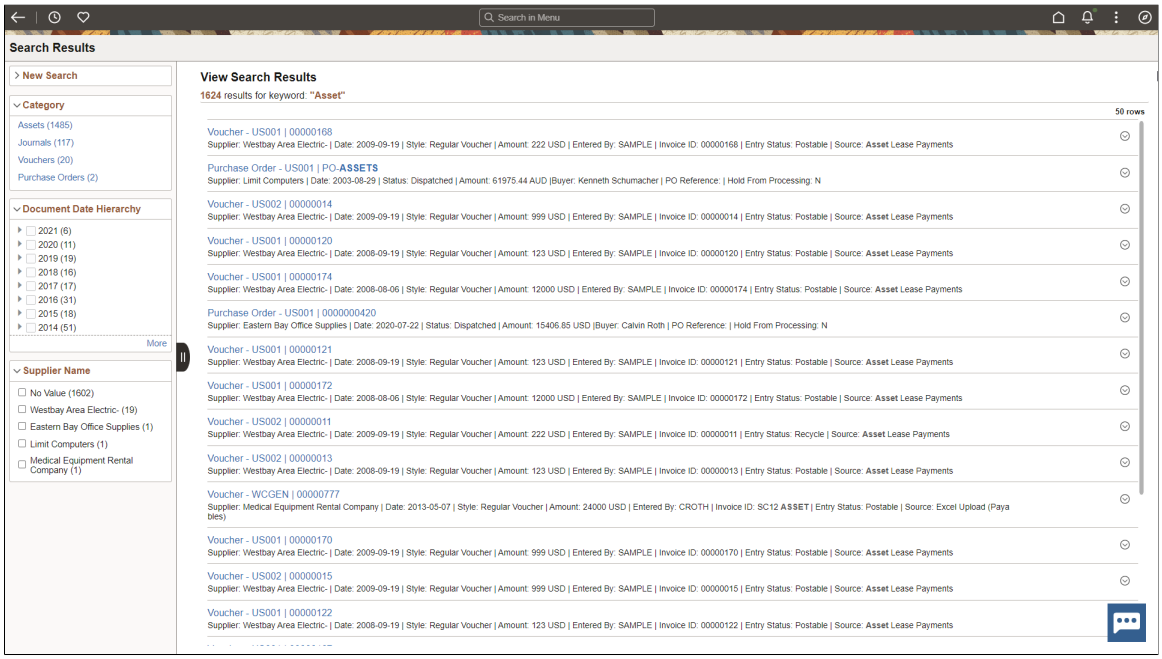
Viewing PeopleSoft Search Results

When performing searches against enabled categories, search results only contain data for which the user is allowed to see. This is based on the URL that is defined in the search definition. For example, if a user does not have access to the purchase order menu, then the user does not see search results that contain purchase orders. In addition, a component search result (in most cases) is controlled by row level security, similar to that defined for the component. If a user cannot access a business unit- or SetID-controlled component, then they do not see search results for any item containing that business unit or SetID.

The following page shots display examples of:

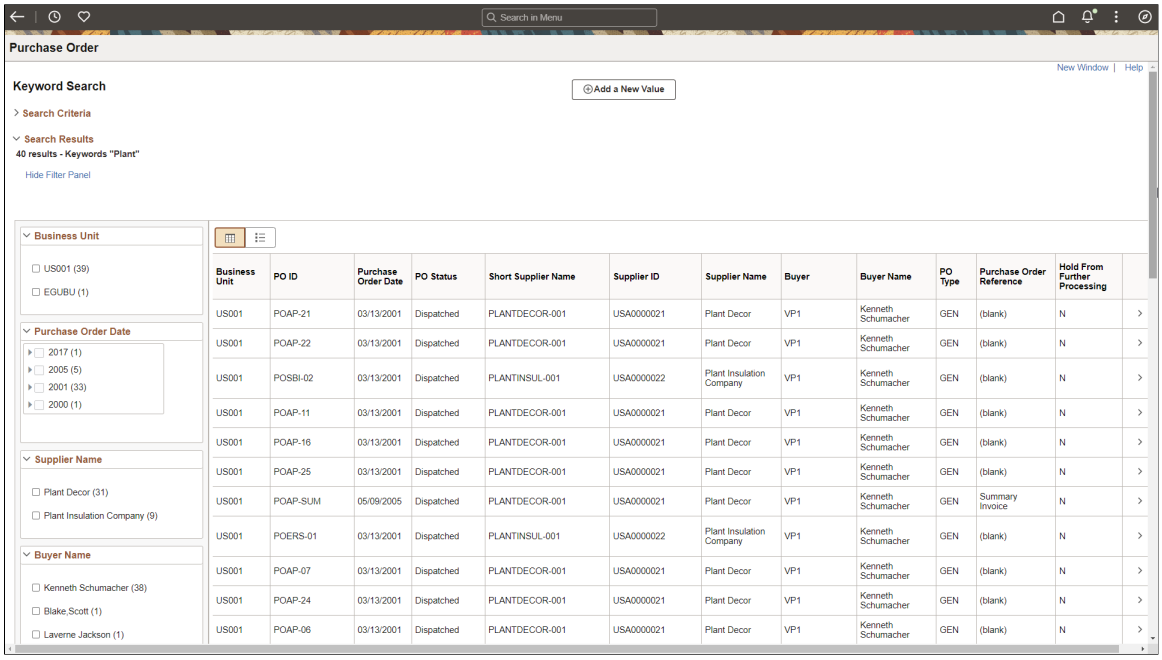
- Global search results.
- Keyword search from a component in a grid format.
- Keyword search from a component in a list format.

This example illustrates Global Search Results.

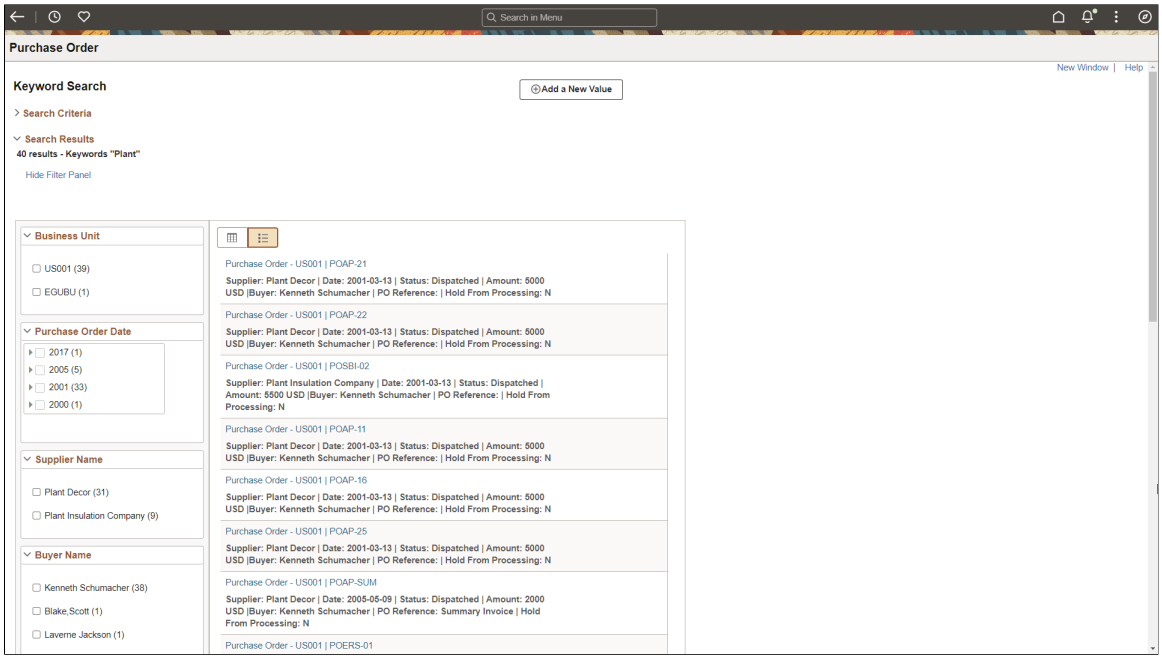


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This example illustrates the Component Search: Keyword Search - Grid Format.



This example illustrates the Component Search: Keyword Search - List Format.



Component, keyword search results are broken into three sections:

- The breadcrumb section lists the facets selected in the order in which they were selected.
- The Filter by section lists all facets defined for the search category.
- The results section displays results in a grid or list format.

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Search Result Breadcrumbs

When a user selects a facet to reduce their search results, the system displays the options that were selected, also known as breadcrumbs, at the top of the Search Results section. Users can remove a facet by selecting the X next to it. You can remove facets in any order and the displayed results no longer reflect the filter.

Search Result Facets

When you select a facet, your search results are refined. Facets are defined by search categories and must be defined in each search definition included in the search category.

Facets appear on the left side of the search results and are the Filter-By facets that can be used to narrow search results.

Each facet displays a number in parenthesis, which indicates the number of results for that facet value. This provides a way to refine search results. When you click on a facet value in the **Filter by** section, the system initiates another search using that particular facet value. For example, clicking on a facet value of "Business Unit – US001 (19)" would reduce the search results to 19 results.

After selecting one facet value, you can continue to select other facet values to find the ultimate record for which you are searching. Each facet selected is displayed above the **Filter by** label and can be removed if you want to select a different filter.

Within Financials and Supply Chain, certain common facets are enabled within components to provide more consistency when searching across various areas, such as creation date. See also, Document Date in the Global Search Category Facets documentation.

In some cases, facet quantities may not agree across facets. For example, facet results for Business Unit displays a total of 25 values across 5 business units; facet results for Item IDs display a total of 45. The reason for this is that there may be multiple items on an index for which the transaction ID is the same, for example, the item ID is at a lower child level than the business unit.

Search Result List Format

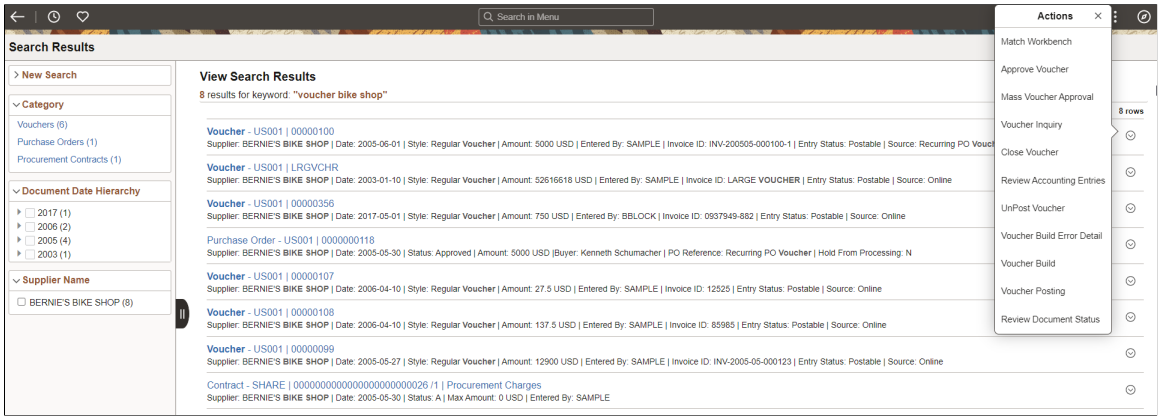
When viewing search results, the system displays a configured number of results that match your search criteria, and the count of display pages that contain your results. The result set is determined by a PeopleSoft Search Framework setting in PeopleTools. You can select the page numbers or use the **Next Page** and **Previous Page** icons to view each page.

Global - Advanced and component search results can be displayed in a list format. The actual results are identified by:

- Title link
- Summary information
- Actions viewable section

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This example illustrates the Global Search Results showing Title, Summary, and Actions.



The first word of the title is designed to identify the type of result, which in this example is a Payables **Voucher**. This is then followed by system-key information. The summary information contains more detailed information for the returned result such as the creation date, status, amount, and who entered the information into the system.

Title Link

The search result title is a link and identifies unique characters for each search result item. When you click on the Title link, the system takes you to the corresponding page to view, or access, the information. Users can then perform the needed tasks.

Warning! The Title link contains returned values for drilling into the underlying component and for related actions. Therefore, any customization to the Title should be created with caution.

The format of the search result title contains all keys of the search result item and is displayed in this format:

<Document Label> - <key1> I <key2> I <key3> I <key 4>

This example illustrates a Title link (partial page).

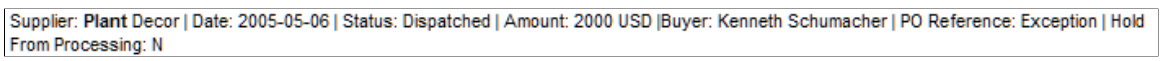


Summary Information

The search result summary enables you to determine whether each result item is the one that you were searching. It is in this format:

<Label>: <label data> I <label data>

This example illustrates Summary Information (partial page).



The data displayed varies based on the type of document returned in the search results.

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Note: Information displayed in the Title link and the Summary Information are defined on the Search Definition. The Title link must contain enough information to make the document unique within the search index. Other information can be modified to show more, or less information in your search results. See the *PeopleTools: Search Technology* documentation for more information.

Actions

Actions vary based on the type of document returned in the search results and are role-specific. They are only displayed in the list format Search Results page if configured by the application. Actions enable you to take specific actions on the selected document without having to navigate through the menu to access the related component.

Actions are dynamic and depend on user security. For example, if the user does not have access to a component associated with an action, then the action is not displayed. In addition, in some circumstances actions may or may not display depending on the item context in the search results, such as a status.

In most cases, actions are enabled with modal windows. However, if the action is more complex, such as one containing links to other locations in the system, then a new window may be displayed.

In some cases, an action may display if the user has security, even when no action details exist for the returned search result. This is the case when performance considerations, for the action response, outweighs the need to hide specific actions in a larger list.

You can place your mouse over the item to view the glyph, which indicates that actions are available.

Note: Although actions are delivered with this feature, they are configurable and defined using PeopleTools Security. See: *PeopleTools: Portal Technology*, Developing and Configuring Related Content

Understanding Search Attachments

Search Attachments are documents that can be included in a search index. Depending on the application and setup, attachments can be stored on the ftp server, the sftp server, or in the database. When attachments are included in a search index, they must be defined on the Attachment Properties tab of the Search Definition. The attachment can be dynamic or static, depending on application usage. Any application that uses the Administer File Attachments page must use dynamic attachments. The dynamic setting allows flexibility for changes to the active servers over time. This gives the query flexibility to dynamically access any attachment for the active or previous servers. PeopleSoft Search Framework creates a search index that contains the contents of any attachment so that keyword searches have access to these attachments.

There are performance trade-offs when performing searches on attachments. For more information about performance considerations, see Understanding Performance Considerations within Financial and Supply Chain Management Search

This table illustrates the Financial and Supply Chain Search Definitions that can search attachments:

Search Definition	***Description***	***Used In***
EP_AM_ASSET	Assets	Global / Search Pages

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Search Definition	*Description*	*Used In*
EP_AP_VENDOR	Suppliers	Global / Search Pages
EP_AP_VOUCHERS	Vouchers	Global / Search Pages
EP_CS_DOC_ADHOC	Adhoc Documents	Search Content in Supplier Contract Mgmt
EP_CS_DOC_CONTRACTS	Contract Documents	Search Content in Supplier Contract Mgmt
EP_CS_DOC_PURCHORDRS	Purchase Order Documents	Search Content in Supplier Contract Mgmt
EP_CS_DOC_SOURCING	Sourcing Event Documents	Search Content in Supplier Contract Mgmt
EP_PO_CONTRACTS	Purchase Order Contracts	Global / Search Pages
EP_PO_PURCHASE_ORDERS	Purchase Orders	Global / Search Pages
EP_PO_REQUISITIONS	Requisitions	Global / Search Pages
EP_SS_EVENTS	Sourcing Events	Global / Search Pages

In order for attachments to be properly indexed, you need to define:

- The FSCM File Attachments definition, using the Administer File Attachments Page.
- The PeopleSoft Search Framework Attachment URL ID List (**PeopleTools** > **Search Framework** > **Administration** > **Attachment URLID List)**.

The list of all URL identifiers that are related to your systems attachments, which are indexed by various search definitions that are listed in the table, must be listed in the Attachment URLID list page of the search framework. This list is defined and must be present prior to deploying search definitions that may depend on the various attachment servers. The PeopleTools Search Framework publishes this list and associated credentials to the system so that it has the appropriate credentials needed when crawling and indexing related documents.

See the product documentation for *PeopleTools: Search Technology*.

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Understanding Performance Considerations within Financial and Supply Chain Management Search

This topic discusses performance considerations when enabling component search within Financials and Supply Chain Management (FSCM). It provides topics to consider that could improve the end user experience and support when customizing your system. Topics include:

- Enabled facets
- Enabled attachments
- Enabled attributes (including ChartField security)
- Enabled queries

Enabled Facets

Financials and Supply Chain Management (FSCM) have enabled certain field attributes within the search definitions (and related search categories) as facets within PeopleSoft Search Framework.

Note: The search framework requires that faceted values are populated, meaning that there cannot be blank values sent for any field defined as a facet.

When search attributes are defined as facets in PeopleSoft Search Framework, performance degradation can occur when building the index and when performing the search. As a general rule, fields that contain a large number of values should not be enabled as facets. Depending on your FSCM environment, this can include facet values such as Supplier Name or Entered By. If you have thousands of possible faceted values, system performance can be compromised if these types of attributes are enabled as facets. Depending on your environment and volume, you should consider enabling, or disabling, additional facets to balance functional needs against system performance.

Note: Changing faceted values within a search definition is considered a minor customization. Any changes you make to existing Search Definitions, or other PeopleSoft delivered objects should be tracked as with any customization.

Enabled Attachments

Within PeopleSoft Search Framework, attachments are allowed for some search definitions that are used within FSCM. For example attachments are enabled within the purchase order, requisition, and contract search definitions. If large numbers of attachments are enabled, performance degradation can be incurred when building the index and performing the search.

To remove attachments from being included in an index, delete the attachment from the Search Definition - Attachment Properties page. However, if you decide to include attachments in the Search Definition at a later time, then you should track the current settings of the page so you know how to add the reference back if needed.

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Note: Removing attachments within a search definition is considered a minor customization. Any changes you make to existing search definitions or other PeopleSoft delivered objects should be tracked as with any customization. For more information on Search Definitions, see *PeopleTools: PeopleSoft Search Technology*.

Enabled Attributes (Including Chart Field Security)

FSCM has included a prioritized list of primary and related tables that support search definitions. This is implemented using connected query, which supports more complex data structures such as a purchase order. Within the search definition, only a subset of prioritized attributes is activated in order to support reasonable search framework build performance. There is some incremental cost for including more attributes within PeopleSoft Search Framework. Reducing the number of attributes can improve system performance.

ChartFields

PeopleSoft delivers certain attributes, such as ChartFields, which are disabled within most search definitions. This is for security purposes as opposed to performance reasons. When ChartField attributes are enabled within PeopleSoft Search Framework, *any* user who has the ability to search using the search definition can also search for ChartField values.

For example, searching all purchase orders by project number is possible with the delivered product. The PeopleSoft Search Framework implementation does not support the ChartField row-level security that can be implemented within PeopleSoft system. Therefore, you should carefully consider whether your organization will allow users who have access to the search category, to search using those values, before enabling ChartFields for Global Search or Component Search.

Depending on your FSCM environment and volume, you may want to consider disabling search attributes to balance functional needs against system performance.

Note: Enabling or disabling attributes within a search definition is considered a minor customization. Any changes you make to existing search definitions or other PeopleSoft delivered objects should be tracked as with any customization.

Note: If a ChartField is disabled for query access, and a search definition is using this field, you must manually deselect the Field to Index check box on the Search Definition page (PTSF_FIELD_MAPPING). If this step is not performed when a ChartField is disabled, then the Build Search Index process will not be successful.

Enabled Queries

FSCM has included a prioritized list of primary and related queries and connected queries that support the search definition. This is performed using connected query, which supports more complex data structures such as a purchase order. Not all related tables and information are included in these connected queries.

Depending on your FSCM environment and volume you should consider removing or adding queries to the connected queries and search definitions in order to balance functional needs against system performance.

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Note: Adding or removing queries to a connected query, which affects attributes within a search definition, is considered a significant customization. Any changes you make to existing connected queries and search definitions, or other PeopleSoft delivered objects, should be tracked as with any customization.

For more information on PeopleSoft Search and customizations, see *PeopleTools: Search Technology*.

Understanding the Build Index Process

This topic provides overviews about:

- Parts of an Index
- Deploying Indexes
- Building an Index
- Using Data Partitioning for High Volume Indexes

For more information about the Build Index Process, see the *PeopleTools: Search Technology*.

Parts of an Index

This topic discusses:

- Queries and Search Definitions.
- Search Categories

Queries and Search Definitions

The PeopleTools Search Framework requires queries to build searches. Queries and connected queries are pre-defined for all indexes provided by PeopleSoft. Query security must be granted to the callback user defined on the Search Instance page to build and generate queries. Modifications to queries should always be well documented.

A deletion query is also provided where necessary, to synchronize indexes and transaction tables.

Queries are associated with search definitions and define all searchable portions of the data. Fields, also known as attributes, which can be used in a search, are authorized on a search definition. Some fields can be turned on or off without needing to modify the search page. This is the case with component Keyword Search and Global Search. The number of fields that are indexed can affect performance. A search definition can also be thought of as the physical index that is created.

Facets are also defined on a search definition and can be turned on or off.

Note: When modifying facets, or attributes, associated with a search definition you must also make similar changes to the search category. The number of facets that are indexed can affect performance.

See Understanding Performance Considerations within Financial and Supply Chain Management Search

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Search Categories

Search Categories are objects that are used for searching. A search category contains a search definition or a group of search definitions also known as indexes. In order to search across multiple indexes for values, the indexes must first be combined into a single search category. Predefined search categories are provided by PeopleSoft.

Important! Modifications to existing search categories, facets, or attributes that are associated with a search definition is considered a minor customization and should be well documented.

Deploying Indexes

After indexes are defined, the next step in the build process is to deploy the search definition. You always deploy search definitions and you must deploy search categories that contain more than one index. Search categories with only one index, which is the same name as a search definition, are automatically deployed.

Warning! The Deploy Search Definitions page also allows you to delete search definitions. Deleted search definitions are not reversible.

If a category contains more than one search definition, such as EP_PROCURE_TO_PAY, you can deploy it by following the same steps for a search definition and using the Search Categories tab. Deploying these search categories can occur before or after individual search definitions are indexed.

For more information about the Deploy Search Definitions page and the Deploy Search Category page, see the *PeopleTools: PeopleSoft Search Technology*, Administering PeopleSoft Search Framework, Administering Search Definitions and Search Categories.

Building an Index

To submit a search definition to be indexed, or built, use the Schedule Search Index page (PeopleTools, Search Framework, Administration, Schedule Search Index). Assign a name that reflects the index you are building. If more than one user is building a particular index, each person must create their own run control.

From the Build Search Index run control page:

- The Search Definition field, lookup option, lists only search definitions that have been deployed.
- The indexing type must also be selected:
    - A *full index* is a complete rebuild of an index that removes old data and applies completely new data to the index.

      For performance reasons, full indexes should not occur where there are large amounts of data.
    - An *incremental index* is used to update an existing index, remove old obsolete records, and add new records that were modified or added since the last index build.

      The indexed document retains a date and time at the header level, which is updated from various pages, transactions, and batch jobs each time the header or child record changes. If a previous build of the index has occurred, information pertaining to the last build is displayed on the run

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control page. Incremental indexes are typically more efficient than a full index when there is a large amount of data.

- When search results change often, incremental index builds should be run nightly or whenever the system is lightly used.

  This keeps the search data current. However, there are some exceptions that require the index to be rebuilt. This can include:

  - Related data changes, such as a buyer's name, which is not updated in locations where the buyer ID is stored.
  - Effective dated information where correction mode is used against an existing date and no new effective date is created.

For more information about the Build Search Index page, see the *PeopleTools: PeopleSoft Search Technology*, Administering PeopleSoft Search Framework, Working with Search Indexes.

Using Data Partitioning for High Volume Indexes

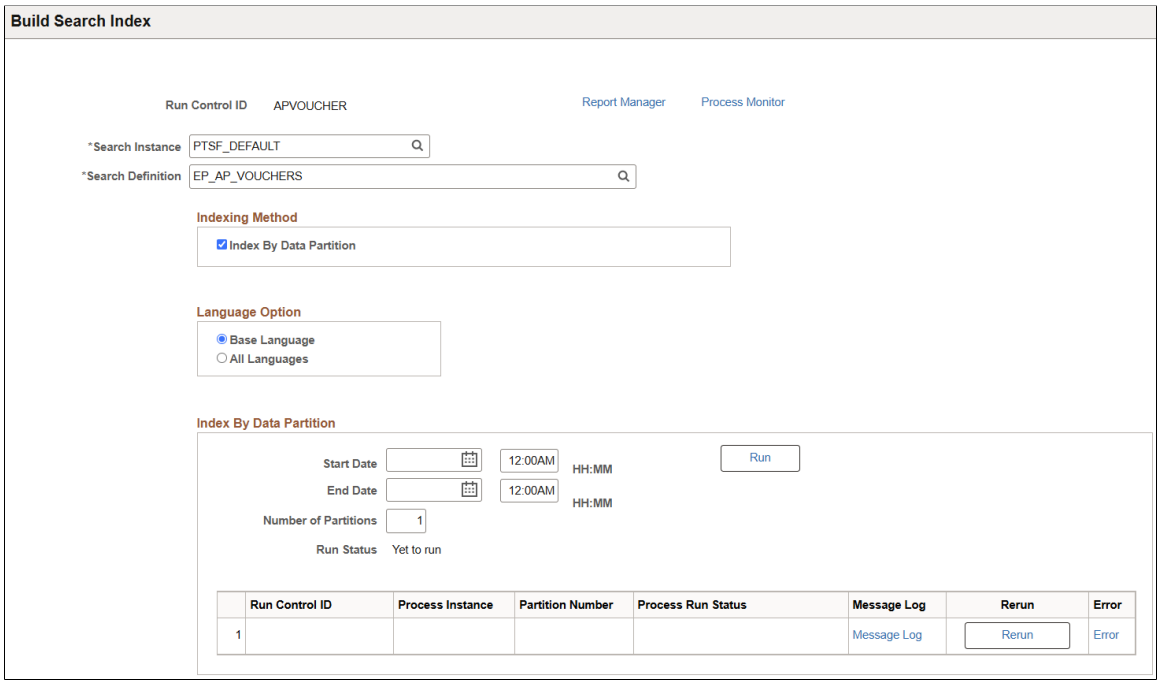
Indexing search definitions that have a large volume of data can take a long time to finish. To overcome this issue, PeopleSoft Search Framework enables you to partition the search definition data using the Index By Data Partition option on the Build Search Index page.

Note: PeopleTools 8.61 is required to use data partitioning.
For additional information about data partitioning, see PeopleTools Search Technology, Administering PeopleSoft Search Framework, Working with Search Indexes.

Use the Schedule Search Index page (PeopleTools, Search Framework, Administration, Schedule Search Index) to submit a search definition for indexing.

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This example illustrates the fields and controls on the Build Search Index page when a search definition is selected that is enabled for data partitioning.



From the Build Search Index run control page:

1. Assign a Run Control ID that reflects the index you are building.

   If more than one user is building a particular index, each person must create their own run control.

2. Select a search definition that is enabled for data partitioning.

   These application-specific search definitions are enabled for data partitioning:

Application	***Search Definitions***
Billing	EP_BI_BILLING EP_BI_HDR_KIB
Contracts (or Grants)	EP_CA_GM_PROJRES_INSIGHT
General Ledger	EP_GL_JOURNAL EP_GL_JOURNAL_KIB EP_GL_LEDGER_KIB

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Application	*Search Definitions*
Payables	EP_AP_PAYMENTS EP_AP_PAYMENTS_KIB EP_AP_VOUCHERS See also “Understanding Search Framework in PeopleSoft Payables” (PeopleSoft Payables)
Project Costing	EP_PC_PROJ_RES_KIB
Purchasing	EP_PO_PURCHASE_ORDERS EP_PO_RECEIPTS See also “Understanding Search in PeopleSoft Purchasing” (PeopleSoft Purchasing)
eProcurement	EP_PO_REQUISITIONS See also “Understanding Search Framework Search Engine” (PeopleSoft eProcurement)
Receivables	EP_AR_ITEMS EP_AR_ITEM_ACT_COLL_KIB EP_AR_PAYMENTS EP_AR_PMT_ENTRY See also “Understanding Search Framework in PeopleSoft Receivables” (PeopleSoft Receivables)

3. Select **Index By Data Partition**, which is only available for high-volume search definitions.

Note: Oracle PeopleSoft does not recommend that you select the **Index by Date Range** Indexing Method.

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4. In the **Index By Data Partition** section, enter a **Start Date** and **End Date** to select data from that range.

Note: You do not have to select all of your data using these dates. When using multiple run controls, you can select data in chunks, index that set using partitions, and then select a different date range. PeopleSoft recommends that you index your most recent data first so that you can get your search definition working. Then index earlier data. Indexing by data partition is additive, meaning, it always adds more data to your index incrementally.

---

5. Enter a number in the **Number of Partitions** field, to specify how the system should split the data based on the entered date range.

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The system chunks the data into equal partitions.

For more information on Index By Data Partition option, see *PeopleTools Search Technology*, Administering PeopleSoft Search Framework, Working with Search Indexes, *Partitioning Application Data in the Search Index Build Process Using Data Partition*.

Understanding Real Time Indexing in FSCM

Real Time Indexing (RTI) uses DirectTransfer to transmit search data directly from PeopleSoft batch servers to the search engine. Indexing is performed in near real-time by sending the data as soon as it is saved.

For additional information about DirectTransfer, see PeopleSoft PeopleTools, *Search Technology*, Administering PeopleSoft Search Framework and Using Direct Transfer.

For additional information about configuring Real Time Indexing, see PeopleTools, Development Tools, Search Technology, Administering PeopleSoft Search Framework, Using Real Time Indexing.

Understanding RTI Switch

High volume batch updates (for search definitions enabled for RTI) can cause a sudden spike in the number of entries to process in the RTI staging table added by the database trigger. This can cause high database table fragmentation and potentially decrease overall system performance.

If you have large-volume batch updates, the RTI process should be temporarily turned off and when the batch is complete, perform catch-up updates to indexed data via incremental indexing before resuming RTI.

RTI switch enables the application to turn OFF RTI before initializing high-volume batch programs. When indicated, RTI resumes by the incremental indexing process for a specific search definition.

Note: Oracle's PeopleSoft recommends that you do not change the Configure Batch switch without a complete understanding of how it works, because batch processes must be specifically coded to reference the RTI Switch.

For additional information about RTI Switch, see My Oracle Support (MOS), *PeopleSoft Search and Insights Home Page*, document 2205540.1.

Search Definitions for Real Time Indexing

PeopleSoft certifies delivered search definitions that you can implement for RTI. PeopleSoft Applications Development plans to certify more search definitions for RTI in future images.

RTI can be used on these Search Definitions when the minimum tools release is in effect for the respective Update Image.

Warning! PeopleSoft recommends that you do not implement RTI for other delivered search definitions. PeopleSoft FSCM does not certify RTI for search definitions other than those listed in this table.

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FSCM Update Image	*Minimum PeopleTools Release*	*Search Definition*
41	8.59.03	EP_CS_CLAUSES
41	8.59.03	EP_CS_SECTIONS
41	8.59.06	EP_OM_CUSTOMER
41	8.59.03	EP_PC_PROJ_GENERAL
41	8.59.03	EP_IN_BU_ITEM
42**	8.59.06	EP_GM_AWARDS
42*	8.59.06	EP_AP_VENDOR
42*	8.59.06	EP_AP_VOUCHERS
42*	8.59.09	EP_PO_REQUISITIONS
42*	8.59.05	EP_PV_MASTERITEMVENDOR_SD
42*	8.59.05	EP_PV_MASTERITEM_SD
42	8.59.06	EP_SS_EVENTS
43	8.59.06	EP_AM_ASSET
43	8.59.04	EP_WM_SRCH_WORK_ORDERS
43	8.59.04	EP_WM_SRCH_WO_ASSETS
43*	8.59.06	EP_PO_CONTRACTS
43*	8.59.06	EP_PO_PURCHASE_ORDERS
43*	8.59.06	EP_PO_RECEIPTS
44*	8.59.09	EP_EX_REPORT
44	8.59.11	EP_EX_SRCH_RISK_EXCP_KIB

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FSCM Update Image	*Minimum PeopleTools Release*	*Search Definition*
44	8.59.11	EP_EX_SRCH_EMP_EXCP_KIB
44	8.59.11	EP_EX_SRCH_PERF_OPR_KIB
45*	8.59.06	EP_AP_PAYMENTS
45*	8.59.09	EP_AP_VENDOR_CONVER
45	8.59.11	EP_CS_DOC_ADHOC
45*	8.59.11	EP_CS_DOC_CONTRACTS
45*	8.59.11	EP_CS_DOC_PURCHORDRS
45*	8.59.11	EP_CS_DOC_SOURCING
46*	8.59.09	EP_BI_BILLING
46*	8.59.09	EP_BI_HDR_KIB
46	8.59.13	EP_CA_CONTRACTS
46	8.59.13	EP_CA_HDR_KIB
46	8.59.09	EP_AP_PAYMENTS_KIB
47	8.59.09	EP_AR_PAYMENTS
47	8.59.09	EP_AR_ITEMS
47	8.59.09	EP_AR_ITEM_ACT_COLL_KIB
47	8.59.09	EP_AR_PAYMENTS
47	8.59.09	EP_AR_PMT_ENTRY
47	8.59.09	EP_GL_JOURNAL
47	8.59.13	EP_GL_JOURNAL_KIB

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FSCM Update Image	*Minimum PeopleTools Release*	*Search Definition*
48	8.59.13	EP_PC_PROJ_REQUEST_FL
48	8.59.13	EP_SCP_AUC_CATALOG_SD
48	8.59.13	EP_SCP_CONTENT_SD
49	8.59.13	EP_PO_POA_KIB
50	8.59.13	EP_GL_KK_EXCEPTIONS_KIB
50	8.59.13	EP_GL_KK_ACTIVITY_LOG_KIB
50	8.59.13	EP_PO_RECEIPTS_KIB
50	8.59.13	EP_PO_CONTRACT_KIB
52	8.60.07	EP_EX_SRCH_CA_OVERDUE_WC_INSGT EP_EX_SRCH_OTRANS_INEMP_WC_INSGT EP_EX_SRCH_NON_REIMBEXP_WC_INSGT EP_EX_SRCH_ONHOLD_PEND_WC_INSGT
52	8.60.07	EP_GM_AWD_INS EP_GM_AWD_MILE_INS EP_GM_AWD_MOD_INS EP_GM_PROPOSAL_INS

Note: When a search definition is mapped to a component, the Keyword Search page displays a message that indicates when RTI is enabled for that component.

Note: * These search definitions require application update bugs available through the most current update image. You must have these updates and the required PeopleTools release version to configure RTI. If you are on the correct PeopleTools patch and wish to use selective adoption to access only RTI related bugs, search for tracking group "Real Time Indexing for Tools 8.59 or above".
** If you are on MSSQL, Tools 8.59-07 is required for this index.

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Note: Search definitions that are enabled for RTI prior to PeopleTools 8.59.10 are not certified for multiple languages. RTI only indexes changes made in the base language. When your system upgrades to PeopleTools 8.59.10 or higher, any index that is certified for use (in the table above), is certified for multiple language situations. Re-indexing may be required to pick up language changes made with RTI before 8.59.10.

Enabling Real Time Indexes

Follow these steps to enable Real Time Indexes.

1. Verify that your index is current by running a full or incremental build.

   This allows a baseline index for RTI to add records.

2. Enable RTI on the search definition using the Configure Real Time Indexing page (PeopleTools, Search Framework, Real Time Indexing, Configure Real Time Indexing).

   a. Enter the search definition (from the list above) in the filter box and select Search.

   b. Select the correct search definition by selecting the row in the grid.

   c. Select the Enable check box.

3. If the Configure Batch check box is already selected, a list of selected Batch jobs for RTI enabled transactions are displayed.

   Use the Document Count field to set a minimum threshold beyond which RTI is disabled for the selected trigger records. Use the Honor Batch Switch to decide which processes (batch programs) honor the RTI batch switch.

   Note: PeopleSoft Applications delivers a list of batch jobs that disables RTI if the number of records to be processed adversely affects RTI performance. These batch jobs are added to the Configure RTI page. Based on system demands, administrators can set a minimum threshold to determine when the batch job disables RTI.

4. Select Save.

5. Download the trigger SQL for your database environment using the Trigger SQL link.

   MSS, DB2, and Oracle are supported.

   Note: When you click the link, trigger SQL is generated for each supported database. Depending on your browser, click Cancel if you do not have this database and the next database SQL is generated. Some browsers open three tabs with the SQL in them. Close the one that are not applicable.

6. Provide the trigger to your database administrator to apply to the database and have them bounce all process schedulers.

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Warning! Any time a change is made to the RTI configuration using the Configure Real Time Indexing page, or using PeopleCode in the application class, and whether or not a new trigger is generated and applied, the process scheduler must be restarted. If you do not restart the process scheduler, real time indexing may not pick up the changes and could fail to index your data.

Search Definitions Excluded from Real Time Indexing

The following is a list of Search Definitions excluded from Real Time Indexing by FSCM Applications.

These search definitions have been analyzed and are considered incompatible with RTI for various reasons. Some of those reasons are:

- The search definition is only updated via batch jobs; no online updates are permitted.
- The search definition is based on uploads from external sources.

  Online updates are not made.
- High volumes or bulk inserts make it impossible for RTI to 'catch up'.

  Regular, incremental indexing should always be used.
- For some analytics, aggregation needs to occur that needs other records not involved in the trigger.

  This complexity makes it difficult for the RTI to process.

Excluded Search Definitions are:

- AP_SDN_ADDRESS
- AP_SDN_AKA_NAME
- EP_AM_METRIC_KIB
- EP_AR_CUST_AGING_KIB
- EP_AR_CUST_HIST_KIB
- EP_CA_GM_PROJRES_INSIGHT
- EP_CS_CWB_ADHOC
- EP_CS_CWB_AUC
- EP_CS_CWB_CONTRACT
- EP_CS_CWB_PO
- EP_FO_CUSTOMER_CONTACT
- EP_FO_CUSTOMER_SEARCH
- EP_FO_PEOPLE_MATCH
- EP_FO_PEOPLE_SEARCH

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- EP_FO_SERVICE_ORDERS
- EP_GL_LEDGER_KIB
- EP_GL_ACT_BUDG_LEDG_KIB
- EP_IN_ONHAND_KIB
- EP_OM_CUST_BILLTO
- EP_OM_CUST_SHIPTO
- EP_OM_CUST_SOLDTO
- EP_OM_PROD_CATLG_CUST
- EP_OM_PROD_CATLG_SYS
- EP_OM_PROD_CATLG_UPC
- EP_OM_PROD_CATLG_UPN
- EP_OM_PROD_CATLG_UPNCUST
- EP_OM_PROD_NOCATLG_CUST
- EP_OM_PROD_NOCATLG_SYS
- EP_OM_PROD_NOCATLG_UPC
- EP_OM_PROD_NOCATLG_UPN
- EP_OM_PROD_NOCATLG_UPNCUST
- EP_PC_PROJ_RES_KIB
- EP_PV_EXPRESSITEMS_SD
- EP_RS_SERVICE_ORDERS
- EP_RS_SRCH_RESOURCES
- EP_WM_WO_RESOURCES_KIB
- EP_WM_SRCH_ASSETS
- EP_WM_SRCH_TECHNICIANS
- EP_CA_GM_PROJRES_INSIGHT

Note: This list may include other search definitions at a later date. As mentioned above, Oracle's PeopleSoft recommends that you implement only certified search definitions for RTI.

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Chapter 10

Securing ChartFields

Understanding ChartField Security

ChartField Security allows you to configure data access security specific to a user's role in the organization. ChartField Security is designed to work in conjunction with other security features, such as Business Unit and Ledger Security. The major difference is that, unlike other security features delivered in the PeopleSoft products, ChartField Security allows you to choose the ChartFields by which you want to configure access and configure rules specific to one or more products. You may exclude products or exclude some feature of a product as necessary to support your organizational policy for data security.

Rules may be defined differently by product, and exceptions may be allowed as necessary. A common example of how this feature may be used is to configure access based on job function and activity. For example:

- A Payables user may be allowed access to all departmental transactions in the payables functions but be restricted to her own department when entering self-service requisitions or viewing ledger or budgetary activity.
- A staff accountant may have access to view journal activity for departments but only allowed to view budget balances for his own department.
- A manager may be allowed to monitor expenditure and revenue activity for one or many departments, depending on her business responsibilities.

Security may be enforced by user, role, or permission list so that organizations can implement this feature as efficiently as possible. You should perform an assessment across business areas to determine the best way to implement this security. You should also review other setup (combo edit, distribution code) selections for data conflicts.

By default, most components of each product are secured when the product itself is enabled. You may activate or inactivate certain components for each product with or without exceptions.

The ChartField Security feature is only implemented for pages that display ChartFields with monetary amount fields and other sensitive data. Examples of sensitive data include assets, inventory and expense items. Pages that display ChartFields with non-sensitive data, such as setup definition pages, do not support ChartField Security.

The ChartField Security feature allows you to:

- Enable or disable ChartField Security based on a product.
- Enable or disable ChartField Security based on a component.
- Enable or disable ChartField Security by user ID, role, or permission list.
- Restrict access to transactions containing unauthorized ChartField values.

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- Restrict access to distribution code values in relevant components.
- Restrict access to financial data containing unauthorized ChartField values in the Inquiry components.
- Restrict access to unauthorized ChartField values during data entry.
- Specify components as exceptions for a user, role, or permission list.

The previously listed capabilities secure access to accounting information that appears in online pages, including pages that display one or more ChartFields with monetary amount fields. When ChartField Security is not required (that is, components used to reconcile transaction data), you can exclude the components from ChartField Security.

You can secure ChartFields in any of the following ways:

- Secure transactions from component search lists.
- Secure transactions from inquiry page lists.
- Secure inquiry results.
- Secure drills to transaction components.
- Secure prompt edit table values.
- Secure distribution codes.

Note: The ChartField Security feature only secures the prompt values for a distribution code, not for component access.

The following table lists the PeopleSoft products that can be enabled for ChartField Security and provides information about the products. ChartField Security may be enabled for selected fields. For example, when using Payables, you may enable ChartField Security for transactions and inquiries but not for distribution code (because it does not apply to this product).

PeopleSoft Product	***Transaction***	***Inquiry***	***Distribution Code***
Payables	X	X	NA
Receivables	X	X	X
Asset Management	X	X	NA
Billing	X		X
Commitment Control	X	X	
Contracts	X	X	X
Cost Management	X		NA

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PeopleSoft Product	*Transaction*	*Inquiry*	*Distribution Code*
eProcurement	X	X	NA
Expenses	X	X	NA
General Ledger	X	X	NA
Grants Management	X	X	NA
Inventory	X		NA
Order Management	X		NA
Projects	X	X	NA
Purchasing	X	X	NA
Services Procurement	X	X	NA
Treasury	X	X	NA

See Securing ChartFields for PeopleSoft Payables.

See Securing ChartFields for PeopleSoft Receivables.

See Securing ChartFields for PeopleSoft Asset Management.

See Securing ChartFields for PeopleSoft Billing.

See Securing ChartFields for PeopleSoft Commitment Control.

See Securing ChartFields for PeopleSoft Contracts.

See Securing ChartFields for PeopleSoft Cost Management.

See Securing ChartFields for PeopleSoft eProcurement.

See Securing ChartFields for PeopleSoft Expenses.

See Securing ChartFields for PeopleSoft General Ledger.

See Securing ChartFields for PeopleSoft Grants Management.

See Securing ChartFields for PeopleSoft Inventory.

See Securing ChartFields for PeopleSoft Order Management.

See Securing ChartFields for PeopleSoft Project Costing.

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See Securing ChartFields for PeopleSoft Purchasing.

See Securing ChartFields for PeopleSoft Services Procurement.

See Securing ChartFields for PeopleSoft Treasury.

Common Elements Used in Securing ChartFields

Field or Control	*Description*
Blank ChartField Values	ChartField Security rules are not enforced for blank values in ChartFields. If a row contains a blank value for a secured ChartField, access will be granted unless a different ChartField contains a value that is unauthorized.
Build Process	The process that builds the ChartField Security rules into a flattened table.
Component	A grouping of pages that are functionally related.
Distribution Code	A code that represents a combination of default ChartField values typically applied to a transaction distribution. Distribution Code security can be enabled or disabled by component. Distribution Code security behaves the same way as ChartField Security by controlling the list of values an end user is authorized to access. Distribution Code security is independent of ChartField Security with the exception of the Validation process when rules are built. The Validation process tests for conflicts between the equivalent ChartFields of the distribution code and any existing ChartField rules assigned to the user.
Inquiry	Pages used to support online queries of data.
Override Secured Prompt List	The configuration of security rules permits the user to bypass secured prompt lists for ChartFields.
Partial Access	You can set the **Partial Access** option to *Deny Access* or *Grant Access.* For example, for a transaction containing multiple rows of ChartFields (such as in Journal Entry), some rows contain authorized values of ChartFields and some do not. In this case, a user has partial access. Also, if one of the ChartFields in a row contains an authorized value but another ChartField value in the same row is not authorized, then the partial access option applies. That is, the user has access to Department 41000 but not to Program 6700. See Security Options - ChartField Security Page.

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Field or Control	*Description*
Security Method	The method you select for controlling security: user, role, or permission list.
Source Product	A way to partition the security values by product. For example, an accounts payable clerk can have different security setups in Payables and General Ledger.

Describing General ChartField Security Functionality

This section provides an overview of general ChartField Security functionality, lists prerequisites, and discusses the following basic functionality:

- Secure access to transaction pages.
- Secure access to accounting data.
- Secure ChartField prompt edit values.
- Secure defaulted ChartField values.
- Secure distribution code prompt values.

Note: This section describes ChartField Security basic functionality and general behavior of the component pages that support ChartField Security. This behavior is common across all the products that support ChartField Security. However, this behavior may deviate for some of the products. Any specific behavior that deviates from the general behavior that is described in this section is documented within the individual product sections. For product-specific information, see the associated product sections in this topic.

Securing Access to Transaction Pages

ChartField Security is designed so that transactions with one or more lines containing secured ChartField values are not accessible.

ChartField Security restricts access to component pages that display a single transaction, such as a voucher, journal, or purchase order. You are allowed access to the pages only if the authorization to view the accounting data of the transaction is defined in the security setup.

You can secure access for:

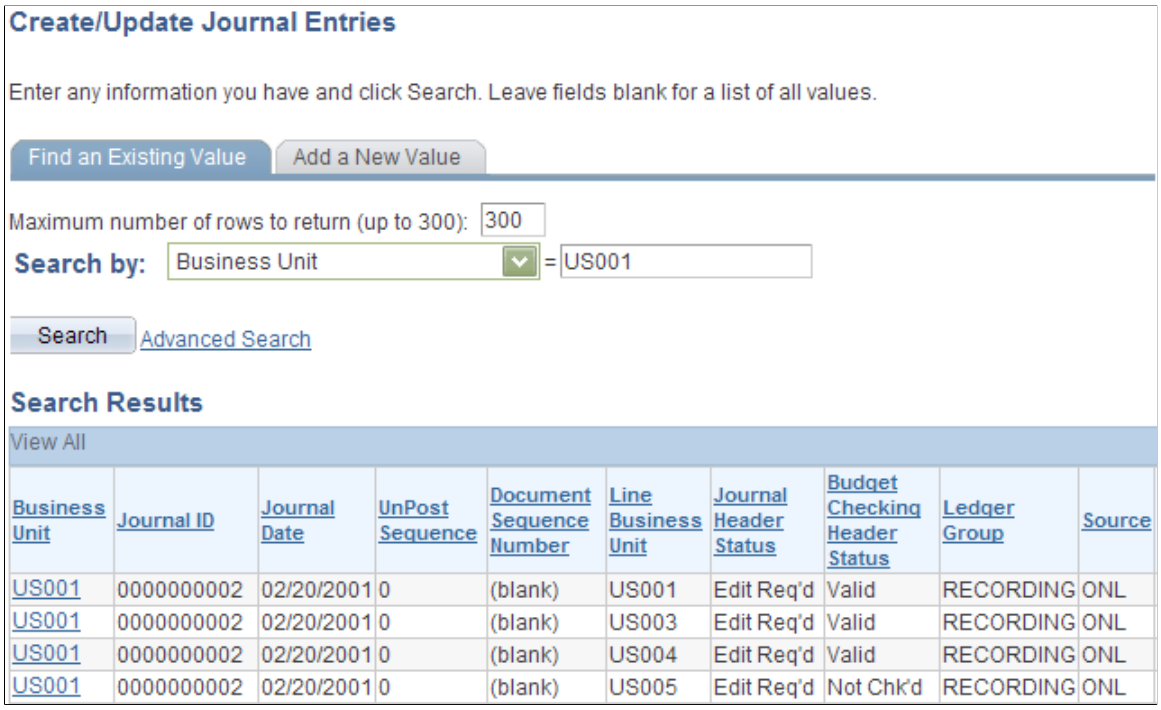
- Component search lists.
- Page drill links.
- Component action option.

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Securing Access for the Component Search List

ChartField Security is enforced when you select the transaction from the component search list. You are only allowed access to the component pages if you are authorized to view the ChartField values of the transaction. When you open a component, the system displays a search page that contains a search list. The search list contains a list of items (transactions) that you can select to open the component pages. ChartField Security does not filter the component search list; therefore, you are able to view the entire component search list based on the search criteria, as shown in the following example:

Secure access from component search page example



When you select a transaction from the component search list, ChartField Security determines if you are authorized to open the component pages. If you are not authorized, then the system displays the following message and denies access:

ChartField Security access error message

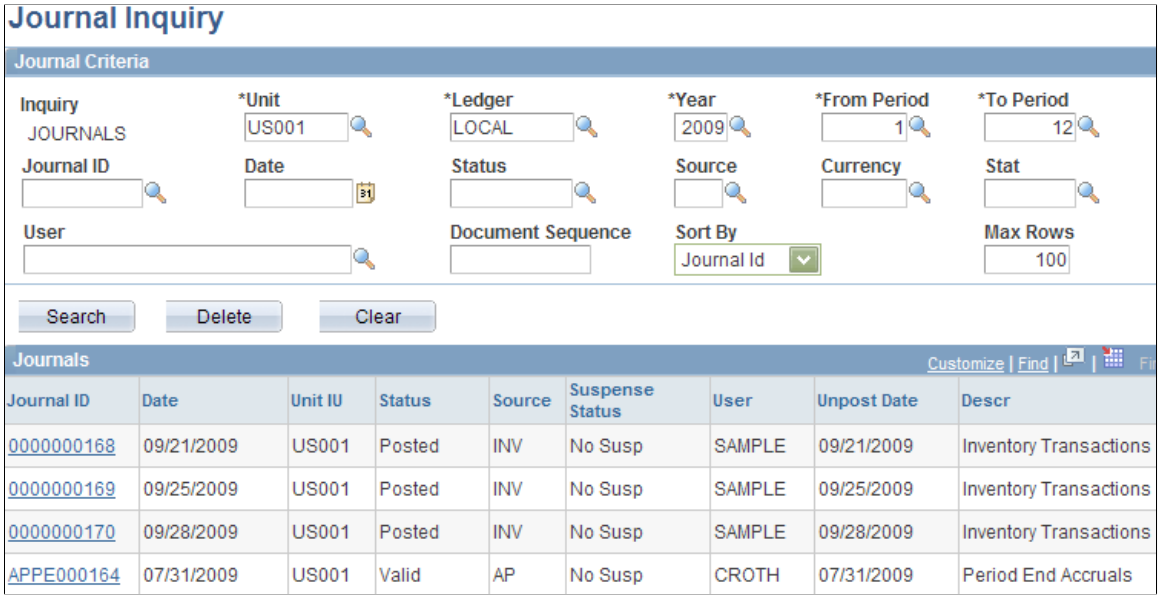


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Securing Access for Page Drill Links

Some component pages provide links and buttons that allow you to drill to a page that displays the transaction data. ChartField Security secures access to transaction pages from the drill links. The following provides an example of security from drill links:

Secure access from drill links example



Security is enforced when you select the link to drill to the transaction detail.

Some product pages allow you to directly enter a ChartField value as an alternative to using a prompt list of values. This method bypasses the secured view, which controls the authorized list of values you may access.

Securing Access for the Component Security Action Option

ChartField Security supports an option to determine access behavior when the user is only authorized to view or modify some of the accounting rows for a single transaction. Possible option values are:

- *Deny Access:* Restrict access to the transaction pages if the user is not authorized to at least one ChartField value in the transaction. Access is only granted if the user has access to all the ChartField values in the transaction.
- *Grant Access:* Restrict access to the transaction pages if the user is not authorized to view or modify all the ChartField values in the transaction. Access is granted if the user has access to at least one ChartField value in the transaction.

An example of security behavior for action options is presented below with the following scenario:

- Secured ChartFields are Department and Operating Unit.
- Authorized Department values are: 11000, 12000, 13000, 14000 and 15000.
- Authorized Operating Unit Value is CALIF.

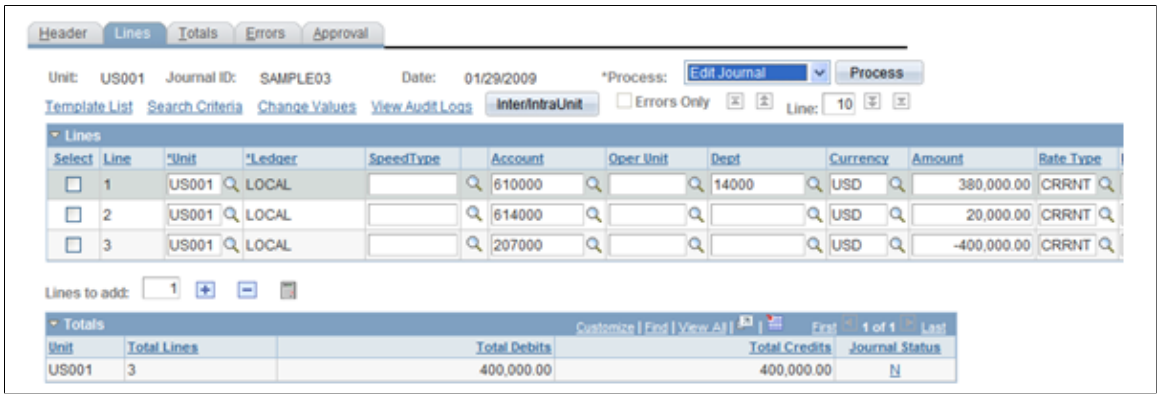
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The following table presents scenarios given the aforementioned security and shows access behavior under each of the two action options:

Scenario	*Deny Access Option*	*Grant Access Option*
Transaction distribution: • Department 20000 • Oper Unit CALIF	Access is denied.	Access is granted because the user is authorized for at least one of the ChartField values.
Transaction distribution: • Department 14000 • Oper Unit NEWYORK	Access is denied.	Access is granted because the user is authorized for at least one of the ChartField values.

ChartField Security recognizes blank values as authorized values. In the example pictured, the user is authorized to access the transaction pages for both options:

This example illustrates the fields and controls on the Example of blank values as authorized values. You can find definitions for the fields and controls later on this page.



Securing Access to Accounting Data

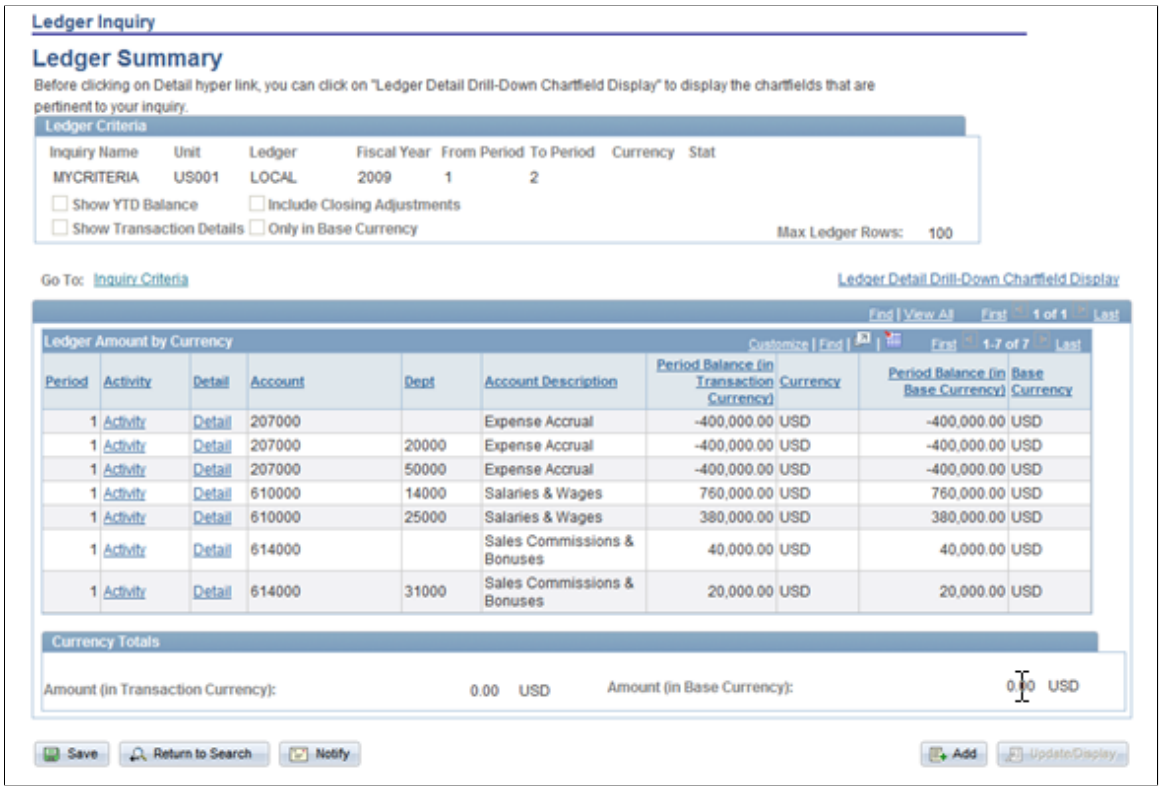
ChartField Security uses a different method to secure access to accounting information that is sourced from multiple transactions. Instead of securing access to the page, ChartField Security only displays the data that the user is allowed to access. This data typically includes inquiry components that display posted accounting data, such as GL Ledger Inquiry.

The following examples show the inquiry results. The first shows when ChartField Security is not enabled, and the second shows when it is enabled.

When ChartField Security is not enabled, all the ledger rows appear for the ledger criteria:

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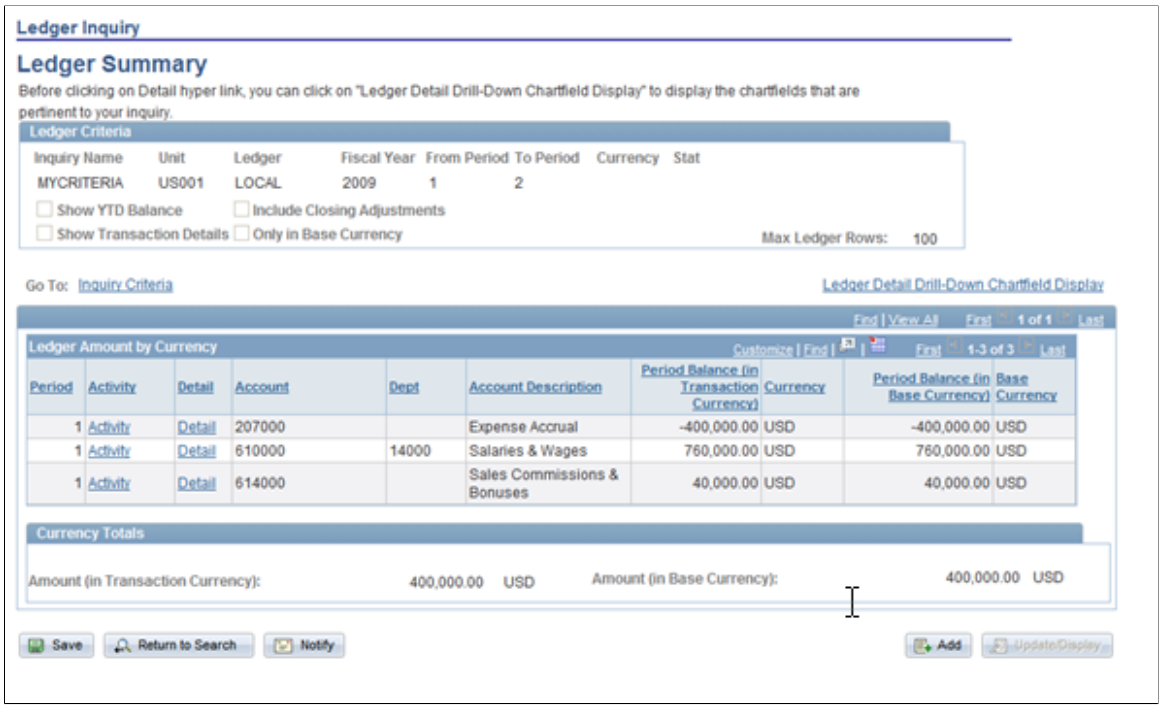
This example illustrates the fields and controls on the Not enabled ChartField Security. You can find definitions for the fields and controls later on this page.



When ChartField Security is enabled, only the rows that the user is authorized to view appear. In this example, the user is only authorized to view department 14000:

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This example illustrates the fields and controls on the Enabled ChartField Security. You can find definitions for the fields and controls later on this page.



Note: Because ChartField Security restricts information in these components, you need to determine if security is required for certain users. For example, users who need access to all the information in order to perform their daily tasks will not require security. ChartField Security setup supports disabling security at the component level and overriding security for specific users.

Note: The component security action option is not supported for these components.

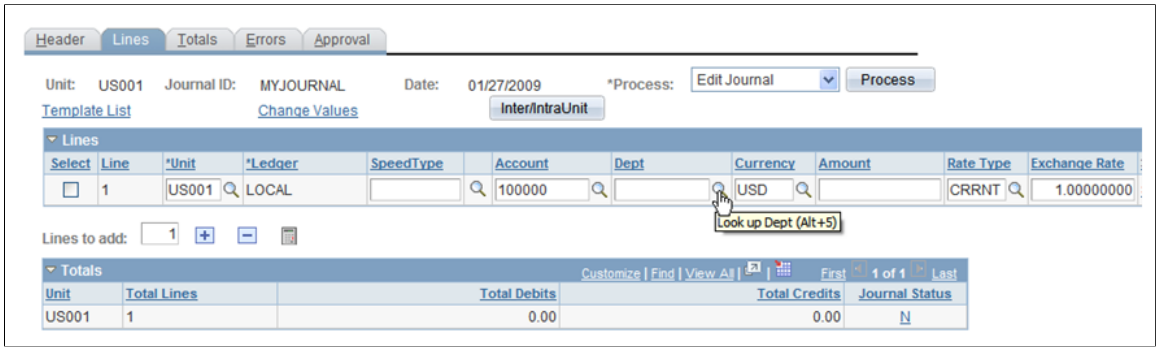
Securing ChartField Prompt Edit Values

Chartfield Security restricts users to only select or directly enter authorized Chartfield values. This applies to transaction entry components and components that allow users to update the transaction ChartFields. This does not apply to the inquiry components unless the prompt field value is used to update transaction data.

The following presents an example of a prompt list that includes only the authorized values:

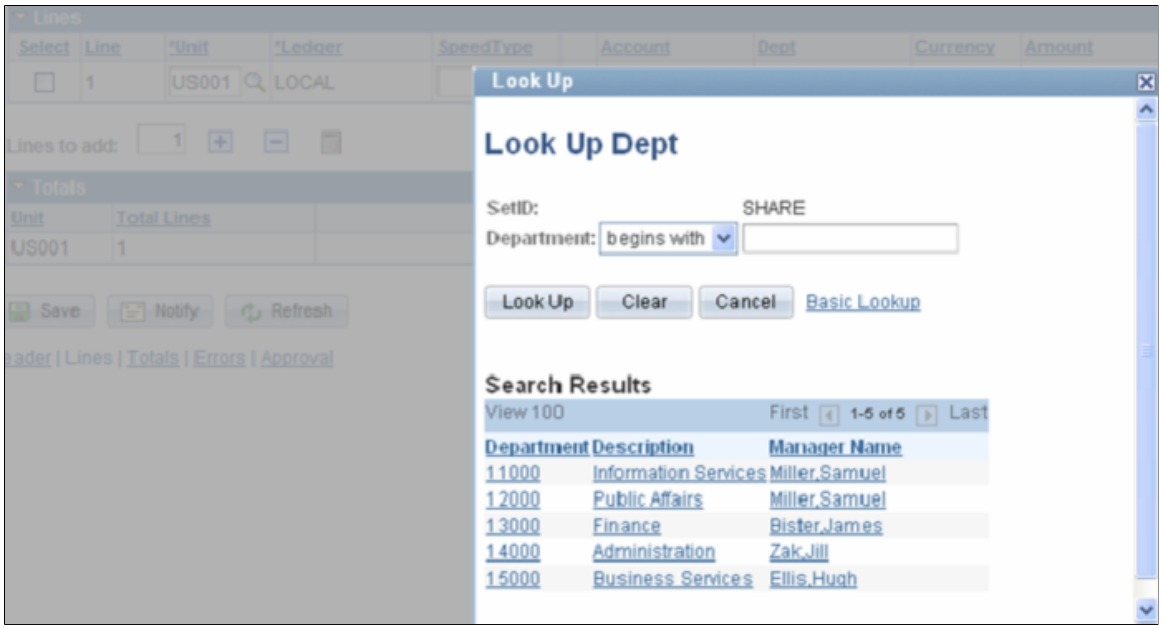
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Journal Entry - Lines page: example of selecting prompt with only authorized values



When selecting the Dept prompt, the user can access only the authorized values:

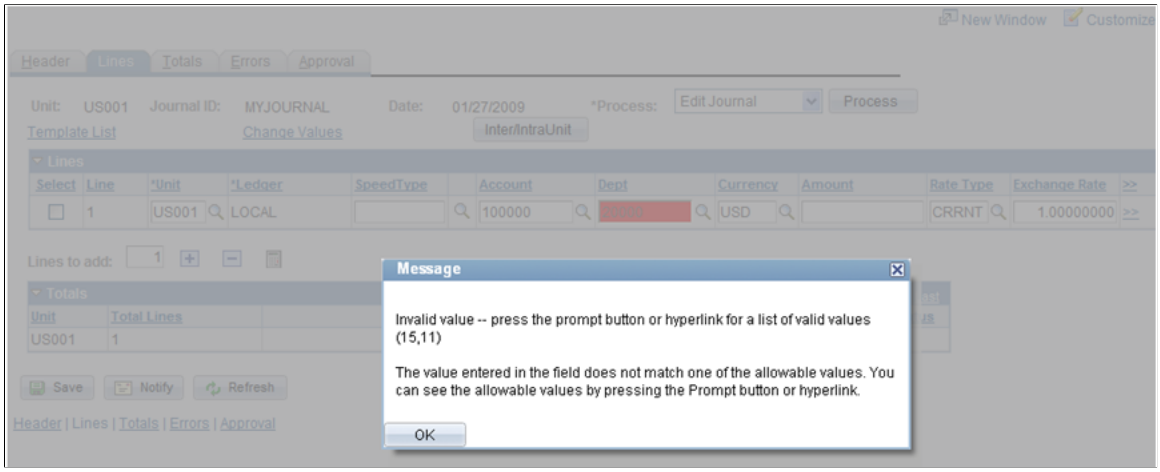
Example of authorized prompt list



If a user tries to directly enter an unauthorized value in the secured field, they receive the following error:

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ChartField security prompt error message



Securing Defaulted ChartField Values

Several products support features that provide default ChartField values from a predefined setup. For example, SpeedTypes and SpeedCharts are used in some financial online transaction pages to provide default ChartField values.

Note: Generally, default values are secured unless documented in the product-specific sections. However, ChartField values that are provided by default from SpeedTypes and SpeedCharts are not secured since you can set them up by user ID or permission list.

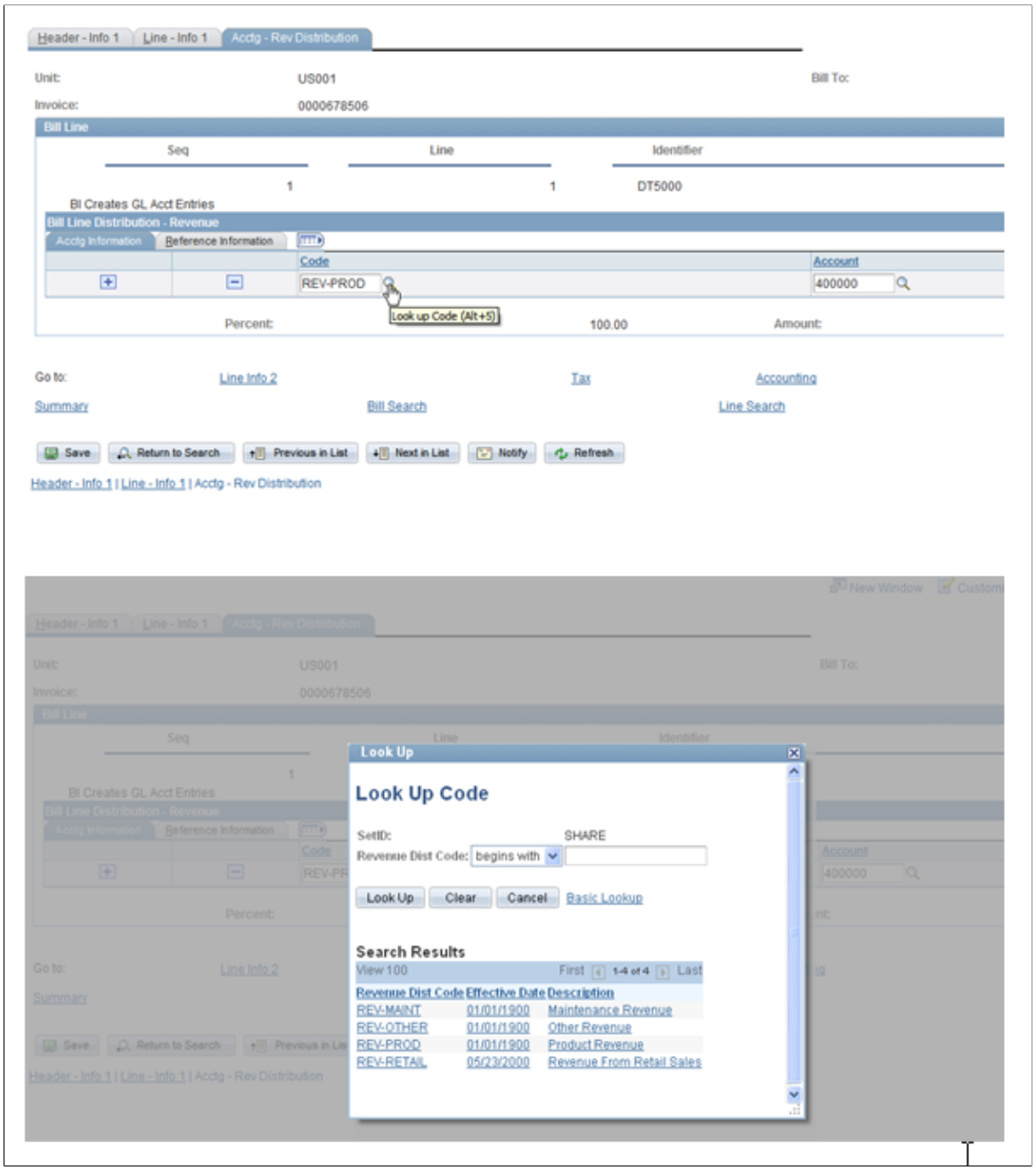
Securing Distribution Code Prompt Values

ChartField Security supports securing the distribution code prompt values for the products that use distribution codes to provide default ChartField values. Similar to the ChartField prompt values, ChartField Security only displays the authorized values in the prompt list. ChartField Security does not look at distribution codes to authorize access to transaction pages. Only the distribution code prompt values are secured.

In the following example, the prompt list includes only the authorized distribution codes:

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This example illustrates the fields and controls on the Example of Look Up Code prompt showing authorized codes. You can find definitions for the fields and controls later on this page.



Note: Security for distribution code can be enabled and disabled at the component level in the Component Registry page.

See Component Registry - Secured Components Page.

See Securing ChartFields for PeopleSoft Receivables.

See Securing ChartFields for PeopleSoft Billing.

See Securing ChartFields for PeopleSoft Contracts.

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Enabling ChartField Security

Pages Used to Enable ChartField Security

Page Name	*Definition Name*	*Usage*
Security Options - ChartField Security Page	SEC_FIELDS	Enable ChartFields for security, set security level (user, role, permission list), and enable individual products.
Secure ChartField Options - Products Page	SEC_CF_PROD	Select products to be enable or disable for ChartField Security.
Component Registry - Secured Components Page	SEC_COMP_REG	List ChartField Security components. Disable or enable ChartField Security for components.
Component Details Page	SEC_COMP_SEC	List component detail records and associate ChartField prompt edit tables (defined in the Edit Table Set) to the detail record. See the Component Registry - Secured Components Page.
ChartField Security Edit Tables Page	SEC_EDIT_TBLS	The edit table set defines the set of prompt edit tables and corresponding security views. Go to: **Set Up Financials/Supply Chain** > **Security** > **ChartField Security** > **Security Edit Tables** > **Define Default Edit Table Sets**.
Dynamic Edit Tables Page	SEC_DYN_EDITTBL	Use dynamic edit tables when edit table assignments are dynamically assigned in a component based on product criteria and may differ from product to product. Go to: **Set Up Financials/Supply Chain** > **Security** > **ChartField Security** > **Security Edit Tables** > **CF Dynamic Security Edit Tbl**.

Understanding ChartField Security Setup

To set up ChartField Security, you must:

- Define security options and products using the ChartField Security page group.

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- Identify security requirements at the component level. Use the Component Registry page to enable or disable components and to set component level options.
- Define security rules using the ChartField Security Rules page.
- Assign security rules using the Assign Rules, Exceptions, and Security Values pages.
- (Optional) Copy security rules for users, roles, permission lists, or all three.

Set up ChartField Security in this sequence:

1. Select the ChartFields you want to secure.
2. Define the rules.
3. Assign rules to user, role, permission list, or all three.
4. Build rules.
5. Enable the **ChartField Security** option.

See Component Registry - Secured Components Page.

See ChartField Security Rules Page.

See Assign Security Rule to User ID Page.

Prerequisites

You must complete the following steps before you can enable ChartField Security:

- Define ChartFields to meet your unique requirements.
- Determine which ChartFields require securing.
- Determine the security level best suited for your needs.

See Understanding PeopleSoft ChartFields

See Understanding PeopleSoft Application Security.

Security Options - ChartField Security Page

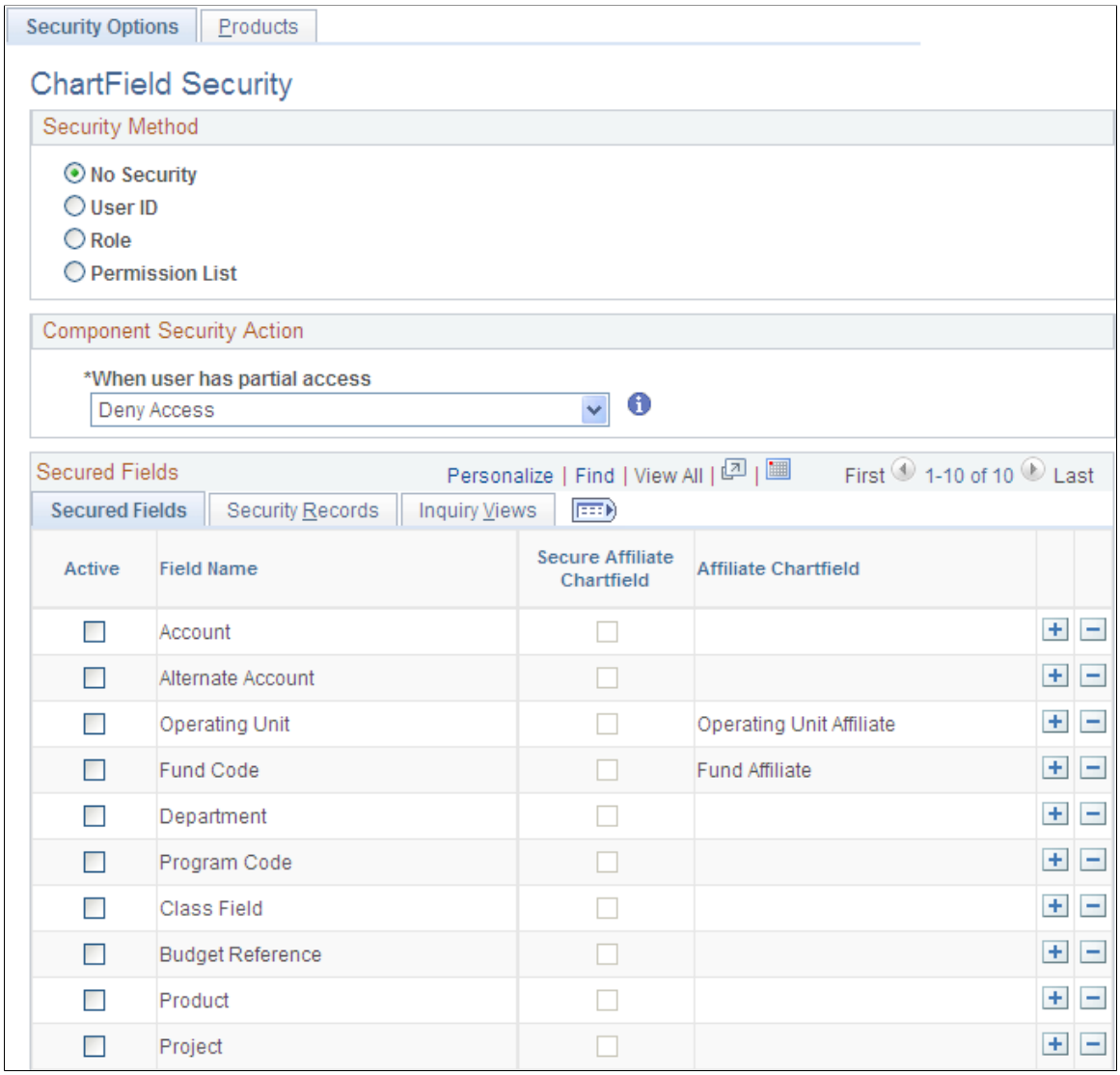
Use the Security Options - ChartField Security page (SEC_FIELDS) to enable ChartFields for security, set security level (user, role, permission list), and enable individual products.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Secure ChartField Options** > **Security Options**

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This example illustrates the fields and controls on the Security Options - ChartField Security page. You can find definitions for the fields and controls later on this page.



Your selections on this page determine the ChartField Security method, secured fields, and records.

Field or Control	***Description***
No Security	Select to disable ChartField Security if it was previously enabled by user ID, role, or permission list. Also select this field if you want to enable ChartField Security at a later date but complete the setup now.

Field or Control	***Description***
User ID	Select to define rules to assign directly to a user.

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Field or Control	*Description*
Role	Select to assign security rules by roles created in PeopleSoft PeopleTools security. You can facilitate setup by assigning large groups of users to similar rules.

Field or Control	*Description*
Permission List	Select to assign security rules using the row security permission list on the Tools Users Profile page. The PeopleTools User Profile page allows you to define a row security permission list that can be different from the primary permission list.

Component Security Action

The selection for this field determines the default access behavior when a user is only authorized to view or modify some of the rows for a transaction or some of the ChartField values in a transaction.

Field or Control	*Description*
When user has partial access	To allow a user partial access, select *Grant Access.* If you select *Deny Access,* the user will not have access to any ChartField values or transactions. **Note:** Keep in mind that blank ChartField values are implicitly treated as authorized values. This may be significant when using the partial access option **Grant Access.** There are some online pages that do not display the full set of ChartFields based on user setup. One example is the Budget Journal Entry, which only displays the ChartFields that are set up as Budget Keys in the Budget Definition. The partial access option **Grant Access** should not be used for this page if one of the secured ChartFields is not set up as a Budget Key. In this case, the ChartField value will always be blanks.

Secured Fields

View and select active, delivered ChartFields. You can save the security setting without selecting a ChartField.

Warning! You may select only one or two ChartFields.

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Field or Control	*Description*
Active	Select to enable and disable security for a specific field. ChartField Security supports the following ChartField selection: ACCOUNT ALTACCT DEPTID OPERATING_UNIT PRODUCT FUND_CODE BUDGET_REF PROGRAM_CODE CLASS CHARTFIELD1 CHARTFIELD2 CHARTFIELD3 PROJECT_ID **Note:** ChartField Security also supports customized non-delivered ChartFields that you add during ChartField Configuration. See Securing Customized ChartFields for additional required setup.
Secure Affiliate ChartField	Select this check box to secure the related ChartField affiliate prompt values. For example, when Fund Affiliate is enabled, the prompt view for affiliate displays only those values associated with the fund code values you are authorized to access.

Security Records

View ChartField associated delivered records. Each ChartField that is enabled for security is associated with a security record for user ID, role, or permission list.

Note: Table names may not be changed. The ChartField Configuration process creates the security records.

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Inquiry Views

The Inquiry Views tab displays the security views for each ChartField that are used by the Security Values Page, which displays the secured ChartField values. You can change the inquiry views that are used on this page.

Review the delivered inquiry security views. Each ChartField that is enabled for security is associated with an inquiry security view for user ID, role, or permission list.

Note: This is delivered metadata and modifying the existing data is not recommended.

Secure ChartField Options - Products Page

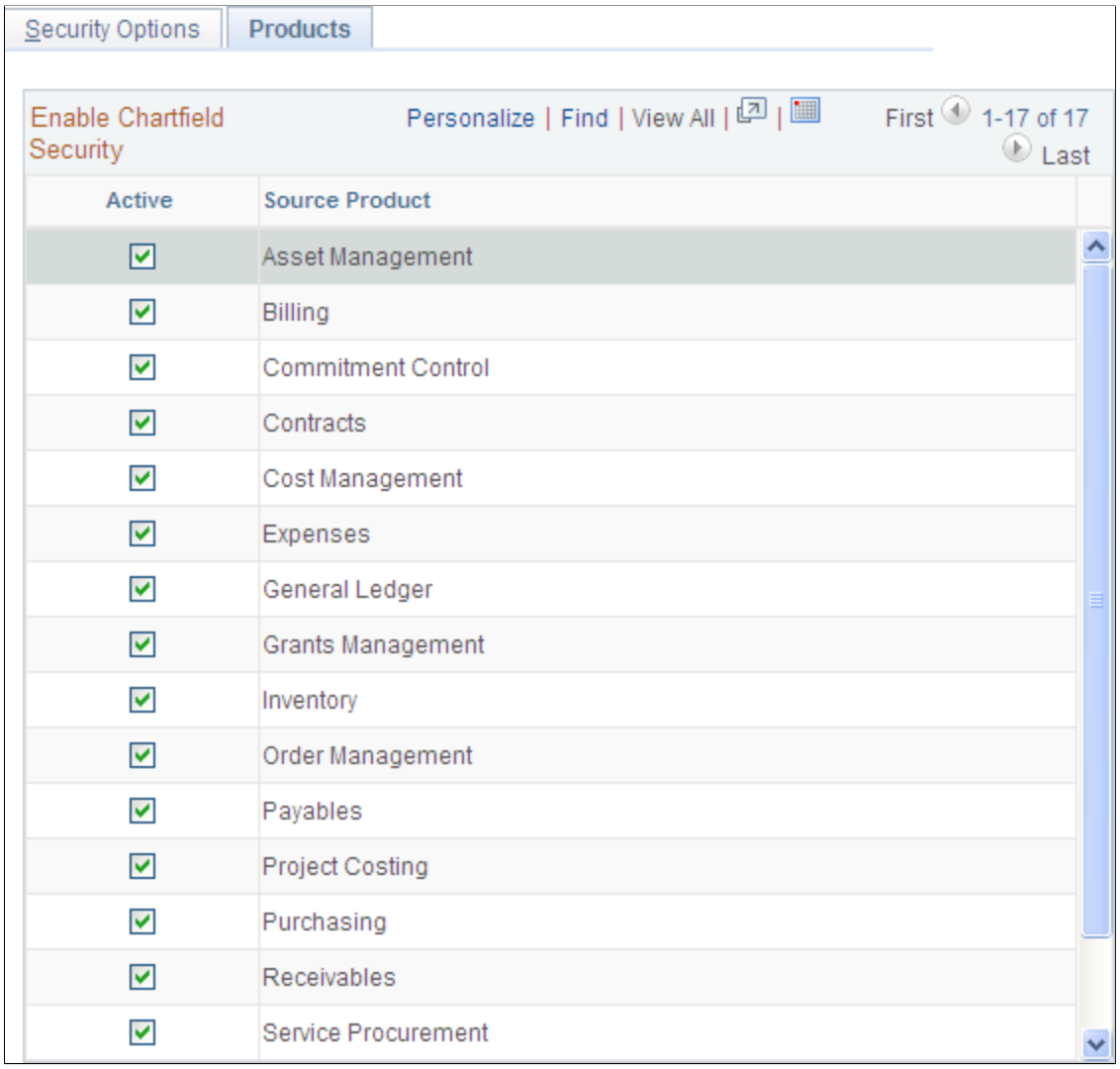
Use the Secure ChartField Options - Products page (SEC_CF_PROD) to select products to be enable or disable for ChartField Security.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Secure ChartField Options** > **Products**

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This example illustrates the fields and controls on the Secure ChartField Options - Products page. You can find definitions for the fields and controls later on this page.



Your selections on this page determine whether a product is enabled or disabled for ChartField Security. When you disable a product, all registered components for that product are also disabled for ChartField Security. You can enable a product but disable some of its components.

Field or Control	***Description***
Active	Select this check box to enable security for source products in the list. When you enable or disable a source product, all components associated with the source product in the component registry are enabled or disabled as well.

Note: When a product and its components are enabled for ChartField Security, you must define rules and assign users, roles, and permission lists. If you do not define rules, then users will not be able to access the product components nor enter or view transactions. When you enable a product and one or all of its components, ChartField Security is strictly enforced.

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Component Registry - Secured Components Page

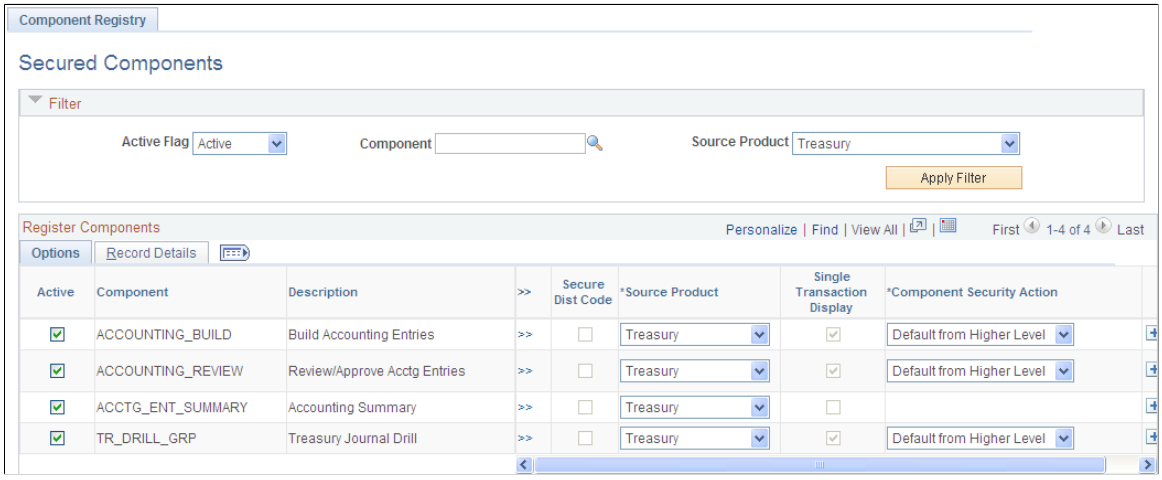
Use the Component Registry - Secured Components page (SEC_COMP_REG) to list ChartField Security components.

Disable or enable ChartField Security for components.

Navigation:

Set Up Financials/Supply Chain > Security > ChartField Security > Register Components > Component Registry

This example illustrates the fields and controls on the Component Registry - Secured Components. You can find definitions for the fields and controls later on this page.



Filter

Field or Control	*Description*
Active Flag	Select a blank value for the **Active Flag** field to view both active and inactive components. Select *Active* to view all ChartField Security enabled components. Select *Inactive* to view all components that do not have ChartField Security.
Component	Select a specific component by which to filter your results for ChartField Security selection.
Source Product	Select a specific product to list all the components that are associated with the product.
Apply Filter	Click this button to execute a query that controls the view of components.

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Register Components - Options

Field or Control	*Description*
Active	Enable or disable ChartField Security for a component by selecting or deselecting this check box. **Note:** Most components are delivered with the **Active Flag** field enabled. However, some components are delivered as disabled for ChartField Security. These components typically do not require security, but you can enable security for these components.
 Drill to Component	Click to navigate directly to the component.
Secure Dist Code (secure distribution code)	Select this check box to enable components that support a distribution code. This check box is grayed out for components that do not use distribution codes. Distribution code security rules work much like ChartField Security rules do. When this check box is selected for a component, you must define rules for the distribution code and assign those rules to end users who have access to the component. **Note:** ChartField Security only secures the prompt values for a distribution code, not the component access.

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Field or Control	*Description*
Source Product	Lists the source PeopleSoft product that the component is associated with and establishes the link between products and their components. You can change the Source Product assignment for a component to group it with a different product to provide additional flexibility for components that may be shared by multiple products. **Note:** If this list box is grayed out, the product is not secured with ChartField Security. Use this field to reassign a component to another product. For example, you can reassign PeopleSoft General Ledger exception tables to PeopleSoft Commitment Control because the users of these tables are Commitment Control users. Your selection here is related to the function of the product and how you use it. **Note:** There may be components that are shared by two different products. One product may be enabled for security and another product may not. For example, the Budget Journal Exceptions component is owned by Commitment Control but shared with General Ledger. If General Ledger is enabled for security and Commitment Control is not, then the Budget Journal Exceptions component will *not* be active for ChartField Security. In this case, you can change the source product here for the Budget Journal Exceptions component to General Ledger; which would then activate it for security enforcement.
Single Transaction Display	Select this check box to indicate that the component displays one transaction. If the component displays many rows of transaction information, then do not select this check box. When a new row of transaction information is added, you may edit this check box. Once saved, this information cannot be changed because this setting determines the way in which ChartField Security executes. An example of a single-transaction display page is an expense report or payables voucher. A user entering the component views only one transaction at a time.

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Field or Control	*Description*
Component Security Action	This field determines the access behavior when a conflict occurs between ChartField rules, which is called *partial access*. You can override the security action setting in the Security Options page for partial access conditions. You also can selectively disable components in a product that is enabled for security. Options are: *Deny Access:* Do not allow access. *Grant Access:* Allow access to transaction. *Default to Higher Level:* Use the option selected on the ChartField Security Options page as the default. **Note:** This selection applies only to components that have the **Single Transaction Display** field enabled.

Register Components - Record Details

Field or Control	*Description*
Header Record	Provides the header record name used in the component. This value should not be changed. This record includes the key structure that identifies the transaction.
Detail	Select this link to access the Component Details page, where you can view additional component information and associate the prompt edit tables defined in the Edit Table Set to the detail record.

Component Details Page

Use the Component Details page (SEC_COMP_SEC) to list component detail records and associate ChartField prompt edit tables (defined in the Edit Table Set) to the detail record.

Navigation:

Click the **Detail** link on the Component Registry - Record Details page.

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This example illustrates the fields and controls on the Component Details page. You can find definitions for the fields and controls later on this page.



This page shows the detail record (or records) that are delivered for each component. You can activate or inactivate specific detail records for each component. At least one record should be active for ChartField Security to be enabled.

The detail record includes the same key fields as the header record. ChartField Security supports multiple detail records. For Transaction Entry or Transaction Data Correction Components only, the Edit Table Set must be identified. For inquiry components, the **Edit Table Set** field should be blank because it does not require inquiry components, even if the component includes prompt edits for the criteria selection.

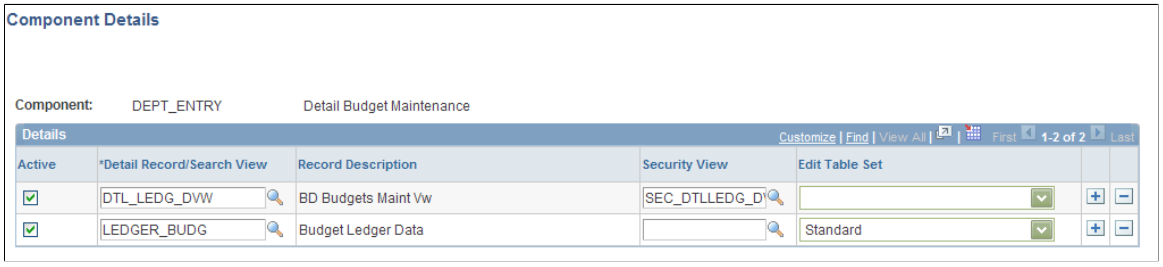
Field or Control	***Description***
Active	Select to include the detail records for ChartField Security. For example, it may not be necessary to secure all the detail records in Bill Entry. Each detail record that is active adds overhead cost to open the component. **Note:** Most components include only one or two detail records. For these components, the overhead should not be an issue.
Detail Record	This column displays if the **Single Transaction Display** check box is selected from the Register Components - Options page. The detail record stores the ChartFields and distribution codes.
Detail Record/Search View	This column displays if the **Single Transaction Display** check box is not selected from the Register Components - Options page. This field contains the associated detail record that stores the ChartFields or the search view that is used to retrieve the data in the inquiry pages. If a product component uses more than one detail record or search view for security in the component, then each record must be identified in a separate row, as shown in the example that is pictured below.

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Field or Control	*Description*
Security View	Contains the associated security search view that is used by the inquiry pages to retrieve accounting data. The view retrieved is based on registered metadata configured during the installation process. The list of values is restricted to the authorized values for the user and product.
Edit Table Set	Defines the set of prompt edit tables used by the product component. The **Edit Table Set** field controls the prompting for each ChartField enabled for security. Only one Edit Table Set value may be assigned to a detail record, and it should be assigned using the same guidelines used by products for standard ChartField validation in their transaction pages. This field will be blank if the page does not require prompt value security.

The example pictured shows the component details for the Detail Budget Maintenance component. This component has multiple detail records (DTL_LEDG_DVW and LEDGER_BUDG):

This example illustrates the fields and controls on the Component Details page (Single Transaction Display check box not selected on Register Components - Options page). You can find definitions for the fields and controls later on this page.



Working With Shared Components

ChartField Security is implemented at the component level. Occasionally, a component is shared by two different products. One product may be enabled for security and the other product may not. For example, the Requisitions component is owned by eProcurement, but it is shared with Purchasing. If Purchasing is enabled for security and eProcurement is not, then the Requisitions component will *not* be active for ChartField Security. In this scenario, you can change the source product using the Source Components - Component Registry page for the Requisitions component to Purchasing. This change would then activate it for security enforcement.

See Component Registry - Secured Components Page.

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Defining ChartField Security Rules, Exceptions, and Values

Pages Used to Define ChartField Security Rules, Exceptions, and Values

Page Name	*Definition Name*	*Usage*
ChartField Security Rules Page	SEC_RULE_DEFN	Establish and maintain ChartField Security rules.
Users for a Rule Definition Page	SEC_RULE_ASCUSER	Associate users with a rule definition.
ChartField Security Rules - Roles Page	SEC_RULE_ASCROLE	Associate roles to a rule definition. Click the Roles tab on the Users for a Rule Definition Page.
ChartField Security Rules - Permission Lists Page	SEC_RULE_ASCPERM	Associate permission lists with a rule definition. Click the Permission Lists tab on the Users for a Rule Definition Page.
Source Product Selection Page	SEC_RULE_PRD_SEC	Select a product or group of products to which to assign a user rule definition. See the Users for a Rule Definition Page.
Assign Security Rule to User ID Page	SEC_RULE_USER	Facilitate the assignment of multiple rules to one user. Perform ongoing maintenance of security rule assignments as organizational changes, such as employee terminations, transfers, new hires, and so on, occur.
Component Exceptions Page	SEC_COMPEX_USER	Specify components exceptions to ChartField Security for a user.
Security Rule Values Page	SEC_RULE_DV_U	View security values populated in the security table from the Security Build process.
Assign Security Rule to Role Page	SEC_RULE_ROLE	Facilitate the assignment of multiple rules to one role. See Maintaining Additional Security Rules.

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Page Name	*Definition Name*	*Usage*
Assign Rule to Role - Component Exceptions Page	SEC_COMPEX_ROLE	Specify component exceptions to ChartField Security for a role. See Maintaining Additional Security Rules.
Assign Rule to Role - Security Rule Values Page	SEC_RULE_DV_R	View security values populated in the security table from the Security Build process. See Maintaining Additional Security Rules.
Assign Security Rule to Permission List Page	SEC_RULE_PERM	Facilitate the assignment of multiple rules to one permission list. See Maintaining Additional Security Rules.
Assign Rule to Permission List - Component Exceptions Page	SEC_COMPEX_PERM	Specify component exceptions to ChartField Security for a permission list. See Maintaining Additional Security Rules.
Assign Rule to Permission List - Security Rule Values Page	SEC_RULE_DV_P	View security values populated in the security table from the Security Build process. See Maintaining Additional Security Rules.
Select Source Products Page	SEC_RULE_U_PRD	Select source products to assign to a security rule. See Maintaining Additional Security Rules.

ChartField Security Rules Page

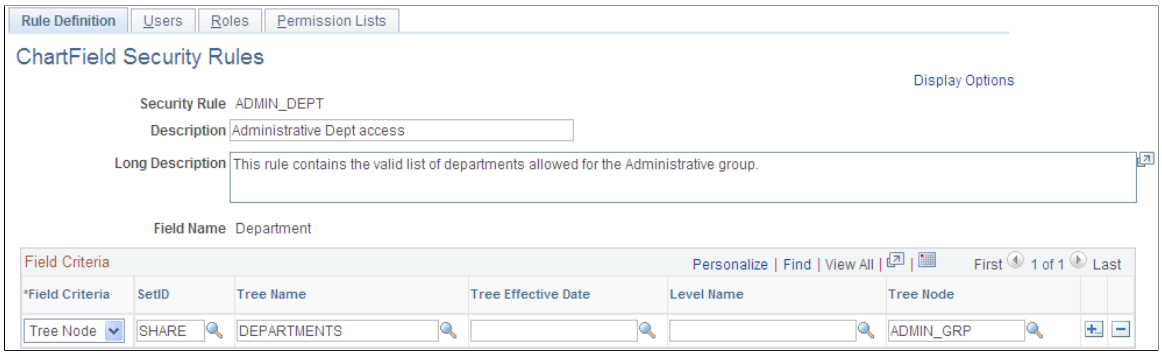
Use the Rule Definition - ChartField Security Rules page (SEC_RULE_DEFN) to establish and maintain ChartField Security rules.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Define Security Rules** > **Rule Definition**

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This example illustrates the fields and controls on the Rule Definition - ChartField Security Rules page. You can find definitions for the fields and controls later on this page.



Enter the field criteria to define the valid values for the ChartField Security rule.

Field or Control	*Description*
Field Criteria	Select one of the following methods for defining valid field values for the ChartField Security rule: • *Tree Node* - Select to use a tree for defining valid field values. If a tree is selected, a tree node must be selected. • *Values* - Select to use detail values for defining valid field values. • *Range* - Select a range of values for defining valid field values. • *Wildcard* - Enter a partial value with a wildcard for defining valid field values.

Field or Control	*Description*
Level Name	Controls prompting for tree node values. A tree node must always be selected if trees are used for defining the ChartField values for the rule.
Tree Effective Date	Controls prompting for tree node values. A tree node must always be selected if trees are used for defining the ChartField values for the rule.
Display Options	Click this link to display the Assignment pages. The Assignment pages provide a convenient way to assign multiple users, roles, or permission lists to a single rule definition. The check box is enabled for the Security Method used in the Security Options page. For example, if you selected User ID on the Security Options page, then only the User Assignment page will appear.

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Note: When PeopleSoft Project Costing is installed, field criteria is controlled by the PC business unit. When PeopleSoft Project Costing is not installed, field criteria is controlled by SetID.

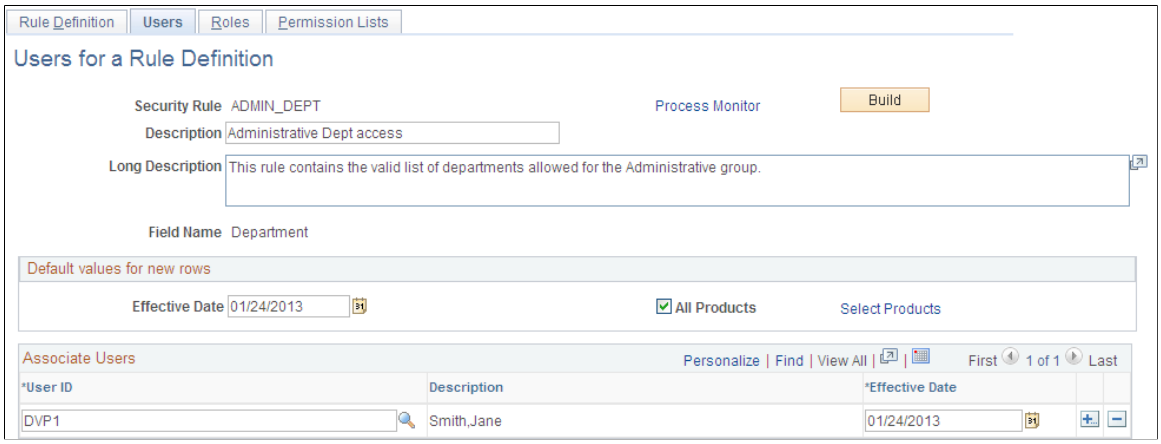
Users for a Rule Definition Page

Use the Define Security Rules - Users for a Rule Definition page (SEC_RULE_ASCUSER) to associate users with a rule definition.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Define Security Rules** > **Users**

This example illustrates the fields and controls on the Define Security Rules – Users for a Rule Definition page. You can find definitions for the fields and controls later on this page.



Associate specific users for security access to a rule definition. The same associations are made for roles and permission lists using the Roles and Permission Lists tabs.

Note: You use the Assign Rules page to associate Rule Definitions to a User, Role or Permission List. The Assign Rules page is used to create and maintain the assignment. This page is used to associate multiple Users, Roles or Permission Lists to a Rule Definition. If the assignment does not already exist, the page will create a new assignment. You can also use this page to remove existing assignment.

Default values for new rows:

Field or Control	*Description*
Effective Date	The default effective date is assigned to associated users. When you add a new row for User ID, you can override the defaulted effective date for the row.
All Products	Select to associate users for a given rule for all products. Deselect the check box to associate users to a rule for selected products.

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Field or Control	*Description*
Select Products	Click this link to display the Source Product Selection page (SEC_RULE_PRD_SEC), where you can assign a rule to a selected group of products.

Associate Users:

Field or Control	*Description*
User ID	Select user IDs to associate with the ChartField Security rule.
Description	If rule assignments already exist, then the description becomes a link that allows you to drill down to the Rule Assignment page.
Effective Date	Users are assigned to security rules by effective date. By default, the effective date of each row added is the value from the default effective date field value. You may elect to use the value for the new user or override it for a specific date during entry. This date represents an As Of date for the rules building process. Only one set of rules may be in effect for a user/role/permission at any point in time.
Build	Click to run the build process that builds the security values for all the rule assignments that are associated with this rule definition. At the same time, the build process builds other rule definitions assigned to the same users who meet the date criteria. Changes to rule assignments will not take effect until the new configuration is built into the security tables.

Note: Rule assignments to users made through this page are automatically assigned to all products unless disabled.

Assign Security Rule to User ID Page

Use the Assign Security Rule to User ID page (SEC_RULE_USER) to facilitate the assignment of multiple rules to one user.

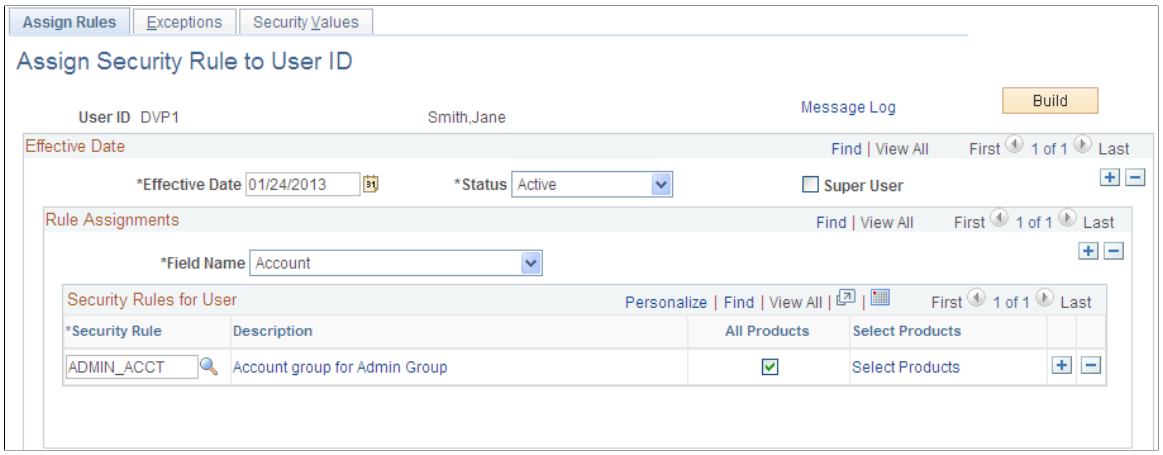
Perform ongoing maintenance of security rule assignments as organizational changes, such as employee terminations, transfers, new hires, and so on, occur.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Assign Security Rule to User** > **Assign Rules**

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This example illustrates the fields and controls on the Assign Security Rule to User ID page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Effective Date	Enter an effective data for the security rules that will be assigned. New and changed rule assignments must be built according to the effective date of the assignment. Only one effective date record can be built and be in effect at any point in time. You can set up future-dated changes to security rules before an implementation date, but you must perform the Build process on that date.
Status	The effective date status for the security rule.
Super User	Select to cancel ChartField Security and identify the user as one who has access to all values of the secured ChartFields. When this check box is enabled, you do not need to assign security rules or exceptions.
Field Name	Select the secured ChartField for which rules will be assigned. Only the ChartFields enabled for security are available. **Note:** You will not be allowed to change or delete the Field Name when security rules values are built in the security tables for that field. You must delete the security values before you change or delete this field. You can schedule a process request to delete the values from a run control or you can click **Build.**
Security Rule	Select the ChartField Security rule to be assigned to this user.
+	Select this icon when a group of values must be assigned to the user.
Description	Displays the Security Rule description. Click the description link to drill down for more information about the security rule.

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Field or Control	*Description*
All Products	Provides a simple way to enable a rule assignment that will apply to all product components. Assignments made through the ChartField Security Rule - Definition page will, by default, assign the rule to users for all product components.
Select Products	If the **All Products** check box is deselected, then the Select Product text becomes a link that will open a page for selecting individual products.
Build	Click to schedule the Build process that builds the security rule values into the security tables. When you click **Build,** the Build Security Rules page appears.
Message Log	Click this link to navigate to the Message Log page, where you can review the message log post build.

See ChartField Security Rules Page.

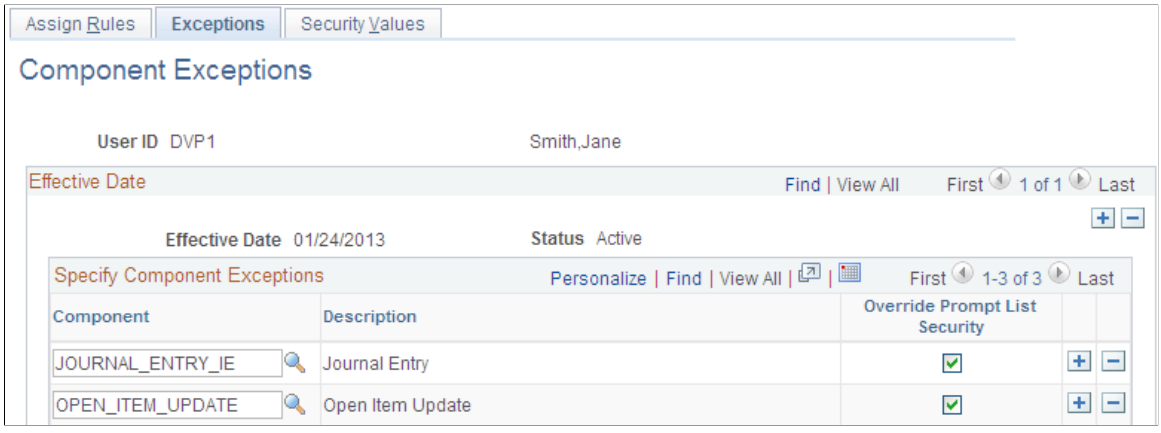
Component Exceptions Page

Use the Assign Rule to User - Component Exceptions page (SEC_COMPEX_USER) to specify components exceptions to ChartField Security for a user.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Assign Rule to User** > **Exceptions**

This example illustrates the fields and controls on the Component Exceptions page. You can find definitions for the fields and controls later on this page.



Exceptions override ChartField Security for the component that you select. They also allow access to all ChartField values in the component.

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Field or Control	*Description*
Component	Select the component name for which you want to make an exception.
Override Prompt List Security	This check box allows you to refine the access rule. Select this option to override the secured prompt lists and allow edit access to all ChartField values within the component.

Security Rule Values Page

Use the Security Rule Values page (SEC_RULE_DV_U) to view security values populated in the security table from the Security Build process.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Assign Rule to User** > **Security Values**

Field or Control	*Description*
Field Name	The system displays only one value at a time.
Source Product	Select to filter the results for a specific source product.
Fetch	Click this button to retrieve security values populated by the Build process. If no rule assignment was ever built, no values will appear.

See the product documentation for the User Profile Table and Rule Assignment page in *PeopleTools: Security Administration*.

Maintaining Additional Security Rules

Use the Assign Security Rule to Role page (SEC_RULE_ROLE) to facilitate the assignment of multiple rules to one role.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Assign Security Rule to Role** > **Assign Rules**

Use the Assign Rule to Role - Component Exceptions page (SEC_COMPEX_ROLE) to specify component exceptions to ChartField Security for a role.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Assign Security Rule to Role** > **Exceptions**

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Use the Assign Rule to Role - Security Rule Values page (SEC_RULE_DV_R) to view security values populated in the security table from the Security Build process.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Assign Security Rule to Role** > **Security Values**

Use the Assign Security Rule to Permission List page (SEC_RULE_PERM) to facilitate the assignment of multiple rules to one permission list.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Assign Rule to Permission List** > **Assign Rules**

Field or Control	*Description*
Select Products	Click this link to access the Select Source Products page (SEC_RULE_U_PRD), where you can select source products to assign to a security rule.

Use the Assign Rule to Permission List - Component Exceptions page (SEC_COMPEX_PERM) to specify component exceptions to ChartField Security for a permission list.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Assign Rule to Permission List** > **Exceptions**

Use the Assign Rule to Permission List - Security Rule Values page (SEC_RULE_DV_P) to view security values populated in the security table from the Security Build process.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Assign Rule to Permission List** > **Security Values**

Building ChartField Security Rules

Pages Used to Build ChartField Security Rules

Page Name	*Definition Name*	*Usage*
Build Security Rules Page	SEC_BUILD_PARMS	Implement incremental changes and enable scheduling of the Build process that builds the security rule values into the security tables.

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Page Name	Definition Name	Usage
Security Build Request Page	SEC_BUILD_REQ	Schedule and run the Build process.

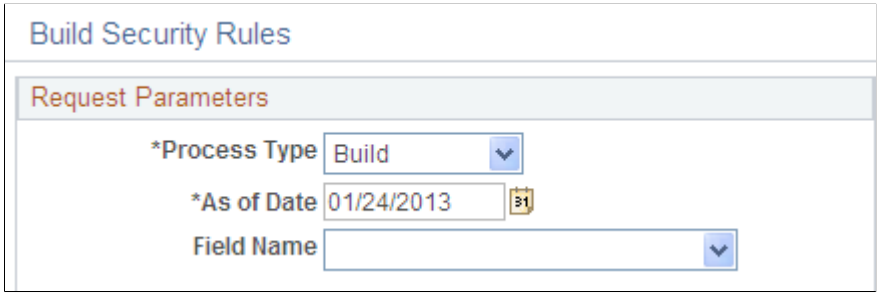
Build Security Rules Page

Use the Build Security Rules page (SEC_BUILD_PARMS) to implement incremental changes and enable scheduling of the Build process that builds the security rule values into the security tables.

Navigation:

Click the **Build** button from the Assign Rules page of the User, Role, or Permission List components.

This example illustrates the fields and controls on the Build Security Rules page. You can find definitions for the fields and controls later on this page.



Note: You should create a run control process to perform a regularly scheduled build to enhance system performance and to update your information.

Field or Control	Description
Process Type	Select *Build* to build the security rules to the security tables. Select *Delete* to delete existing values in the security tables.
As of Date	The system provides the current system date by default. This value drives the effective date processing for selecting the rule assignments. The Build process uses the most current effective dated rule assignment for a user/role/permission that is less than or equal to the As of Date.
Field Name	Select a specific field in the Field Name list. If this field is blank, the Build process builds the values for all of the fields in the rule assignments.

Note: The Build process uses the effective date to indicate the rule or rules used in the Build process. Only one set of rules resides in the flattened tables. Therefore, the Build process ignores any other effective dated rows. You must run the Build process on the day of the future dated row to put a future rule into effect.

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See Security Build Request Page.

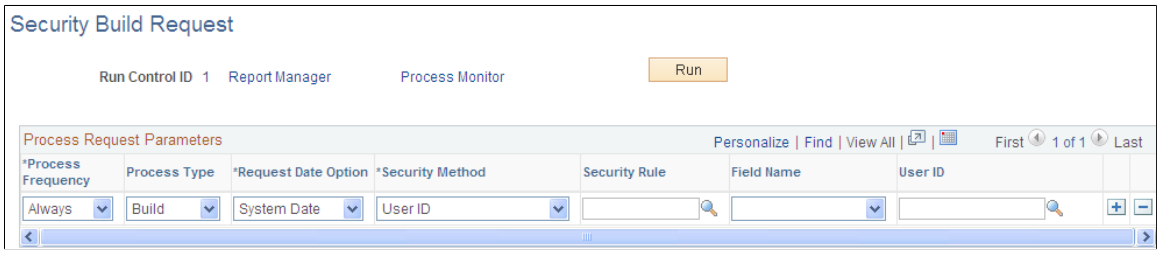
Security Build Request Page

Use the Security Build Request page (SEC_BUILD_REQ) to schedule and run the Build process.

Navigation:

Set Up Financials/Supply Chain > Security > ChartField Security > Maintain Security Rules > Request CF Security Build

This example illustrates the fields and controls on the Security Build Request page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Process Type	Select *Build* to build the security rules to the security tables. Select *Delete* to delete existing values in the security tables.
Request Date Option	Select the date that drives the effective date processing for selecting the rule assignments and tree data. Select *As Of Date* or *System Date* to use the current system date.
Security Method	The system provides the default security method value selected on the Security Options page. Select to run the build and populate the ChartField Security tables for User ID, Role, or Permission List values.
Field Name	Select a specific field to build the security rules or to delete security values. If you leave the field blank, the Build process creates values for all fields in the rule assignments.
User ID/Role/Permission List	Specify a specific User, Role, or Permission List to build or delete values in the **User ID** field. If you leave this field blank, the Build process selects all the rule assignments for processing.

Note: You should schedule the Build process periodically to process effective dated rule assignment changes.

See Security Options - ChartField Security Page.

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Copying ChartField Security Rule Assignments

Pages Used to Copy ChartField Security Rule Assignments

Page Name	*Definition Name*	*Usage*
Copy User Rule Assignment Page	SEC_USER_COPY	Copy a set of security rules assigned to a user permission list to another user.
Copy Role Rule Assignment Page	SEC_ROLE_COPY	Copy a set of security rules assigned to a role permission list to another role.
Copy Permission List Rule Assignment Page	SEC_PERM_COPY	Copy a set of security rules assigned to a permission list to another permission list.

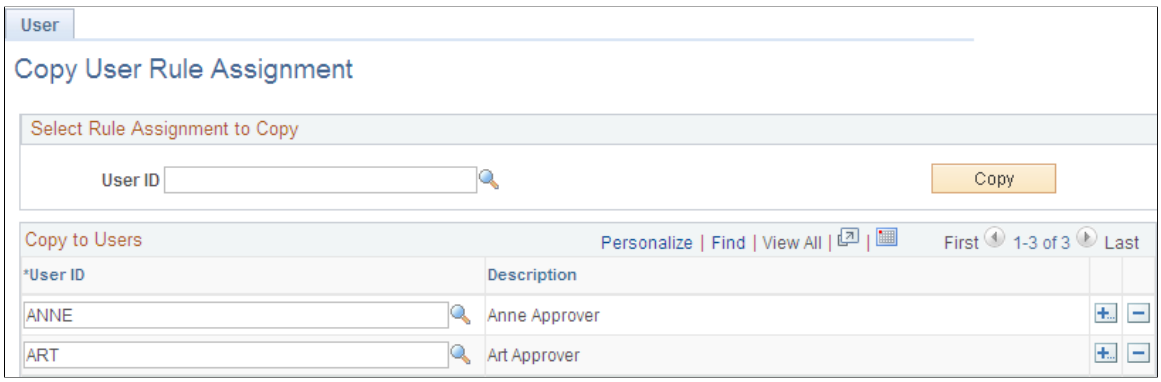
Copy User Rule Assignment Page

Use the Copy User Rule Assignment page (SEC_USER_COPY) to copy a set of security rules assigned to a user permission list to another user.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Copy CF Security for a User**

This example illustrates the fields and controls on the Copy User Rule Assignment page. You can find definitions for the fields and controls later on this page.



Select a User ID from which to copy user rule assignments and select the User ID or IDs to which you want to copy the user rule assignment. Click the Copy button to copy the rule assignment.

The process is the same for roles and permission lists using the Copy Role Rule Assignment page and the Copy Permission List Rule Assignment page, respectively.

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Copy Role Rule Assignment Page

Use the Copy Role Rule Assignment page (SEC_ROLE_COPY) to copy a set of security rules assigned to a role permission list to another role.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Copy CF Security for a Rule**

Copy Permission List Rule Assignment Page

Use the Copy Permission List Rule Assignment page (SEC_PERM_COPY) to copy a set of security rules assigned to a permission list to another permission list.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Maintain Security Rules** > **Copy CF Security for Perm Lst**

Securing Customized ChartFields

This topic discusses how to secure non-delivered ChartFields.

Steps to Secure Customized ChartFields

If you add new ChartFields to your system using the ChartField Configuration Utility, and if you want to enable ChartField Security for any of the customized ChartFields, you must complete additional setup steps.

Note: These steps are not needed for any of the delivered ChartFields since they are already configured in preparation for potential ChartField Security implementation.

Complete the following setup steps for a new ChartField for which you want to implement ChartField Security:

1. Create a new work field to be used in the prompt edit tables for ChartField Security.
2. Add the new work field to the work record that is used by FSCM online pages.
3. Add the new work field to ChartField Security pages.
4. Configure prompt table field properties to use derived work field.
5. Add the new ChartField to the ChartField Security Options page.
6. Add the new ChartField prompt edit views to the ChartField Security Edit Tables page.

Creating a New Work Field

You can add new ChartFields (customized) by using the ChartField Configuration Utility.

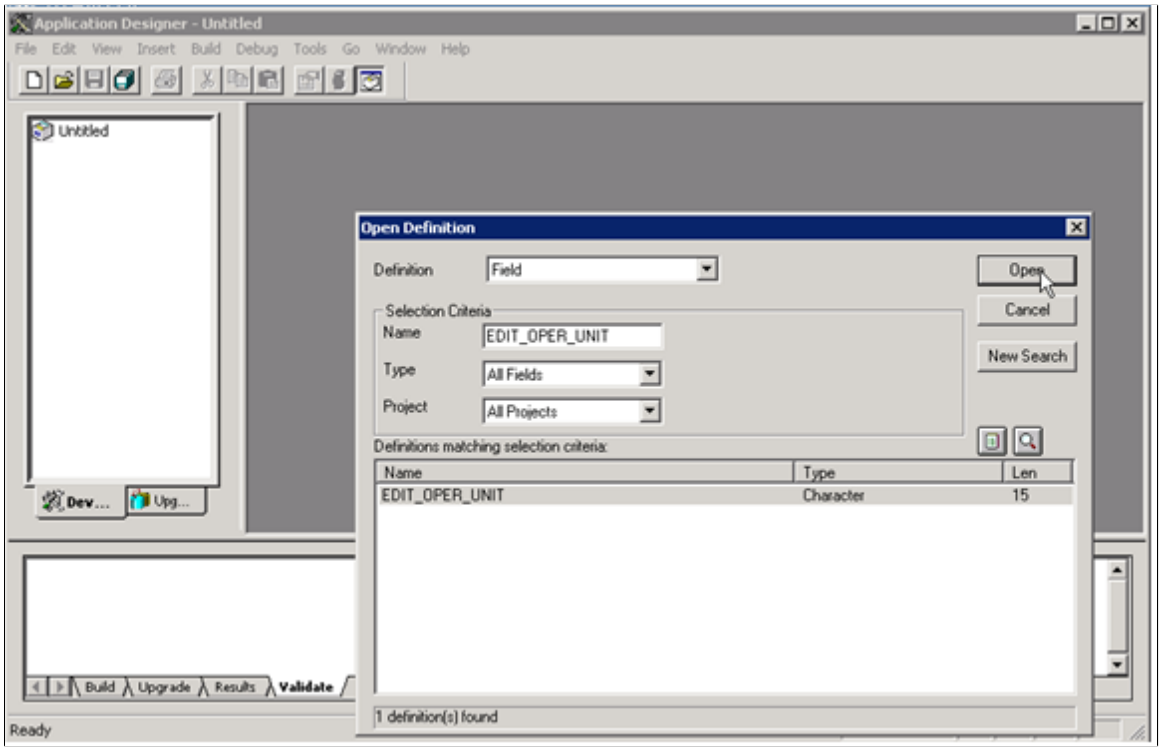
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See *PeopleSoft Application Fundamentals, Configuring ChartFields.*

Create a work field for each new ChartField for which you want to secure using ChartField Security. These work fields are used as placeholders for the prompt edit tables that are dynamically assigned at runtime by the online processes.

To create a new work field for the new ChartField, clone an existing work field using Application Designer - Open Definition:

This example illustrates the fields and controls on the Application Designer - Open Definition (Field). You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Definition	Select *Field* to open a field that you can clone for your new work field.
Name	As your selection criteria for the field, enter a prefix of *EDIT_* to retrieve a list of work fields from which to select.
Open	Click this button to retrieve a list of fields from which to select. Open an existing field, such as EDIT_OPER_UNIT, by double-clicking.

Click the Save icon and save as *EDIT_<new ChartField name>*. For example, if the new ChartField name is *CFQ,* then save the new work field as *EDIT_CFQ.* The work field must start with "EDIT_". It is not imperative, however, to include the new ChartField name in the work field name. Choose a concise and meaningful suffix. Do not change any of the field attributes, such as Field Type, Field Length, or Field Labels.

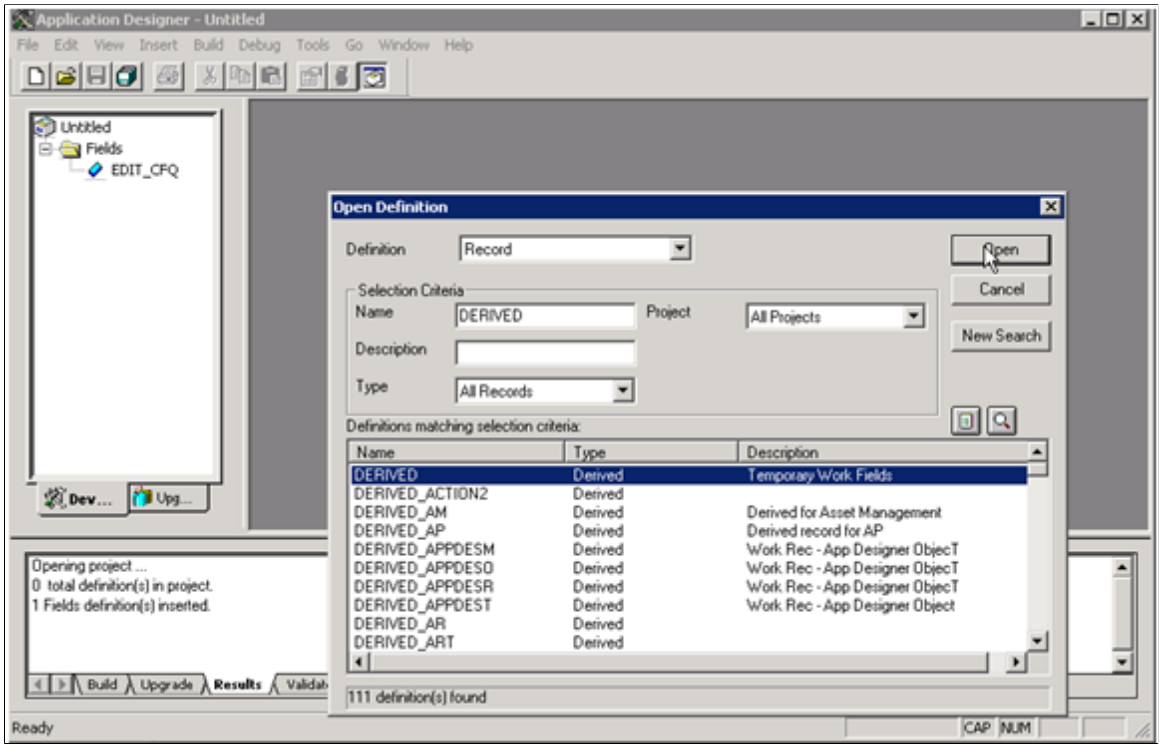
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Adding the New Work Field to the Work Record

Add the new work field that you created for a customized ChartField to the work record, DERIVED, using PeopleTools Application Designer. This is a common work record that is used by the Financials and Supply Chain Management online pages.

To add the new work field to the DERIVED work record, access the record using PeopleTools Application Designer - Open Definition:

This example illustrates the fields and controls on the Application Designer - Open Definition (Record). You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Definition	Select *Record* to retrieve the work record, DERIVED.
Name	As your selection criteria for the field, enter the record name, *DERIVED* and click the Open button to retrieve the record.

Double-click the DERIVED record from the search result grid to open the record. Add the new work field or fields that you created in the first step. The field position within the record definition is not important. Save the record.

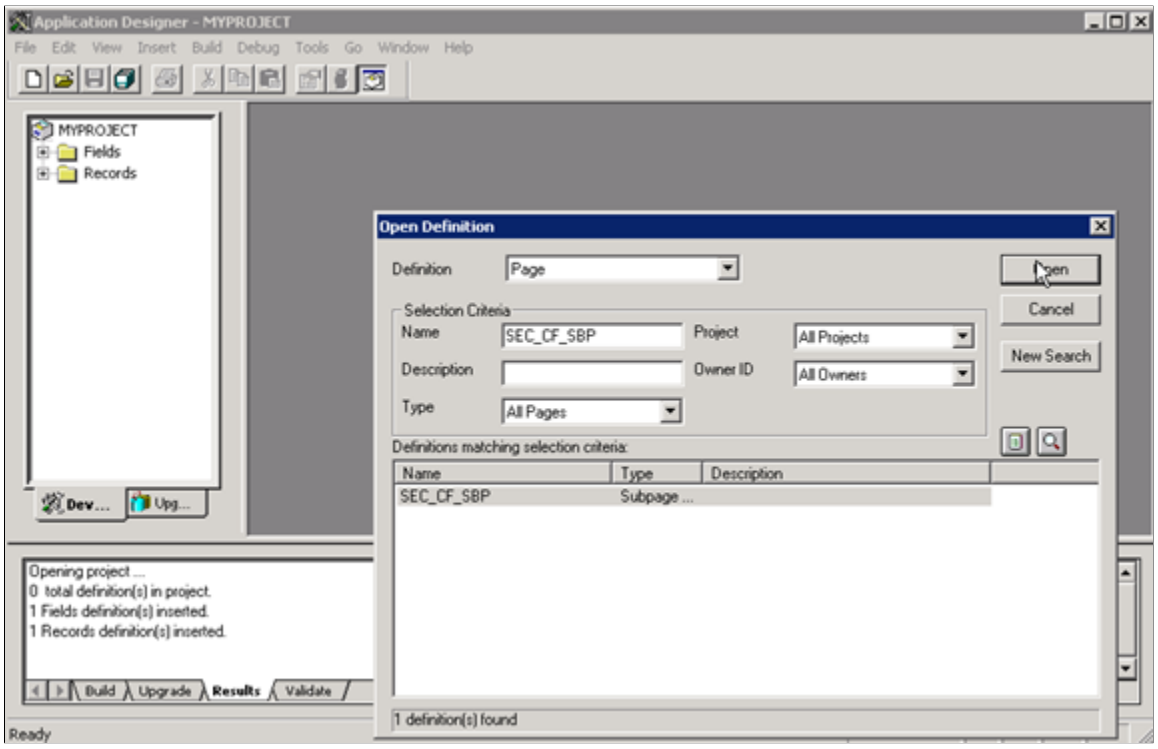
Adding the New Work Field to ChartField Security Pages

Add the new work field that you created for a customized ChartField to the ChartField Security SEC_CF_SBP sub page and the INV_SEC_CF_SBR secondary page using PeopleTools Application Designer. These pages are used by the online pages that support ChartField Security.

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To add the new work field to the sub page and secondary page, access each within PeopleTools Application Designer - Open Definition:

This example illustrates the fields and controls on the Application Designer - Open Definition (Page). You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Definition	Select *Page* to retrieve the sub page or secondary page.
Name	As your selection criteria, enter the page name, *SEC_CF_SBP* or *INV_SEC_CF_SBR* and click the Open button to retrieve the page.

Double-click the page from the search result grid to open it. Expand the page to fill the window so that you can add the work field. Perform the following steps on each page to add the new work field:

1. From the Application Designer menu at top, select Insert, Edit Box.
2. Add the edit box to each page (SEC_CF_SBP) and (INV_SEC_CF_SBR).
3. Double-click the edit box to open the Edit Box Properties window and select the following values:
    - **Record Name -** *DERIVED*
    - **Field Name -** *<new work field>*
4. From the Label tab, select *None* for the Type.
5. From the Use tab, select the *Display Only* and *Invisible* check boxes.

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6. Save the pages.

Configuring Prompt Table Field Properties

Within PeopleTools Application Designer, change the record field prompt table properties to use the derived work field instead of the edit table on the ChartField Security sub records. Configure all of the delivered Chartfield Security sub records:

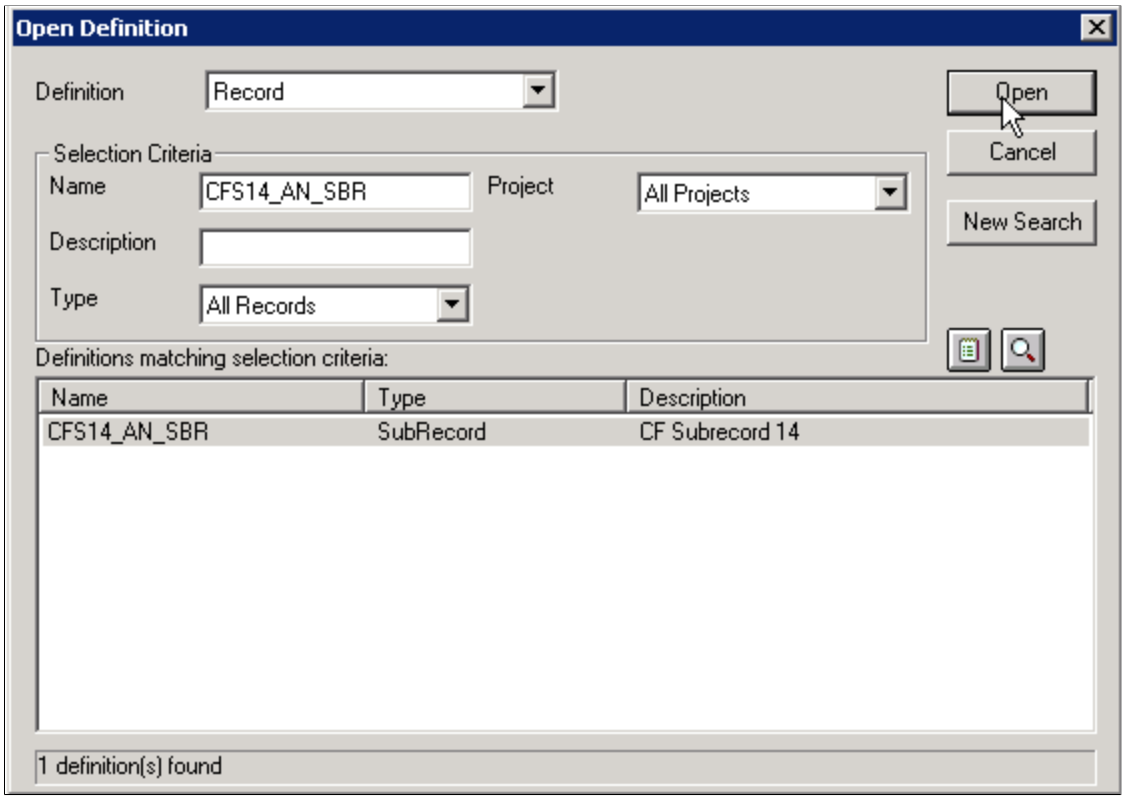
- CFS14_AN_SBR
- CFS15_AN_SBR
- CFS16_AN_SBR
- CFS18A_AK_SBR
- CFS21_AN_SBR
- CFS29_AN_SBR
- CFS9A_AK_SBR
- CFS9B_AK_SBR

Warning! Be very careful to select the ChartField Security sub records to modify and *NOT* the regular ChartField sub records. The ChartField Security sub record prefix is **CFS,** whereas the regular ChartField sub record prefix is **CF.**

To configure the record field properties for the ChartField Security sub records, access each record within PeopleTools Application Designer - Open Definition:

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This example illustrates the fields and controls on the Application Designer - Open Definition (Record). You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Definition	Select *Record* to retrieve the sub record to configure.
Name	As your selection criteria, enter the ChartField Security sub record name; for example, *CFS14_AN_SBR* or *CFS15_AN_SBR* and click the Open button to retrieve the record. ***Warning!*** Be careful not to select CF14_AN_SBR by mistake. This is the corresponding ChartField sub record, which should not be altered.

Double-click the record from the search result grid to open it. Complete the following steps to configure properties:

1. Double-click on the new ChartField (that was created by the ChartField Configuration Utility) within the sub record. This launches the Record Field Properties.

2. Select the Edits tab and replace the Prompt Table field value with the work field value that you created. Be sure to preface the work field value with a *%*. For example, if the new ChartField value is CFQ, the work field that you created (in step 1) might be EDIT_CFQ. In this case, you would replace the original Prompt Table field value of *CFQ_TBL* with the new work field value *%EDIT_CFQ*. Do not change any other field values within Record Field Properties.

3. Click OK and save.

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4. Repeat these steps for all of the other ChartField Security sub records as listed at the beginning of this section.

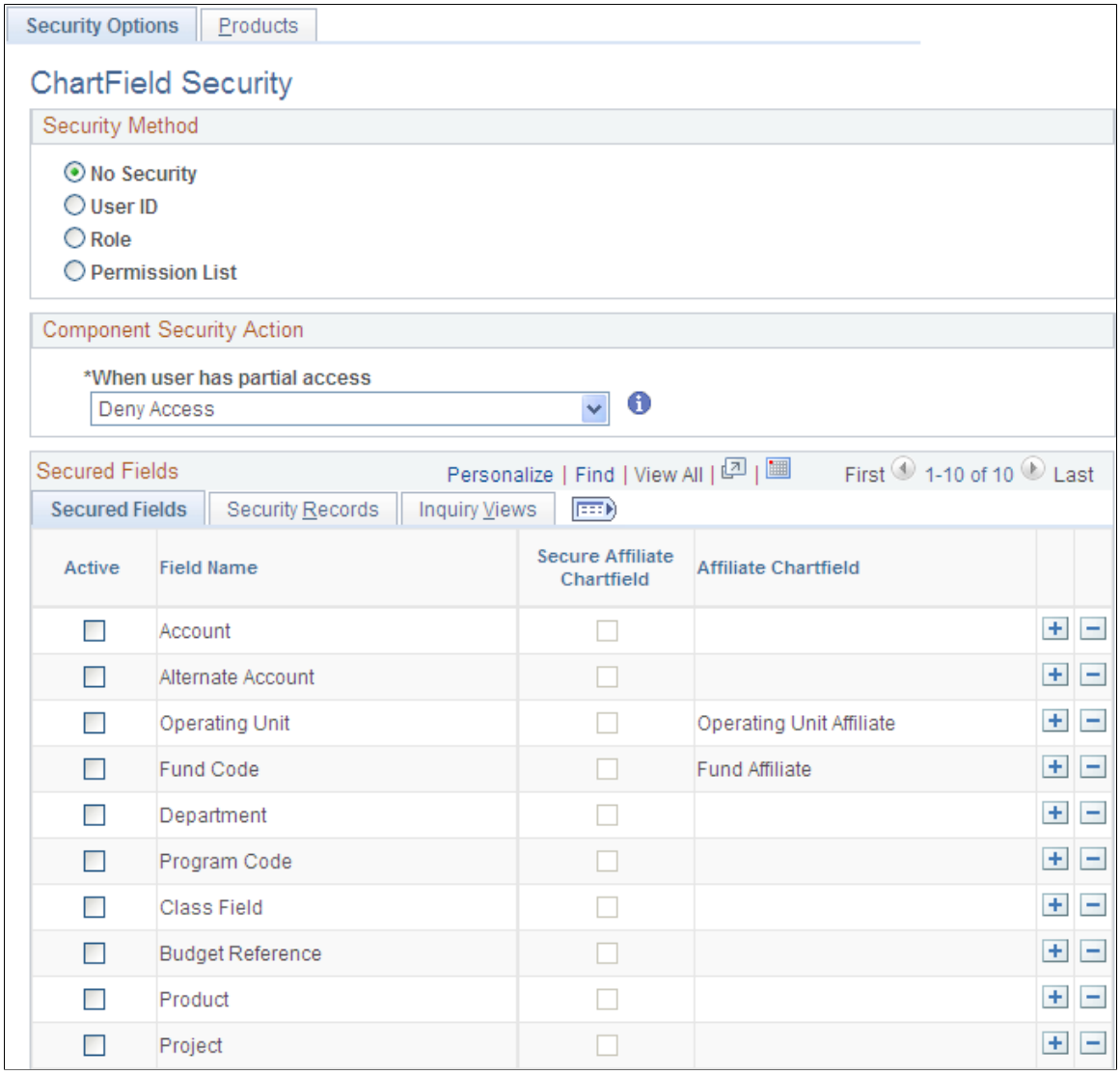
ChartField Security Options Page

Use the ChartField Security Options page to add the new ChartField (that was created by the ChartField Configuration Utility).

Navigation:

Set Up Financials/Supply Chain > **Security** > **Chartfield Security** > **Secure Chartfield Options**.

This example illustrates the fields and controls on the Security Options - ChartField Security. You can find definitions for the fields and controls later on this page.



See Security Options - ChartField Security Page.

Complete the following steps:

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1. Secured Fields tab - Add a new row and select the new ChartField from the prompt list. Select the **Active** check box to enable ChartField Security for that ChartField.

2. Security Records tab - Select the Chartfield Security tables for the user, role and permission list for the new ChartField. The ChartField Security tables store the secured ChartField values. These tables are created by the ChartField Configuration process when the new ChartField is created.

3. Inquiry Views tab - Select the ChartField Security inquiry views for the user, role and permission list for the new ChartField. These views are used by the Security Values page to display the secured values. These tables are cloned by the ChartField Configuration process.

Adding the New ChartField Prompt Edit Views

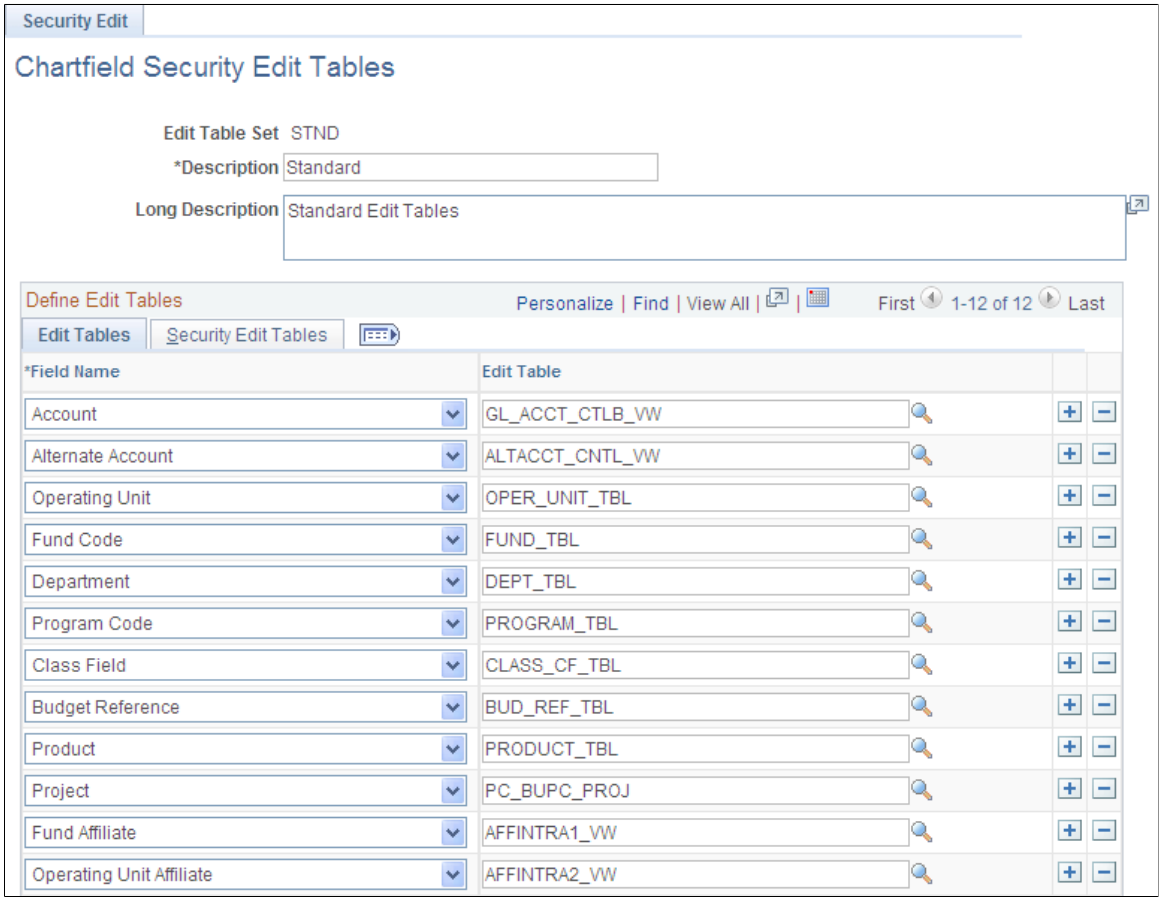
Use the ChartField Security Edit Tables page to add the new ChartField prompt edit views to the Chartfield Security Edit Tables component.

Navigation:

Set Up Financials/Supply Chain > **Security** > **ChartField Security** > **Security Edit Tables** > **Define Default Edit Table Sets**.

These views are used by the prompt edit list in the transaction online pages that support ChartField Security.

This example illustrates the fields and controls on the ChartField Security Edit Tables - Edit Tables. You can find definitions for the fields and controls later on this page.



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Select the new ChartField, associated edit table and security edit tables from this component (SEC_EDIT_TBLS). Modify both delivered Edit Table Sets for Standard (STND) and GL Business Unit (BUGL).

Edit Tables

Field or Control	*Description*
Field Name	Select the new ChartField from the prompt list.
Edit Table	Select the ChartField table from the prompt list.

Security Edit Tables

Select the ChartField Security views for the user, role and permission list. These views are created by the ChartField Configuration process.

Field or Control	*Description*
Field Name	Displays the new ChartField that you selected from the Edit Tables tab.
User ID Security View	Select the user ChartField Security view. This view is cloned from SEC_OU_UVW.
Role Security View	Select the role ChartField Security view. This view is cloned from SEC_OU_RVW.
Permission List Security View	Select the permission list ChartField Security view. This view is cloned from SEC_OU_PVW.

Securing ChartFields for PeopleSoft Payables

The following table lists the components in PeopleSoft Payables that support ChartField security:

Component	*Component Description*
AP_GL_DRILL	Journal Drilldown
AP_PARTIAL224	AP Partial 224 Reclassification

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Component	Component Description
AP_SESSION_DEFAULT	Session defaults
EE_VCH_DRILL	Entry Event Drill Down
OPEN_ITEM_UPDATE	Open Item Update
RVL_AP_ACCTG_ENTS	Revaluation Accounting Entries
VCHR_ACCTG_ENTRIES	Accounting Entries
VCHR_CMPL_UNPST_LC	Complete Register Voucher
VCHR_CORRECTION	Voucher Error Correction
VCHR_EXPRESS	Voucher Entry
VCHR_LINE_DISPLAY	Voucher Line
VCHR_MASS_MAINT	Voucher Mass Maintenance
VCHR_QUICK_PNL	Voucher Quick Entry
KK_XCP_AP1N	Voucher (NP) Exceptions
KK_XCP_AP1	Voucher Exceptions
KK_XCP_AP2	Voucher Acct Line Exceptions
KK_XCP_AP3	PE Accrl Acct Line Exceptions

Securing ChartFields for PeopleSoft Asset Management

The following table lists the components in PeopleSoft Asset Management that support ChartField Security:

Component	Component Description
AM_DISPOSAL_WKSHT	Disposal Worksheet

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Component	*Component Description*
AM_EXTENDED_DEPR	Extended Depreciation
AM_GL_DRILL	Journal Drilldown
AM_IMPAIR	Impairment Worksheet
AM_REPORTING	Cost and Depreciation Summary
AM_REVALUE	Asset Revaluation
ASSET_CONSOL	Consolidate Asset Transactions
ASSET_DIST	Asset Accounting Entries
ASSET_ENTRY	Asset Express Add
ASSET_NF_DIST	Review Expense Entries
ASSET_PRINT	Printable View of Asset
ASSET_SEARCH	Search for an Asset
ASSET_UNIT	Unitize Asset Transactions
BASIC	Asset Basic Information
BASIC_PARENT_CHILD	Parent-Child Basic Update
BD_CAP	Capital Acquisition Plans
COPY_ASSET	Create Asset Copies
COST_BAL	Asset Cost Adjust/Transfer
COST_HISTORY	Asset Cost History
DEPR_ACCUM_ADJ	Depreciation Reserve Adjustment
DEPR_HISTORY	Asset Depreciation

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Component	*Component Description*
DEPR_PARCHILD_NBV	Parent-Child Net Book Value
DEPR_SUM_HISTORY	Depr Summary by Cost Type
INF_INQ	Inquire Inflation Information
INTFC_FIN	Load Preview Financial
INTFC_FINPHY_SS	Intfc Fin Spreadsheet Software
INTFC_PRE_AM	Load Preview Pre_AM
LEASE	Asset Leases
LEASE_ENTRY	Lease Express Add
LEASE_OPER_TFR	Operating Lease Transfer
NF_DIST_LN	Non-financial Distribution
NON_CAP_COSTS	Non-capitalized Costs
PEND_TRANS_UPD_DEL	Asset Pending Txns Update/Del
RETIRE	Retirement and Reinstatement
WHAT_IF_DEPR	What-if Depreciation Inquiry

Securing ChartFields for PeopleSoft Receivables

This topic provides an overview of securing ChartFields for PeopleSoft Receivables and describes the components in PeopleSoft Receivables that support ChartField Security.

Understanding Securing ChartFields for PeopleSoft Receivables

Some components include a prompt for distribution code. Although distribution code is not a ChartField, it represents a combination of ChartFields that may need to be secured. Therefore, whenever a prompt for a distribution code appears, the values are secured.

Five components included in the following table do not have a security code. If users attempt to drill down from any of these components to an item with ChartFields that have ChartField Security applied,

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they will receive an error. Therefore, these components are considered to be secure and are included in the table. These components are:

- CUST_PENDING_ITEM
- DD_ALL
- DRAFT_ALL
- ITEM_RVW_CST_SS
- REF_REASON_CHNG

The following table lists the components in PeopleSoft Receivables that support ChartField Security:

Component	***Component Description***
AR_CC_TRAN	Revenue Estimate Review
AR_CC_TRAN_ACT	Revenue Estimate Review
AR_CC_TRAN_ERROR	Revenue Estimate Correction
AR_ITEM_DRILL	Transfer GL and AR
AR_PAYMISC_DRILL	Transfer GL and Paymisc
AR_RVL_DRILL	Transfer GL and Revaluation
AUTO_ENTRY_TABLE2	Automatic Entry Type
CUST_PENDING_ITEM See Introduction paragraph 2.	Outstanding Customer Items
DD_ACCT_ENTRIES	DD Accounting Entries
DD_ALL See Introduction paragraph 2.	All Direct Debits
DD_WORKSHEET	Direct Debit Worksheet
DRAFT_ALL See Introduction paragraph 2.	All Drafts
DRAFT_REVIEW	Draft Review

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Component	*Component Description*
ENT_EXTAID_UPDT	External Pending Item Entry
ENT_EXTNID_ADD1	External Large Group Entry
ENT_EXTSID_ERRORS	External Error Correction
ENT_EXSID_UPDT	External Single Entry Format
ENT_ONLAID_UPDT	Online Pending Item Entry
ENT_ONLNID_ADD1	Large Group Format Entry
ENT_ONLSID_ERRORS	Online Error Correction
ENT_ONLSID_UPDT	Online Single Entry Format
FIN_CHG_ERRORS	Finance Error Correction
FIN_CHG_UPDT	Finance Single Entry Format
ITEM_DATA3	Activity Accounting Entries
ITEM_ENTRY_TABLE2	Item Entry Table
ITEM_LIST	Item List — Inquiry List
ITEM_MAINTAIN	Item Maintenance
ITEM_REV_CST_SS See Introduction paragraph 2.	Customer Portal – View Items
KK_XCP_AR1	Revenue Estimate Exceptions
KK_XCP_AR2	Miscellaneous Payment Exceptns
MAINT_DST	Maintenance Worksheet Accounting
MAINT_DST_CORR	Maintenance Worksheet Error Correction
MAINT_DST_CORR1	Direct Debit Error Correction

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Component	*Component Description*
MAINT_DST_CORR2	Draft Error Correction
MAINT_DST1	Draft Accounting Entries
NONCUST_PAYMENTS	Direct Journal
PAR224_ARENTRIES	Reclass AR Entries
PAR224_DIRJRNL	Partial 224 Entries for Receivables
PAYMENT_DST	Payment Accounting Entries Review
PAYMENT_DST_CORR	Payment Posting Error Correction
PAYMENT_WS_CC	Update Credit Card Worksheet
REF_REASON_CHNG See Introduction paragraph 2.	Update Reference Reason
RVL_AR_ACCTG_ENTS	Review Receivables Revaluation
RVW_CASH_CNTRL	Cash Control Review
RVW_DTLAID_ANY	Items with Accounting Entries
RVW_DTLAID_ANY1	All Items with Detail
RVW_DTLAID_ANY2	All Items with Detail
RVW_DTLAID_ANY3	All Draft Items with Detail
RVW_DTLAID_ANY4	All Direct Debit Items with Detail
RVW_DTLSID_ANY_	Item with Accounting Entries
RVW_DTLSID_ANY1	Single Item with Detail
RVW_DTLSID_ANY2	Single Item with Detail
RVW_DTLSID_ANY3	Single Draft Item with Detail

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Component	*Component Description*
RVW_DTLSID_ANY4	Single Direct Debit Item with Detail
RVW_MISC_PAYMENT	Direct Journal Review
TRANS_DST_CORR	Transfer Error Correction
TRANS_DST	Transfer Accounting Entries
UNPOST_DST_CORR	Unpost Error Correction
WS_WORKSHEET_IC	Maintenance Worksheet

Securing ChartFields for PeopleSoft Billing

This topic provides an overview of securing ChartFields for PeopleSoft Billing and describes the components in PeopleSoft Billing that support ChartField Security.

Understanding Securing ChartFields for PeopleSoft Billing

PeopleSoft Billing provides ChartField and Distribution Code security in the components described in this section.

The Billing transaction entry pages allow you to directly enter a Distribution Code, bypassing the prompt list. These pages need to be secured to validate user-entered values against the security prompt list.

In PeopleSoft Billing, many ChartFields and distribution codes are supplied as default values. Default values are not validated against the ChartField Security rules. Therefore, a ChartField can be provided by default to a bill being created even if the user does not have access to the ChartField. In this case, the user can save the bill that contains the default information; however, the ChartField Security feature may restrict access to the transaction pages after the user exits the component.

The following table lists the components in PeopleSoft Billing that support ChartField Security:

Component	*Component Description*
BI_ACCT_ENTRY_INV	BI Accounting Entry by Invoice
BI_ACCT_ENTRY_JRNL	BI Accounting Entries by Journal
*BI_ACCT_STG_COR	Staged Accounting Entry Correction
BI_BILL_SEARCH-I	Bill Search

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Component	*Component Description*
BI_BILL_SEARCH-U	Bill Search - Not Invoiced
*BI_ENTRY	Bill Entry
*BI_ENTRY_X	Express Bill Entry
*BI_INQUIRY	Bill Inquiry
BI_IVC_MAINT	Invoice Maintenance
BI_KK_COR	Commitment Control Correction
BI_TMP_SEARCH	Search for Temporary Bills
INTFC_BI_C_VW	Interface Completed View
INTFC_BI_E_VW	Interface Errors View
INTFC_BI_N_VW	Interface Pending Items View
INTFC_BI_N_VW_INQ	Interface Pending Items View
KK_XCP_BI1	Invoice Exceptions

Note: An asterisk (*) before the component name indicates that registry entries for these components are delivered with only a subset of detail records enabled for ChartField Security. You can enable or disable the detail records from ChartField Security, depending on the business requirements. Each detail record that is enabled adds overhead to open the component.

See Component Registry - Secured Components Page.

Securing ChartFields for PeopleSoft Commitment Control

The following table lists the components in PeopleSoft Commitment Control that support ChartField Security:

Component	*Component Description*
KK_ACT_LOG	Activity Log Inquiry

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Component	*Component Description*
KK_BD_XFER2	Control Budget Transfer
KK_BUDGET_ENTRY	Enter Budget Journals
KK_GEN_TRANS_ENTRY	Generic Transaction Entry
KK_INQ_BD_DETAIL	Budget Detail
KK_INQ_LEDGER	Budget Overview Inquiry
KK_XCP_BD	Budget Exceptions

Note: You cannot secure transaction drilldowns in the PeopleSoft Commitment Control budget inquiry and the budget overview inquiry components through ChartField Security. Therefore, the transaction level drilldowns are not secured. If a user has access to the budget level data, then the transaction level data is not secured, which allows access even if the user is not authorized. For the activity log inquiry, only the budget level data is secured when a search is performed.

Securing ChartFields for PeopleSoft Contracts

The following table lists the components in PeopleSoft Contracts that support ChartField Security:

Component	*Component Description*
CA_ACCT_CRM_JRNL	CRM Journal Accounting Lines
CA_ACCT_LINE_JRNL	Contract Accounting Lines Journal
CA_ACCT_RATE_JRNL	Accounting Rate Journal
CA_AP_DTL_ASIN	Review as incurred revenue
CA_AP_PC_SUMM_PNLG	Redistribute as incurred revenue lines
CA_AP_REDST_CRM	Redistribute CRM revenue lines
CA_AP_SUMM_PNLG	Redistribute fixed fee revenue lines
CA_DETAIL_DST	Accounting Distribution

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Component	*Component Description*
CA_DETAIL_DST_RED	Accounting Distribution - Discounts and Surcharges
CA_PGP_TERMS	Progress Payment Terms
CA_PPD_BY_CONTRACT	Prepaid balances by contract
CA_PREVIEW_REVENUE	Preview revenue
CA_REV_MGMT_DTL	Fixed Fee Revenue History
INQ_RMC18_CRITERIA	Review reimbursable contract agreements

In PeopleSoft Contracts, the Revenue Reconciliation component (CA_RECON_COMP) does not support ChartField Security.

Securing ChartFields for PeopleSoft Cost Management

This table lists the PeopleSoft Cost Management components that support ChartField Security.

Component	*Component Description*
CM_COST_ADJ	Adjust Average Cost
CM_COST_ADJ_RETRO	Adjust Retroactive Cost
CM_ACCTG_LINE	Accounting Entries
CM_DRILL_UNPST_DET	Unposted Accounting Lines
CM_DRILL_JRNL_DET	Posted Accounting Lines
CM_APRECN_INQ	CM/AP Reconciliation Summary
CM_APRECN_DETAIL	CM/AP Reconciliation Detail
CM_DRILL_ACCT_INV	Inventory Transactions - Transaction Entries
CM_DRILL_ACCT_ERN	Earned Conversion Costs - Transaction Entries

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Component	*Component Description*
CM_DRILL_ACCT_VAR	Production Variances - Transaction Entries
CM_DRILL_ACCT_SCP	Production Scrap Costs - Transaction Entries
CM_DRILL_ACCT_MFG	Production Actual Costs - Transaction Entries
CM_DRILL_ACCT_REV	Standard Cost Revaluations - Transaction Entries
CM_DRILL_ACCT_ADJ	Avg Cost Adjustment Entries- Transaction Entries
CM_DRILL_ACCT_UAD	Actual Cost Adjustment Entries- Transaction Entries
CM_DRILL_ACCT_NSS	Non Stock Shipment - Transaction Entries
CM_DRILL_INV_DET	Inventory Transactions - Transaction Details
CM_DRILL_ERN_DET	Earned Conversion Costs - Transaction Details
CM_DRILL_VAR_DET	Production Variances - Transaction Details
CM_DRILL_SCP_DET	Production Scrap Costs - Transaction Details
CM_DRILL_ACCT_MFG	Production Actual Costs - Transaction Details
CM_DRILL_REV_DET	Standard Cost Revaluations - Transaction Details
CM_DRILL_ADJ_DET	Avg Cost Adjustment Details- Transaction Details
CM_DRILL_UADJ_DET	Actual Cost Adjustment Details- Transaction Details
CM_DRILL_NSS_DET	Non Stock Shipment - Transaction Details
EXD_DRILL_JRNL_DET	Excise Journal Drill Down (Excise and Sales Tax/VAT IND, Journal Lines)

Securing ChartFields for PeopleSoft eProcurement

This topic discusses the PeopleSoft eProcurement components that support ChartField Security.

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The following table lists the PeopleSoft eProcurement components that support ChartField Security, and lists the ChartField Security type that is used by each component:

Component	*Component Description*
PV_REQUISITIONS	Create Requisition
PV_REQ_APPROVAL	Approval Status
PV_PO_REQ_SELECT	Requisition Expeditor
PV_REQ_PO_DETAILS	Requisition/PO Details Page

Securing ChartFields for PeopleSoft Expenses

This topic provides an overview of securing ChartFields for PeopleSoft Expenses and describes the components in PeopleSoft Expenses that support ChartField Security.

Understanding Securing ChartFields for PeopleSoft Expenses

PeopleSoft Expenses does not secure access to transaction pages and accounting data.

PeopleSoft Expenses has its own security; therefore, it does not use ChartField Security to restrict access to transaction pages and accounting data. Employees should always be able to view their past transactions, even if they no longer have authority to view a specific ChartField. For example, employee A had access to department ID 42000 but has moved to department 50000. He or she can view all expense reports for all departments of which he or she was, or is, a member.

See *PeopleSoft FSCM: Application Fundamentals* product documentation.

Secure ChartField Prompt Values

The Expenses components secure the ChartField prompt values with the exception of the **Project ID** field.

Securing the Project ID prompt values in the Expense components depends on whether PeopleSoft Project Costing is installed:

- If PeopleSoft Project Costing is installed, Expenses excludes the **Project ID** field from ChartField Security.

  Expenses observes project team security to secure the **Project ID** field.

- If PeopleSoft Project Costing is not installed, Expenses does not exclude the **Project ID** field from ChartField Security.

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Note: The exception is for Time Entry and Employee Profile components, for which the **Project ID** field is always excluded from ChartField Security and is not dependant on whether or not Project Costing is installed.

The following table lists the components in PeopleSoft Expenses that support ChartField Security:

Component	*Component Description*
EX_ACCTG_DRILLDWN	Journal Entry Detail
EX_BGTCHK_TAUTH	Cancel Travel Authorizations
EX_EE_PROFILE	Employee Profile
EX_EE_PROFILE2	Employee Profile
EX_SHEET_APPR	Approve Expense Report
EX_TAUTH_APPR	Approve Travel Authorization
KK_XCP_EX1	Travel Authorization Exceptions
KK_XCP_EX2	Expense Sheet Exceptions
KK_XCP_EX3	Period End Accrual Exceptions
KK_XCP_EX4	Period End Accrual Exceptions
TE_EXPENSE_SHEET	Expense Report Entry
TE_EXPENSE_SHEET2	Expense Report Entry
TE_EXPENSE_SHEET_J	Journal Expense Sheet
TE_TIME_ENTRY	Time Report Entry
TE_TIME_ENTRY2	Time Report Entry
TE_TRAVEL_AUTH	Travel Authorization Entry
TE_TRAVEL_AUTH2	Travel Authorization Entry

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Component	*Component Description*
TE_UNPOSTED_SHEET	Unposted Expense Report

Securing ChartFields for PeopleSoft General Ledger

The following table lists the components in PeopleSoft General Ledger that support ChartField Security:

Component	*Component Description*
AV_DRILL_PNL	Contributor Relation Component
DEPT_ENTRY	Detail Budget Maintenance
EE_GLADJ_DRILL	GL Adjustment Drill Down
EE_GLBUD_DRILL	Budget Jrnl Entry Event Drill
ELM_JRNL_DRILL	ELM Acctg Entry Drill Down
F2_STAGE_REV	Review FACTS II Data
FSAH_ACCT_DRILL	FSAH Accounting Drill
GL_OPEN_ITEM_INQ	Open Item Inquiry
INQUIRY_CRITERIA	GL Ledger Inquiry
INQ_COMPARE	Compare Across Ledgers
INQ_LED_CMP_PNL	GL Ledger Compare Inquiry
JGEN_ACCTG_DRILL	Generic Accounting Drill
JOURNAL_ENTRY_IE	Journal Entry
JOURNAL_FS	Journal Status
JOURNAL_INQUIRY	Journal Inquiry

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Component	*Component Description*
JOURNAL_OPEN_ITEMS	Open Item Maintenance
JOURNAL_POST_MARK	Mark Journals for Post
JOURNAL_UNPOST_MRK	Mark Journals for Unpost
JRNL_SUSPENSE_COR	Journal Suspense Correction
KK_XCP_GEN	Generic Transaction Exceptions
KK_XCP_GL1	GL Journal Exceptions
KK_XCP_GL2	Budget Journal Exceptions
KK_XCP_HR1	HR Payroll Exceptions
MARK_JRNLS_OVERIDE	Override Budget Excptns
MULTIBOOK_JOURNALS	Multibook Journal Inquiry
ORT_ACCT_DRILL	Oracle Retail Accounting Drill
ORT_ACCT_ENT	Oracle Retail Accounting Entries
PY_DRILL_PNL	Payroll Accounting Drill
SF_DRILL_PNL	Student Financial Drill
PROJ_ENTRY	Detail Project Maintenance

Securing ChartFields for PeopleSoft Grants Management

This table lists the components in PeopleSoft Grants Management that support ChartField Security:

Component	*Component Description*
GM_BUD_DETAIL	Project Budget Detail
GM_FA_INQ	Grants F&A (Facilities and Administration) Summary

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Component	Component Description
KK_XCP_GM1	GM F&A Exceptions

In PeopleSoft Grants Management, all proposal components and components that use Grants department security do not support ChartField Security.

Securing ChartFields for PeopleSoft Inventory

This table lists the PeopleSoft Inventory components that support ChartField Security, and lists the ChartField Security type that is used by each component:

Component	Component Description
ADJUSTMENT_INV	Adjustments
CART_TEMPLATE_INV	Define Par Location
EXPRESS_ISSUE_INV	Express Issue
INV_CHG	Maintain Stock Request
IN_DEMAND_ERRORS	Correct Demand Errors
IN_WO_ISSUES	Work Order - Issue Parts
KK_XCP_CM1	Cost Management Exceptions
MATERIAL_ISSUES	Create/Update Stock Request
PUTAWAY_ENTRY1_INV	Express Putaway
PUTAWAY_EXP_ISSUE	Express Issue Return
PUTAWAY_FEEDBK_INV	Stockroom Feedback
PUTAWAY_REVIEW_INV	Review Plan
PUTAWAY_STAGE_INV	Manually Stage Putaway
RECEIVE_RMA	InterUnit and RMA Receiving

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Component	*Component Description*
STAGED_ITEM_E_INV	Correct Staged Errors
USAGE_INV	Consumer Usage
USAGE_INV_DE	Consumer Usage Entry

Securing ChartFields for PeopleSoft Order Management

The following table lists the components in PeopleSoft Order Management that support ChartField Security:

Component	*Component Description*
CB_ACCRUALS_INQ	Claimbacks Accruals Inquiry
CB_GL_ACCRUAL	GL Accrual Inquiry
*RMA_FORM_INV	RMA Header (Inventory)

An asterisk (*) indicates that securing access to the transaction page for this component is not enforced, as described in the Securing Access to Transaction Pages section. The ChartField values that the user enters in this component are exceptions that override the ChartField values that are provided by default from the rules and setup. This component secures the ChartField prompt values.

Securing ChartFields for PeopleSoft Project Costing

This topic discusses the components in PeopleSoft Project Costing that support ChartField Security.

Note: Project Costing excludes the **Project ID** field from ChartField Security because it considers the Project ID to be a Project Costing identifier field and not a project ChartField. Therefore, if the **Project ID** field is included in ChartField Security, then Project Costing behaves as though the **Project ID** field is *not* part of ChartField Security.

Important! If you are using ChartField Security for the Budget Plan and Budget Detail components, the budget amount may not reflect the full amount. This is because ChartField Security filters out the unauthorized values, which are not reflected in the budget amount.

The following table lists the components in PeopleSoft Project Costing that support ChartField Security:

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Component	*Component Description*
EE_PCBUD_DRILL	Entry Event Budget Drill Down
INTERFACE_RESOURCE	Review Transaction Details
INTFC_PROJ_EXPRESS	Add Resources
KK_XCP_PC1	Project Journal Exceptions
KK_XCP_PC5	Project Costing Budget
PC_ACCTG_JNL_COMP	Accounting History Component
PC_ACCTG_LN_COMP	Project Accounting Line
PC_ADJ_ACCT_ASSGN	Trans Adjust Account Assignment
PC_AM_APPROVE	Approve review assets
PC_AM_DEFN	Project Costing Asset Definition
PC_AM_DEFN_INQ	Project Costing Asset Definition Inquiry
PC_AM_EXPRESS	Project Costing Asset Management Express
PC_AM_RESOURCES	Assign Resources to an Asset
PC_BUD_DETAIL	Project Budget Detail
PC_FND_DIST	Funds Distribution Source
PC_FND_DIST_LN	Funds Distribution Target
PC_FND_INTFC_EXCPT	Funds Budget Exceptions
PC_FND_UNAPPL_BAJ	Project Billing Adjustments
PC_KK_INTFC_EXCEPT	Review Commitment Control
PROJECT_EXPRESS	Project Resource

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Component	*Component Description*
PROJ_RES_ARCH	Resource Archive Detail
PROJ_SUM_ARCH	Resource Archive Summary
RESOURCE_ADJUST	Resource Adjustment
TIMELABOR_INTFC	Time Labor Interface

Securing ChartFields for PeopleSoft Purchasing

The following table lists the PeopleSoft Purchasing components that support ChartField Security:

Component	*Component Description*
CNTRCT_ENTRY	Contract Entry
CNTRCT_RELEASES	Contract Releases
EE_PO_DRILL	EE PO Purchase Order Drillback
EE_RCV_DRILL	EE Receipt Accrual Drillback
EE_REC_DRILL	EE PO Requisition Drillback
KK_XCP_PO1	Purchase Order Exceptions
KK_XCP_PO1N	Purchase Order (NP) Exceptions
KK_XCP_PO2	Requisition Exceptions
KK_XCP_PO2N	Requisition (NP) Exceptions
KK_XCP_PO3	Procurement Card Exceptions
KK_XCP_PO4	Receipt Expense Exceptions
KK_XCP_PO5	Receipt Encumbrance Exceptions
CC_RECON_WB	ProCard Recon Workbench *

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Component	*Component Description*
MAINTAIN_PO_CF	Maintain Distributions
PO_ACCTG_LN_INQ	PO Accting Line Entry Inquiry
PO_APPROVAL_CHRT	PO ChartField Approval
PO_GL_DRILL	PO - GL Drill Down
PO_INQUIRY	PO Inquiry
PO_RC_WB	PO WorkBench *
PO_REQ_SELECT	Requisitions Selection
PURCHASE_ORDER	Purchase Order
PURCHASE_ORDER_EXP	Express Purchase Order
RECV_CHARTFIELDS	Receipt ChartFields
RECV_INQ	Receive Inquiry
RECV_LN_ACCTG_INQ	Receipt Accrual Entry Inquiry
RECV_PO	Purchasing Receiving
REQUISITIONS	Requisitions
REQUISITION_LOADER	Requisition Loader
REQ_ACCTG_LN_INQ	Requisition Accounting Entry
REQ_APPROVAL_CHRT	Req Approval ChartField
REQ_INQUIRY	REQ Inquiry
REQ_RC_WB	Requester's WorkBench *
RFQ_AWARDS	Award Quote

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Component	*Component Description*
RTV_HEADER	Return To Supplier
RTV_HEADER_INQ	Return To Supplier Inquiry
VRBT_AGREEMENT	Add/Update Rebate Agreement
VRBT_AGREEMENT_INQ	Rebate Agreement Inquiry
VRBT_CLAIM_MGM	Claim Detail Management

Components marked with an asterisk (*) are delivered as deselected. You can choose to select them to make them available for ChartField security.

Securing ChartFields for PeopleSoft Services Procurement

The following table lists the PeopleSoft Services Procurement components that support ChartField Security:

Component	*Component Description*
SPF_REQ_LINE	Maintain SP Requisition Line
SPF_REQ_SUMMARY	SP Requisition Summary
SPF_WORDERCOMP	Work Order Component
SPF_WORK_ORDER_CMP	Work Order Component

Securing ChartFields for PeopleSoft Treasury

The following table lists and describes the components in PeopleSoft Treasury that support ChartField Security:

Component	*Component Description*
ACCOUNTING_BUILD	Build Accounting Entries
ACCOUNTING_REVIEW	Review/Approve Accounting Entries

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Component	*Component Description*
ACCTG_ENT_SUMMARY	Accounting Summary
TR_DRILL_GRP	Treasury Journal Drill

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Chapter 11

Defining and Using ChartFields

Understanding PeopleSoft ChartFields

In Oracle's PeopleSoft applications, the fields that store your charts of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data are called ChartFields. Each ChartField has its own attributes for maximum efficiency and flexibility in recording, reporting and analyzing its intended category of data. While a particular ChartField always represents only one category of data, it stores many values that you use to further categorize that same data.

In addition to this basic categorization of a transaction amount using the account ChartField, you can simultaneously record the same transaction by product, project, investment portfolio, policy, endowment, fund, service, or any number of categories by using other ChartFields with appropriate values. This creates additional subsets of that same transactional data.

PeopleSoft delivers a set of ChartFields and associated functionality that fully covers most accounting and reporting requirements. ChartFields are designed to be configured by you to meet your specific requirements.

This topic discusses:

- Delivered ChartFields.
- Balancing ChartFields.
- Alternate accounts and statutory accounting.
- ChartField values.
- ChartField combination editing.

Related Links

Using Standard ChartField Configuration
Using Advanced ChartField Configuration

Delivered ChartFields

PeopleSoft delivers the following ChartFields:

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Label Long Name	*Label Short Name*	*ChartField Name (Field Length)*	*Component Name and Component Interface*	*Description*
Account	Account	ACCOUNT (10)	Component: GL_ ACCOUNT Component Interface: ACCOUNT_CF	Classifies the nature of a transaction. This field is required. Use it for corporate accounts.
Alternate Account	Alt Acct	ALTACCT (10)	Component: ALTACCT Component Interface: ALTACCT_CF	Classifies the nature of a transaction for regulatory authorities. Use it for statutory accounting.
Operating Unit	Oper Unit	OPERATING_UNIT (8)	Component: OPERATING_UNIT Component Interface: OPER_UNIT_CF	Can be used to indicate a location, such as a distribution warehouse or a sales center.
Fund Code	Fund	FUND_CODE (5)	Component: FUND_ DEFINITION Component Interface: FUND_CF	The primary structural units of Education and Government accounting.
Department	Dept	DEPTID (10)	Component: DEPARTMENT Component Interface: DEPT_CF	Tracks information according to a divisional breakdown of your organization. Can be used to indicate who is responsible for or affected by a transaction.
Program Code	Program	PROGRAM_CODE (5)	Component: PROGRAM_ DEFINITION Component Interface: PROGRAM_CF	Tracks revenue and expenditures for programs within or across your organizations. Can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers and academic programs.
Class Field	Class	CLASS_FLD (5)	Component: CLASS_ PNL Component Interface: CLASS_CF	Can be used to identify specific appropriations.

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Label Long Name	*Label Short Name*	*ChartField Name (Field Length)*	*Component Name and Component Interface*	*Description*
Budget Reference	Bud Ref	BUDGET_REF (8)	Component: BUDREF_PNL Component Interface: BUDGET_REF_CF	Use to identify unique budgets, when individual budgets share budget keys and overlapping budget periods.
Product	Product	PRODUCT (6)	Component: PRODUCT Component Interface: PRODUCT_CF	Captures additional information useful for profitability and cash flow analysis by product sold or manufactured.
PC Business Unit (project costing business unit)	PC Bus Unit	BUSINESS_UNIT_PC (5)	Component: PC_BU_DEFN Component: PC_BUS_UNIT_OPT Component Interface: PROJECT_BU_OPTIONS	Use as an operational subset of an organization to organize project activity independently of the constraints of the standard accounting procedures for the financial posting and reporting of the organization. You create PC Business Units on the Project Costing Definition page.
Project ID/Grant	Project	PROJECT_ID (15)	Component: PROJECT Component Interface: PROJECT_CF	Captures additional information useful for grant and project accounting. The Project ChartField does not have effective dating.
Activity	Activity	ACTIVITY_ID (15)	Component: FS_ACTIVITY_TBL Component Interface: PC_STD_ACT_INTFC	Activities are the specific tasks that make up a project. You create activities on the Project Activities page or the Activity Details page.

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Label Long Name	*Label Short Name*	*ChartField Name (Field Length)*	*Component Name and Component Interface*	*Description*
Source Type	Source Type	RESOURCE_TYPE (5)	Component: PROJ_RES_TYPE Component Interface: PC_RES_TYPE_INTFC	Source types identify the purpose or origin of a transaction. For example, you might create a source type of Labor to track total labor costs in a project.
Category	Category	RESOURCE_CATEGORY (5)	Component: PROJ_CATG_DEFN Component Interface: PC_CATG_DEFN_INTFC	Use categories to further define source types. Although defining categories and subcategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs.
Subcategory	Subcategory	RESOURCE_SUB_CAT (5)	Component: PROJ_SUBCAT_DEFN Component Interface: PC_SUBCAT_DEFN_INTFC	Use subcategories to further define categories.
ChartField 1	N/A	CHARTFIELD1 (10)	Component: CHARTFIELD1 Component Interface: CHARTFIELD1	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted
ChartField 2	N/A	CHARTFIELD2 (10)	Component: CHARTFIELD2 Component Interface: CHARTFIELD2	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden or deleted
ChartField 3	N/A	CHARTFIELD3 (10)	Component: CHARTFIELD3 Component Interface: CHARTFIELD3	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden or deleted
Affiliate	Affiliate	AFFILIATE (5)	N/A	Used to map transactions between Business units when using a single interunit account.

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Label Long Name	*Label Short Name*	*ChartField Name (Field Length)*	*Component Name and Component Interface*	*Description*
Fund Affiliate	Fund Affil	AFFILIATE_INTRA1 (10)	N/A	Use to correlate transactions between Funds when using a single intraunit account.
Operating Unit Affiliate	Oper Unit Affil	AFFILIATE_INTRA2 (10)	N/A	Use to correlate transactions between Operating Units when using a single intraunit account.
Scenario	Scenario	BD_SCENARIO (10)	Component: BD_ SCENARIO Component Interface: BUDGET_SCENARIO	Identifies different budget iterations that use different assumptions.
Book Code	Book Code	BOOK_CODE (4)	N/A	Identifies subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.
Adjustment Type	Adjustment	GL_ADJUST_TYPE (4)	N/A	Use to define Adjustment Types associated with varying accounting treatments of prior period adjustments.
Statistics Code	Stat. Cd.	STATISTICS_TBL	Component: STATISTICS_TBL Component Interface: STATISTICS_CODE	Use to define statistical data such as number of units.

PeopleSoft Project Costing ChartFields are further described in the product documentation for *PeopleSoft FSCM: Project Costing*.

Business unit is not considered a ChartField.

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Warning! If you have not licensed PeopleSoft Project Costing, Expenses, Resource Management, or Services Procurement and you see the following ChartFields: PC Business Unit, Activity, Source Type, Category, or Subcategory on pages, deselect the check boxes for these products on the Installation Options - Products page and run ChartField configuration to inactivate the ChartFields because they are specific to these products.
If you have not licensed Project Costing but have licensed Expenses, Resource Management, or Services Procurement and you still see Source Type, Category, or Subcategory on pages, deselect the check boxes for the unlicensed products on the Installation Options - Products page and run ChartField configuration to inactivate these ChartFields because they are specific to Project Costing. ChartFields that are not necessary can cause performance and other processing problems when they are allowed to remain active.

See Using Standard ChartField Configuration.

See “Understanding Project-Related Control Data” (PeopleSoft Project Costing).

Related Links

Using ChartField Inheritance
“Dealing with the Implications of Multiple GAAPs in One Ledger for Various Processes” (PeopleSoft Global Options and Reports)
“Setting Up for Journal Entries Using Statistics” (PeopleSoft General Ledger)

Project ChartFields

The project ChartFields consist of:

- PC Business Unit
- Project
- Activity
- Source Type
- Category
- Subcategory

Add the Project ChartField on one of two different pages, depending on whether Project Costing is installed or is not installed. Use the Project page (PROJECT_GL) to enter project ChartField values when PeopleSoft Project Costing is not installed. Otherwise, add the Project Chartfield when adding projects within Project Costing (PROJECT_GEN_01A).

The values and control data for the other five Project Costing ChartFields are *not* entered using a separate page within common definitions. They are entered using the pages and components mentioned in the preceding list of ChartFields and are fully described in the PeopleSoft Project Costing documentation.

The Project Costing ChartFields are available on various page displays and entry grids for use within Project Costing, Expenses, Resource Management or General Ledger. Some examples include the Journal Entry - Lines page and SpeedTypes.

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Note: Resource Analysis Type is not considered a ChartField and, for that reason, is not included in the list of Project Costing ChartFields; nor is it included on either the Standard or Advanced Configuration pages. However, it is available for entry on the General Ledger Journal Entry - Lines page, located between the Activity and Source Type ChartFields. If the Project Costing ChartField display order is reordered during ChartField configuration, the Resource Analysis Type retains its relative position and is reordered accordingly.

See “Understanding Project-Related Control Data” (PeopleSoft Project Costing).

See Using Standard ChartField Configuration.

Balancing ChartFields

Business unit or a ChartField is said to be *balancing* when you require debit amounts to equal credit amounts to maintain a balanced set of accounts for the particular business unit or ChartField.

Defining balancing ChartFields is done on the Ledger Group definition using the Ledger Groups - Balancing page. A balanced detail ledger requires that the debit amounts equal the credit amounts for business unit, base currency code, book code and adjustment type.

When you select additional ChartFields for balancing, all unique occurrences of the combination of values must be in balance. You can choose to have the system automatically generate intraunit balancing entries for transactions that involve multiple values of a balanced ChartField. If you do not have this option active, or if the journal is not in balance for other reasons, journal edit uses the rules set up for balancing journals (such as, suspend or recycle) on the Journal Edit Options page.

For example, if you define department as an additional balancing ChartField, any journal created requires that business unit FR001 and department A have debits that equal credits. If they do not, the journal entry is out of balance. This also means that business unit USA01 and department B must balance.

You then see why account and alternate account cannot be balancing ChartFields. If for example, account could be made a balancing ChartField, business unit A and account 101200 would have to have debits equal credits that would always result in a zero balance for account 101200.

Related Links

Understanding Ledgers

Alternate Accounts and Statutory Accounting

The PeopleSoft alternate account feature enables you to enter a statutory chart of accounts as well as analytic or primary accounts at the detail transaction level. The alternate account produces journal line or transaction level balances for statutory reporting requirements. The primary account ChartField contains the corporate accounts, and alternate account ChartField contains the statutory accounts. This is useful for organizations that have two different reporting requirements—one for internal management or a corporate parent, and another for a local jurisdiction or national government.

In PeopleSoft applications, the analytic or primary account ChartField is ACCOUNT.

Local regulatory authorities often require *statutory* accounts. In PeopleSoft applications, this is termed the alternate account ChartField (ALTACCT).

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You link alternate account ChartField values with account ChartField values. When you enter values for the account ChartField, the system enters the associated alternate account value. When you enter values for the alternate account ChartField, the system enters the associated account value. You can override the default values by selecting another value from the prompt list. The system displays only account values that you have mapped to the account or alternate account ChartField.

To create different alternate accounts for different statutory reporting, use the PeopleSoft SetID functionality when you set up your ChartFields.

Related Links

Understanding Alternate Accounts

ChartField Values

If you use the ChartFields as delivered by PeopleSoft, sample ChartField values are already set up and in many cases are populated with sample amounts. All PeopleSoft sample or model values are entered with the 01/01/1900 effective date. To distinguish your data avoid using this date and instead use another early date, such as 01/01/1901.

You can enter an unlimited number of values for each ChartField. You can enter values using the online ChartField Values page, but because of the volume of entries needed to populate some ChartFields, you might use a batch import process or the Microsoft Excel spreadsheet for the PeopleSoft Component Interface process to initially load values to ChartField tables.

The project ChartFields component interfaces mentioned in the previous ChartField listing are more fully described in the Project Costing documentation.

See Loading ChartField Values Using the Excel Spreadsheet to Component Interface Process.

Note: PeopleSoft recommends that you not use special characters and embedded blanks in ChartField values. Use the generally accepted alphanumeric characters and the underscore. In general avoid special characters such as apostrophes and do not include embedded blanks when defining ChartField values. Special characters and embedded blanks can be problematic and in particular can cause problems in some batch processes, such as those in allocations, combination editing and open item accounting. (This caveat also applies to such things as business units, ledgers and journal IDs.)

Because changes to the definition of most ChartField value are effective-dated, you can establish when you want to *activate* a department, *introduce* a product line, or *close* an account. Use effective dating with activation and inactivation functionality to maintain a full history of all changes or additions, to provide a complete audit trail and to make possible historical comparisons with past, present, or future conditions. When you no longer use a certain ChartField value, add a row to create an effective-dated *inactive* entry, instead of inactivating the original row. If you simply make the existing row *inactive,* you will have no history of its time as an active ChartField value.

Project ChartField values can be made active or inactive, but the values cannot be effective-dated for status.

However, the project status of a project can be effective dated for these statuses: budgeted, closed, hold, open, and proposed if Project Costing is not installed. These statuses are memo data only and do not provide control functionality.

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ChartField Combination Editing

Optionally, combinations of ChartField values can be edited to determine such things as which accounts are valid with which departments, funds or operating units. Use ChartField combination editing to maintain discipline over accounting entries and eliminate as much as possible additional account analysis and reconciliation. ChartField combination editing is in addition to ChartField validation editing.

ChartField combination editing is also available for commitment control budget entries.

Related Links

Understanding ChartField Combination Editing

Prerequisites

The following steps are required before you can define ChartFields:

- Complete the Installation Options for the PeopleSoft products that you are installing.
- Configure ChartFields to meet your unique requirements.
- Complete the miscellaneous shared resource tables dealing with currencies, market rates, units of measure, holidays, calendars and TimeSpans.
- Define VAT options and settings, if applicable to your activities.

Common Elements Used in Defining and Using ChartFields

Field or Control	*Description*
Effective Date	When you add a new ChartField value, the system uses the current date as the default date. However, you can enter a date when you want the new value to be active. By using a future date, you can set up a ChartField value without inadvertently using it for processing before your scheduled effective date. Enter the status intended for the ChartField value: *active* or *inactive* as of the effective date. (The Project ID ChartField does not have effective-dating but it does include an effective status as of the effective date.)
Description	Identifies the ChartField value on reports, pages, prompt lists, or online inquiries. Enter a short description to appear on pages and drop-down list boxes where display space is limited.

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Field or Control	*Description*
Long Description	Enter long descriptions and provide more extensive information about ChartField values. This is particularly helpful for the public sector when there is a need to input fund names as specified by donors and other sources where particular names and descriptions are required that can be quite detailed and lengthy.

Defining and Using Account Types and Attributes

To define and use account types and attributes, use the following components:

- Account Types (ACCT_TYPE)
- ChartField Attributes (CF_ATTRIBUTES)
- Installation Options (INSTALLATION)
- Account Balancing Group (ACT_BAL_GRP)
- Journal Source (SOURCE)

Pages Used to Define Account Types and Attributes

Page Name	*Definition Name*	*Usage*
Account Types Page	ACCT_TYPE	Define account types to which each general ledger account is assigned. Typically used to designate balance sheet or income statement accounts.
ChartField Attributes Page	CF_ATTRIBUTES	Create ChartField attributes for use in such things as intraunit consolidation eliminations, government reporting and payment processing.
ChartField Attribute Values Page	CF_ATTRIB_VALUES	Select user-defined values to support intraunit consolidations and Federal requirements for reporting and payment processing.
Installation Options - Overall Page	INSTALLATION_FS1	Activate or inactivate the Book Code and Balance Sheet Indicator attributes. See Setting Installation Options for Account Balancing Groups

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Page Name	*Definition Name*	*Usage*
Account Balancing Group Page	ACT_BAL_GRP	Define the combination of active account attribute values using book code values and the balance sheet indicator attributes.
Balance Suspense ChartFields Page	SRC_JE_BS_CFS_SEC	Used to select balancing suspense ChartFields for journal processing.

Account Types Page

Use the Account Types page (ACCT_TYPE) to define account types to which each general ledger account is assigned.

Typically used to designate balance sheet or income statement accounts.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **Define Account Types**

Field or Control	*Description*
Account Type or **Monetary Account Type**	The Account Type is a classification that is assigned to accounts that determines its treatment for such processes as year end closing and reporting. The Account Types follow the normal balance sheet and income statement classifications of asset, liability, equity, revenue and expense. Use the delivered Account Types when you add accounts using the Account page.

PeopleSoft delivers the following account types:

- *A* (asset)
- *E* (expense)
- *L* (liability)
- *Q* (equity)
- *R* (revenue)

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Field or Control	*Description*
Balance Forward	Select one of these values: • Carry Forward — Rolls the account type's balance forward to the new period. • Not Carry Forward – Does not roll forward the account type's balance to the next period. • Other – Ignores this account type during year-end closing. The Balance Forward check box is normally checked for asset, liability, and equity accounts, but not for revenue or expense accounts. The year-end close process sums the balances of your non-balance forward accounts to calculate the amount that it posts to retained earnings.

After you set up accounts, you can generate the Account Types report (FIN0004), which includes a description and a listing of the accounts that you have defined for your balance sheet and income statement.

You can add account types for special circumstances but these require additional changes in your system and are not recommended unless you are prepared to make extensive modifications.

For example, if you add account types, you might also need to modify the Closing Trial Balance Report, GLS1003.SQR.

ChartField Attributes Page

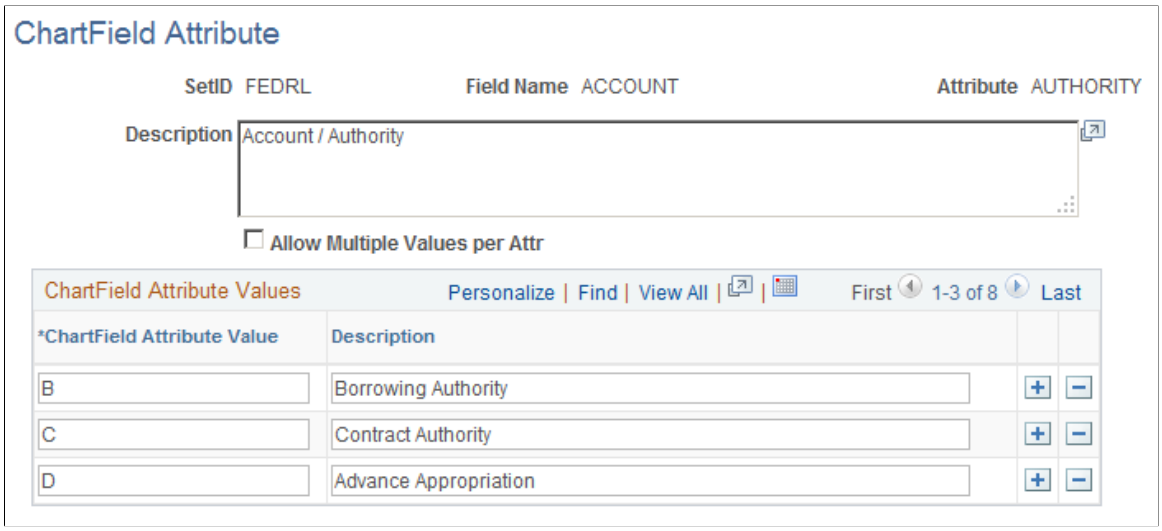
Use the ChartField Attribute page (CF_ATTRIBUTES) to create ChartField attributes for use in intraunit consolidation eliminations, government reporting, and payment processing.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Configure** > **Define CF Attributes**

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This example illustrates the fields and controls on the ChartField Attribute page. You can find definitions for the fields and controls later on this page.



Generic ChartField attributes are optional features that support such things as intraunit consolidation eliminations and United States federal government requirements for reporting and payment processing.

After you attach an attribute value to a ChartField value, it *cannot* be deleted using the ChartField Attribute page. However, using the ChartField value attribute secondary page, you can delete any attribute and attribute value.

Attributes share the effective dating of the ChartField values to which they are attached. The Project ChartField does not have effective dating. Project ChartField attributes are automatically assigned a default effective date of 01/01/1900.

Note: Create or delete attributes as required for the applicable ChartFields. However, once you attach an attribute to a ChartField value, it *cannot* be deleted.

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Field or Control	*Description*
Field Name	Enter any or all of the following *applicable* ChartFields for which attributes functionality is available: • ACCOUNT • ALTACCT • BUDGERT_REF • CLASS_FLD • FUND_CODE • PROGRAM_CODE • OPERATING_UNIT • DEPTID • PRODUCT • PROJECT_ID • CHARTFIELD1 • CHARTFIELD2 • CHARTFIELD3 The system uses the FS_CF_TEMPLATE to determine which ChartFields are active. *Applicable* active ChartFields appear in the drop-down list box for this field.
Attribute	A user-defined field in which you name the attribute. **Note:** When using this field for Asset Management and federal fund transfers, ensure that the attribute name matches the value entered for the Federal Fund Attribute field on the Installation Options - Asset Management page.
Allow Multiple Values per Attr (Allow Multiple Values per Attribute)	Select this check box to allow multiple values of the same attribute to be attached to a ChartField value. If you do not select this check box, only one attribute value can be attached to a ChartField value. **Note:** Multiple combinations are usually associated with accounts but this option is available to all applicable ChartFields.

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Field or Control	*Description*
ChartField Attribute Value	This is user defined. For example, you can distinguish between single and multiple-year reporting for a fund by creating these two values for an attribute—either of which you can then attach to a fund value to make this distinction. **Note:** When using this field for Asset Management - federal fund transfers (FEDERAL FUND attribute), you will use a 'Y' (YES) value and a 'N' (NO) value to distinguish between Federal and Non-Federal funds, which you can then attach to a fund value to make this distinction.

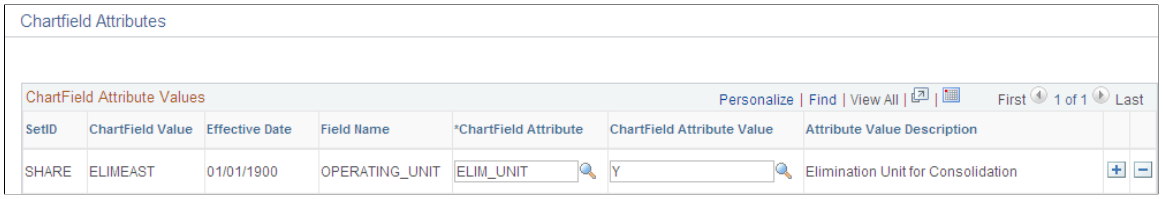
ChartField Attribute Values Page

Use the ChartField Attribute Values page (CF_ATTRIB_VALUES) to select user-defined values to support intraunit consolidations and Federal requirements for reporting and payment processing.

Navigation:

Click the **Attributes** link from the applicable ChartField Values page.

This example illustrates the fields and controls on the Chartfield Attributes Page. You can find definitions for the fields and controls later on this page.



Use this page to select one or more of the ChartField attribute and attribute value combinations you have created for a particular applicable ChartField to be applied to the selected ChartField value.

Note: When using this page for Asset Management - federal fund transfers, attach the Federal fund chartfield attribute you created on the ChartField Attribute page, and indicate 'Y' for a Federal fund or 'N' for a non-Federal fund using the ChartField Attribute Value field.

Related Links

"Understanding Federal Government and Statutory Reports" (PeopleSoft General Ledger)

Using the Balance Sheet Indicator and Book Code

Segregating accounts as balance sheet or off balance sheet is a common accounting practice used by the financial services industry. Use this segregation of accounts to simultaneously record and generate balanced off balance sheet and balance sheet journal entries. It is not important in processes that automatically generate additional balancing lines for journal entries.

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Selecting the Balance Sheet Indicator Attribute

PeopleSoft delivers standard balancing attributes for account ChartField values to segregate and maintain separate transactions within a Business Unit and ledger:

- *BS* (balance sheet).
- *OB* (off balance sheet).

The process is flexible and supports balancing on additional account attributes without modification to your system.

If you define an account value as balance sheet or off balance sheet, you must also assign various General Ledger processes, such as journal edit, revaluation, closing, position accounting, and so on, with the appropriate balance sheet or off balance sheet account to perform the necessary balancing.

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

Setting Installation Options for Account Balancing Groups

Use the Installation Options - Overall page (INSTALLATION_FS1) to activate or inactivate the Book Code and Balance Sheet Indicator attributes.

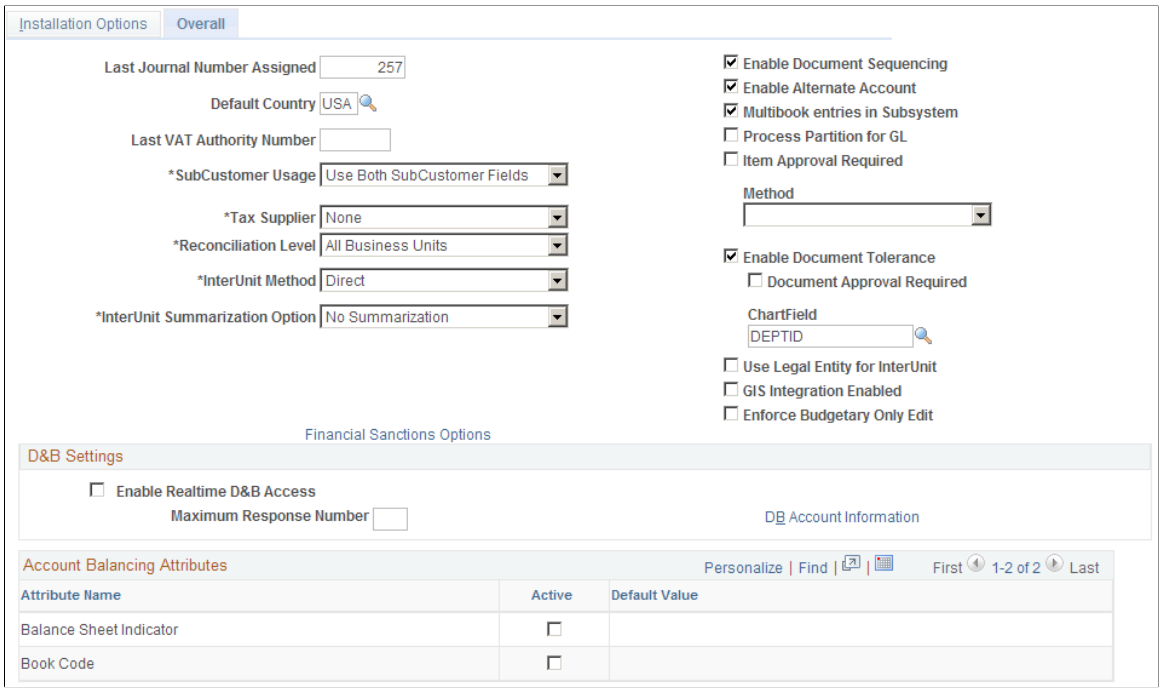
Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Installation Options.**

Click the **Overall** link on the Installation Options page.

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This example illustrates the fields and controls on the Installation Options - Overall page. You can find definitions for the fields and controls later on this page.



Account Balancing Attributes

The following fields apply to the account balancing attributes.

Field or Control	*Description*
Active	Select to include attribute names for your system.
Default Value	Populated by the system from the default account balancing group value.

Account Balancing Group Page

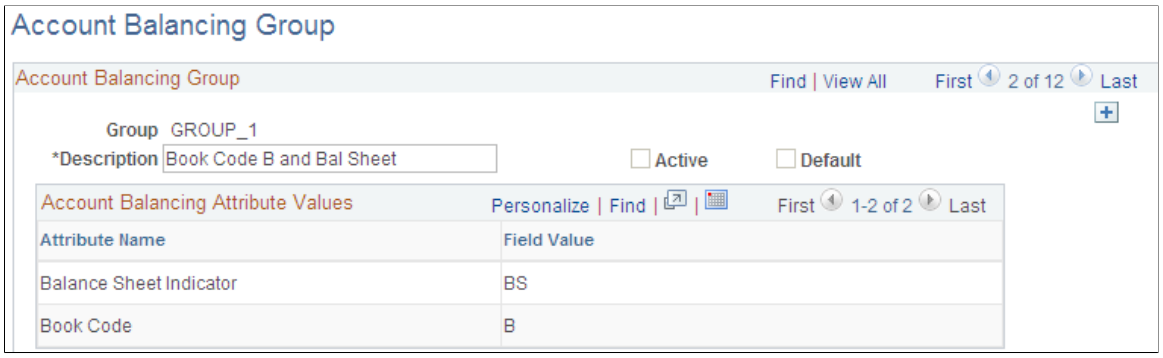
Use the Account Balancing Group page (ACT_BAL_GRP) to define the combination of active account attribute values using book code values and the balance sheet indicator attributes.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Configure** > **Define Account Balancing Group**

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This example illustrates the fields and controls on the Account Balancing Group page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Group	Use the Account Balancing Group page to select various combination or subsets of the attribute values and give them a unique group name and description.
Active	Select or deselect to make the Account Balance Group active or inactive. The system is delivered with a default account balancing group that contains no account balancing attributes. If you activate any account balancing attribute on the Installation Options - Overall page, you must make the default account balancing group inactive. Then, you add a new account balancing group that contains the active account balancing attributes.
Default	Select to display the attribute values as defaults on the Installation Options - Overall page.
Attribute Name	*Balance Sheet Indicator* values are delivered by PeopleSoft; however, you can define *Book Code* values by using the Book Code page. For the group, select the field value for the attributes on this page.

Balance Suspense ChartFields Page

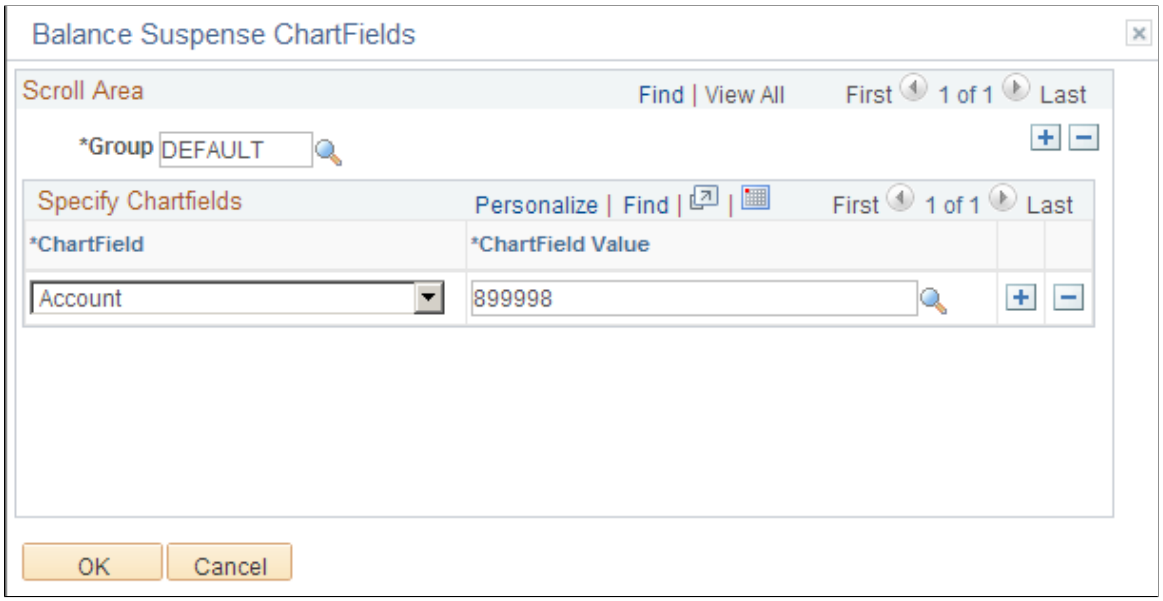
Use the Balance Suspense ChartFields page (SRC_JE_BS_CFS_SEC) to used to select balancing suspense ChartFields for journal processing.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Journals** > **Source** > **Journal Options.** Click the **Balance Suspense ChartFields** link

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This example illustrates the fields and controls on the Balance Suspense ChartFields page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Group	Select one or more account balancing groups and balance suspense ChartFields and ChartField values to be used in the journal balance suspense process. If you do not have an account balancing attribute active, you will have one account balancing group only. This is the default group that is delivered with the system. You only need to define one balance suspense ChartField for the default group. However, if you have one or more account balancing attributes active, you inactivate the default group and add your own account balancing groups on the Account Balancing Groups page, which contain various combinations of active account balancing attribute values. Then, you must define one balance suspense ChartField for each group. The account value of the balance suspense ChartFields must have the same account balancing attribute values as the account balancing group. For example, assume you activate the balance sheet indicator. You then inactivate the default group and add two new account balancing groups. One for balance sheet group and the other for off balance sheet group. You must then define two balance suspense ChartFields, one for each group. The account value for balance sheet group must have a balance sheet indicator value equal to balance sheet. Similarly, the account value for the off balance sheet group must have a balance sheet indicator value equal to off balance sheet.

Account balancing groups identify balancing subsets within the same ledger that involve simultaneous use of the book code and balance sheet indicator. You must define for each group, or subset, its own balancing or suspense accounts to be used by various processes to maintain the balance within the group.

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For example, each of the following requires a suspense or balancing ChartField for each applicable account balancing group:

- Balance suspense ChartFields.
- Edit suspense ChartFields.
- Amount suspense ChartFields.
- Rounding adjustment ChartFields.
- Position accounting.

Entering and Maintaining ChartField Values

To enter and maintain ChartField values, use the following components:

- ChartField Values (FS_CF_VALUE_HOME)
- Adjustment Type (ADJUST_TYPE)
- Book Code (BOOK_CODE)
- Scenario (BD_SCENARIO)
- Account (GL_ACCOUNT)
- Operating Unit (OPERATING_UNIT)
- Fund (FUND_DEFINITION)
- Department (DEPARTMENT)
- Product (PRODUCT)
- Alternate Account (ALTACCT)
- PC Bus Unit (PC_BU_DEFN, PC_BUS_UNIT_OPT
- Project ID (PROJECT)
- Activity (FS_ACTIVITY_TBL)
- Source Type (RESOURCE_TYPE)
- Category (PROJ_CATG_DEFN)
- Subcategory (PROJ_SUBCAT_DEFN)
- Statistics Code (STATISTICS_TBL)
- Budget Reference (BUDREF_PNL)
- Class Field (CLASS_PNL)
- Program Code (PROGRAM_DEFINITION)

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- ChartField1 (CHARTFIELD1)
- ChartField2 (CHARTFIELD2)
- ChartField3 (CHARTFIELD3)

To load data into the respective component tables, use the following component interfaces:

- Use the BUDGET_SCENARIO component interface to load data into the tables for the Scenario component.
- Use the ACCOUNT_CF component interface to load data into the tables for the Account component.
- Use the OPER_UNIT_CF component interface to load data into the tables for the Operating Unit component.
- Use the FUND_CF component interface to load data into the tables for the Fund component.
- Use the DEPT_CF component interface to load data into the tables for the Department component.
- Use the PRODUCT_CF component interface to load data into the tables for the Product component.
- Use the ALTACCT_CF component interface to load data into the tables for the Alternate Account component.
- Use the PROJECT_BU_OPTIONS component Interface to load data into the tables for the PC Business Unit component.
- Use the PROJECT_CF component interface to load data into the tables for the Project ID component.
- Use the PC_STD_ACT_INTFC component interface to load data into the tables for the Activity component.
- Use the PC_RES_TYPE_INTFC component interface to load data into the tables for the Source Type component.
- Use the PC_CATG_DEFN_INTFC component interface to load data into the tables for the Category component.
- Use the PC_SUBCAT_DEFN_INTFC component interface to load data into the tables for the Subcategory component.
- Use the STATISTICS_CODE component interface to load data into the tables for the Statistics Code component.
- Use the BUDGET_REF component interface to load data into the tables for the Budget Reference component.
- Use the CLASS_CF component interface to load data into the tables for the Class Field component.
- Use the PROGRAM_CF component interface to load data into the tables for the Program Definition component.
- Use the CHARTFIELD1 component interface to load data into the tables for the ChartField1 component.

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- Use the CHARTFIELD2 component interface to load data into the tables for the ChartField2 component.
- Use the CHARTFIELD3 component interface to load data into the tables for the ChartField3 component.

Pages Used to Define ChartFields

Page Name	*Definition Name*	*Usage*
Long Description Page	CF_LONG_DESCR	Enter long descriptions and more extensive information about ChartField values. This is particularly helpful for the public sector when there is a need to input fund names as specified by donors and other sources where particular names and descriptions are required that can be detailed and lengthy.
Book Code Page	BOOK_CODE	Identify subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.
Adjustment Type Page	ADJUST_TYPE	Define adjustment types associated with varying accounting treatments of prior period adjustments.
Account Page	GL_ACCOUNT	Set up new account ChartField values.
Map to Alternate Account Page	ACC_XREF	Map a corporate chart of accounts to one or many statutory charts of accounts. For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting.
Alternate Account Page	ALTACCT	Add alternate account values.
Map to Account Page	ALT_XREF	Maps an alternate account to one or more accounts.
Operating Unit Page	OPERATING_UNIT	Create values that identify a plant, office, physical location, branch, building, store, hospital, outpatient surgery center, clinic, or geographic location. It is usually related to responsibility reporting
Fund Code Page	FUND_DEFINITION	Define values for all types of funds.

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Page Name	*Definition Name*	*Usage*
Department Page	DEPARTMENT	Add a department representing an operational unit. It is often associated with responsibility accounting.
Product Page	PRODUCT	Add product codes and track product performance and financial information.
Project Page	PROJECT_GL	Add project values and set ChartField status to active or inactive. If you have not installed Project Costing you can also add memo project start and end date, project manager information, and project status. If you have installed Project Costing and any of the other applications requiring the full complement of project ChartFields, use the components mentioned in the preceding ChartField list to create the ChartField values and their control data. These components and pages are fully described in the Project Costing documentation.
Statistics Code Page	STATISTICS_TBL	Add or modify statistics codes to track nonmonetary information.
Scenario Page	BD_SCENARIO	Define different budget iterations.
Program Code Page	PROGRAM_DEFINITION	Track amounts to which you want to apply budgetary controls.
Class Field Page	CLASS_PNL	Further classify activities concurrently recorded in funds, departments and programs into detail categories in which you normally track class amounts such as salaries or materials
Budget Reference Page	BUDGET_REF	Identify unique budgets where individual budgets share budget keys and overlapping periods.
ChartField 1 Page	CHARTFIELD1	Add a ChartField value and enter a long and short description for the ChartField value. ChartField 1 must be activated using standard ChartField configuration to be available in the menu.

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Page Name	*Definition Name*	*Usage*
ChartField 2 Page	CHARTFIELD2	Add a ChartField value and enter a long and short description for the ChartField value. ChartField 2 must be activated using standard ChartField configuration to be available in the menu. See ChartField 1 Page.
ChartField 3 Page	CHARTFIELD3	Add a ChartField value and to enter a long and short description for the ChartField value. ChartField 3 must be activated using standard ChartField configuration to be available in the menu. See ChartField 1 Page.
Standard ChartField Configuration Page	STANDARD_CF_TMPLT	You must have been granted user security to use this page. Unless a ChartField is active it will not be displayed in the navigational menus. Related ChartFields determine the values for affiliate ChartFields. Business unit is required for the interunit affiliate ChartField. Assign a unique intraunit related ChartField of the same ChartField length that is specified for each intraunit affiliate ChartField that is active.

Understanding Entering and Maintaining ChartField Values

Use effective date in conjunction with status to add new ChartField values for current or future access and to inactivate or modify ChartField values while maintaining a complete audit trail.

Note: Some ChartFields are delivered inactive. A ChartField must be activated to be available in your menu. Activation can be performed on the Standard Configuration page.

ChartFields are search keys for all financial transactional data. To maintain the integrity of data relationships, PeopleSoft does *not* allow you to delete all values in a ChartField and then save the page. However, you can delete all but the last row for each ChartField value in the ChartField table.

Note: Oracle recommends that you not use special characters and embedded blanks in ChartField values. Use the generally accepted alphanumeric characters and the underscore. In general avoid special characters such as apostrophes and do not include embedded blanks when defining ChartField values. Special characters and embedded blanks can be problematic and in particular can cause problems in some batch processes, such as those in allocations, combination editing and open item accounting. (This caveat also applies to such thing as business units, ledgers and journal IDs.)

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Long Description Page

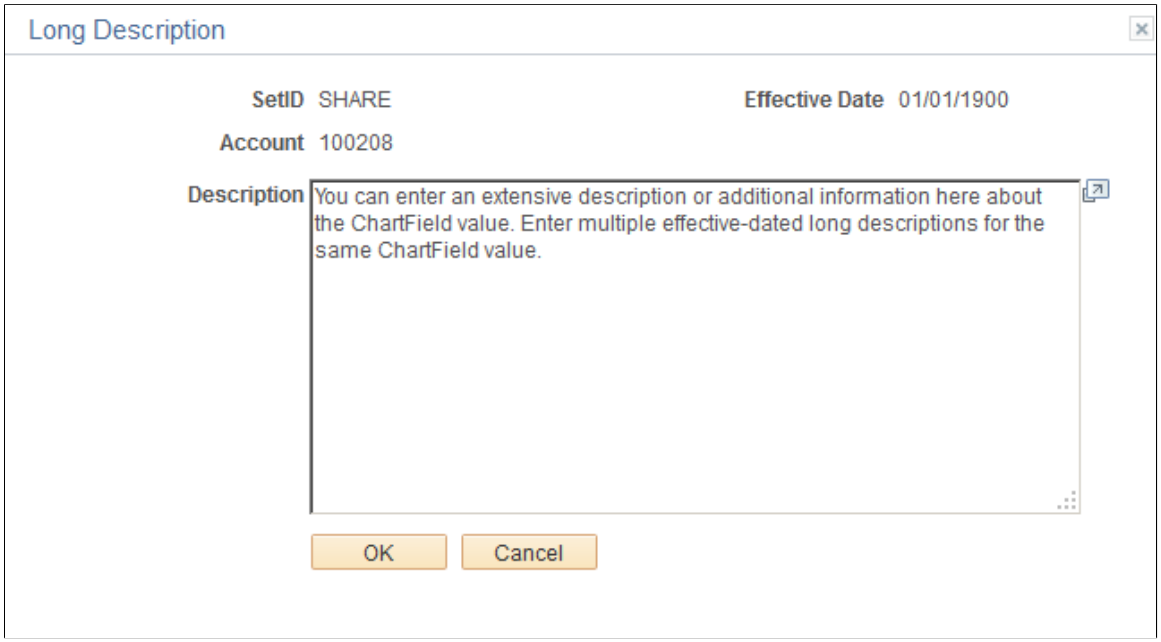
Use the Long Description page (CF_LONG_DESCR) to enter long descriptions and more extensive information about ChartField values.

This is particularly helpful for the public sector when there is a need to input fund names as specified by donors and other sources where particular names and descriptions are required that can be detailed and lengthy.

Navigation:

Set Up Financials/SCM > Common Definitions > Design Chartfield > Define Values > Chartfield values and click the Long Description link.

This example illustrates the fields and controls on the Long Description page. You can find definitions for the fields and controls later on this page.



Click the Long Description link on a ChartField page when entering a new ChartField value to access the Long Description page and you can enter an extensive description or additional information about that particular ChartField value. You can enter multiple effective dated long descriptions for the same ChartField value. Long Descriptions are informational only.

The Long Description link is available on each of the ChartField entry pages. However, if PeopleSoft Project Costing is an installed product, the Long Description link does not display on the Project page within the Design ChartFields menu. Rather, the long descriptions for the project-related ChartFields are entered on the General Information pages of the related ChartFields within PeopleSoft Project Costing.

If you are using the Project ChartField without PeopleSoft Project Costing, you can add a long description using the link on the Project page.

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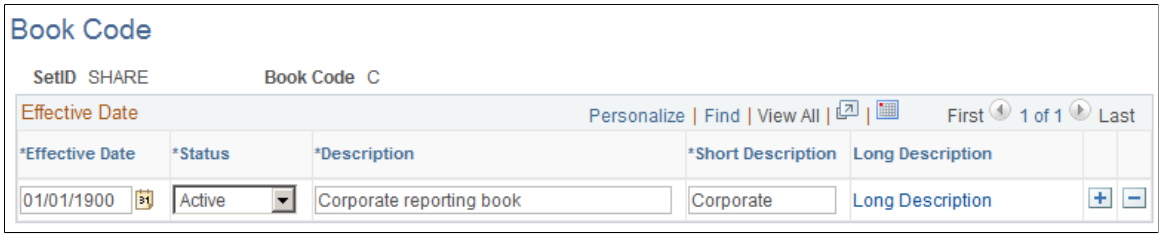
Book Code Page

Use the Book Code page (BOOK_CODE) to identify subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Book Code**

This example illustrates the fields and controls on the Book Code page. You can find definitions for the fields and controls later on this page.



Book Code is an account attribute and a balancing ChartField. You can activate book code on the Installation Options - Overall page. If you activate the book code, you must specify a book code for each account value. The **Allow Book Code Override** option that is set on the Account page determines whether this book code can be overridden on the transaction line.

Generally accepted accounting principles often vary from country to country and by jurisdiction. Organizations must record and report their operations according to local accounting requirements as well as by corporate rules, which are often dictated by another national jurisdiction and might require that other accounting principles be applied. For example, local rules might require that you keep your local books open for a longer period than do the corporate rules and perhaps prior period adjustments are handled differently.

In conjunction with ledger code and the adjustment type ChartField, book codes address transactions in common book codes between GAAPs requiring different open close periods. Book code is also used with the balance sheet indicator attribute to ensure that proper balancing is maintained for *on* and *off* balance sheet entries.

PeopleSoft also provides the ability to maintain separate ledgers for separate accounting rules, to record transactions under varying statutory rules using alternate account and to use MultiBook with its automatic synchronization capabilities. However, by using book codes you can *simultaneously* generate sets of entries to record related transactions according to multiple generally accepted accounting principals (GAAPs) for the *same* business unit in the *same* ledger. For example, where local and corporate accounting principles are not compatible you define a local (L) and a corporate (C) book code. For those situations where requirements are alike, you define a code for both (B). Using these book codes as attributes, attach them to accounts. This results in groups of accounts in which you can simultaneously record related transactions under local, corporate, or both rules.

You can choose to associate a single book code with one account value. Using this method a unique account value must be created for the number of unique book code instances. For example, book code C would be associated with account 500001, book code L with account 500002, and book code B with account 500003 to record related amounts in the same ledger but effectively in different books. When you

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choose this method, book code appears as a read-only field on the journal entry page when you enter the account and the book code cannot be modified at time of journal entry.

PeopleSoft provides the **Allow Book Code Override** option that enables you to choose different book code and account combinations at the time of journal entry. You can then associate any of your book codes with the account value to record related amounts in the same ledger. For example, book codes C, L or B can be associated with account 500001. The chief advantage of this method is that fewer account values are required. The book codes you can associate with an account are available from a drop down list at the time of journal entry

Field or Control	*Description*
Book Code	Add or select a value. The **Effective Date** and **Status** fields must match the settings for the account values to which the book code is attached as an attribute using the Account page.

Adjustment Type Page

Use the Adjustment Type page (ADJUST_TYPE) to define adjustment types associated with varying accounting treatments of prior period adjustments.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Adjustment Type**

This example illustrates the fields and controls on the Adjustment Type page. You can find definitions for the fields and controls later on this page.



Adjustment type is delivered as a balancing ChartField. It is used in conjunction with ledger code and book code to facilitate recording of transactions for organizations having multiple accounting rule environments. If you choose to update open periods by ledger code, you must specify an adjustment type value for the ledger code having its period closed earlier than other ledger codes. By doing this, when the system encounter transactions in a book code common to multiple GAAPs, yet belonging to a ledger code that is already closed; it can generate adjustments specifically to the adjustment type associated with the ledger code and effectively move the transaction to the open period.

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Field or Control	*Description*
Adjustment Type	Create a type for each combination of ledger code and book code that share accounts in other ledger code and book code combinations involving different accounting rules (multiple GAAPs) that specify different rules regarding closing dates and prior period adjustments.

Related Links

"Understanding Multiple GAAPs and Prior Period Adjustments" (PeopleSoft Global Options and Reports)

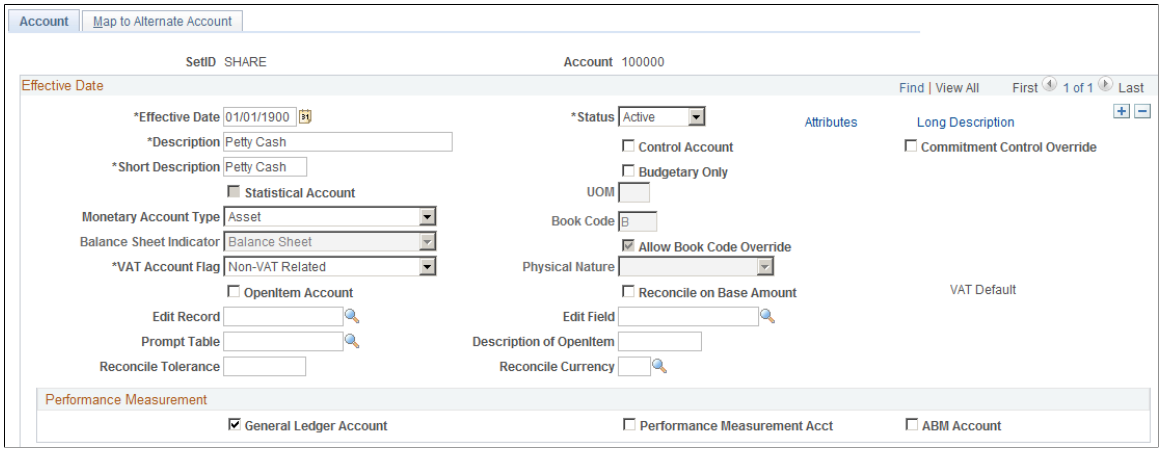
Account Page

Use the Account page (GL_ACCOUNT) to set up new account ChartField values.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Account

This example illustrates the fields and controls on the Account page. You can find definitions for the fields and controls later on this page.



Account values are used in combination with other ChartFields values to create journal entries.

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Field or Control	*Description*
Statistical Account	Select to track statistical data such as square footage or head count. Statistical accounts are used to capture statistical amounts only, not monetary amounts. If you select the check box, you must specify a UOM (unit of measure). The system automatically makes available (and selects by default) the **Balance Forward** check box. You can override this default by deselecting the check box for accounts that you do not want to carry forward, such as statistical accounts associated with revenue and expenses.
Monetary Account Type	Select from the values defined on the Account Types page
VAT Account Flag	Select one of the following values to indicate the relationship to value added tax (VAT) processing for this account value: *Non-VAT Related*: Not used for VAT processing. *VAT Account*: The account to which calculated VAT is applied. VAT account journal entries are calculated and automatically generated based on the VAT applicable account entries in the journal entry and on the values that you set up for your VAT environment and options. You can also enter VAT account lines directly into a journal entry. *VAT Applicable Account*: The monetary account against which you add journal entries.
Physical Nature	For VAT-related accounts, indicates whether an object is a *Good* or a *Service.* For many countries there is a requirement to report the sale and/or purchase of goods separately from services. The physical nature setting defaults not only from your setting here for the account value but also from the journal source or the business unit settings according to the VAT default hierarchy. The default can be overridden on the journal line.
VAT Default	For VAT related accounts, click this link to access VAT Defaults Setup component on which you can define or override VAT settings for this account. VAT processing is available for non-receivable and non-payable items directly entered into the general ledger. The VAT Defaults Setup component See “Establishing VAT Defaults” (PeopleSoft Global Options and Reports).

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Field or Control	*Description*
OpenItem Account	Select to activate OpenItem processing for tracking and matching debits and credits that post to this account. When you select this option, there are six related fields to complete. If you do not select this check box, any information you enter in these related fields is not retained and is deselected from the fields when you save the page. **Note:** An OpenItem account cannot be a VAT-related account.
Reconcile on Base Amount	Select this check box to ensure that the Open Item reconciliation process closes Open Items that have both a zero Base Amount balance and a zero Transaction (Foreign) Amount balance. When this check box is not selected, the process only looks at the Transaction (Foreign) Amount balance and closes the Open Items whose Transaction (Foreign) Amount balance is zero.
Edit Record	Select the name of the table against which you want to validate the OpenItem search key. For example, if the OpenItem key is an employee ID, enter a table that contains a list of valid employee IDs, such as the EMPLOYEE_TBL.
Edit Field	Enter the name of the field from the edit record to match against your OpenItem key.
Prompt Table	Enter the name of the prompt table that is to return the current actual OpenItem rows for the account.
Description of OpenItem	Enter a description to appear in prompt lists, reports, and online inquiries. It typically is used to identify the OpenItem key that must be specified in the Ref (reference) field on the Journal Entry pages.
Reconcile Tolerance and **Reconcile Currency**	Enter a tolerance, and select the reconcile currency to use. You can close OpenItem rows if the balance is equal to or less than the tolerance. For background reconciliation, there is no tolerance. The balance must be zero.
General Ledger Account, Performance Measurement, and **ABM Account**	Select the **General Ledger Account, Performance Measurement Acct** (account), and **ABM Account** (Activity-Based Management account) check boxes only if you use PeopleSoft Enterprise Performance Management (EPM). See “Understanding Cost Structure” (PeopleSoft Cost Management).
Attributes	Click the link to access the ChartField Attributes page described earlier in this topic

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Field or Control	*Description*
Long Description	Click this link to access the Long Description page described earlier in this topic.
Control Account	Select to indicate that this is a control account and that it can be updated only by using the Journal Generator or *a load process from a third party system.* The purpose of this designation is to prevent manual or online entries in general ledger to the account. You can map account ChartFields only to alternate account ChartFields having the same control account designation. A control account represents a summarization of detail from a feeder application such as Payables that is posted by the system to the general ledger. For example, a control account for Accounts Payable provides a summary of accounts payable detail activity in the general ledger equal to the sum of the individual amounts by supplier in the Accounts Payable system. *Only Journal Generator can update a control account.*
Budgetary Only	Select if the account value is to be used for budgetary purposes only. The account will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.
Commitment Control Override	Select if you are using Commitment Control and you want to designate this account with an automatic override. This is only applicable for overrideable errors, such as *Exceeds Budget.* It does not override errors that cannot be overriden, such as *No Budget Exists.* This override is similar to the transaction override and requires at least a zero amount budget row to pass edit.
Book Code	If book code is enabled on the Installation Options - Overall page, you must enter a default book code that is appropriate for this account value for most instances of its use.
Allow Book Code Override	This check box is selected by default to enable override of the default book code for this account on the transaction line. Deselect the check box if you choose to always associate the default book code with the account value and not allow changes at the transaction line.
Balance Sheet Indicator	If enabled on the Installation Options - Overall page, the account can be designated as either off balance sheet or on balance sheet.

Related Links

ChartField Attributes Page

“Understanding Open Item Accounting” (PeopleSoft General Ledger)

Using the Balance Sheet Indicator and Book Code

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Map to Alternate Account Page

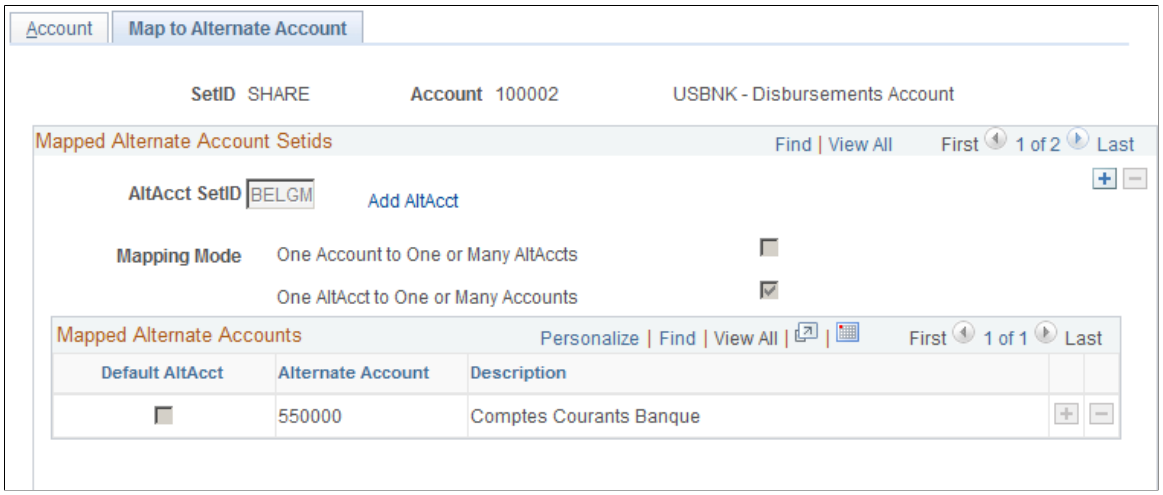
Use the Map to Alternate Account page (ACC_XREF) to map a corporate chart of accounts to one or many statutory charts of accounts.

For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Account** > **Map to Alternate Account**

This example illustrates the fields and controls on the Map to Alternate Account page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
AltAcct SetID (alternate account SetID)	Enter the SetID for the alternate account to which you want to link the account.
Add AltAcct (add alternate account)	Click to access the Alternate Account page on which you can add a new alternate account. This page is described below.
Mapping Mode	This is a system default and you cannot change the value: **One Acct to One or Many AltAccts** (one account to one or many alternate accounts) indicates that the mapping is one account value to one or more alternate account values. You can map the one account value to one or more alternate accounts. **One AltAcct to One or Many Accts** (one alternate account to one or many accounts) indicates that the mapping is one Alternate Account value to one or more account values. You can map the account value to only one alternate account.

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Note: The system does not update the mapping mode setting until you have linked the account with one or more alternate accounts. If you have previously linked the account to an alternate account on the Map to Account page, the mapping mode might already be selected. When you add one or more alternate accounts and select default for one of the alternate accounts, the system selects One Acct to One/Many AltAccts. Also, you must specify a default account or alternate account for each SetID that you map to either account or alternate account.

Field or Control	*Description*
Mapped Alternate Accounts	Use the scroll arrows to select the alternate accounts that you want to link to the account. When you enter an account value on a transaction page, you can use only the alternate account values that you select in the scroll.
Default AltAcct (default alternate account)	Select the check box if you want the system to use the alternate account as the default on a transaction entry page.
Alternate Account	Select the alternate account that you want to link with the account. The system automatically enters the description of the alternate account.

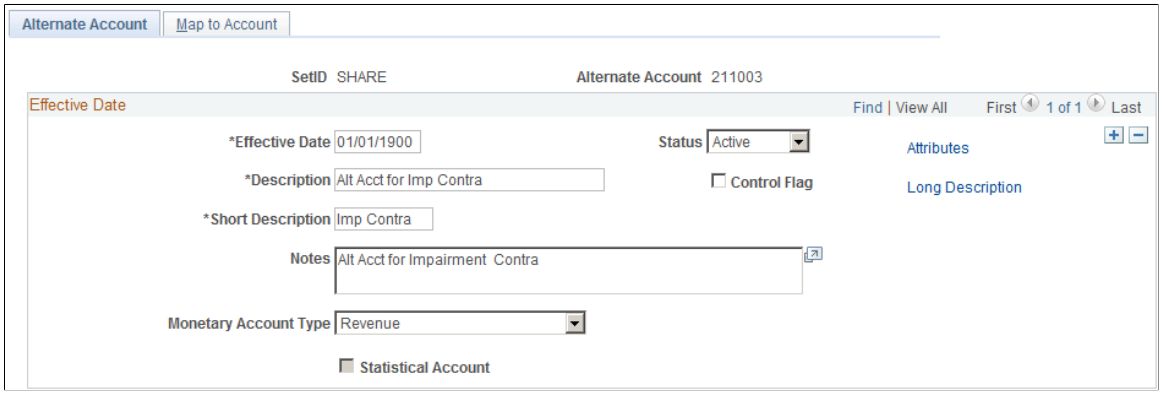
Alternate Account Page

Use the Alternate Account page (ALTACCT) to add alternate account values.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Alternate Account

This example illustrates the fields and controls on the Alternate Account page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Long Description	Optionally, you can enter the purpose or use of the alternate account, and an explanation of the type of transactions that are to be posted to it.

Note: You can map alternate account ChartFields only to account ChartFields with the same attributes unless they have a different SetID.

Field or Control	*Description*
Monetary Account Type	Select from the types previously defined on the Account Types page.
Statistical Account	Used for statistical amounts, not monetary amounts. If you select the check box, you must specify a unit of measure.
Attributes	Select the link to access the ChartField Attributes page.
Control Flag	Select to indicate that you can update this alternate account only by using the Journal Generator. A control account represents a summarization of detail from an application. For example, a control account for Accounts Payable would provide a summary of accounts payable activity equal to the sum of the individual amounts by supplier in the Accounts Payable system.

Related Links

Understanding Alternate Accounts

“Setting Up for Journal Entries Using Statistics” (PeopleSoft General Ledger)

Map to Account Page

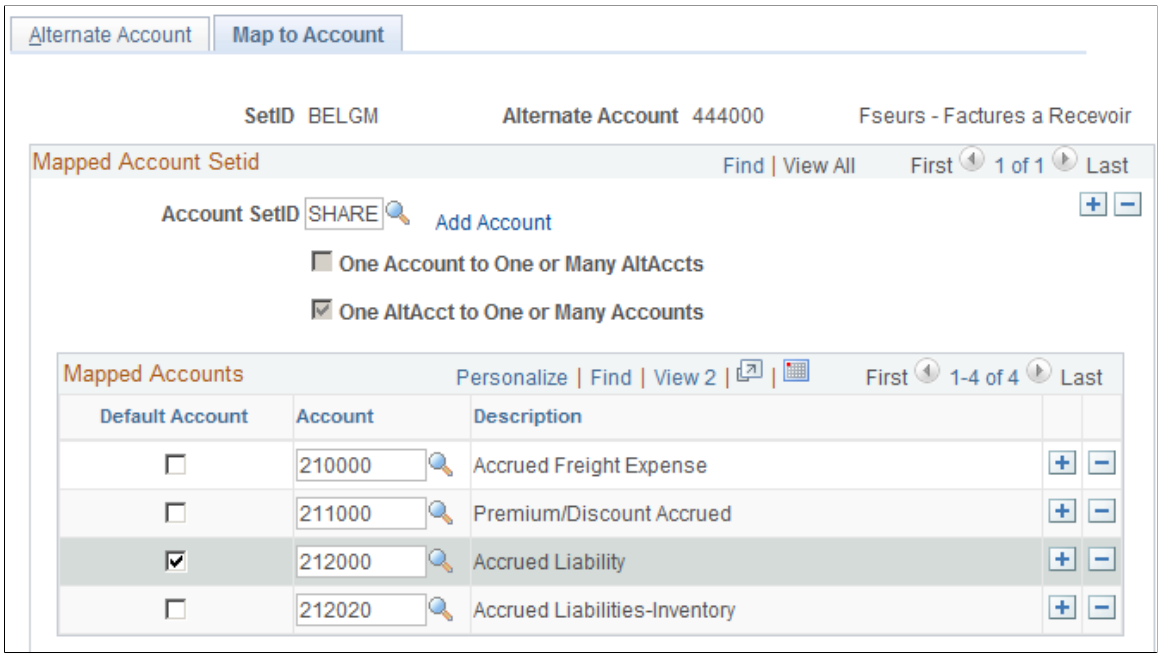
Use the Map to Account page (ALT_XREF) to maps an alternate account to one or more accounts.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Alternate Account** > **Map to Account**

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This example illustrates the fields and controls on the Map to Account page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Account SetID	Enter the SetID for the account to which you want to link the alternate account.
Add Account	Click the link to access the Account page on which you can add a new account ChartField value.
Mapping Mode	This is a system default. You cannot change the value: • **One Acct to One or Many AltAccts** (one account to one or many alternate accounts) indicates that the mapping is one account value to one or more alternate account values. You can map the one alternate account value to only one account. • **One AltAcct to One or Many Accts** (one alternate account to one or many accounts) indicates that the mapping is one alternate account value to one or more account values. You can map the alternate account value to one or more accounts.

Note: The system does not update the mapping mode until you link the alternate account with one or more accounts. If you previously linked the alternate account to an account on the Map to Alternate Account page, the mapping mode might already be selected. When you add one or more accounts and select default account for one of the accounts, the system selects One AltAcct to One or Many Accts.

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Field or Control	*Description*
Mapped Accounts	Use the scroll arrows to select the accounts that you want to link to the alternate account. When you enter an alternate account value on a transaction page, you can use only the account values that you select in the scroll.
Default Account	Select if you want the system to use the account as the default account on transaction entry pages.
Account	Enter each account that you want to link with the alternate account. The system automatically enters the description of the account.

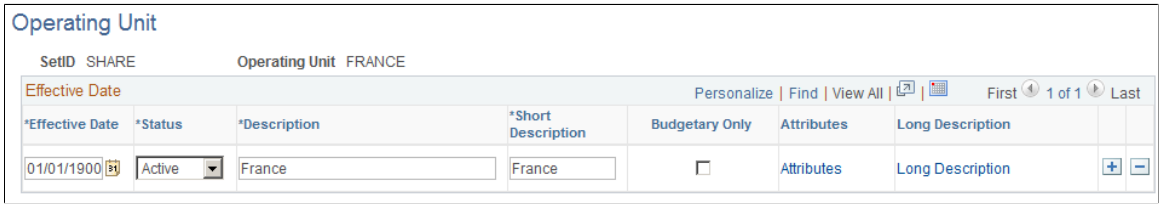
Operating Unit Page

Use the Operating Unit page (OPERATING_UNIT) to create values that identify a plant, office, physical location, branch, building, store, hospital, outpatient surgery center, clinic, or geographic location. It is usually related to responsibility reporting

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Operating Unit**

This example illustrates the fields and controls on the Operating Unit page. You can find definitions for the fields and controls later on this page.



Use this ChartField to identify such things as a plant, office, physical location, branch, building, store, hospital, outpatient surgery center, clinic, or geographic location. This ChartField is usually related to responsibility reporting. It can also be used to assist in reporting for tax purposes or it can be used at the city, county, and state levels for both profit and loss (P&L) and balance sheet purposes.

Field or Control	*Description*
Budgetary Only	Select if the value is to be used for budgetary purposes only. The operating unit will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.

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Field or Control	*Description*
Attributes	Select this link to access the ChartField Attributes page.

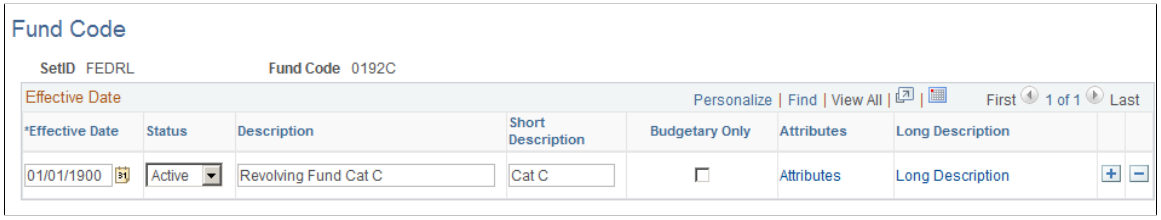
Fund Code Page

Use the Fund Code page (FUND_DEFINITION) to define values for all types of funds.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Fund Code

This example illustrates the fields and controls on the Fund Code page. You can find definitions for the fields and controls later on this page.



Funds are primary structural units for education and governmental accounting. Funds are maintained as a balanced set of accounts and are used to present financial statements.

Fund code is a balancing ChartField, and you establish all types of funds by using the Fund Code page.

Field or Control	*Description*
Description	Use to indicate the name of the fund and any pertinent details.
Budgetary Only	Select if the fund value is to be used for budgetary purposes only. The fund will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.
Attributes	Select this link to access the ChartField Attributes page.

Department Page

Use the Department page (DEPARTMENT) to add a department representing an operational unit.

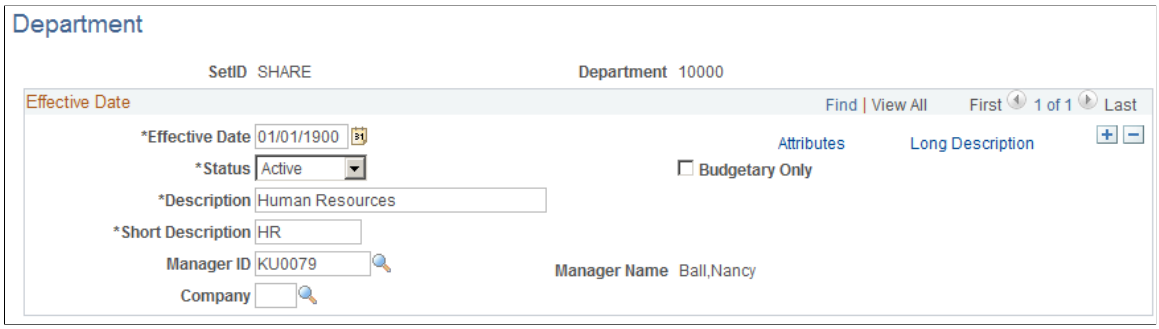
It is often associated with responsibility accounting.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Department

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This example illustrates the fields and controls on the Department page. You can find definitions for the fields and controls later on this page.



Departments typically represent a divisional classification of a larger entity in your organization (such as a profit center, an operating unit, a school within a university or a bureau of a government). Its emphasis is usually on budget and responsibility accounting.

Field or Control	***Description***
Status	Select the current status of the department: *Active* or *Inactive.*
Description and **Short Description**	Enter a description and short description. These fields appear on pages and in reports.
Attributes	Select this link to access the ChartField Attributes page.
Budgetary Only	Select this check box if the department value is to be used for budgetary purposes only. The department will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.
Manager ID	Select from a list of IDs that you entered on the Personal Data page. The system automatically populates the name in the **Manager Name** field and you cannot change it. Alternatively, enter a manager name only. The system does not edit a name that you manually enter against any table.
Company	Indicate the payroll company to which this department belongs and into which the department reports. The system uses the payroll company to calculate worker compensation. The system also uses the department on the order in conjunction with the state to look up the appropriate worker compensation rate. **Note:** If yours is a multi-company environment and you want more than one company to share the department, leave this field blank. The field displays only if you have PeopleSoft Staffing Front Office installed.

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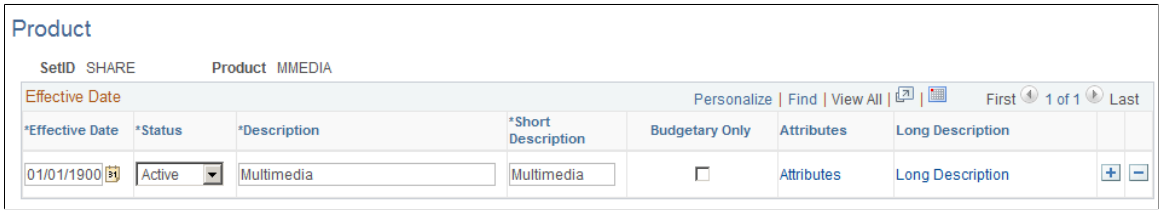
Product Page

Use the Product page (PRODUCT) to add product codes and track product performance and financial information.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Product

This example illustrates the fields and controls on the Product page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Budgetary Only	Select if the value is to be used for budgetary purposes only. The product will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.
Attributes	Select this link to access the ChartField Attributes page.

Project Page

Use the Project page (PROJECT_GL) to add project values and set ChartField status to active or inactive.

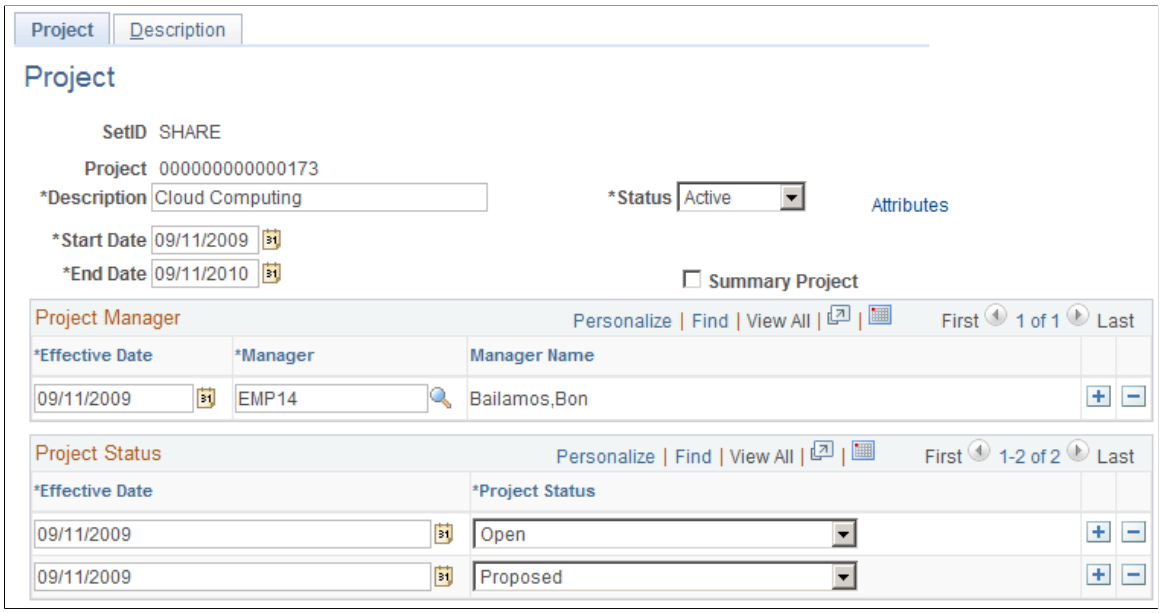
If you have not installed Project Costing you can also add memo project start and end date, project manager information, and project status.If you have installed Project Costing and any of the other applications requiring the full complement of project ChartFields, use the components mentioned in the preceding ChartField list to create the ChartField values and their control data. These components and pages are fully described in the Project Costing documentation.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Project > Project

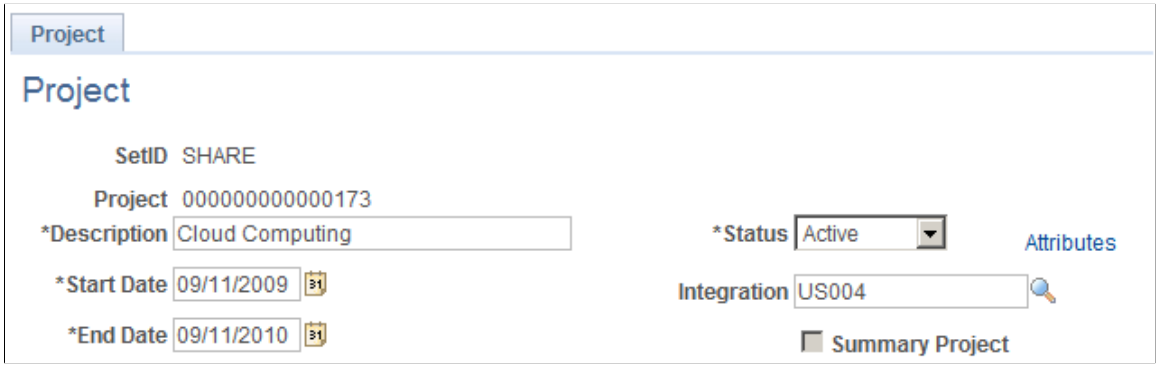
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This example illustrates the fields and controls on the Project page - when the PeopleSoft Project Costing application is not installed. You can find definitions for the fields and controls later on this page.



The preceding page is available when Project Costing is not selected on the Installation Options - Products page.

This example illustrates the fields and controls on the Project page - when the PeopleSoft Project Costing application is installed. You can find definitions for the fields and controls later on this page.



The preceding page is available when Project Costing is installed on you system and is selected on the Installation Options - Products page.

Of the six project ChartFields, Project values is available for selection for setup using the ChartField Values page. The other five ChartFields are defined and their controls established using the Project Costing application. To define the other five project ChartFields, use the pages discussed in the Project Costing documentation.

See “PeopleSoft Project Costing Implementation” (PeopleSoft Project Costing).

You can use the project ID ChartField with or without the Project Costing application. The setup for the page varies depending on this option.

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Note: If you are using Project Costing, the Description tab and the fields associated with project manager and project status are not available through the Project page because applicable controls are entered or maintained through the Project Costing application pages. Also, when you use project IDs in General Ledger or other applications in your integrated database, the system validates them for standard Chartfield edits without regard to where the values were created. These and other important considerations are more fully explained in the Project Costing documentation dealing with setting up and integrating Project Costing, General Ledger and the feeder systems.

Field or Control	*Description*
Integration	Use to select an integration template for the project and project level.
Status	ChartField edit uses this value to determine if the project ID value is active or inactive.
Start Date and **End Date**	If you have *not* installed PeopleSoft Project Costing, these fields are used for memo entries only and there is no general ledger process that uses them. **Note:** No edits are subject to these dates nor does the Commitment Control Budget Processor use these dates during budget checking.
Project Manager	If you have *not* installed Project Costing, these fields enable you to specify the project manager ID, display the manager name, and effective date of the entry. The fields are not available on this page if you are using Project Costing.
Project Status	If you have *not* installed Project Costing, you can enter the effective date and select a project status to indicate the various stages of the life cycle for the project, such as *Proposed, Budgeted, Hold*, *Open,* or *Closed.* The fields are not available on this page if you are using Project Costing. **Note:** These fields are memo entries only and are not used by any general ledger process. Do not confuse them with ChartField editing that uses the ChartField status (active or inactive) that is also set on this page nor with budget checking in Commitment Control that uses budget start and end dates.
Attributes	Select to access the ChartField Attributes page. **Note:** Attributes normally share the effective dating of the ChartField values to which they are attached, however, the Project ChartField does not have effective dating. Project ChartField attributes are automatically assigned a default effective date of 01/01/1900.

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Field or Control	Description
Summary Project	If you select this option, the project ID value is used at a budget summary level for budgets but not at a detail transaction level within Commitment Control. If the Project Costing product is installed, it serves a similar function to indicate the project ID value is a rollup or summary level project and is not used for detail activity.

Grants

You can also set up and maintain Project values to track grants.

See the *PeopleSoft Grants* product documentation.

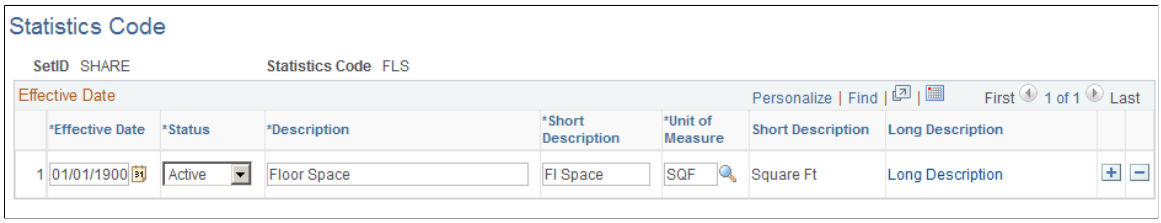
Statistics Code Page

Use the Statistics Code page (STATISTICS_TBL) to add or modify statistics codes to track nonmonetary information.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Statistics Code**

This example illustrates the fields and controls on the Statistics Code page. You can find definitions for the fields and controls later on this page.



You can track a variety of nonmonetary amounts with statistics. Statistics codes are used to maintain statistical amounts to facilitate financial analysis and reporting. If you plan to use statistics codes, you must also establish units of measure.

Field or Control	Description
Unit of Measure	Select a default unit of measure in which the system is to store statistical amounts that you enter. If you enter an amount on a journal line in a unit of measure that differs from this default, the system automatically converts it to the one that you specify here if you have defined a conversion factor on the Units of Measure page.

Related Links

Units of Measure Page

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"Understanding Statistical Journals" (PeopleSoft General Ledger)

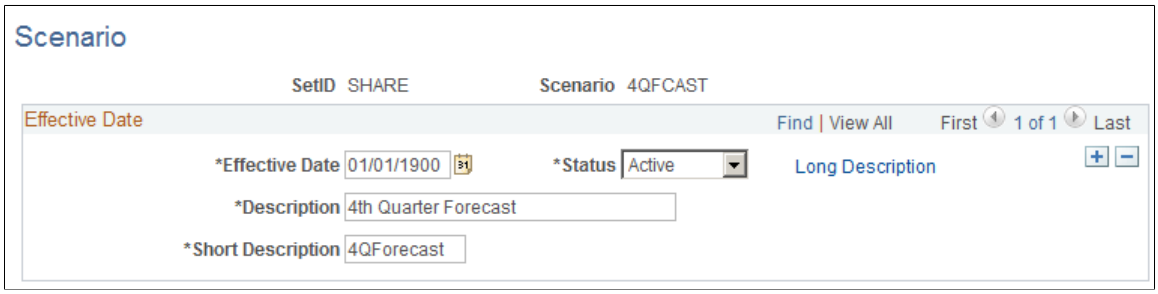
Scenario Page

Use the Scenarios page (BD_SCENARIO) to define different budget iterations.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Scenario**

This example illustrates the fields and controls on the Scenario page. You can find definitions for the fields and controls later on this page.



You can easily keep track of different budget versions using *scenarios.* A scenario is a ChartField value that you can use to identify various budget iterations that use different assumptions.

Related Links

"Understanding General Ledger Standard Budgets" (PeopleSoft General Ledger)
"PeopleSoft Commitment Control Implementation" (PeopleSoft Commitment Control)

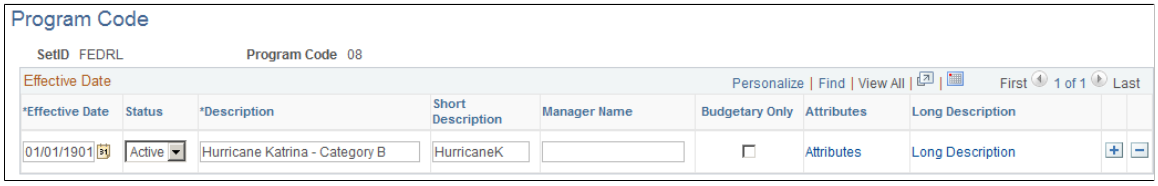
Program Code Page

Use the Program Code page (PROGRAM_DEFINITION) to track amounts to which you want to apply budgetary controls.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Program Code**.

This example illustrates the fields and controls on the Program Code page. You can find definitions for the fields and controls later on this page.



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These values lend themselves to identifying and tracking revenues and costs to which you want to apply budgetary controls, for example, a toxic waste removal program or research being conducted by a university.

Field or Control	*Description*
Manager Name	Programs typically involve responsibility accounting.
Budgetary Only	Select if the value is to be used for budgetary purposes only. This program code will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.
Attributes	Select to access the ChartField Attributes page. Attributes share the effective dating of the ChartField values to which they are attached.

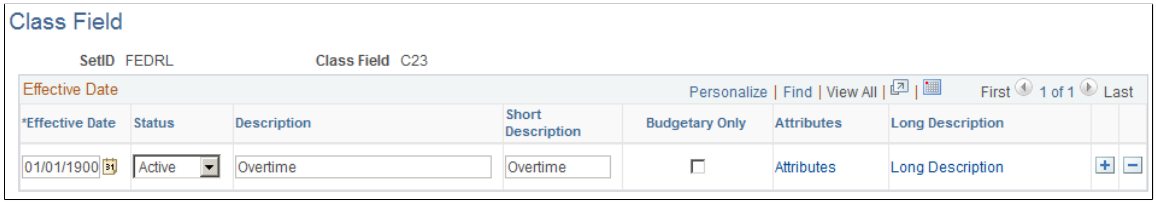
Class Field Page

Use the Class Field page (CLASS_PNL) to classify activities concurrently recorded in funds, departments and programs into detail categories in which you normally track class amounts such as salaries or materials

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Class Field**.

This example illustrates the fields and controls on the Class Field page. You can find definitions for the fields and controls later on this page.



Class values enable you to further classify activities concurrently recorded in funds, departments and programs into detail categories in which you normally track class amounts such as salaries or materials.

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Field or Control	*Description*
Budgetary Only	Select if the value is to be used for budgetary purposes only. This class field will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.
Attributes	Select to access the ChartField Attributes page. Attributes share the effective dating of the ChartField values to which they are attached.

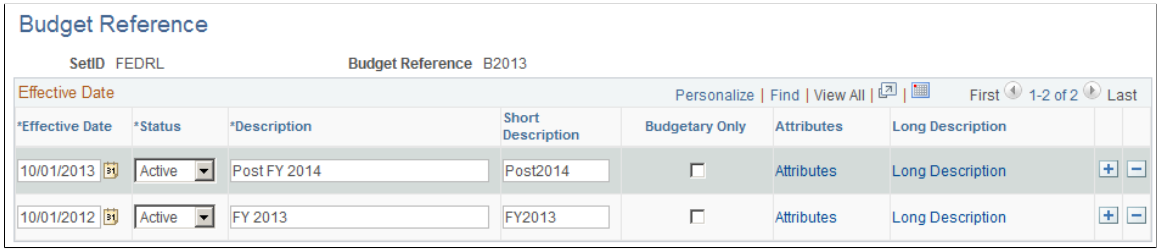
Budget Reference Page

Use the Budget Reference page (BUDGET_REF) to identify unique budgets where individual budgets share budget keys and overlapping periods.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Budget Reference**

This example illustrates the fields and controls on the Budget Reference page. You can find definitions for the fields and controls later on this page.



Use to identify unique budgets, which is necessary when individual budgets share budget keys and overlapping budget periods. Budget reference values can be used as a balancing ChartField to maintain a balanced set of books by budget.

Field or Control	*Description*
Budgetary Only	Select if the value is to be used for budgetary purposes only. This value will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.

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Field or Control	*Description*
Attributes	Select to access the ChartField Attributes page. Attributes share the effective dating of the ChartField values to which they are attached.

Related Links

“Setting Commitment Control Installation Options” (PeopleSoft Commitment Control)
“Setting Commitment Control Options” (PeopleSoft Commitment Control)

ChartField 1 Page

Use the ChartField 1 page (CHARTFIELD1) to add a ChartField value and enter a long and short description for the ChartField value.

ChartField 1 must be activated using standard ChartField configuration to be available in the menu.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **ChartField 1**

Use the ChartField 2 page (CHARTFIELD2) to add a ChartField value and enter a long and short description for the ChartField value.

ChartField 2 must be activated using standard ChartField configuration to be available in the menu.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **ChartField 2**

Use the ChartField 3 page (CHARTFIELD3) to add a ChartField value and to enter a long and short description for the ChartField value.

ChartField 3 must be activated using standard ChartField configuration to be available in the menu.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **ChartField 3**

PeopleSoft delivers three ready-to-configure expansion ChartFields. When additional ChartFields are required, these expansion ChartFields can be activated rather than adding new ChartFields. ChartField 1, 2, and 3 must be activated on the Standard ChartField Configuration page.

Note: Additional ChartFields can be added using advanced ChartField configuration if the three expansion ChartFields do not meet your needs.

Related Links

Understanding PeopleSoft ChartField Configuration

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Standard ChartField Configuration Page

Use the Standard ChartField Configuration page (STANDARD_CF_TMPLT) to you must have been granted user security to use this page.

Unless a ChartField is active it will not be displayed in the navigational menus. Related ChartFields determine the values for affiliate ChartFields. Business unit is required for the interunit affiliate ChartField. Assign a unique intraunit related ChartField of the same ChartField length that is specified for each intraunit affiliate ChartField that is active.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Configure** > **Define CF Standard Config**

Use affiliate ChartField values when interunit or intraunit transactions are maintained using the same account ChartField value among several related entities (such as business units, funds, or operating units). For example, each entity might use account 140000 as both an interunit receivables and payables account. Each entity could also have a different account value. However, in each instance an affiliate ChartField value must be assigned to the accounting line or journal line to identify the entity with which the receivable or payable is shared.

PeopleSoft delivers the following affiliate ChartFields:

- Affiliate ChartField.

  This ChartField is not configurable and is used only for *interunit* accounting in association with business unit.

- Fund affiliate ChartField.

  This ChartField is fully configurable and can be renamed, deleted, resized or relabeled. It is used for *intraunit* accounting between entities. This ChartField is delivered with an association to the fund ChartField but it can be associated with any fully configurable ChartField.

- Operating unit affiliate ChartField.

  This ChartField is fully configurable and can be renamed, deleted, resized or relabeled. It is used for *intraunit* accounting between entities. This ChartField is delivered with an association to the operating unit ChartField but it can be associated with any fully configurable ChartField.

Affiliate ChartFields *cannot* be used as standard standalone ChartFields. They must be used in association with another related ChartField. This is because the affiliate ChartField values are the values of the related ChartField. In other words, there is no separate affiliate ChartField page where you enter affiliate values as with the stand alone ChartFields, such as account or department.

Business unit is required as the interunit-related ChartField for affiliate. It provides the values available in the drop down list box for the **Affiliate** field on the Journal Entry page.

A unique intraunit-related ChartField must be specified for each intraunit affiliate ChartField that is active. Intraunit-related ChartFields must be used with intraunit affiliate ChartFields; they cannot be used for interunit purposes. The intraunit-related ChartField length must not be greater than the intraunit affiliate ChartField length to which it is mapped.

Related ChartFields provide the prompt values for affiliate ChartFields.

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Related Links

Understanding PeopleSoft ChartField Configuration
Using ChartField Inheritance

Adding PeopleSoft Project Accounting Product ChartField Values

ChartFields specific to the Project Costing application are described in the PeopleSoft Project Costing documentation.

Loading ChartField Values Using the Excel Spreadsheet to Component Interface Process

PeopleSoft delivers a Microsoft Excel Spreadsheet to PeopleSoft Components Interface to enter ChartField data into PeopleSoft databases. Component Interfaces are listed with the topics on the applicable ChartFields and associated functionality.

For more information on Component Interfaces, refer to your PeopleTools documentation.

See the product documentation for *PeopleTools: Component Interfaces*.

Using Trees to Summarize ChartFields

Using the PeopleTools Tree Manager, you can set up ChartField summarization rules, reporting hierarchies, and rollup structures. The Tree Manager adds a convenient graphic layer that displays the relationships between ChartField values. You see where individual ChartField values fit in the overall scheme; and you can maintain the ChartFields directly from the Tree Manager.

The Tree Manager simplifies chart of account design. It enables you to position individual ChartField values on an intuitive tree diagram, so that your summary levels or hierarchies are established exactly as they are displayed on the screen. You maintain ChartField values and include them in the appropriate rollup structures at the same time.

Related Links

Using Trees to Summarize ChartFields

Defining and Using SpeedTypes

To define and use speed types, use the SpeedTypes component (SPEEDTYPE).

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Pages Used to Define and Manage SpeedTypes

Page Name	*Definition Name*	*Usage*
SpeedType Page	SPEEDTYPE	Define the ChartField value combination that you want the system to enter into the journal automatically when you select the Speed Type key.
SpeedType Delete Page	SPEEDTYPE_DELETE	Select to delete one or more existing SpeedTypes at once.

Understanding Defining and Using SpeedTypes

You often have common transactions in which you must enter the same combination of ChartField values repeatedly. By creating shortcut keys called SpeedTypes for these frequently used combinations of ChartFields, you can greatly increase journal entry efficiency and reduce errors.

Assume that you regularly post sales of a certain product to a specific revenue account. Each time that you create a journal entry that describes this transaction, you enter the same product code, department ID, and account number. Using a SpeedType that you define, you can type in the SpeedType code or one or more leading characters of the SpeedType code, click the drop down menu and quickly select the code form a list that appears to automatically enter all three ChartField values. For example, if SREV is the Speed Type you created for the entry described above, you can type in SREV or just enter S or SR to narrow the number of SpeedTypes that are available on the SpeedType List page that appears when you click the drop down menu for the **Speed Type** field.

SpeedType Page

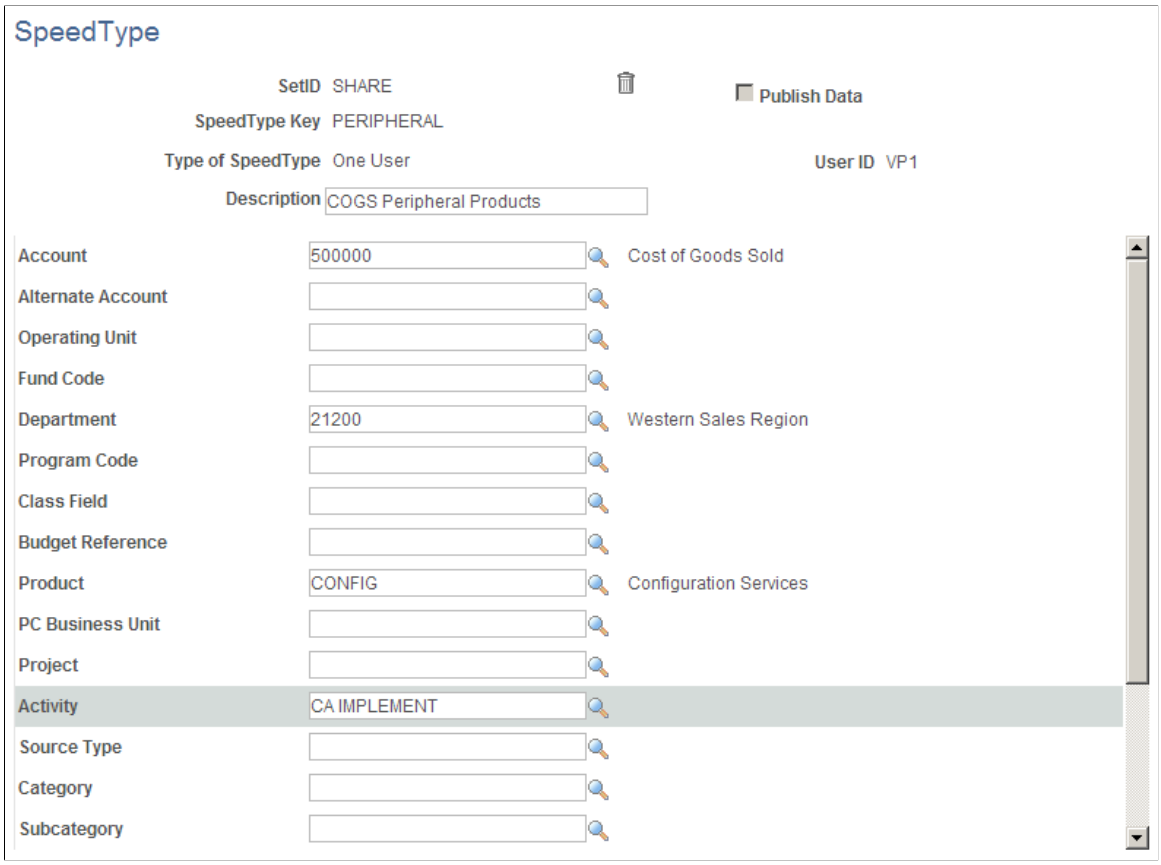
Use the SpeedType page (SPEEDTYPE) to define the ChartField value combination that you want the system to enter into the journal automatically when you select the Speed Type key.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **Define Speed Type**

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This example illustrates the fields and controls on the SpeedType page. You can find definitions for the fields and controls later on this page.



The SpeedType page lists all the ChartFields defined for your system. You can specify any combination of the ChartField values to fully define your SpeedType.

Note: The detail Project Costing ChartFields are available if you have Project Costing installed. If not, only the Project ChartField is available.

Warning! If you have not licensed PeopleSoft Project Costing, Expenses, Resource Management, or Services Procurement and you see the following ChartFields: PC Business Unit, Activity, Source Type, Category, or Subcategory on pages, deselect the check boxes for these products on the Installation Options - Products page and run ChartField configuration to inactivate the ChartFields because they are specific to these products.
If you have not licensed Project Costing but have licensed Expenses, Resource Management, or Services Procurement and you still see Source Type, Category, or Subcategory on pages, deselect the check boxes for the unlicensed products on the Installation Options - Products page and run ChartField configuration to inactivate these ChartFields because they are specific to Project Costing. ChartFields that are not necessary can cause performance and other processing problems when they are allowed to remain active.

Field or Control	*Description*
SpeedType Key	Enter a description that identifies your SpeedType key.

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Field or Control	*Description*
Type of SpeedType	Select to restrict the key to a particular user or permission list. Values are: • *Universal (All Users)*: All users are authorized to use this combination. To create a Universal SpeedType when adding a new value, do not enter a *User ID* or a *Primary Permission List* value. • *One User*: The user that you specify in the **User ID** field is authorized to use this combination. • *One Permission*: Permission that you specify in the **Primary Permission List** field is authorized to use this combination.
Currency Code	It is not necessary to select a value because the value defaults to the currency of the ledger. If you do specify a currency and you use the SpeedType in a journal for a ledger that has a different currency, the system does not use the Speed Type currency for the foreign currency in the journal line.

Note: The **Publish Data** check box is used if you want to send the ChartField values of the new or updated SpeedType to PeopleSoft HCM, which uses the values to update the Account Code (ACCT_CD_TBL) table. The check box is only available if the SpeedType is a *One User* Speed Type; and the HCM installation option is selected.
If the Publish Data check box is visible but unavailable on the SpeedType page, it indicates that the message object, HR_CHARTFIELD_COMBO_SYNC, is not activated. When the Publish Data check box is available, its default is not selected. The option is not part of the SpeedType data and is not saved with your SpeedType definition.

Note: The published data content includes detail project ChartField values, as the data source is the SpeedType record (SPEEDTYP_TBL).

Related Links

“Create/Update Journal Entries - Header Page” (PeopleSoft General Ledger)

SpeedType Delete Page

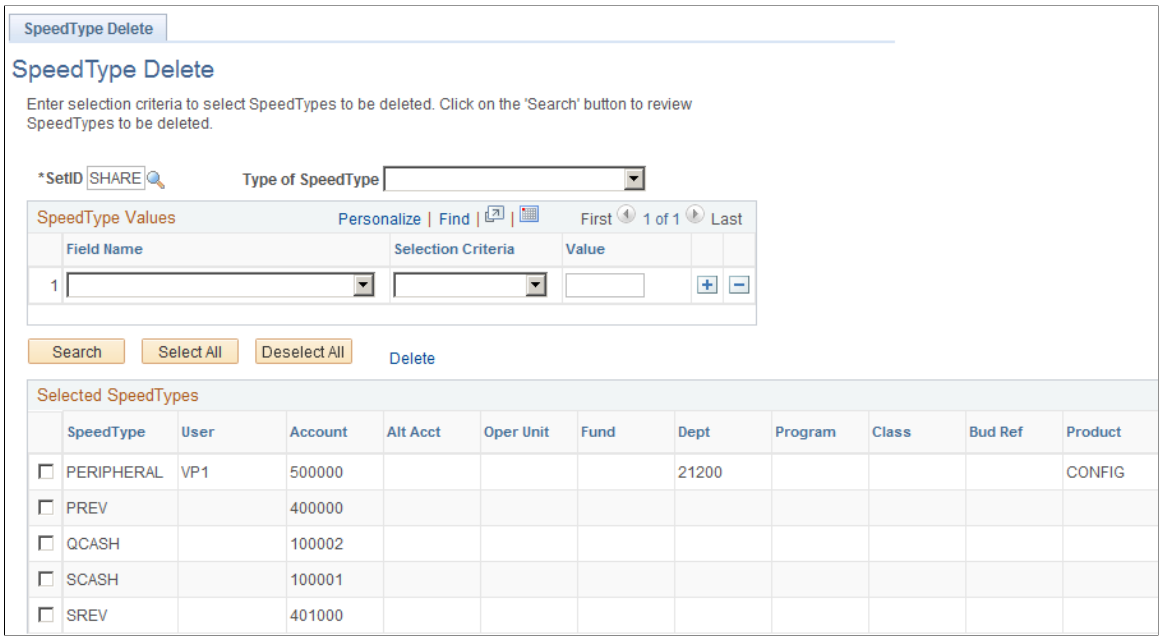
Use the SpeedType Delete page (SPEEDTYPE_DELETE) to delete one or more existing SpeedType at once.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **Mass Delete SpeedTypes**

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This example illustrates the fields and controls on the SpeedType Delete page. You can find definitions for the fields and controls later on this page.



Select and delete one or more existing SpeedTypes in one action using the SpeedType Delete page. Situations that may warrant multiple SpeedTypes be deleted at once are account inactivation, user inactivation, or ChartField relationships that are no longer valid within the organization.

Search for the SpeedTypes that you want to delete. You must enter a SetID. If you want a complete listing of the SpeedTypes within a SetID, leave the Type of SpeedType, Field Name, Selection Criteria and Value fields blank. Otherwise, enter values in these fields to narrow your search and click the Search button to retrieve the SpeedTypes. From the result set, select those SpeedTypes that you want to delete, or click the Mark All button if you want to delete them all and click the Delete link.

Defining and Using ChartField Value Sets

To define and use ChartField value sets, use the ChartField Value Sets component (CF_VALUE_SET).

Page Used to Define ChartField Value Sets

Page Name	*Definition Name*	*Usage*
ChartField Value Set Page	CF_VALUE_SET	Define sets of ChartField values to be used for such things as closing, commitment control budget close, equitization, and consolidation processing.

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Understanding Defining and Using ChartField Value Sets

ChartField value sets enable you to define combinations of ChartField values to be used for source data during the general ledger closing process and the Commitment Control ledger closing process. They can also be used to define the source data for consolidations, equitization, and various other process.

For example, you can create one ChartField value set for the income statement accounts used in interim closing and a different set to be used in year-end closing. When you define closing rules for the interim close or the year-end close, you select which ChartField value sets to use.

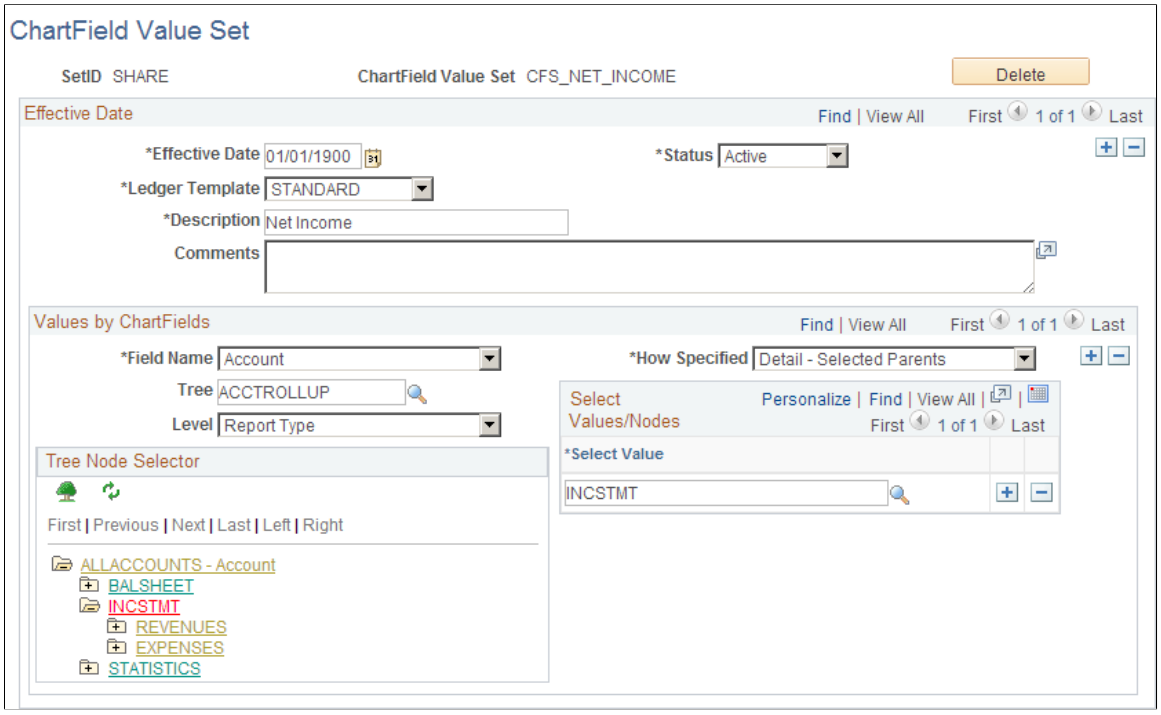
ChartField Value Set Page

Use the ChartField Value Set page (CF_VALUE_SET) to define sets of ChartField values to be used for such things as closing, commitment control budget close, equitization, and consolidation processing.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **ChartField Value Sets** > **Set Up ChartField Value Sets** > **ChartField Value Set**.

This example illustrates the fields and controls on the ChartField Value Set page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Ledger Template	Identifies which ChartFields appear in the **Field Name** drop down list box.

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Field or Control	*Description*
Summary Ledger	If the Ledger Template that you selected is for a summary ledger, enter the summary ledger ID. This identifies which ChartField values are available for selection in the **Select Values/Nodes** group box.
Description	Enter a short description of the ChartField value set to display on pages and in drop-down list boxes where display space is limited. In the following field, enter a longer description to identify the ChartField value set on reports, pages, prompt lists, or online inquiries. Include any comments or information regarding its use.

In the **Values by ChartFields** group box, identify the values to be included in this value set.

Field or Control	*Description*
Field Name	Available ChartFields are based on the ledger template that you entered. Select the ChartField that you want to include in this value set.
How Specified	Values are: • *Selected Detail Values* if you want to select individual ChartField values to include in the set. • *Detail-Selected Parents* if you want to select values based on tree nodes. This option activates a **Tree** edit box where you can specify a tree from which to select nodes. This option also activates an optional **Level** edit box (if you select a tree that uses levels) enabling you to limit prompting to selected levels. • *Range of Values* to enter a value *from* and a value **To.**
Select Values/Nodes	The system prompts you to enter accounts or tree nodes depending on the **How Specified** option that you selected. Click the **Add** button to add each account or node value.
	Click the **Tree View** button to access the tree referenced when using Selected Parents in How Specified.
	To the right of the **How Specified** field, click the **Add** button to add additional ChartFields to the value set; then complete the fields to select values to include for the ChartField as described.

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Producing ChartField Reports

Use the ChartField Reports (FS_CF_REPORT_HOME) component to access reports pages.

Below are listed standard ChartField reports to monitor your progress in implementing ChartFields and related functionality.

To run a report, select it from its menu and enter the necessary parameters. After you entered the report parameters, you use Process Scheduler to run the report. The Process Scheduler manages the processes, tracks the status, and generates the report.

To modify standard reports, create your own reports, or change the report output format, a variety of reporting options are available in PeopleTools. Refer to your PeopleTools documentation for more information.

Pages Used to Produce ChartField Reports

Page Name	*Definition Name*	*Navigation*	*Usage*
Account Types	RUN_FIN0004	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Account Types** > **Account Types**	Specify parameters for running the Account Types report. The Account Types report (FSX0004) displays the account type, the long and short descriptive name and indicates whether the system carries forward the balance for that account type. It is a BI Publisher report and as such, if you have configured ChartFields, you avoid manual changes to the report.
List of Valid SpeedTypes	RUN_FIN0007	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **SpeedTypes** > **Run** > **Process Scheduler Request** > **and select List of Valid Speed Types** **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **SpeedTypes** > **Run** > **Process Scheduler Request** > **and select BI Publisher: List of Valid Speed Types**	Specify parameters for running the SpeedTypes report. The SpeedTypes report (FSX0007) produces a list of valid SpeedTypes. A SpeedType enables you to enter *shorthand* keys to trigger the population of ChartField pre-specified values for one or more fields for a journal entry. It also shows if the SpeedType is to be used by a single user ID or an entire permission list. FSX0007 is a BI Publisher report and does not require manual changes to support ChartField configuration.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Account	RUN_FIN0010	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Account**	Specify parameters for running the List of Valid Accounts report. The List of Valid Accounts Report (FSX0010) is a BI Publisher report that you specify by SetID and as of date and lists all valid account ChartFields. If you have configured ChartFields, you are able to avoid manual changes to the BI Publisher report.
Department	RUN_FIN0011	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Department**	Specify parameters for running the Valid Department Codes report. The Valid Department Codes report (FSX0011) lists department information by SetID. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Product	RUN_FIN0012	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Product**	Specify parameters for running the Valid Product Codes report. The Valid Product Codes report (FSX0012) lists valid product codes for the specified SetID. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Project ID	RUN_FIN0013	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Project** > **Project ID**	Specify parameters for running the Valid Project Codes report. The Valid Project Codes report (FSX0013) lists valid project codes by SetID. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Ledger Codes Report	RUN_GLC1001	**General Ledger** > **Ledgers** > **Ledger Codes Report**	The Ledger Codes report (GLX1001) lists active ledger codes and associated book codes by SetID. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Adjustment Type	RUN_GLC4004	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Adjustment Type**	Specify parameters for running the Adjustment Types report. The Adjustment Types report (GLX4004) lists adjustment types. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Book Code	RUN_GLC4005	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Book Code**	Specify parameters for running the Book Code report. The Book Code report (GLX4005) lists valid book codes. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Accounting Balancing Group	RUN_GLC4006	**Set Up Financials/ Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Print Acct Balancing Group Rpt**	Specify parameters for running the Account Balancing Group report. The Account Balancing Group report (GLX4006) lists your account balancing groups combinations of book code and balance sheet indicator. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Budget Reference	RUN_FIN0024	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Budget Reference**	Specify parameters for running the Budget Reference Report. The Budget Reference report (FSX0024) lists valid budget reference values for the specified SetID and as of date. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Scenario	RUN_FIN0025	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Scenario**	Specify parameters for running the Scenario report. The Scenario report (FSX0025) lists valid budget scenarios. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Statistics Code	RUN_FIN0015	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Statistics Code**	Specify parameters for running the Valid Statistics Code report. The Valid Statistics Code report (FSX0015) lists the contents of the statistic codes table. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Operating Unit	RUN_FIN0032	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Operating Unit**	Specify parameters for running the Valid Operating Units report. The Valid Operating Units report (FSX0032) list the valid operating units for a selected SetID. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Alternate Account	RUN_FIN0033	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Alternate Account**	Specify parameters for running the Alternate Account report. The Alternate Account report (FSX0033) lists the alternate accounts for a SetID. The account type indicates whether the account is an asset, debit, or other type. A yes or a no under the Open Item heading indicates whether the account has open items. A yes or a no under the Statistics Account heading indicates whether the account is a statistical account. The control flag indicates whether the alternate account with a yes or no is a control account. The effective status indicates the status of the account; the effective date displays when the status became effective. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
AltAcct Cross Reference	RUN_FIN0036	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Alternate Account Ref Rpt**	Specify parameters for running the Alternate Account Cross Reference report. The Alternate Account Cross Reference report (FIN0036) displays accounts and their corresponding cross-referenced alternate accounts. It is an SQR report.
Chartfield 1	RUN_FIN0037	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Generate CF Reports, Chartfield 1	Specify parameters for running the List of Valid Chartfield 1 report. The report (FSX0037) lists valid values for the specified SetID and as of date. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Chartfield 2	RUN_FIN0038	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Generate CF Reports, Chartfield 2	Specify parameters for running the List of Valid Chartfield 2 report. The report (FSX0038) lists valid values for the specified SetID and as of date. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Chartfield 3	RUN_FIN0039	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Generate CF Reports, Chartfield 3	Specify parameters for running the List of Valid Chartfield 3 report. The report (FSX0039) lists valid values for the specified SetID and as of date. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Fund Code	RUN_FIN0050	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Fund Code**	Specify parameters for running the List of Valid Funds report. The List of Valid Funds report (FSX0050) lists valid values for the specified SetID and as of date. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Program Code	RUN_FIN0052	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Program Code**	Specify parameters for running the List of Valid Programs report. The List of Valid Programs report (FSX0052) lists valid values for the SetID and as of date you specify. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Class Field	RUN_FIN0053	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Generate CF Reports** > **Class Field**	Specify parameters for running the List of Valid Sub Classes report. The List of Valid Sub Classes report (FSX0053) lists valid values for the SetID and as of date you specify. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
ChartField Attributes	RUN_FIN0061	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Print CF Attribute Report**	Specify parameters for running the ChartField Attributes report. The ChartField Attributes Report (FIN0061) is an SQR that you run by SetID for a selected ChartField. It lists the ChartField attributes settings.
ChartField Report Options	FS_REPORT_CF_SETUP	**Set Up Financials/ Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Run ChartField Report Options**	Select the ChartFields and define the sequence in which they appear in specific SQR reports for Billing.

Setting Up ChartField Display Templates

Pages Used to Set up ChartField Display Templates

Page Name	*Definition Name*	*Usage*
ChartField Display Template Page	CF_DSP_TEMPLATE	Set up ChartField display options.
Assign CF Display Templates Page	CF_DSP_COMPONENTS	Determine the ChartField display template that the system should use for the designated component based on a permission list or user ID.

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Understanding ChartField Display Templates

ChartField Display Templates are used to extend ChartField configuration to control the display of individual ChartFields on PeopleSoft Fluid components. It displays ChartFields in a consistent manner on PeopleSoft Fluid transaction pages across PeopleSoft products.

Users define a template for each unique type of ChartField display that is needed. When adding a new template, the active ChartFields are displayed according to the ChartField configuration. If the ChartField configuration is modified, for example the ChartField is inactivated, all existing templates are updated as part of the ChartField configuration.

Note: As of PeopleSoft Image 22, the Book Code ChartField is supported in the ChartField Display Template for system maintained and user defined templates.

ChartField Display Template Page

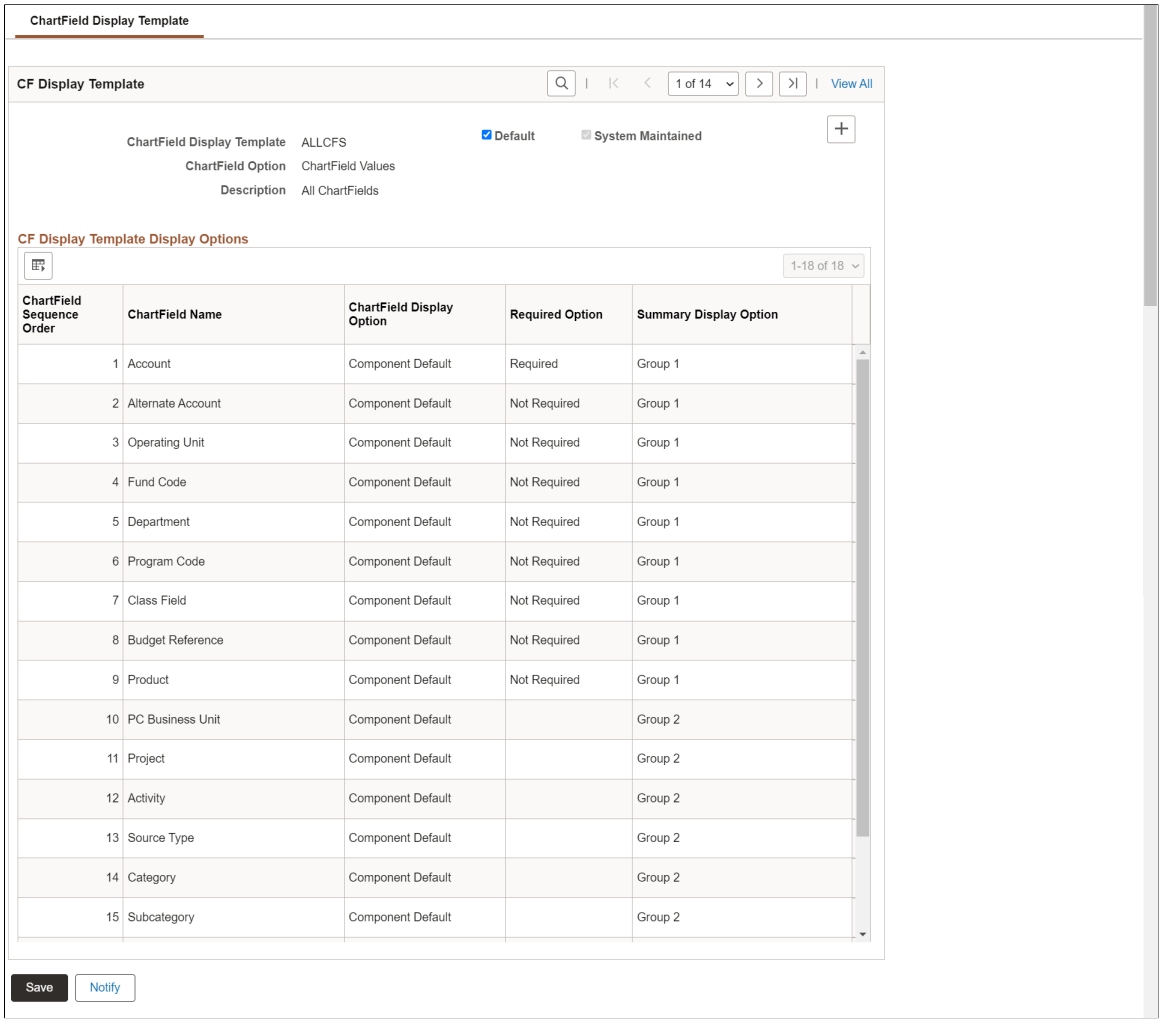
Use the ChartField Display Template page (CF_DSP_TEMPLATE) to set up ChartField display options.

Navigation:

Setup Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **ChartField Display Templates** > **Define CF Display Templates**

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This example illustrates the fields and controls on the ChartField Display Template page.



Field or Control	*Description*
ChartField Display Template	Enter the name of the ChartField display template.
Default	Select this check box to indicate that this ChartField display template is the default template. Only one default is allowed and one must be set as the default. This page cannot be saved until a default is selected.
System Maintained	Displays as selected for templates that are delivered by PeopleSoft. These templates cannot be edited.

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Field or Control	*Description*
ChartField Option	Select an option that indicates which field to display on PeopleSoft Fluid transaction pages. Options include: • *Both Value and Description:* Select to indicate that the system displays the ChartField values and the corresponding ChartField descriptions on PeopleSoft Fluid transaction pages. • *ChartField Values:* Select to indicate that the system displays only ChartField values on PeopleSoft Fluid transaction pages. • *ChartField Descriptions:* Select to indicate that the system displays only ChartField descriptions on PeopleSoft Fluid transaction pages.
Copy from Template	Select a ChartField Display template from which to copy.
Order	Displays the order from ChartField configuration.
ChartField Display Option	Select an option to control the display the ChartFields on PeopleSoft Fluid pages. Options include: • *Component Default*: Select to indicate that the system should use the transaction logic to determine how to display the ChartFields, which could present the field as editable, non-editable, or hidden. • *Display ChartField*: Select to indicate that the system should show the ChartField as a non–editable field. • **Hide ChartField**: Select to indicated that the system should hide the ChartField.
Required Option	Select an option that indicates whether the ChartField is required. Options are: • *Not Required*: Select to indicate that the transaction logic determines whether the ChartField is required. • *Required*: Select to indicate that the ChartField is required and that the user must enter a value, if the field is editable on the transaction page. This option is only available when *Component Default* is selected in the **ChartField Display Option** field. This option is not available for Project Costing business unit, Project, Activity, Source Type, Category, or SubCategory because these fields are controlled at the Project Costing business unit options level.

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Field or Control	*Description*
Summary Display Option	Select an option for the ChartField to display on the Account Summary grid. This option is used because some PeopleSoft Fluid pages display accounting information in summarized form. Options include: • *Exclude*: Select to indicate that the ChartField should not be displayed on the Account Summary grid. • *Group 1*: Select to indicate that ChartFields are displayed in the first group on the Accounting Summary grid, such as General Ledger ChartFields. • *Group 2*: Select to indicate that ChartFields are displayed in the second group on the Accounting Summary grid, such as Project Costing ChartFields.
 (Add a new row)	Click this icon to create new template with more user defined chartfields. User can create multiple templates and hide or unhide the chartfields according to the requirement.

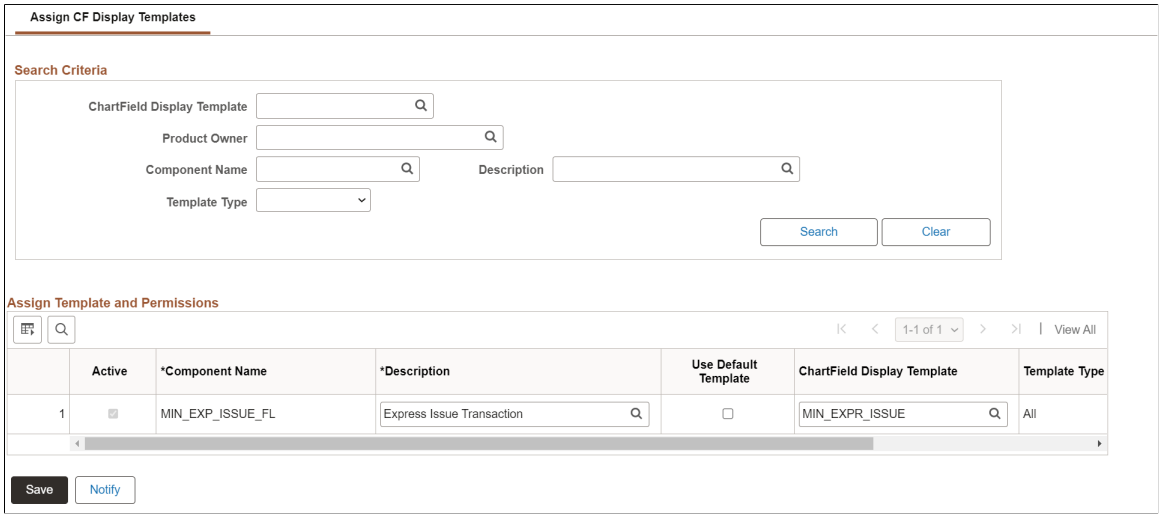
Assign CF Display Templates Page

Use the Assign CF Display Templates page (CF_DSP_COMPONENTS) to determine the ChartField display template that the system should use for the designated component for all users, a permission list, or user ID.

Navigation:

Setup Financials/Supply Chain > Common Definitions > Design ChartFields > ChartField Display Templates > Assign CF Display Templates

This example illustrates the fields and controls on the Assign CF Display Templates page.



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Search Criteria/Default Values

Use this section to search for assigned templates. All fields are optional. If you select a template type of Permission or User ID, the system displays a field where you can enter a specific permission list or user ID.

CF Display Template Type Assignment

Field or Control	*Description*
Active	Select this check box to indicate that the ChartField display template is active for the component and can be used by the PeopleSoft Fluid User Interface.
Component Name	Select a PeopleSoft Fluid component name that you would like to assign a ChartField display template. The component names that available for selection are PeopleSoft Fluid components that support the ChartField Display Template framework. Component name options will be expanded as they are delivered.
Use Default Template	Select this check box to assign the default template.
ChartField Display Template	Select a ChartField display template, which is defined on the ChartField Display Template Page. If the **Use Default Template** check box is deselected, then this field must be populated by the user.
Template Type	Options are: • *All*: Select to indicate that this ChartField display template is to be applied to all users. • *Permission*: Select to indicate that this ChartField display template is to be applied to a specific permission list. • *User ID*: Select to indicate that this ChartField display template is to be applied to a specific User ID. A specific User ID overrides a permission list and a permission list overrides All.
Permission List	Select a permission list for the ChartField display template. This field is only required when *Permission* is selected in the **Template Type** field.

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Field or Control	*Description*
User ID	Select a permission list for the ChartField display template. This field is only required when *User ID* is selected in the **Template Type** field.
System Maintained	Displays as selected if the assignment is maintained by the system. This cannot be changed.

Note: User can assign multiple templates. In the **Template Type**, instead of *Permission*, *Users* can be added. The system verifies the user and whatever templates are assigned to that user, the chartfields will be displayed on the **Express Issue** page. If no rows are added with the user id then system checks the permission list and finds the template, and whatever chartfields are activated, those fields are displayed in the Chartfield override. If, permission list and user ids are not added, then the system will display the default chartfields.

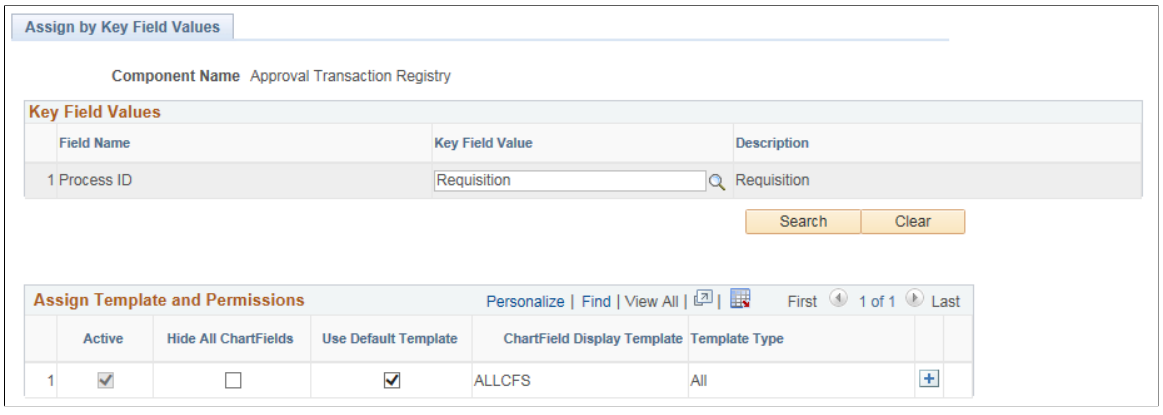
Assign by Key Field Values page

Use the Assign by Key Field Values page (CF_DSP_PROD_GEN) to assign ChartField display template based on the Process ID.

Navigation:

Setup Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **ChartField Display Templates** > **Assign by Key Field Values**

This example illustrates the fields and controls on the Assign by Key Field Values page. You can find definitions for the fields and controls later on this page.



Setting Up Accounting Tags

Accounting Tags increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations. Accounting Tags are used when a transaction is created using a PeopleSoft Fluid or PeopleSoft Classic(+) transaction page, Accounting Tags can also be used to populate

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ChartFields on transaction distribution lines, instead of using existing ChartField distribution option such as Speedcharts and Speedtypes.

When creating a transaction within a product, a secondary Accounting tags Page is used to select the Accounting Tag. In addition, users can determine a list of favorite Accounting Tags that they use most frequently using the Accounting Tag Favorites Page.

Accounting Tags can be defined with single or multiple accounting distributions. The system automatically prorates the amount of an accounting line according to the proration percentages defined on the Accounting Tag.

The purpose of accounting tags is to standardize how PeopleSoft FSCM applications distribute accounting transactions when creating transactions using the PeopleSoft Fluid and Classic(+) User Interface.

The list of accounting tags made available are determined by various factors and include, displaying accounting tags:

- Associated with a specific product.
- Associated with specific tag groups mapped to the current component.
- With no tag groups.
- Associated with permission lists assigned to you on the accounting tag component.
- Related to you on the accounting tag component.
- Having security settings for all users.

Pages Used to Set Up Accounting Tags

Page Name	*Definition Name*	*Usage*
Accounting Tag Registration Page	TAG_PROD_RG	Determine whether you want to use Accounting Tags for Classic(+) or continue to use other ChartField distribution options.
Accounting Tags - ChartFields Page	ACCTG_TAG_MAIN	Define effective dated ChartField distributions.
Accounting Tag Products Page	ACCTG_TAG_SEC	Associate an accounting tag with one or more products (PeopleSoft applications).
Accounting Tags - Permissions Page	ACCTG_TAG_PERM	Associate an accounting tag to users.
Tag Group Page	ACCTG_TAG_GROUP	Define functional groups for Accounting Tags.
Assign Tag Groups Page	ACCTG_TAG_COMP	Associate tag groups with PeopleSoft Product components.

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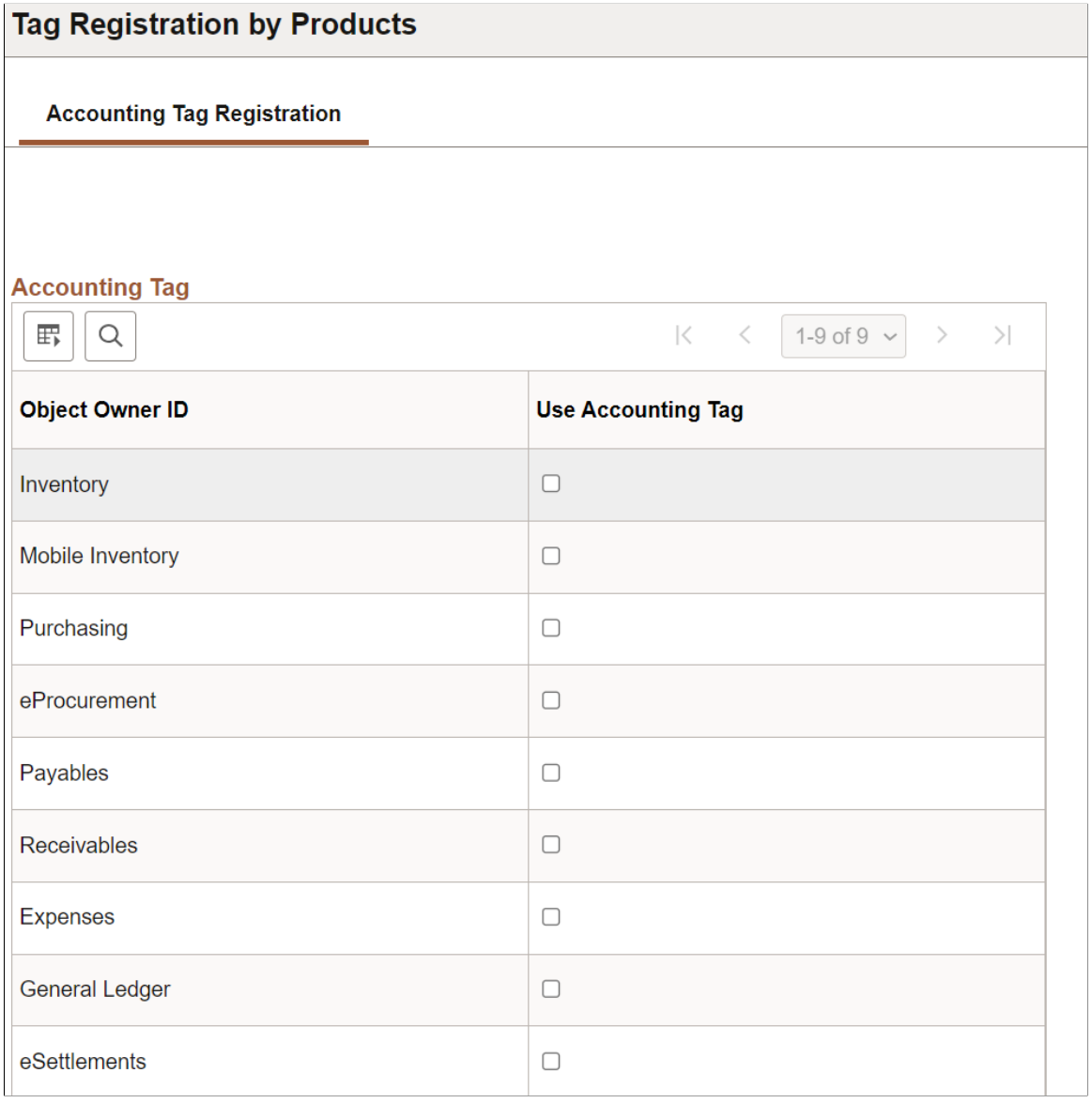
Accounting Tag Registration Page

Use the Accounting Tag Registration page (TAG_PROD_RG) to determine whether you want to use Accounting Tags for Classic(+) or continue to use other ChartField distribution options.

Navigation:

Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Accounting Tags > Tag Registration by Products

This example illustrates the fields and controls on the Accounting Tag Registration Page.



Select the Use Account Tag check box to indicate that you want to use Accounting Tags in PeopleSoft. If the Use Accounting Tag check box is not selected, then you can continue to use another ChartField distribution option like SpeedType.

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Accounting Tags - ChartFields Page

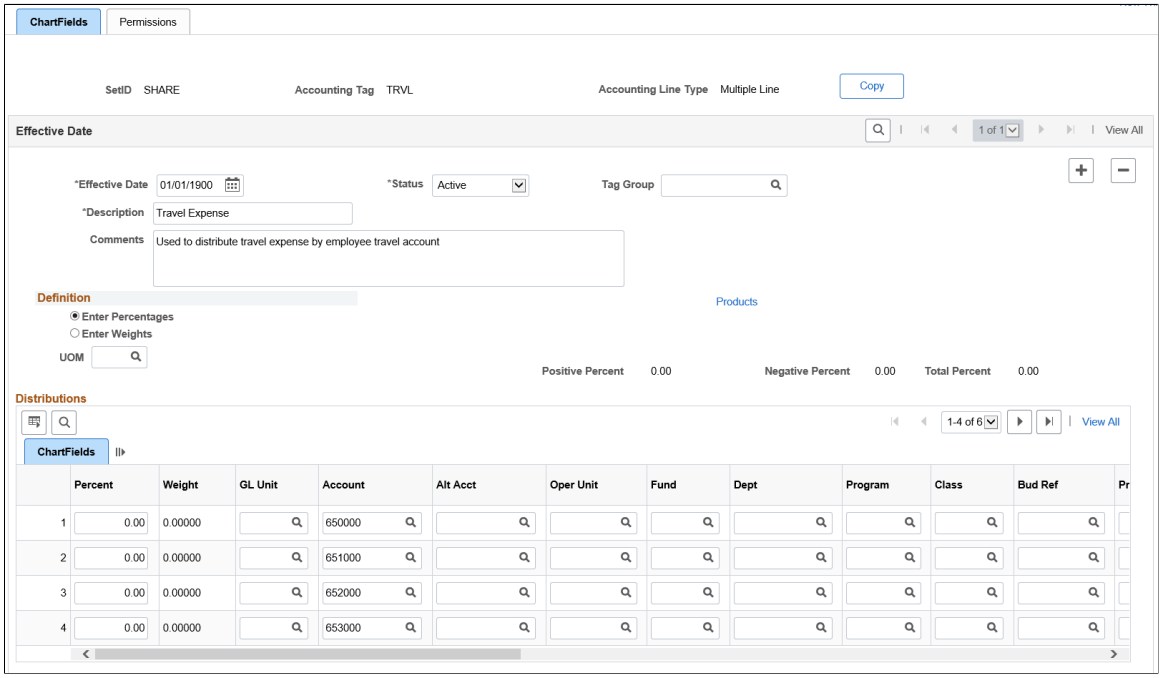
Use the Accounting Tags – ChartFields (ACCTG_TAG_MAIN) page to define effective dated ChartField distributions.

Accounting Tags may be single or multi line and support respective chartfield distribution lines. For example, General Ledger is enabled for single line accounting tags.

Navigation:

Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Accounting Tags > Accounting Tags.

This example illustrates the fields and controls on the Single Line Accounting Tags - ChartFields page.



Field or Control	*Description*
Copy	Click to copy this accounting tag to a new accounting tag. ChartField lines are copied to the new tag for the selected effective dated row. This button is available after the accounting tag is saved.

Effective Date Section

Use this section to define effective dated information for the Accounting Tag.

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Field or Control	*Description*
Tag Group	Select a tag group, which is defined using the Tag Group page. This is an optional field.
Products	Click to access the Accounting Tag Products Page. When creating a new Accounting Tag, the system automatically selects all products within the balancing group on the Accounting Tag Products page by default. You can select this link to review and deselect a product. **Note:** At least one product must be selected for an Accounting Tag.

Definition Section

Select how you want the system to calculate a split between one or more ChartField combinations. Options include:

- *Enter Percentages*: When selected, there are three display-only fields that act as visual cues for the user when distributing ChartField lines by percentage; Positive, Negative, and Total Percentage. The Total Percentage field must add to 100.

  Note: Oracle's PeopleSoft recommends that this option is used for PeopleSoft Expenses.

- *Enter Weights*: When selected, you can also determine a unit of measure. At least one line must have a value for the weight.

Your selection determines the appearance of the Distributions section of the page.

Distributions Section

Use this section to determine ChartField combinations for the Accounting Tag.

Note: The system verifies that Budgetary Only ChartFields are not allowed in this section. In addition, at least one row of ChartField values must be entered.

Field or Control	*Description*
Personalize	Click the Personalize link to access the Personalize Column and Sort Order page, where you can determine which columns you want displayed or hidden, and the order in which they appear.

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Field or Control	*Description*
Percent	Enter the percent distribution of the ChartField when creating transactions. This field is only available when Enter Percent is selected as the Definition.
Weight	Enter a weight distribution for the ChartField when creating transactions. This field is only available when Enter Weight is selected as the Definition.

Accounting Tag Products Page

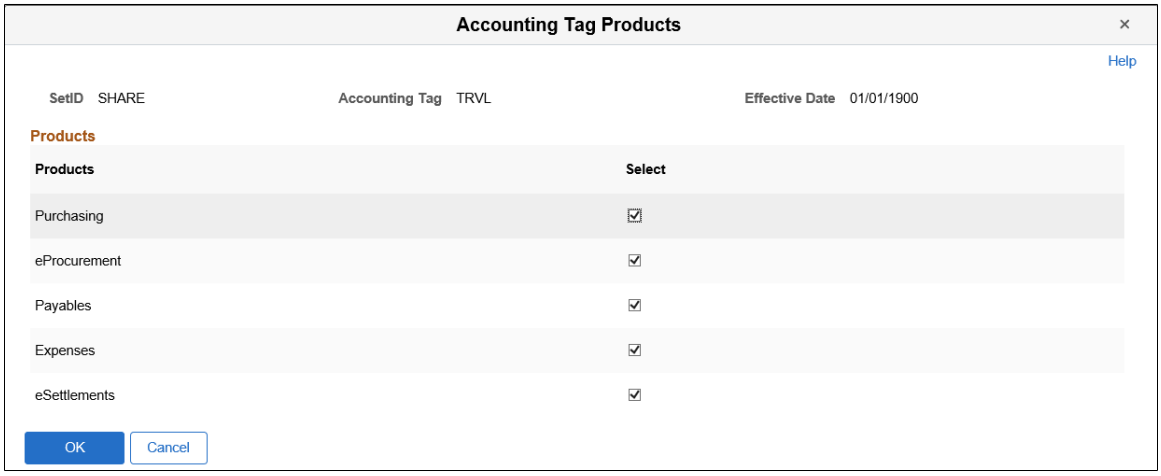
Use the Accounting Tag Products (ACCTG_TAG_SEC) page to associate an accounting tag with one or more products (PeopleSoft applications).

Navigation:

Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Accounting Tags > Accounting Tags.

Select the Products link.

This example illustrates the fields and controls on the Accounting Tag Products page.



The products that appear on this page are the products that support Accounting Tags. You cannot add or remove products from this page.

Select the desired products and select OK to return to the Accounting Tags – ChartFields page.

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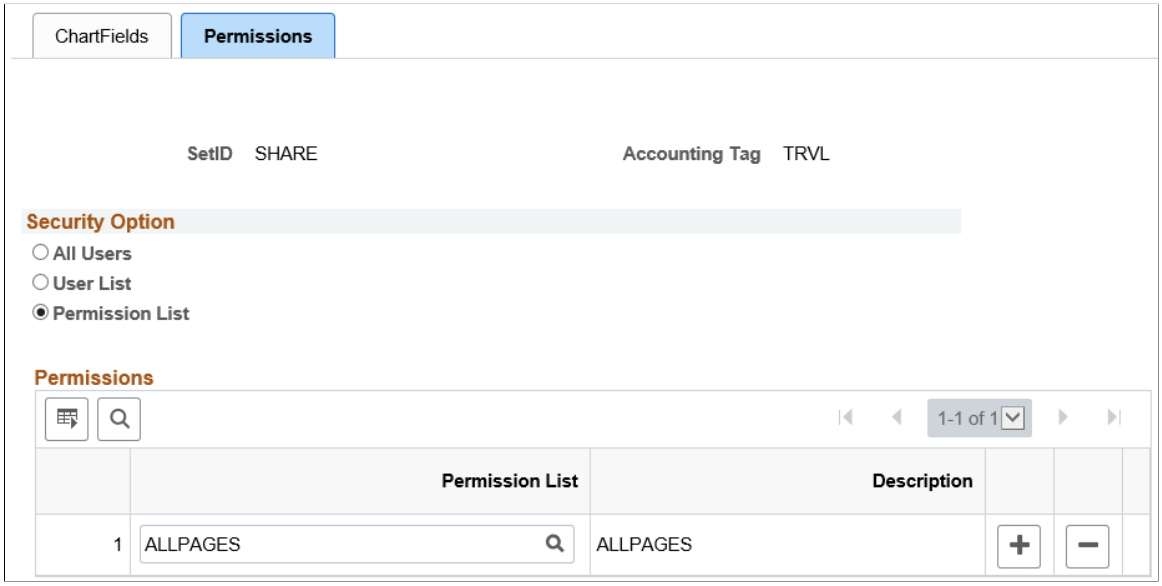
Accounting Tags - Permissions Page

Use the Accounting Tags - Permissions page (ACCTG_TAG_PERM) to associate an accounting tag to users.

Navigation:

Setup Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Accounting Tags** > **Accounting Tags**. Select the Permissions tab.

This example illustrates the fields and controls on the Accounting Tags - Permissions page.



Security Option Section

Field or Control	*Description*
All Users	Select to indicate that all users can use this accounting tag.
User List	Select to indicate that one or more user lists can use this accounting tag. When selected the Permissions section is available to enter one or more User IDs.
Permission List	Select to indicate that one or more permission lists can use this accounting tag. When selected the Permissions section is available to enter one or more Permission Lists.

Permissions Section

This section changes depending on the option selected in the Security Option section.

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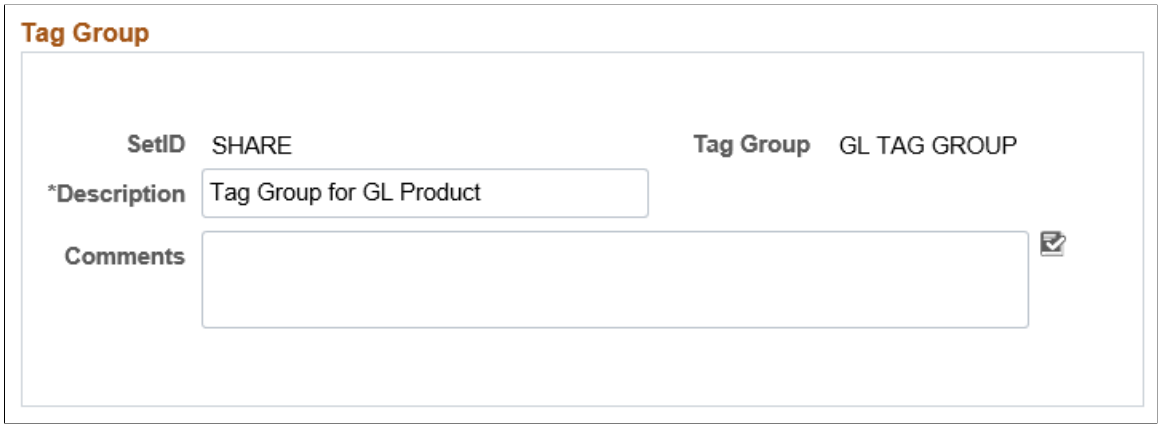
Tag Group Page

Use the Tag Group page (ACCTG_TAG_GROUP) to define functional groups for Accounting Tags.

Navigation:

Setup Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Accounting Tags** > **Define Accounting Tag Groups**

This example illustrates the fields and controls on the Tag Group page.



After creating a Tag Group, you associate the Tag Group with Accounting Tags and transaction components. The system uses these configurations to restrict access to Accounting Tag values on transaction pages.

Creating a Tag Group is optional.

Assign Tag Groups Page

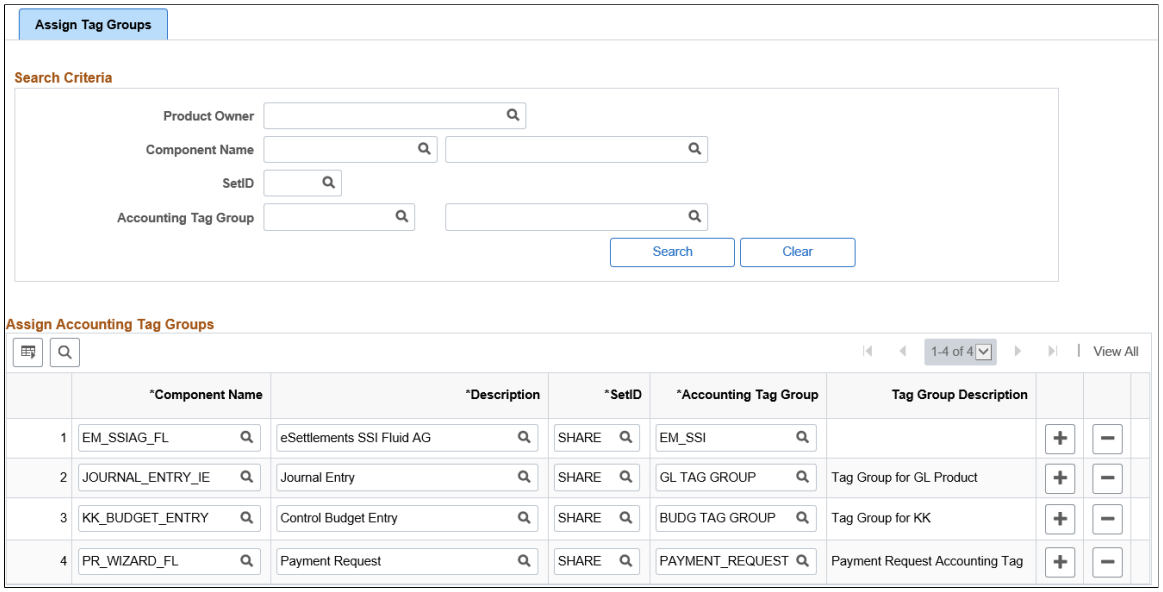
Use the Assign Tag Groups page (ACCTG_TAG_COMP) to associate tag groups with PeopleSoft Product components.

Navigation:

Setup Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Accounting Tags** > **Assign Tag Groups**

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This example illustrates the fields and controls on the Assign Tag Groups page.



Search Criteria Section

This section is used to filter the results in the Assign Accounting Tag Groups section. You can filter by product owner, component name, accounting tag group SetID, and accounting tag group.

Field or Control	*Description*
Product Owner	Select a PeopleSoft financials product name. The options for this field are determined by PeopleSoft Development.
Component Name and **Description**	Select a component object name or description. The options for this field are determined by PeopleSoft Development.
SetID	Select a SetID for your accounting tag group. The options for this field are determined by you.
Accounting Tag Group and **Description**	Select an accounting tag group or description. The options for this field are determined by you.

Assign Accounting Tag Groups

Field or Control	*Description*
Component Name	Select a component object name. The options for this field are determined by PeopleSoft Development.

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Field or Control	*Description*
Description	Select or enter a component object description. This field can be used instead of the Component Name field. The options for this field are determined by PeopleSoft Development.
SetID	Select the Accounting Tag Group SetID. The options for this field are determined by you.
Accounting Tag Group	Select or enter the accounting tag group. The options for this field are determined by you.
Description	Select or enter the accounting tag group description. This field can be used instead of the Accounting Tag Group field.

Using Accounting Tags in PeopleSoft Classic

This topic discusses common pages that are used by PeopleSoft products when using Accounting Tags in PeopleSoft Classic pages. The explanation below is intended to be general and not application-specific. For application-specific information, please see the documentation for that application.

Pages Used for Accounting Tags in PeopleSoft Classic

Page Name	*Definition Name*	*Usage*
Accounting tags Page	ACCTG_TAG_SEL_SEC	Select accounting tags to populate the transaction distribution lines.
Accounting Tag Favorites Page	ACCTG_TAG_FAV_SEC	Create accounting tag favorites.
Accounting Tag Filter Page	ACCTG_TAG_FIL_SEC	Filter the list of tags that appear on the Accounting tags page.
Favorites Tag Filter Page	TAG_FAV_FIL_SEC	Filter the favorites on your Accounting Tag Favorites page.

Accounting tags Page

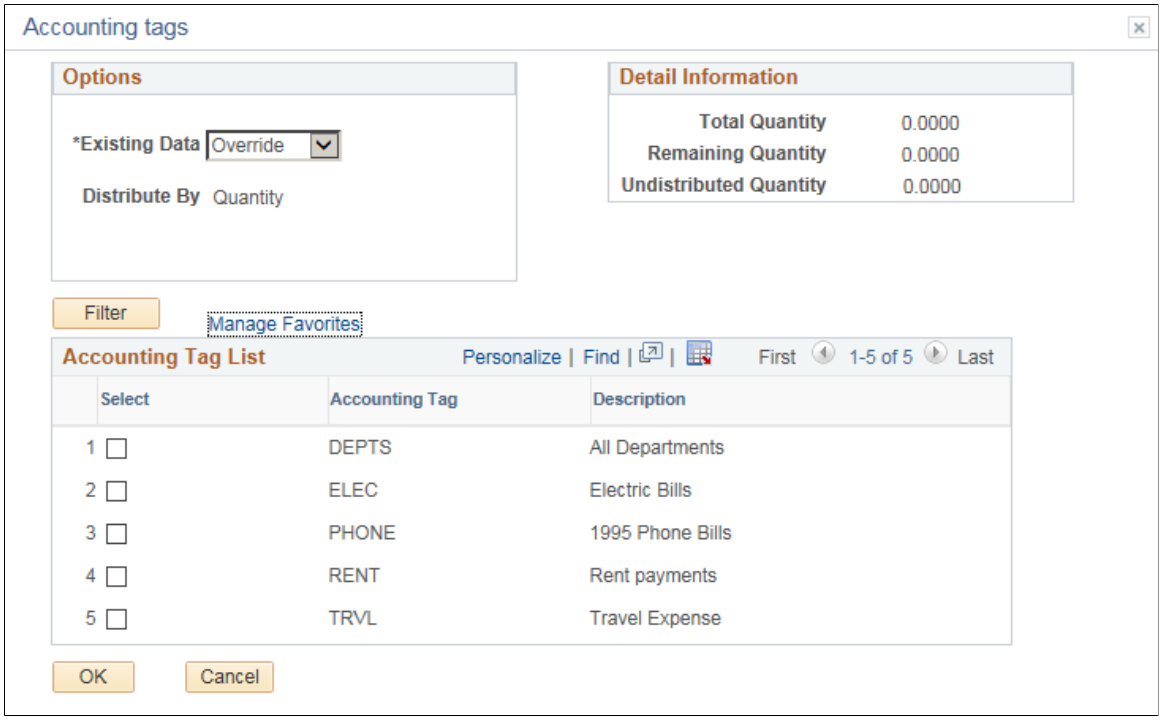
Use the Accounting tags page (ACCTG_TAG_SEL_SEC) to select accounting tags to populate the transaction distribution lines.

Navigation:

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This is a secondary page that is invoked from an application-specific link or push button.

This example illustrates the fields and controls on the Accounting tags Page.



Field or Control	***Description***
Existing Data	Select one of these options: • *Append* - select to add the accounting tag to the transaction. • *Override* - select to override the current accounting tag on the transaction.
Total Quantity or **Total Amount**	Displays the line quantity or amount, depending on the option displayed in the Distribute By field.
Remaining Quantity or **Remaining Amount**	Displays the remaining quantity or amount. This number is reduced when you enter a tag quantity or amount in the Accounting Tag List grid. If the Existing Data option is *Append*, then the Remaining Quantity or Amount is the total line quantity or amount, less the sum of the distributed quantity or amount. If the Existing Data option is *Override*, then the Remaining Quantity or Amount is equal to the total line quantity or amount.
Undistributed Quantity or **Undistributed Amount**	Displays the total line quantity or amount less the sum of the distributed quantity or amount. This is a fixed value.

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Field or Control	*Description*
Filter	Click this button to access the Accounting Tag Filter Page.
Manage Favorites	Select this link to access the Accounting Tag Favorites Page

Accounting Tag List Section

This section lists the accounting tags that are available to the end user. The list is determined by these factors.

1. Accounting tags associated with the specific product.
2. Accounting tags associated with the specific tag group mapped to the current component
3. Accounting tags with no tag groups.
4. Accounting tags associated with the permission list assigned to user on the accounting tag component.
5. Accounting tags associated with the user on the accounting tag component.
6. Accounting tags associated with the All Users security setting.

For additional information, see Setting Up Accounting Tags.

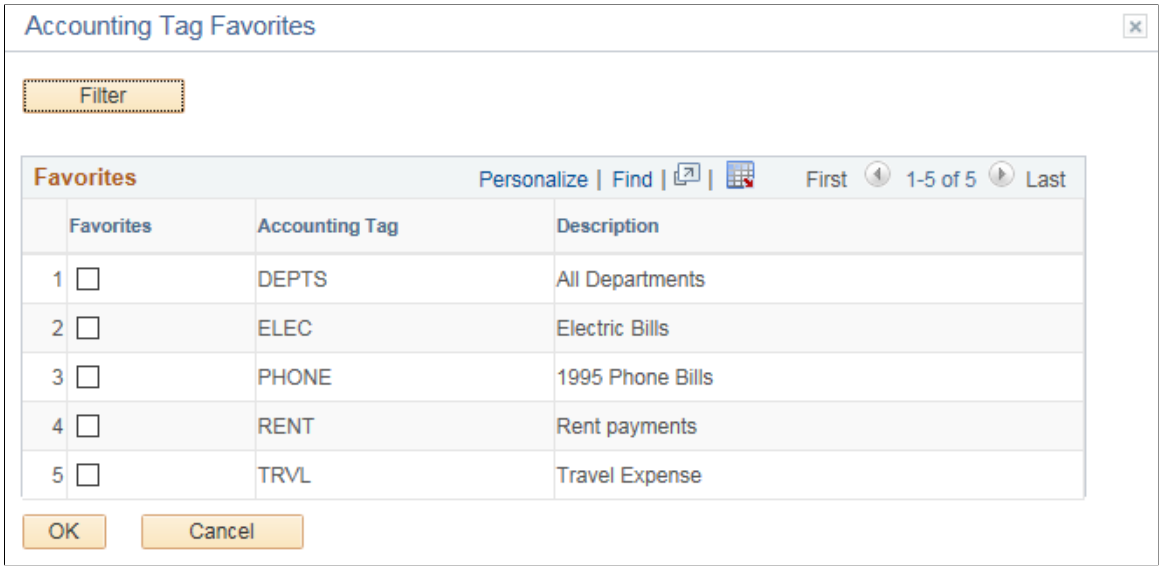
Accounting Tag Favorites Page

Use the Accounting Tag Favorites page (ACCTG_TAG_FAV_SEC) to create accounting tag favorites.

Navigation:

Select the Manage Favorites link from the Accounting tags page.

This example illustrates the fields and controls on the Accounting Tag Favorites Page.



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Field or Control	*Description*
Filter	Click this button to access the Favorites Tag Filter Page.

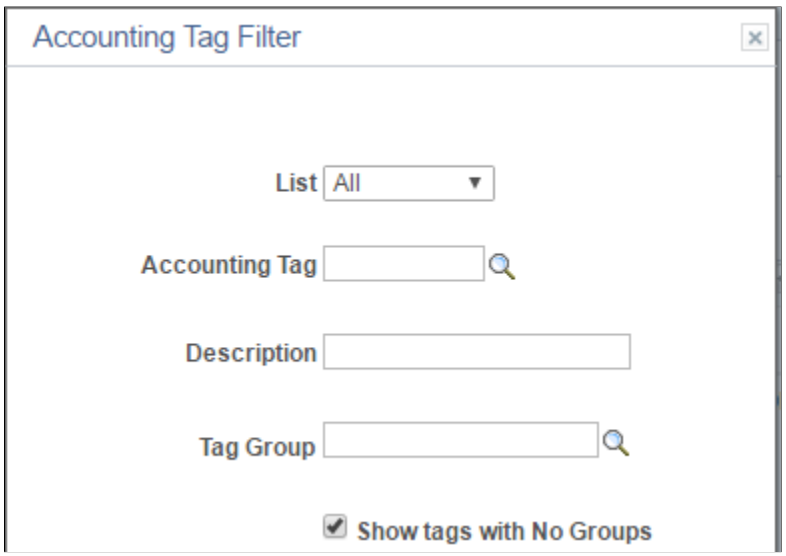
Accounting Tag Filter Page

Use the Accounting Tag Filter page (ACCTG_TAG_FIL_SEC) to filter the list of tags that appear on the Accounting tags page.

Navigation:

Click the Filter button from the Accounting tags page.

This example illustrates the fields and controls on the Accounting Tag Filter Page.



Field or Control	*Description*
List	Select *All* or *Favorites* to indicate which list you want to see.
Show tags with No Groups	Select this check box to display tags that are not associated with a tag group, in addition to those tags that match your filter criteria.

Favorites Tag Filter Page

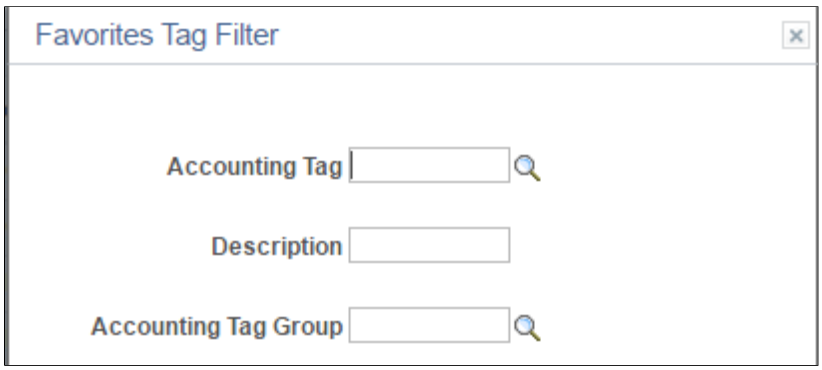
Use the Favorites Tag Filter page (TAG_FAV_FIL_SEC) to filter the favorites on your Accounting Tag Favorites page.

Navigation:

From the Accounting Tag Favorites page, click the Favorites button.

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This example illustrates the fields and controls on the Favorites Tag Filter Page.



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Chapter 12

Editing ChartField Combinations

Understanding ChartField Combination Editing

Use this optional feature to set and enforce criteria for filtering out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values.

If you are using Commitment Control, you can also edit commitment control budget journals online separately from posting or during the batch posting processing as a part of the Budget Processor (FS_BP) Application Engine process, which edits and posts budget journal entries.

See “Combination Editing for Budget and Budget Adjustment Journals” (PeopleSoft Commitment Control).

See “Using Combination Editing with Budget, Transfer, and Adjustment Journals” (PeopleSoft Commitment Control).

You can implement ChartField combination editing by:

- Setting up combination editing in the general ledger feeder applications as described in the application-specific product documentation.
- Setting up general ledger journal editing to execute combination editing.

Note: Combination editing does not apply to summary ledgers.

Note: Combination editing does not support the publishing of detail project ChartFields to HCM since the source record is the COMBO_DATA_TBL, which does not include the detail project ChartFields. The only project ChartField that is published is PROJECT_ID.

If you activate combination editing for the detail ledger group in which transactions are processed and recorded, when you run the Journal Edit process, it also calls the ChartField combination editing process.

ChartField combination editing compares the ChartField combination to the definitions and rules governing ChartField combinations that you define. For example, when you assign what PeopleSoft calls the anchor ChartField a value, and then associate it with nonanchor ChartFields and their values, ChartField Combination Editing uses something like an if-then test to ensure that entries conform to the ChartField combination rules and definitions. ChartField combinations can be set up for valid or invalid conditions depending on which is more efficient at precluding unwanted entries.

The decisions as to how to implement ChartField combination editing and what types of underlying tables to use greatly affect the efficiency, speed, and the ease of maintenance.

This section discusses:

- ChartFields, rules, and trees in combination editing.

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- Advantages of using various table types in combination editing.
- Online and batch combination editing availability in PeopleSoft applications.
- Combination editing by transaction source.
- ChartField combination editing online.
- ChartField combination editing in batch or background processing.
- Retain detail values generated for master selector tables.
- Online combination editing for applications outside the financials database using a Web service.
- Combination editing in PeopleSoft Commitment Control.
- Master selector tables.
- ChartField combination editing templates.
- Combination editing groups.
- Various examples.

ChartFields, Rules, and Trees in Combination Editing

The following are general recommendations concerning efficiencies and ChartFields, rules, and trees.

How Many ChartFields to Use

For example, it might be required that only certain departments post to asset, liability, and equity accounts and that other departments post only to revenue and expense accounts. In the first instance, this involves defining editing rules for a combination that includes two ChartFields: Account and Department for department values that are limited to the balance sheet accounts.

You can also limit the departments that can post to income statement accounts to those recording particular product costs by introducing a third ChartField, Product, to the combination definition.

While any number of combinations is possible, limiting the combinations to three or fewer ChartFields optimizes performance.

How Many Combination Rules to Use

Analyze the proposed combination rules and decide which are critical and which are not. The more rules that you implement, the more time that it takes to edit the transactions and maintain the rules.

Ranges of ChartField Values in Trees for Combination Editing Rules

You can use PeopleSoft trees to set up combination edit rules having ranges of ChartField values rather than static values. Ranges of values can make it easier to keep ChartField combination edit rules current with changes in the ChartField values of your organization.

You can use spring, summer and winter trees with combination editing and you can further restrict values available from these trees through the use of tree levels and nodes.

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Related Links

Understanding PeopleSoft ChartFields

Advantages of Using Various Table Types in Combination Editing

PeopleSoft uses several types of tables to support combination editing. The following compares their advantages and disadvantages:

Table Type	*Advantage*	*Disadvantage*
COMBO_DATA_TBL table	It is simple and provides relatively fast edits.	Use this table type when the combinations do not change much and the table size, due to the number of combinations required, is moderate. It is a static table built during the combo build process. Once built there is no further processing that considers subsequent changes to your rules. Depending on the number of combinations, the table size can be very large and entail a slow build process. Supports online and background Combination Editing.
User-defined table	It is simple and provides relatively fast edits.	It is a static table and can require high maintenance.
Static master selector tables	Entails a simple, fast build of relatively small tables.	Compared to the COMBO_DATA_TBL, this table type more easily incorporates changes in ChartField values and has a faster build due to smaller tables. Results are less intuitive. They are still static tables, but not as restrictive as the COMBO_DATA_TBL. Static master selector tables support online and background processing in General Ledger and in subsystems.
Dynamic master selector tables	Nothing is static, so edits are consistent with the latest combination rules and ChartField values.	This table type deals more effectively with frequent changes in ChartFields. These tables are both created and deleted during the edit process for General Ledger background edits. This table applies only to background, or batch, processing in General Ledger.

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Table Type	*Advantage*	*Disadvantage*
PS_COMB_EXPLODED table	This option using Retain Detail Values is a variation on the use of Static Master Selector Tables and is of particularly value if tree nodes encompass large numbers of ChartField values. The build process might take longer but batch and online combination editing performance can be greatly improved. This is because detail values generated from the Master Selector Tables are retained in a permanent table (PS_COMB_EXPLODED) and the repeated exploding of detail values to temporary tables with each separate edit request is eliminated.	Changes within an exiting range of values that are included in a tree node are not reflected in a previously built PS_COMB_EXPLODED table. The table must be rebuilt after changes in trees and combination definitions and rules.
Mixed tables	You can tune the process by using different tables to get optimal performance and minimal maintenance. For example, use fewer unchanging combinations in a COMBO_DATA_TBL and use dynamic master selector tables for combination rules that change often.	Requires expertise to implement and maintain.

The following provides additional details about the tables and their advantages.

In general, master selector tables when compared with the other tables:

- Require less time to build and maintain.
- Take up less space in the database.
- Can be built for date ranges or periods that encompass any number of effective dated PeopleSoft trees.

Note: When you use ranges of values in trees, you only need to rebuild when you change nodes or ranges in the trees or change tree nodes that are used in the rules.

If you use detail values in the trees, you must rebuild the selector tables each time that you make changes to the detail values that are in the trees. However, the build for the master selector tables is much faster than that for the COMBO_DATA_TBL.

In PeopleSoft General Ledger feeder systems you can build a permanent set of static master selector tables that support both batch and subsystem online editing.

You have the option to use static master selector tables or dynamic selector tables in batch edits for General Ledger. If you do not run Combo Build by using the master selector table build option, the combination editing program then builds the dynamic selector tables during the batch edit process.

The system must explode the ranges of ChartField values defined in the tree nodes when you use static selector tables and store the values in additional temporary tables. The explosion process to populate the temporary tables is repeated each time a new transaction is edited. In addition, these temporary tables are not maintained by the system beyond the current edit; however, you can elect to retain the generated combinations for the detail values in a permanent table named PS_COMB_EXPLODED for

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use in subsequent combination edits. When using the PS_COMB_EXPLODED table, the build process might take longer but batch combination editing performance can be greatly improved because repeated exploding of values and creation of temporary tables is avoided.

You can also configure and maintain a user defined combination data table. Because this method gives you complete control over the population of the data table, you might be able to reduce the size of the table over other table types and increase efficiency.

However, over time user-defined tables usually require more attention to analysis and maintenance in a changing ChartField environment than either the COMBO_DATA_TBL or the master selector tables. PeopleSoft provides you with functionality to maintain the COMBO_DATA_TBL and master selector tables, however, you have complete responsibility for detecting or noting changes to the applicable ChartFields or values and cleaning out the old and adding new combinations for the user-defined tables.

You can combine these table approaches with different combination edit groups to increase efficiency. When ChartField combination definitions and rules do not change often, they are candidates for a user-defined data table, because you can afford to trade flexibility for the prospect of additional speed in processing. For situations when you expect periodic changes in combination definitions and rules, using master selector tables may improve both speed and flexibility. Exploding the COMBO_DATA_TBL is desirable when the volume of the table does not burden the system or unduly increase processing time and you only occasionally need to update the table for ChartField combination changes.

Both batch combination editing and online PeopleCode editing support your choice of combo editing option. Although you run a process to populate both types of tables, the advantage of using the master selector tables is that the process to rebuild them is much faster than the COMBO_DATA_TBL explosion. Also, if you use tree ranges, you do not need to build the dynamic selector tables when you add ChartField values or delete them from the chart of accounts as you do with the COMBO_DATA_TBL.

Both batch and online PeopleCode editing support multiple combination groups that are attached to a business unit, each using a different choice for the combo editing option.

Online and Batch Combination Editing Availability in PeopleSoft Applications

PeopleSoft applications can use ChartField combination editing online or in background (batch) processing, as shown for various applications in the following table.

Application	***Online Editing***	***Background Editing***
Asset Management	Yes	Yes
Billing	Yes	Yes
Contracts	Yes	Yes
Cost Management	Yes	No
eProcurement	Yes	No

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Application	*Online Editing*	*Background Editing*
Expenses	Yes	No
General Ledger	No *	Yes
Inventory	Yes	No
Manufacturing	Yes	No
Payables	Yes	Yes
Pay/Bill Management	Yes	No
Production Management	Yes	No
Project Costing	Yes	Yes
Purchasing	Yes	Yes
Receivables	Yes	Yes
sPro	Yes	No
Supplier Contract Management	Yes	No
Treasury	Yes	Yes
Work Order Management	Yes	No
Enterprise Learning Management	Yes **	No
Human Capital Management (HCM)	Yes **	No
Commitment Control ***	Yes	Yes

* Combination edits for online journal entries that are in General Ledger are performed when the journal is edited. Journal edit can be performed immediately after saving an online journal entry. The difference between General Ledger and the other applications is that General Ledger uses the background editing program while the other applications use the online routines to perform online editing.

** Because PeopleSoft Enterprise Learning Management (PeopleSoft ELM) and PeopleSoft Human Capital Management (HCM) run in a different database from that of Financials, you use the delivered web service to perform combination editing. You can use the combo edit request service that calls combo edit

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online validation logic and returns the results to ELM before ELM sends entries to General Ledger for posting.

*** While Commitment Control is not an application, it is a major optional functionality that is used by several of the PeopleSoft applications. You can use combination editing in commitment control for budget journal editing. Combination editing of budget journals is discussed in the commitment control documentation.

For specific information on how ChartField combination editing is used and how errors are researched and corrected within those applications previously listed, as well as other PeopleSoft applications, see the application-specific product documentations.

Combination Editing by Transaction Source

In order to increase process efficiency, PeopleSoft Financials provides the ability to perform combination editing for a process group by transaction source. Transaction sources include Asset Management transactions, Payables accounting lines, Receivables items, General Ledger journals, and so on. You can associate a Transaction Source with a process group so that during combination edit processing, only the data for the designated transaction source is processed for that group of rules rather than processing all data for all sources.

See Defining Combination Editing by Transaction Source.

ChartField Combination Editing Online

Typically, you click either an edit or a save button to initiate PeopleCode that starts an online edit for transactions that you enter in a particular application. For example, when you save Accounts Payable vouchers, many edits and processes occur automatically, including online combination editing if you implement this option.

Various underlying tables that are available to the Combination Editing process do support online editing. These underlying table options are described in a separate topic in this topic

After you decide on the table type and build the underlying table, the system can use the table to validate accounting and voucher lines against combinations in the table while online if the application supports online combination editing. This enables PeopleSoft General Ledger feeder systems, such as PeopleSoft Accounts Payable, to capture and correct errors as a standalone application before running the journal generator and performing journal edits. By performing the combination edit in the feeder system, you can correct errors promptly at the source before you post journals to the general ledger.

The online edit process edits one transaction line at a time. Each line is edited against all the process groups that are attached to the business units. The online edit process cannot dynamically build the tables, so you must build the COMBO_DATA_TBL, the master selector tables, the PS_COMB_EXPLODED table, or the user-defined table prior to using online edits in the feeder system applications.

The online combination editing process in the feeder systems does the following:

- If the combination exists in the table, it marks the line as valid or invalid depending on the **Combination Group Defines** option that you select.
- It analyzes transaction lines that are not found on the table to determine if the anchor ChartField has a value for which you have defined a combination rule.

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- If the anchor ChartField value has a combination rule that is defined for it and if the entire combination is not found, the combination fails.
- On the ChartField Combination Group page, you can select a value for the **Anchor Values Not in Rules** field. This option determines if the system marks valid or invalid those journal lines having an anchor ChartField value that has no combination rule that is defined for it.

Feeder systems have three ways to initiate online logic:

- Use the edit_combo function in FUNCLIB_FS.EDIT_COMBINATION FieldFormula record PeopleCode.
- Use the ComboEdit application class in the FS_COMBO_EDIT application package.
- Use the combination edit service operation to perform edits on data originating from other than the financial database. The Web service calls ComboEdit to perform combination editing and returns the results to the requesting application whether PeopleSoft or third party application.

Every page component that uses the edit_combo function must include the COMBO_EDIT_WRK page. When you select the **Save** button, the system first populates the work page with information from combination editing groups and rules. Combination editing online uses the information that is on the work page to process the transaction lines. The system refreshes the work page when the business unit changes.

Components that use the ComboEdit application class do not need the COMBO_EDIT_WRK page. The ComboEdit application class should be instantiated at the component level so that the combination editing groups and rules that are stored in the class object can be reused for all transactions that are going to the same business unit. PeopleSoft recommends that feeder systems use the ComboEdit application package instead of the edit_combo function.

ChartField Combination Editing in Batch or Background Processing

To make combination editing background processing generic to all PeopleSoft applications, combination editing uses a ChartField Combination Editing template, which is discussed in a separate topic in this topic. The template defines the table structure of the various application transaction records. The combination editing process uses this structural information to perform its edit.

Record templates have a unique name that is applicable to a particular PeopleSoft application. You supply that name for your application to enable background combination editing.

Select the name of the combination edit template on the ChartField Combination Template page, in the **Template** field. The template is used only for background, or batch, editing.

Various underlying tables are available to combination editing that support batch editing. These underlying table options are also described in a separate topic in this topic.

The system performs batch, or background, combination editing at the time of journal editing or during accounting line and voucher line edits in the various PeopleSoft General Ledger feeder systems. In any case, editing occurs before posting journals to the general ledger.

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Note: During journal editing , the Transaction Set Editor (TSE) determines whether a journal line is valid by finding a ChartField on a line, and then checking the ChartField against its ChartField table to make sure that the ChartField itself is valid. If the ChartField is invalid, the TSE marks it invalid and immediately excludes the journal line from the combination editing process.

Combination editing also validates whether a combination group is associated with a business unit and ledger group during a batch combination edit process.

Batch Validation of Project Costing ChartFields

The following PeopleSoft applications have the ability to perform Project Costing ChartField validation through the batch Combination Edit process:

- Asset Management
- General Ledger
- Grants
- Payables
- Receivables
- Purchasing
- Project Costing

Similar to the online validation of detail Project ChartFields, PeopleSoft enables validation of Project ChartFields through batch combination edit by calling PC_EDIT. The online Combination Edit does not call project validation; however, the existing online project edits handle the validation.

The following Project Costing edits are included in the batch combination edit:

- Validation of the Project Costing Business Unit, Project ID, and Activity ID combination
- Enforcement of Project and Activity Status Control check (Set Up Financials/Supply Chain, Install, Installation Options, Project Costing Integration)
- Enforcement of the Input Control option (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Options)
- Enforcement of the Dynamic Edit Tables option (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Definition)
- Validation of Project Costing and General Ledger Business Unit mapping via the Project Costing Integration Template (Set Up Financials/Supply Chain, Product Related, Project Costing, Project Options, Integration Templates, General Ledger Integration)
- Enforcement of the Analysis Type is required (for General Ledger journals only)

To implement the validation of Project Costing ChartFields through batch combination edit,

- Project Costing must be an installed product.

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- Use the Project Costing Options page to Establish project-related transaction fields that are required for importing transactions from other PeopleSoft applications (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Options).

In General Ledger, you can perform validation of Project Costing ChartFields of Spreadsheet journals or from Flat File Journal Import using batch edit, for example. In Payables, the batch edit occurs during the Voucher Build process, for example.

See PeopleSoft General Ledger Documentation Update: Project Costing Edit, Note number 1063525.1, on My Oracle Support, at: https://support.oracle.com/CSP/ui/flash.html.

Batch Combination Editing Using the Combo Data Table or a User-Defined Data Table

The combination editing process repeats the following steps for each combination group that you associate with a business unit and ledger group for which you select either the Combo Data table or a user-defined combination data table:

- Combination editing compares all transaction lines against the table.

  If the combination exists in the data table, it marks the line as valid or invalid depending on the Combination Group Defines option that you select.

  If the anchor ChartField value has a combination rule defined for it and if the entire combination is not found, the combination fails the edit.

  If the anchor ChartField value does not have a combination rule defined for it, then the line is marked with the state that you select—either *Mark Invalid* or *Mark Valid* on the ChartField Combination Editing Group page for the **Anchor Values Not in Rules** field.

- When the program encounters an invalid combination, it logs the invalid transaction with an error status message in the error log records that are defined in the Combination template.

Batch Combination Editing Using the Master Selector Tables Option

If you select the master selector tables option for the combination group, the batch combination editing process does the following:

- It retrieves the combination groups that are attached to the business unit and ledger group that you specify.

- It loops through the combination groups and determines if the master selector tables are built for a group. If you have not built them, it builds them dynamically according to the rules, using Application Engine temporary tables.

- It expands the master selector tables to create an Application Engine temporary COMB_EXP_TAO table that contains the permutations of values for the combinations.

- It compares each journal line against the COMB_EXP_TAO table and if the combination exists in the table, it marks the line as valid or invalid depending on the option that you select in the **Combination Group Defines** field.

- It analyzes transaction lines that are not found on the table to determine if an anchor ChartField has a value for which you have defined a combination rule.

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- If the anchor ChartField value has a combination rule defined for it and if the entire combination is not found, the combination fails.
- If the anchor ChartField value does not have a combination rule defined for it, then the line is marked with the state you select, - either *Mark Invalid* or *Mark Valid* on the ChartField Combination Editing Group page in the **Anchor Values Not in Rules** field.

  Note: In other words, if the combination fails, it is marked valid or invalid depending on the attribute that is selected for this field.

- If the process encounters an invalid combination, it logs the invalid transaction with an error status message in the error log records defined in the ChartField Combination Editing Template.
- When the edits are complete, the process deletes the COMB_EXP_TAO tables.

Retain Detail Values Generated for Master Selector Tables

When using master selector tables and trees to specify ChartField combination values, the build process for static master selector tables stores only the range of values described by the tree nodes. The build process does not store the detail values encompassed by the nodes. It is when transactions are edited during combination editing batch processing that the range of values for each ChartField is exploded and stored in temporary tables for each editing request. Because the process deletes the temporary tables when the edits are complete, the temporary tables must be rebuilt for each separate edit request.

However, if you select the Retain Detail Values option for master selector tables on the ChartField Combination Editing Group page, combinations for the detail values are retained in a permanent table, PS_COMB_EXPLODED, after the values are generated during the build process. This precluding the repeated generation of combination detail values that were previously generated.

The Retain Detail Values option is of particularly value if the tree nodes encompass large numbers of ChartField values. When you use this option, the build process might take longer but batch combination editing performance is greatly improved because repeated exploding of values is eliminated.

However, if a new value is added within a ChartField range that is setup for a tree node, it does not cause the new value to be automatically included in the permanent ChartField value combination table even if the Increment option is selected on the ChartField Combination Editing Group setup page. Addition of a new value to a range does not in itself cause a rebuild of the detail values for the master selector table because the tree version is not changed.

If you add a new ChartField value within a range of values in a tree node and if you have selected the Retain Detail Values option and have already built the combination data, you must run the combination build process again to include the newly added values in the PS_COMB_EXPLODED table.

Note: The Review Combination Selector table inquiry displays the result from the selector tables and not the detail values even if a Combination Group has the Retain Detail Values check box selected.

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Online Combination Editing for Applications Outside the Financials Database Using a Web Service

Using a PeopleSoft synchronous web service, COMBO_CF_EDIT_REQUEST, systems and products that run outside of the financials core database can validate ChartField combinations. The service exposes ChartField combination editing as a black box service to the other systems. This is provided to third party and PeopleSoft products running outside of the financials database, such as PeopleSoft Enterprise Learning Management (PeopleSoft ELM).

The following is the processing logic using PeopleSoft Enterprise Learning Management (ELM) as an example:

- ELM initiates ChartField Combination Editing from its transactions by sending a synchronous request COMBO_CF_EDIT_REQUEST service to the financials database for General Ledger and waits for the reply.
- General Ledger listens to the service and calls the Combo Edit application class to validate the transactions that it receives.
- General Ledger returns the results in a synchronous reply to the ELM process that is waiting for the reply.
- ELM then proceeds with its transaction according to the Combination Editing result.

Note: While you can use the Web service with third-party products, PeopleSoft does not officially support third-party products.

See *PeopleSoft Enterprise Learning Management: Managing Person and Organization Data, Setting Up Financial ChartField Data*

See “General Ledger Integrations” (PeopleSoft General Ledger).

Combination Editing in PeopleSoft Commitment Control

Commitment Control is an optional functionality providing commitment accounting and budget control and is available to many PeopleSoft applications. If you are using commitment control you can also use combination editing for budget and budget adjustment journal entries.

Note: You can specify winter and spring trees, which facilitates combination editing of control budgets by eliminating the need for multiple trees to accommodate commitment control combination editing.

Combination editing for commitment control is fully discussed in the commitment control documentation.

See “Combination Editing for Budget and Budget Adjustment Journals” (PeopleSoft Commitment Control).

See “Using Combination Editing with Budget, Transfer, and Adjustment Journals” (PeopleSoft Commitment Control).

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Master Selector Tables

As an alternative to the COMBO_DATA_TBL, you can build static or dynamic master selector tables. Make the decision about the combination build option based on the nature of the combination rules. Consider both the number of rules and expected changes in the relationships of the underlying values.

You build a static set of master selector tables to support online and batch PeopleCode editing that is done in general ledger feeder systems when it is not practical to build the COMBO_DATA_TBL. This is usually due to the number of combinations that are generated or due to the time it takes to clear and rebuild the COMBO_DATA_TBL when you make changes in the combination values.

Static master selector tables are not maintained dynamically by the online PeopleCode or the batch editing process and must be rebuilt each time that you change a tree or a combination rule. However, they still have an advantage over the COMBO_DATA_TBL, which must be built every time you add a ChartField value to the system. You do not need to rebuild the master selector tables when you add a ChartField value if it falls within a range of values that are defined in a tree that is used by the combination rules.

When you use trees to define the combination rule, the system stores the ranges of values in the tree that you specify for the master selector tables when you build the tables. You only need to rebuild the tables when certain data on which they are based changes. For example, rebuild the tables when you change the combination rule to reference a different node of a tree, or if you change a tree originally having a range of accounts from 100001-100099 to a new range of 100004-100099 in a particular node.

You can build master selector tables for a range of time spanning a period as long as you want. The transactions during the specified date range are correctly edited. The tables contain data from the PeopleSoft trees you referenced in your combination rules. If you do not have many effective dated versions of trees, you can build the Master Selector Tables for a very large date range, for example January 1, 1900 to January 1, 2999.

However, if you change the trees often and create new effective dated versions of trees when you make changes to the trees, you can build the master selector tables more often, and have the tables span shorter periods of time. The amount of data that is in the master selector tables grows according to the number of effective dated trees in the time period that you specify. It is best practice to build master selector tables only for the time period for which journals or transactions are most actively being edited. For example, build them for one or two accounting periods or for one fiscal year at a time.

Batch editing, such as for journal edits, use the master selector tables if they are built for a time period that includes the date of the journals or vouchers being edited. If they are not built, batch edit builds the tables dynamically. You may want to build the master selector tables even if you are only using batch editing to improve the performance of the edits.

Run Build Combination Data Request Page for Master Selector Tables

Use the Build Combination Data Request page to run the process to build master selector tables.

Before you can run the Build Combination Data process, you must first define the detail ledger group for the business unit, and then tie the combination editing group to that ledger group.

Select *Build Selector Tables* in the **Build Option** field, and the **From Date** and **To Date** fields become available for you to specify a time period. All trees that are in the rules that have effective dates that are within the range of this time period are included in building the Master Selector tables.

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Related Links

Linking Ledgers to a Ledger Group

ChartField Combination Editing Templates

The ChartField Combination Editing Template page defines the structure for each transaction record for each PeopleSoft application that uses the background, or batch, ChartField Combination Editing process. The ChartField Combination Editing Template is not used in online processing.

PeopleSoft delivers specific templates that are needed to run background combination editing . For example, the JOURNALS ChartField Combination Editing Template is used in the PeopleSoft Journal Edit process in general ledger, and the VCHREDIT template is used in the voucher edit process that is in PeopleSoft Accounts Payable.

The following is a list of delivered templates:

Template	***Description***
AMEDIT	Template for PeopleSoft asset management accounting.
AREDIT	Template for receivables accounting.
BD_COMMIT	Commitment Control Edit template for budget journals.
BI_ACCT	Combination template for billing transactions.
CA_TXN	Combination template for contract transactions.
JOURNALS	Combination template for journals.
POBATCH	Template for batch purchase order creation.
POCCLOADLD	Template for procurement card load statement process.
POREQBATCH	Template for batch requisition creation.
PROJECTS	Template for projects accounting.
PROJECTS_A	Services accounting model template
PROJECTS_I	Projects interface template.
PROJECTS_P	Projects pricing template.
TREASURY	Template for treasury accounting.

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Template	*Description*
VCHREDIT	Voucher Edit template.

Note: PeopleSoft provides the ChartField Combination Editing templates for the PeopleSoft applications that use combination editing background processing, and you do not need to change them unless you modify a related table or field name.

Combination Editing Groups

Combination editing groups define a set of combination rules. You can use the Combination Group page to associate multiple combination rules with a combination group definition. The system then applies the rules as a group during the journal edit process.

For example, if you create a combination definition in which you specify ACCOUNT as the anchor ChartField and DEPTID and PRODUCT as the nonanchor ChartFields for the rules, all the rules that are in a common group must use this combination definition. If you create a combination definition for PROJECT_ID and AFFILIATE, you must create another group for the rules with this combination definition.

Note: You can define several groups by using the same ChartField combination definition and attach all of these groups to a ledger group for a given business unit. However, PeopleSoft recommends that you keep all the rules that have the same combination definition within the same group if possible. This increases performance of the combination editing process, because it reduces the number of groups that are being processed. Within the Ledgers For A Unit component, you can select to process a combination edit group (Process Group) by transaction source, which also increases processing efficiency by eliminating unnecessary validation against process groups that are not applicable.

See Defining Combination Editing by Transaction Source.

Various Examples

Before examining the various representative examples that are presented, keep in mind the following:

- Combination *definitions* define the *ChartFields* that are involved in the combination editing.
- Combination *rules* define the valid ChartField *values* for the combination definitions.
- Combination groups require that all combination rules that are within a group have the same combination definition.

  Also, when the same anchor ChartFields are specified in different combination rules that are within a combination group, careful consideration is required to avoid problems.
- Combinations that are found to match the rules and definitions can be marked valid or invalid at your option.
- Combinations that do not match the rules and definitions are invalid and they cannot be marked as valid.

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The following examples illustrate some logic and functional considerations when you define the combination groups and apply the various parameters.

Grouping When There is the Same Anchor ChartField in Different Rules

If the same anchor ChartField exists in multiple rules that you include in the same group, and if the values that you define for the anchor and nonanchor ChartFields are sets or subsets of one another, it can easily cause confusion.

In the following example, rule 1 and rule 2 share the same anchor ChartField, account. The anchor account value of 614000 in rule 2 also exists in the range of account values that are described by the INCSTMT tree node, and the DeptID value 10000 also exists in the set of values that are described by any value that is valid:

Rule	*Anchor ChartField*	*Anchor ChartField Value*	*Non-Anchor ChartField*	*Non-Anchor ChartField Value*	*Combo Defines Valid or Invalid Combinations*
Rule 1	Account	INCSTMT	DeptID	Any Value	Valid
Rule 2	Account	614000	DeptID	10000	Valid

When the rules are included in the same combination group, the system marks a row valid when either of the if-then conditions that are specified by the anchor and nonanchor values in either rule 1 or rule 2 is met. The result is that any row is valid if it meets the conditions of rule 1 or rule 2. These rules are redundant when they are included in the same combination group.

If the rules are included in different combination groups, the system marks a row valid only if it satisfies the requirements of all rules. In this scenario 614000 is valid only with DeptID 10000. So, when rules 1 and 2 are in different combination groups, boolean and logic applies whether both combination groups use the same combination definition, or whether the combination groups define valid combinations, invalid combinations or a mix of both.

Dealing With Anchor Values Not Included When There are Multiple Rules Having the Same Anchor ChartField

Whenever a combination group specifies that anchor values that are not included in rules are to be marked invalid, this criteria overrides other rules that may specify valid combinations for values that are not included in the original rule:

Rule	*Anchor ChartField*	*Anchor ChartField Value*	*Non-Anchor ChartField*	*Non-Anchor ChartField Value*	*Defines Valid or Invalid Combinations*	*Anchor Values Not Included in Rules*
Rule 3	Account	BALSHEET	DeptID	Blank	Valid	Mark Invalid
Rule 2	Account	614000	DeptID	10000	Valid	Mark Valid

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In this scenario, anchor account 614000 in rule 2 is an income statement account and as such is not part of the BALSHEET tree node that is specified in rule 3. Rows using account 614000 are always marked invalid, regardless of the fact that another rule specifically identifies it as a valid account when used with department 10000. You can see that marking anchor values that are not included as invalid should be thoroughly analyzed if more than one rule that is in a group has the same anchor ChartField.

Comparing Valid and Invalid Rules

When combination definitions are comprised of two ChartFields, there may be times when defining an invalid combination is more efficient than defining a valid combination. However, if the combination definition uses three ChartFields, there are distinct differences when defining a combination group as valid or invalid:

Rule	*Anchor ChartField*	*Anchor ChartField Value*	*Non-Anchor ChartField*	*Non-Anchor ChartField Value*	*Combo Defines Valid or Invalid Combinations*
Rule 4	Account	BALSHEET	DeptID	Any Value	Valid
			Product	Any Value	Valid
Rule 5	Account	BALSHEET	DeptID	Blank	Invalid
			Product	Blank	Invalid

In this example, both rule 4 and rule 5 might seem as though they generate about the same results. However, rule 4 specifies that BALSHEET accounts need both a valid DeptID and product.

Rule 5 specifies that BALSHEET accounts must not have a blank department ID and blank product. If the combination that is edited in rule 5 meets the condition, then it is marked invalid.

The difference in the rules is that rule 5 marks as valid a BALSHEET account with either a blank department ID or a blank product. The rule states that only a blank department ID and a blank product are invalid with BALSHEET accounts. Specifying invalid combinations when the combination definition includes more than two ChartFields should be done with careful analysis of the intended result.

ChartField Combination Group, Anchor Values Not In Rules:

When you run the following journal line ChartField values through the Journal Edit process:

Journal Line	*Account*	*Department ID*	*Product*	*Amount*
1	110100	0100	GLDB2	500.00
2	200002	0500	GLORACLE	<250.00>

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Journal Line	Account	Department ID	Product	Amount
3	200003	0400	GLORACLE	<250.00>

In this example, Account is the anchor ChartField, with department ID and product as the nonanchor combinations for a group of rules. You specify the following exact value combinations as valid:

Example Reference	Account	Department ID	Product
Combination 1	110100	0100	GLDB2
Combination 2	110100	0400	GLDB2
Combination 3	200002	0100	GLORACLE
Combination 4	200002	0400	GLORACLE

These combinations are contained in one combination group. When you run the Journal Edit process, different combination editing results occur depending on which **Anchor Values Not in Rules** option you select.

Term	Definition
Mark Valid	If you select this option, the program marks as valid journal line 1 because it contains the exact values that you specify in combination 1. It marks as invalid journal line 2 because the line contains one of the anchor values that you specify in the combination rules, but does not have the matching department ID and product values that you specify in the combinations. It marks valid journal line 3, marking it valid since no rule exists for account 200003.
Mark Invalid	If you select this option, the program marks as valid journal line 1 because the combination values that are on the journal line match the exact values for account, department ID, and product in combination 1. It marks as invalid all lines that have an anchor value that does not have an exact combination that you define in the rules, such as journal line 2. No rule exists for account 200003, so it marks journal line 3 as invalid.

You can define the combination direction by using the Combination Group Defines options to specify whether the combinations that you define should be marked as valid combinations or invalid combinations. In some cases it is possible to greatly reduce the number of combinations that you must define by taking either an inclusive or exclusive approach. Rather than editing across a large number of valid combinations, you might edit against a relatively small number of invalid combinations.

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Whether the system marks the combination valid or invalid depends on the combination direction option that you select for the combination group. The choice is applicable to all rules that are within the group.

- If you take the inclusive approach, the system marks as valid all the lines that have the same values as those that are in the combination rule and marks as invalid all the lines that have the same anchor value but different nonanchor values.
- If you choose the exclusive approach, the system marks as invalid all the lines that have the same values as those that are in the combination rule and marks as valid all the lines that have the same anchor value but different nonanchor values.

Since you can define a combination with a blank nonanchor ChartField value as an invalid combination, you can use this option in place of the **Value Required** flag. You can only define a combination with a blank value by using trees.

Note: To use the PeopleSoft rules for Combination Editing, you must select at least one valid combination rule. You can add any number of rules by inserting additional rows.

Common Elements Used in Editing ChartField Combinations

Field or Control	*Description*
Anchor ChartField	The first ChartField that you enter on the Combination Definition page becomes the anchor ChartField. When you run the Combination Editing process, the system first searches for the anchor ChartField and then matches the other ChartFields in your combination.

Prerequisites

Although it is best to initiate ChartField combination editing when you first begin to use the new system, you can put it in place at any time after implementation. Implementation prerequisites are:

- General ledger and subsystem applications exist.
- Summarization rules and reporting structure for ChartFields using PeopleSoft trees are in place.

  You must understand how to create and use PeopleSoft trees. Trees enable you to create combination edit rules that reference a range of ChartField values rather than static values.

  See also *PeopleTools: Tree Manager*.

Defining Combination Editing by Transaction Source

PeopleSoft allows you to define different combination edit rules and groups for different transaction sources and gives you the option to limit the combination edit process to one transaction source by

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process group. This effectively reduces processing overhead and time as it targets only those transactions of a given transaction source, avoiding unnecessary processing of data.

When you associate the combination edit groups (process groups) to a specific Business Unit and Ledger Group on the Ledgers For A Unit – Journal Edit Options page, you can specify a transaction source to apply to certain process groups. If you do not select a specific transaction source for a process group, the combination edit process will apply the combination rules of that process group to all transactions.

If the transaction source value is General Ledger (GLJ), all Journals (including Journal generated from sub system accounting lines) are subject to combo edits.

See Journal Edit Options Page.

The following transaction sources are delivered:

Transaction Source Value	***Transaction Source Description***
AMT	Asset Management Transaction
APA	Payables Accounting Line
ARI	Accounts Receivable Item
BDJ	Commitment Control Bud Journal
BIA	Billing Accounting Line
CAA	Contracts Accounting Line
CMA	Cost Management
CSF	Campus Solutions SF Accounting Line
CSC	Campus Solutions CR Accounting Line
GLJ	General Ledger Journal (includes Oracle Retail integration accounting lines)
GMA	Grants Accounting Line
HCM	Human Capital Management
INV	Inventory
PCA	Project Accounting Line

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Transaction Source Value	*Transaction Source Description*
PCI	Project Resource Interface
PCP	Project Pricing
POA	Purchasing Accounting Line
POP	Purchasing ProCard Transaction
POR	Purchasing Requisition
TRA	Treasury Accounting Line

Note: The delivered values are defined based on the existing ChartField Editing templates. You can add more values as needed. The first two letters represent the product or common feature, and the last letter is for a specific transaction source within that product.

Setting Up Combination Editing

To set up combination editing, use the following components:

- ChartField Editing Template (COMBO_EDIT_TMPL1).
- Templates (LEDGER_TEMPLATE).
- Combination Definition (COMBO_CF_DEFN).
- Combination Rule (COMBO_RULE).
- Combination Group (COMBO_GROUP).
- Ledgers For A Unit (BUSINESS_UNIT_LED).

Use the EM_BUS_UNIT_LED component interface to load data into the tables for the BUSINESS_UNIT_LED component.

Pages Used to Set Up Combination Editing

Page Name	*Definition Name*	*Usage*
ChartField Combination Editing Template Page	COMBO_EDIT_TMPL1	Define a template to tell the combination editing process which tables and fields to process and how to process them.

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Page Name	*Definition Name*	*Usage*
Ledger Template - Field Definitions Page	LEDGER_TEMPLATE2	Link a ChartField combination editing template for the applicable application to a ledger template for combination ChartField editing during journal edit; it is also required for ChartField validation during journal edit whether you are using combination editing or not.
ChartField Combination Editing Definition Page	COMBO_CF_DEFN	Define the combination of ChartFields to edit.
Rule Definition Page	COMBO_RULE1	Define the combination rule by specifying the SetID, naming the combination rule, and specifying the combination definition and effective dates that are for the rule.
ChartField Combinations Page	COMBO_RULE2	Define the anchor ChartField and nonanchor ChartField values to include in the rule.
ChartField Combination Editing Group Page	COMBO_GROUP	Link combination rules together in a combination group.
Journal Edit Options Page	BUSINESS_UNIT_LED2	Link a process group to ledger groups. Assign a transaction source by process group if you want to limit combination edit processing for efficiency.
Combo Edit Transaction Source Page	COMBO_TRAN_ SOURCE	Define the name of the transaction source that is associated with a given process group.
Combo Edit Transaction Source Page (display only)	COMBO_TRAN_SRC_COB	(Display only) Displays all Combo Transaction Sources attached to a particular Process Group. This page is accessed from the Build Combination Data Request page. See the Build Combination Data Request Page for more information.

Understanding Combination Editing Setup

To set up the combination editing process, complete the following setup steps:

1. Enable combination editing in the applications, for example Accounts Payable and Billing.
2. Select or define the ChartField combination editing template that is specific to the application for performing background combination editing.

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3. Link the combination edit template to the applicable ledger template for People Soft General Ledger.
4. Set up combination definitions that specify two or more ChartFields that you want to edit in combination for a business unit and ledger group.
5. Define combination rules 1 and 2 that link ChartField combination values for journal entries.

   These rules determine the combinations of ChartField values that pass the Journal Editing process. Consider the following:

   - Whether to edit for valid or invalid combinations, after analyzing which is more efficient in the circumstances.
   - Whether to define ChartField values as specific values or as a range of values using PeopleSoft tree-based criteria.
   - Which rules, and how many, to define for each ledger group.

     An unlimited number of rules is possible, but the more rules there are, the slower the process. This is especially true when you have required ChartFields in the combination rules.
   - You must update the rules whenever the accounting control requirements change.

6. Define combination editing groups.

   Associate multiple combination rules with a combination group definition. Include combination editing rules that belong to each group. The system uses these related combinations for validating journal entries during the journal edit process.
7. Tie a combination group to a ledger group on the Ledgers for a Unit — Journal Edit page. Decide whether to assign a transaction source to the combination group or not. Assigning a specific transaction source to the process group can avoid unnecessary processing of data.
8. Run the process to build the COMBO_DATA_TBL or master selector tales from the Build Combination Data page.
9. Build a user-defined data table if it fills your needs.
10. Run the Journal Edit process to generate selector tables dynamically and validate ChartField combinations.
11. Use the Retain Detail Values options to create a permanent table of combination ChartField Values from the master selector table.
12. Maintain the system by changing combination rules and regenerating the tables as necessary.

Understanding the Data Migration Workbench for Combination Editing

Combination editing is an optional feature that is used to filter unwanted journal entry lines. The combination editing process compares the combination of ChartFields and their values to combination definition and rules that you define.

PeopleSoft delivers Application Data Sets (ADS) to move data between development, test, and production environments for setting up Combination data.

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This table lists the delivered ADS definitions (delivered in Data Set Designer) that supports the migration of PeopleSoft General Ledger Combination Editing setup data.

Delivered ADS to Support PeopleSoft General Ledger	***Application Data Set (ADS) Usage***
Combination Group - GL_COMBO_GROUP	This data set includes the records that store combination groups for PeopleSoft General Ledger.
Combination Rule - GL_COMBO_RULE	This data set includes the records that store combination rules for PeopleSoft General Ledger.
Combination Definition - GL_COMBO_DEFN	This data set includes the records that store combination definitions for PeopleSoft General Ledger.

Select these data sets on the Data Migration Workbench page to move combination data from one database to another.

For more information about Application Data Sets and the Data Migration Workbench, see Understanding the PeopleSoft Data Migration Workbench and Using Application Data Sets

For more information about the details of this data set, see Understanding ChartField Combination Editing

ChartField Combination Editing Template Page

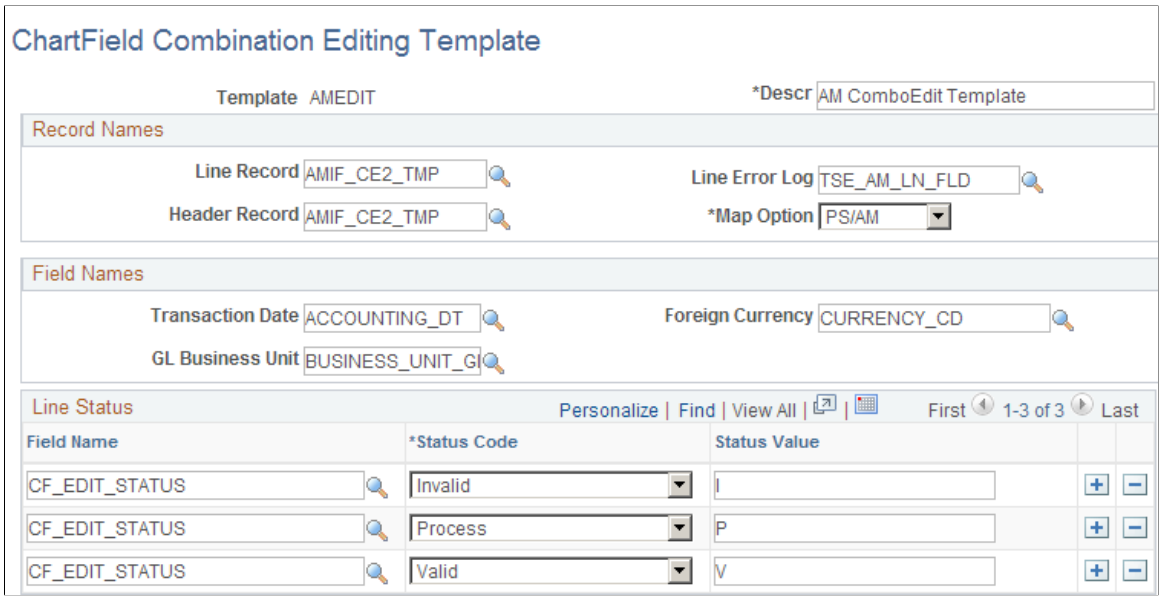
Use the ChartField Combination Editing Template page (COMBO_EDIT_TMPL1) to define a template to tell the combination editing process which tables and fields to process and how to process them.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **ChartField Editing Template** > **ChartField Combination Editing Template**

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This example illustrates the fields and controls on the ChartField Combination Editing Template page. You can find definitions for the fields and controls later on this page.



In the example screen shot, the JOURNALS combination template appears. This is a delivered template that is used in the background combination editing as well as the journal edit process. PeopleSoft delivers several templates for its applications that define the record names, field names, and line status values that are to be used in combination editing.

Note: You do not need to change the delivered templates for the various PeopleSoft application or create new templates unless you customize the system.

Field or Control	*Description*
Line Record	The name of the record that contains the ChartField combinations (journal lines) that the combination editing process edits.
Header Record	The name of the record that contains the journal header of the accounting line entries that the combination editing process edits. This field is optional and you can leave it blank.
Line Error Log	The name of the record that stores the error messages for individual lines of combinations for the combination editing error-checking process.
Map Option	Designates the application to which the template applies.
Transaction Date	The field name that the system uses for the transaction date.
GL Business Unit	The field name that the system uses for the General Ledger business unit.

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Field or Control	*Description*
Foreign Currency	The field name that the application uses for the foreign currency code.
Field Name	The name of the field in which the status of the combination line is recorded.
Status Code	The combination editing process updates the lines with the status of each transaction by using the values that are specified. *Invalid:* Indicates that the transaction failed due to an error. *Process:* Indicates that the transaction is processing (not currently used). *Valid:* Indicates a valid or passed transaction.
Status Value	Supply the value that the application uses to represent the corresponding status code for the combination, such as *0* for valid, or an *1* for invalid.

Ledger Template - Field Definitions Page

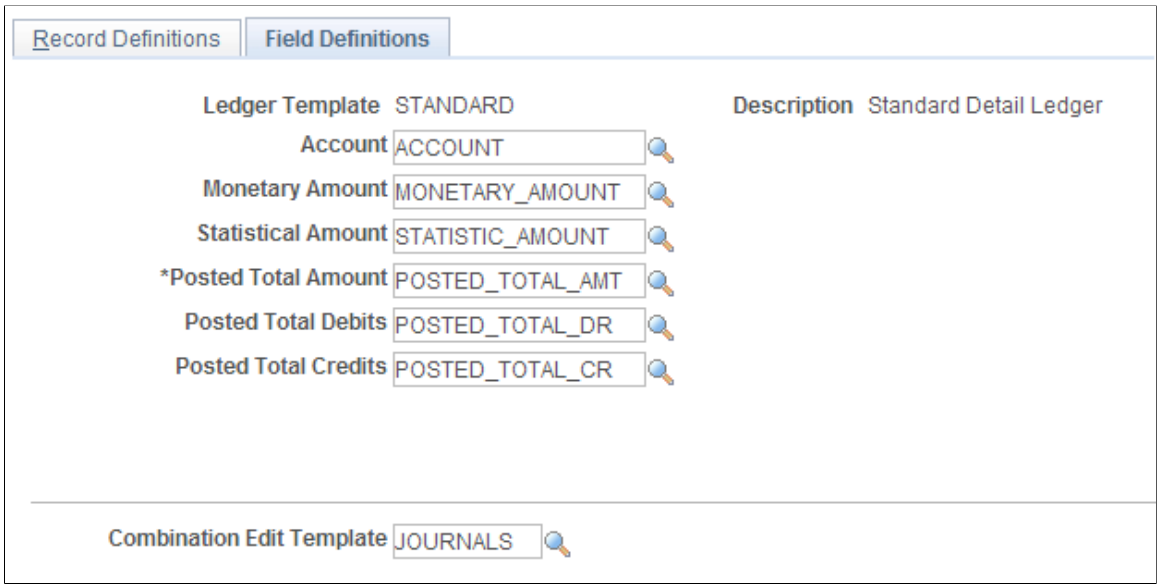
Use the Ledger Template - Field Definitions page (LEDGER_TEMPLATE2) to link a ChartField combination editing template for the applicable application to a ledger template for combination ChartField editing during journal edit; it is also required for ChartField validation during journal edit whether you are using combination editing or not.

Navigation:

General Ledger > **Ledgers** > **Templates** > **Field Definitions**

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This example illustrates the fields and controls on the Ledger Template - Field Definitions page . You can find definitions for the fields and controls later on this page.



For PeopleSoft applications that use the background combination editing process, you must link the combination edit template for the application to a ledger template on the Ledger Template - Fields Definition page. The Journal Edit process uses the specified combination edit template for ChartField validation during journal editing.

Field or Control	*Description*
Combination Edit Template	Select the templates that are applicable to the ledger template from the drop-down list box.

Warning! The Journal Edit process requires this template for ChartField validation. The Journal Edit process fails if this field is blank.

ChartField Combination Editing Definition Page

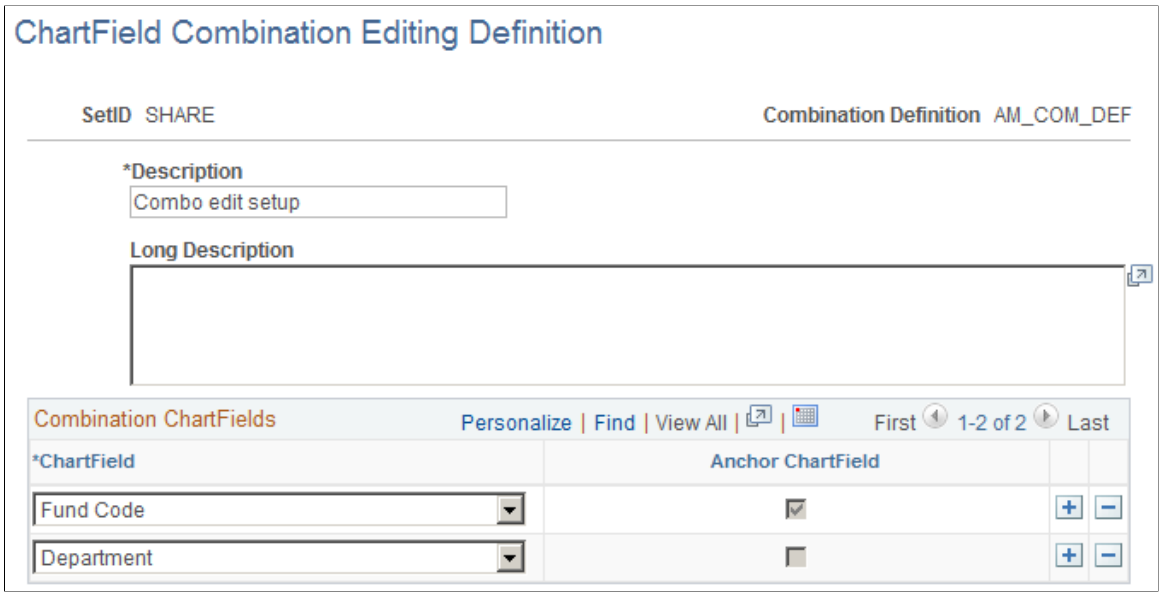
Use the ChartField Combination Editing Definition page (COMBO_CF_DEFN) to define the combination of ChartFields to edit.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Define CF Combination**

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This example illustrates the fields and controls on the ChartField Combination Editing Definition page. You can find definitions for the fields and controls later on this page.



Note: The data that is entered using this page can also be loaded as an Application Data Set using the Data Migration Workbench. For more information about ADS and the Data Migration Workbench for FSCM applications, see Understanding the Data Migration Workbench for Combination Editing

Field or Control	*Description*
Combination Definition	Name each unique set of ChartFields for the new combination definition by SetID.
ChartField	Specify the ChartFields that you want in the combination. **Note:** The first ChartField that you enter is selected by default as the anchor ChartField.
Anchor ChartField	The anchor ChartField drives the combination edit rule. The system automatically designates the first ChartField that you list as the anchor ChartField.

When you run the Combination Editing process, the system first searches for the anchor ChartField that you define in the combination definition and then matches the other nonanchor ChartFields in the combination.

For example, you define ACCOUNT as the anchor ChartField for the definition, with DEPTID and PRODUCT as valid ChartField combinations that are associated with the anchor.

You can then create ChartField value combinations using the Rule Definition page that you determine to be valid for this ACCOUNT, DEPTID and PRODUCT ChartField combination definition. The anchor ChartField drives the combination rule dealing with ChartField values that you define in the next step.

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Note: For commitment control budget journal combination editing, Analysis Type (ANALYSIS_TYPE), Category (RESOURCE_CATEGORY) and Subcategory (RESOURCE_SUB_CAT) (Project Costing-related detail ChartFields), are not supported.

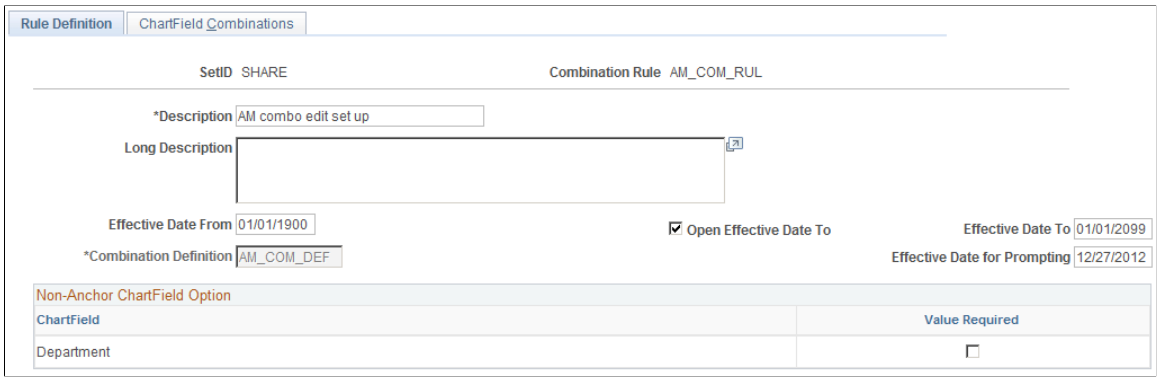
Rule Definition Page

Use the Rule Definition page (COMBO_RULE1) to define the combination rule by specifying the SetID, naming the combination rule, and specifying the combination definition and effective dates that are for the rule.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Combination Rule** > **Rule Definition**

This example illustrates the fields and controls on the Rule Definition page. You can find definitions for the fields and controls later on this page.



Note: The data that is entered using this page can also be loaded as an Application Data Set using the Data Migration Workbench. For more information about ADS and the Data Migration Workbench for FSCM applications, see Understanding the Data Migration Workbench for Combination Editing

Field or Control	*Description*
Effective Date From and **Effective Date To**	Specify the effective date range that determines the time frame in which the rule is valid. During journal editing, the program, by using journal date as its criteria, applies only valid combination rules to combinations that fall within this range.
Open Effective Date To	Select this option to specify an open-ended date for effective date to. The **Effective Date To** field becomes unavailable for entry and displays *01/01/2099*.
Combination Definition	Identifies which ChartFields are included in this combination rule. You can modify this as long as no combination rules are based on this definition.

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Field or Control	*Description*
Effective Date for Prompting	Enter an effective date for prompting detail ChartField values and PeopleSoft trees that are dated on or prior to this date. Because there is a range of dates rather than an effective date on the page, you might want to enter ChartFields from any time period within the range. You can specify the date from which to prompt for these ChartFields, but the default is to the current date.
Non-Anchor ChartField Option	When you define a rule for the first time, the system displays the nonanchor ChartFields. You enter these ChartFields on the ChartField Combination Editing Definition page; however, the first ChartField that is entered is the anchor ChartField and does not appear on this page.
Value Required	Select this check box for nonanchor ChartFields to specify that any nonblank valid value is required. When you select this check box, the system restricts you from entering values or tree nodes in the rule for the related nonanchor ChartField. **Note:** Selecting this check box provides an easy way for you to require a valid value for a ChartField without having to define each valid value in the rule. Using a blank tree node or level, you can accomplish much the same thing by defining a combination with a blank ChartField value as an Invalid Combination on the ChartField Combination Group page.

ChartField Combinations Page

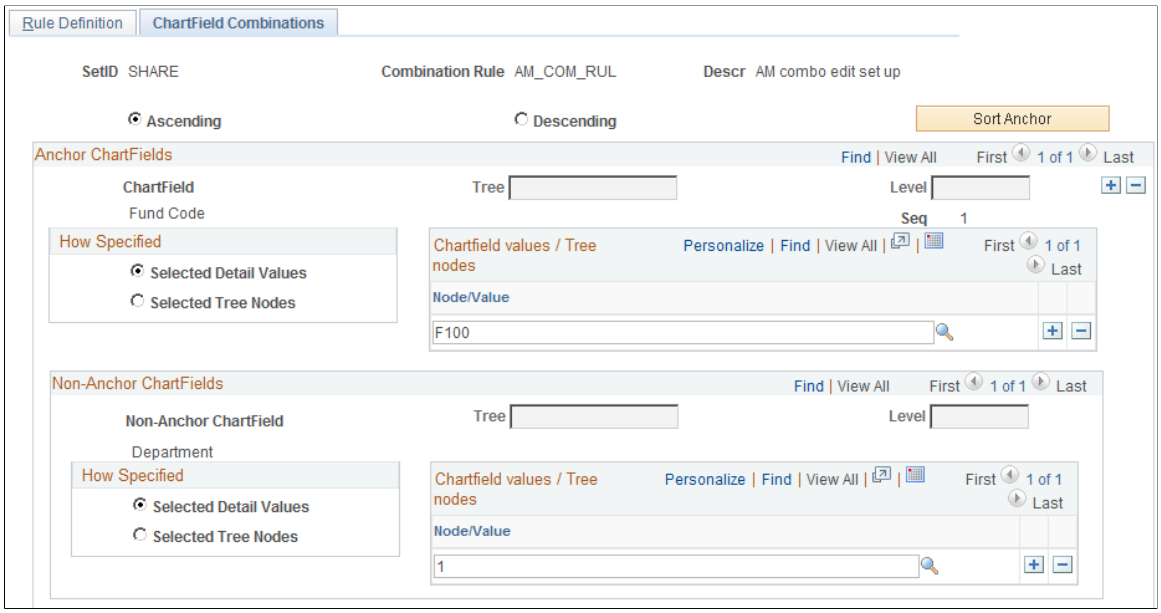
Use the ChartField Combinations page (COMBO_RULE2) to define the anchor ChartField and nonanchor ChartField values to include in the rule.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Combination Rule** > **ChartField Combinations**

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This example illustrates the fields and controls on the ChartField Combinations page. You can find definitions for the fields and controls later on this page.



If you select the **Value Required** check box on the Rule Definition page, this page is automatically populated.

Field or Control	*Description*
Ascending Order	Select to sort the anchor ChartField in ascending order.
Descending Order	Select to sort the anchor ChartField in descending order.
Sort Anchor	Click to sort the anchor ChartField in the selected order.
Anchor ChartFields	This first level is the basis for the combination and cannot be changed.
Non-Anchor ChartFields	This second level identifies the nonanchor ChartFields that form combinations with the anchor ChartField.
Tree and **Level**	These fields and the **Node/Value** field define the node prompts if the combination rule is based on a tree definition. This field identifies the tree and level that is the source of the ChartField values for the anchor and nonanchor ChartFields. You can select summer, winter, or spring trees.

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Field or Control	*Description*
How Specified	Use the **How Specified** radio buttons to point to one of the following sources of ChartField values for the selected anchor and nonanchor ChartFields: Click **Selected Detail Values** to include the individual ChartField values that you select in the **Value/Node** field. Click **Selected Tree Nodes** to activate the edit boxes where you can specify a tree name and level for trees with levels. Specify the node of the tree in the **Value/Node** field. You have the option to set up a tree with a node that contains an empty detail value.
Node/Value	This field and the **Tree** and **Level** fields define the node prompts if the combination rule is based on a tree definition. Enter individual ChartField values when specifying selected detail ChartField values. **Note:** If the tree you select has a tree structure whose nodes are built on a view that references the delivered tree node record (rather than using the delivered record for tree node structures, TREE_NODE_TBL), you must customize these views.

ChartField Combination Editing Group Page

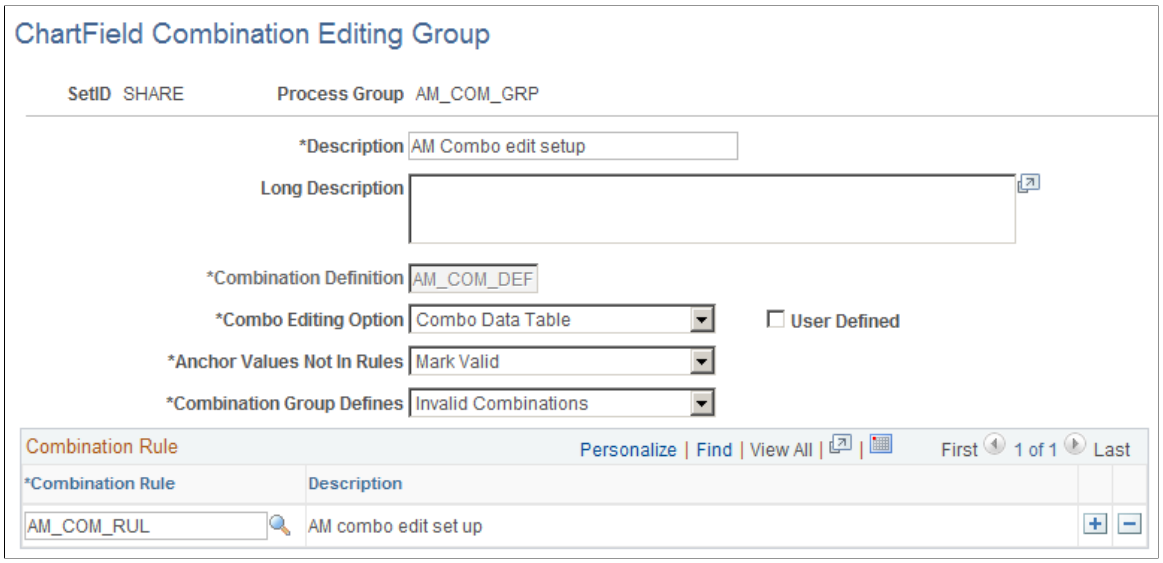
Use the ChartField Combination Editing Group page (COMBO_GROUP) to link combination rules together in a combination group.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Combination Group** > **ChartField Combination Editing Group**

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This example illustrates the fields and controls on the ChartField Combination Editing Group page. You can find definitions for the fields and controls later on this page.



Note: The data that is entered using this page can also be loaded as an Application Data Set using the Data Migration Workbench. For more information about ADS and the Data Migration Workbench for FSCM applications, see Understanding the Data Migration Workbench for Combination Editing

Field or Control	***Description***
Combination Definition	Select the appropriate combination definition. This field is available when you create a new process group. It is a required field and must be the same as that defined for the rules in the group.
Combo Editing Option	Specify one of the following types of table that you want to use: • *Combo Data Table:* Use the COMBO_DATA_TBL to edit your ChartField combinations. • *Master Selector Tables:* Use a set of master selector tables. Batch editing edits the accounting, voucher line, or journal line combinations using one of the following : • COMBO_DATA_TBL that contains many rows of detail combinations. • Master selector tables that are multiple tables which store PeopleSoft tree ranges. Both batch and online PeopleCode editing support multiple combo groups that are attached to a business unit, each using a different choice for the combo editing option.

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Field or Control	*Description*
User Defined	This check box becomes available if you select *Combo Data Table* in the **Combo Editing Options** field. Select if you want to use the user-defined prepopulated combination data table during the Journal Edit process. Use this feature if you make modifications to meet the requirements by creating an approach to defining and maintaining a table of valid combinations. When you select this option, the system requires and prompts for a combination definition to identify which combination of ChartFields to validate. Do not select this check box for combination data if you want the Journal Edit process to consider the combination rules. The **User Defined** option recognizes the **Anchor Values Not in Rules** option and the **Combination Group Defines** option for either valid or invalid.
Increment	This check box becomes available when you select the *Master Selector Tables* option in the **Combo Editing Option** field. Select if you want the master selector tables to be incrementally updated. After you make changes to ChartField trees or to combination rules, the master selector tables are incrementally updated during combination build or batch journal editing. This field is only available for process groups that use static master selector tables. By default this check box is not selected, which disables the process.
Retain Detail Values	This check box becomes available when you select the *Master Selector Tables* option in the **Combo Editing Option** field. Select this option to retain the combinations for the detail values in a permanent table called PS_COMB_EXPLODED after they are generated from the master selector tables during the build process. If this option is not selected, detail values are generated and cleared from temporary tables each time master selector tables are used to perform a combination edit. By default this check box is not selected. **Note:** Note. If you add a new value within a ChartField range that is setup for a tree node, selecting Retain Detail Values will not cause the new value to be included in the combination even when the Increment option for the Combination Group setup is selected. New values are included in the PS_COMB_EXPLODED table when the master selector table is rebuilt with the Retain Detail values option selected.

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Field or Control	*Description*
Anchor Values Not In Rules	This option defines what happens to those combinations that contain anchor ChartField values that are not included in the rules. Validation is always limited to the specified anchors; this option affects what you do with the other anchor values. *Mark Valid:* Lines containing anchor ChartField values that are not included in a rule are marked valid by the system. *Mark Invalid:* Lines containing anchor ChartField values that are not included in a rule are marked invalid by the system.
Combination Group Defines	This option defines whether the combinations that are defined in the group are valid or invalid combinations. **Note:** Never set the **Anchor Values Not In Rules** field to *Mark Invalid* and the **Combination Group Defines** field to *Invalid Combinations* because the system invalidate all combinations in this case. You can set this field to: *Valid Combinations:* Lines containing any combination in the group are marked valid by the system. *Invalid Combinations:* Lines containing any combination in the group are marked invalid by the system.

Note: To use the PeopleSoft rules for Combination Editing, you must select at least one valid combination rule. You can add any number of rules by inserting additional rows.

Journal Edit Options Page

Use the Journal Edit Options page (BUSINESS_UNIT_LED2) to Link a process group to ledger groups.

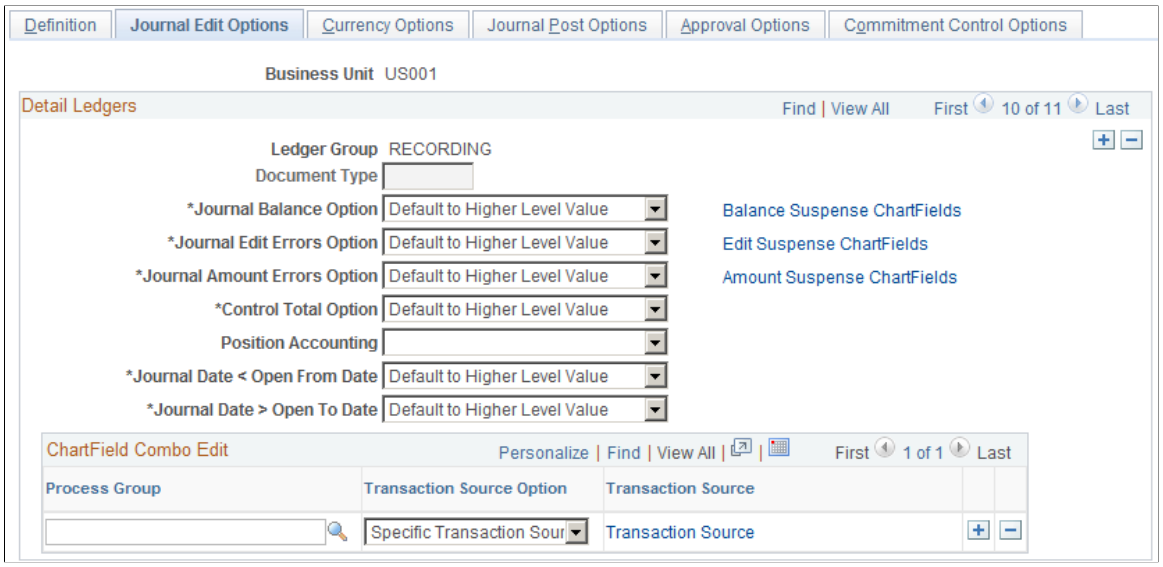
Assign a transaction source by process group if you want to limit combination edit processing for efficiency.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Ledger For A Unit** > **Journal Edit Options**

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This example illustrates the fields and controls on the Ledgers For A Unit - Journal Edit Options page. You can find definitions for the fields and controls later on this page.



Designate which combination editing rules apply to specific transactions by tying combination editing groups (process groups) to ledger groups on this page. During the Journal Edit process, the system looks to the ledger group that is indicated on the journal to see which rules apply. The system also looks at the Source Option to determine which groups of transactions to process for each process group.

Warning! For subsystems that do not pass ledger groups with the accounting entry lines (for example, PeopleSoft Billing), be sure that you set up the ledger group as a journal generator default ledger group on the Ledgers For A Unit Definition page.

Field or Control	***Description***
ChartField Combo Edit	Add any number of process groups by inserting additional rows.
Process Group	After you specify a combination editing process group, the transaction editing process edits each applicable transaction against each combination group individually to determine if it is valid or invalid. You can attach process groups with different editing options —including the **Combination Group Defines** option as either valid or invalid—for the same business unit and ledger group. This field is not available for summary ledgers.

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Field or Control	*Description*
Source Option	Select one of the following options: *Specific Transaction Source* – Select this option to specify the transaction source (or sources) of the transactions to be edited by combination edit process. This option increases processing efficiency by validating only those transactions with sources that are applicable for the rules defined in the process group. *All Transaction Sources* - (default value) This option edits all transactions against the process group during the combination edit process.
Transaction Source	This link appears if you select the *Specific Transaction Source* option. Click this link to access the Combo Edit Transaction Source page where you define the transaction source (or sources) of the transactions to process for a given process group. The combination edit program only processes those sources that are defined for the process group.

Note: If you do not want to use combination editing, turn it off by not entering combination editing groups in the **Process Group** field on the Journal Edit Options page. If no process groups are entered in this field, the system does not apply any combination editing rules. If you receive a combination editing error after you remove all groups, check to ensure that the combination template is attached to the ledger template. This template applies only to journals, not to feeder system transactions.

Related Links

Defining Ledgers for a Business Unit

Combo Edit Transaction Source Page

Use the Combo Edit Transaction Source secondary page (COMBO_TRAN_ SOURCE) to define the name of the transaction source that is associated with a given process group.

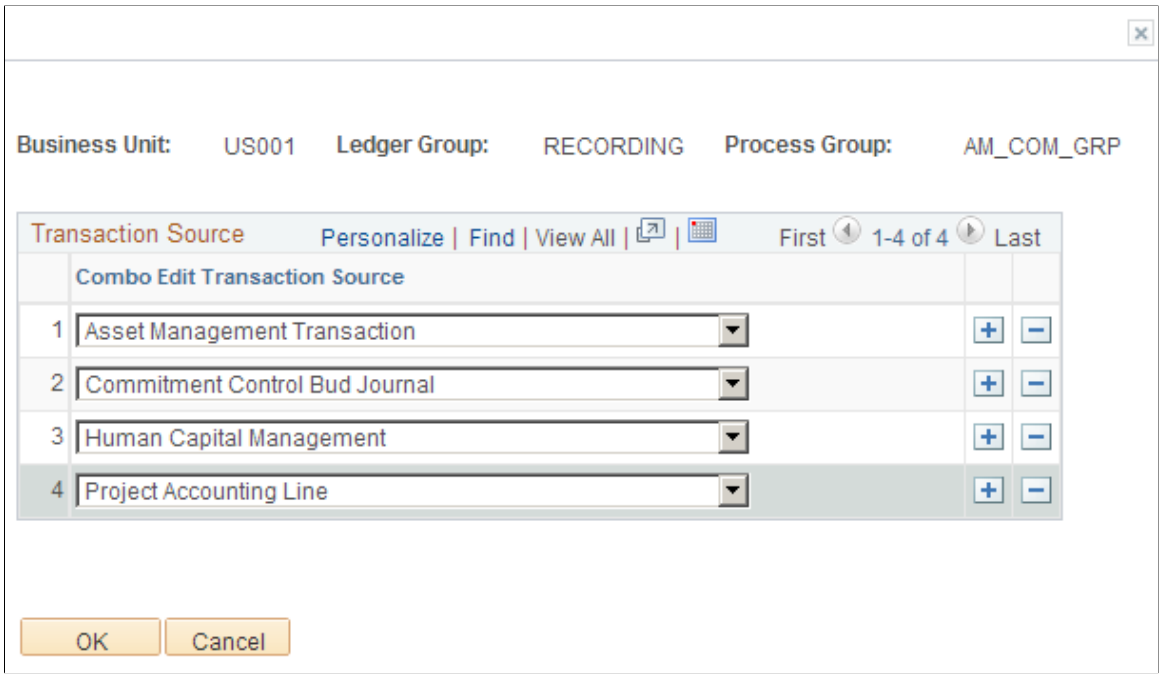
Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Ledger For A Unit** > **Journal Edit Options**

Select the **Specific Transaction Source** option and click the **Transaction Source** link.

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This example illustrates the fields and controls on the Transaction Source Link. You can find definitions for the fields and controls later on this page.



Select one or more Combo Edit Transaction Sources to associate with a given process group. The combination edit program processes for validation only those transactions for this process group.

For a list of the delivered Combo Edit Transaction Sources:,

See Defining Combination Editing by Transaction Source.

Note: You can add new transaction sources, if necessary, by adding new translate values to the **COMBO_TRAN_SRC** field.

Running the Build Combination Data Process

To run the Build Combination Data process, use the Build Combination Data component (COMBO_BUILD_REQ).

Page Used to Run the Build Combination Process

Page Name	*Definition Name*	*Usage*
Build Combination Data Request Page	COMBO_BUILD_REQ	Run the process to build either the COMBO_DATA_TBL or the master selector tables.

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Understanding Running the Build Combination Data Process

Run the Build Combination Data process (FS_CEBD) to build either of the following:

- COMBO_DATA_TBL, which is populated by the combination explode process.
- A static set of master selector tables.

You can then edit voucher lines or accounting entry lines against these tables in the feeder systems as well as journal lines as part of the journal editing process in General Ledger. Combination editing uses either the COMBO_DATA_TBL or a static set of master selector tables but not both in a particular edit, for both online or background combination editing.

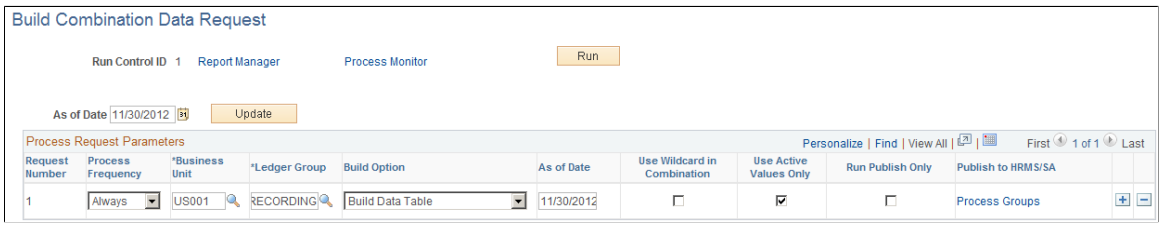
Build Combination Data Request Page

Use the Build Combination Data Request page (COMBO_BUILD_REQ) to run the process to build either the COMBO_DATA_TBL or the master selector tables.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Build Combination Data > Build Combination Data Request

This example illustrates the fields and controls on the Build Combination Data Request page. You can find definitions for the fields and controls later on this page.



Note: You can run the explosion process at any time to maintain valid combinations. However, check the system space limitations before running the explosion process in PeopleSoft applications to avoid exceeding available space.

The build combination data process populates either the COMBO_DATA_TBL or the master selector tables.

If you choose the build data table option, the process analyzes the rules for a business unit and ledger group to produce all possible combinations of ChartField values and inserts these combinations into the data table. This is referred to as exploding the COMBO_DATA_TBL. The benefit of exploding the combination rules can be an increase in performance at Journal Edit time.

If you choose the build selector tables option, the process analyzes the rules and trees to produce valid ranges of ChartField values and stores the ranges in the master selector tables. The master selector tables are smaller and easier to maintain.

Note: By using the Retain Detail Values option with the master selector tables you can gain additional efficiency by retaining the tables for future use rather than expanding the tree ranges and repopulating the TAO tables with each edit.

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After you define the detail ledger group for the business unit, and after you tie the combination editing group to that ledger, you are ready to run the Build Combination Data request.

Field or Control	*Description*
As of Date	Determines that the COMBO_DATA_TBL are built for the ChartFields and ChartField values as they exist on that particular date. Use the **Update** button to update the **As of Date** for all rows.
Process Frequency	*Once:* Select to process the current request the next time that build combination data processing is executed. *Don't:* Once executed, the process changes frequency to this value. *Always:* Select to process each time that build combination data is executed.
Build Option	*Build Data Table:* Select to process the combination groups that are associated with the business unit and ledger group that have COMBO_DATA_TBL as their combination edit option. This option explodes all the valid combinations that are defined in the combination rules to the data table. This normally enhances performance of the Journal Edit process. But you must balance the decision to use this option with the projected number of combinations that you have and the system space limitations to avoid exceeding available space. *Build Selector Table:* Select to process the combination groups that are associated with the business unit and ledger group that have master selector tables as their combination edit option. Build the combination rules and tree definitions into ranges of ChartField values and store the ranges in the master selector tables. The **As of Date** field is replaced by the **From Date** and **To Date** fields when you select this option. Use the **From Date** and **To Date** fields to limit the effective-dated trees and tree ranges that you want to include in the master selector tables.
Use Wildcard in Combination	Select this option to reduce the number of combinations that are within the combination data table. With this option selected, the system uses the wildcard character % to represent a ChartField that has the value required option that is selected for that rule. Select this option when you explode the data table if many of the rules use the value required option. This option is not available when you build master selector tables.
Use Active Values Only	Select to use only the active ChartField values as of the as of date when building the COMBO_DATA_TBL. If you select this option, combination editing considers the ChartField combination invalid even if the ChartField values that you use are active at the date of the transaction. Use this option to reduce the COMBO_DATA_TBL size. However, you should not select this option if you need to edit transactions earlier than the inactive date.

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Field or Control	*Description*
Run Publish Only	This option is available only when you have PeopleSoft HCM applications installed. You have the option to run the Application Engine program HR_ACCT_CD, which publishes combination editing information for HCM application needs. Select this option if you want to bypass the combination editing build process and run only the publish process.
Publish to HRMS/SA (publish to Human Resources Management System/Services Accounting)	This option is available when you have PeopleSoft HCM applications installed or processing specific transaction sources. Select the **Process Group** link to transfer to another page (COMB_BLD_PG_REQ) or COMBO_TRAN_SRC_COB to select the process groups to publish or process . This runs the Application Engine program, HR_ACCT_CD, to publish selected data from COMBO_DATA_TBL by using the HR_ACCT_CD_LOAD application service.

Because the system does not consider the combination rules during the actual editing while using the COMBO_DATA_TBL, you must ensure that the data table is always in sync with the combination rules whenever you modify combination rule tree information or add or inactivate a ChartField. The COMBO_DATA_TBL does not update automatically if new ChartFields are added to a combination rule or a tree. You must rebuild the table to maintain consistency with the chart of accounts.

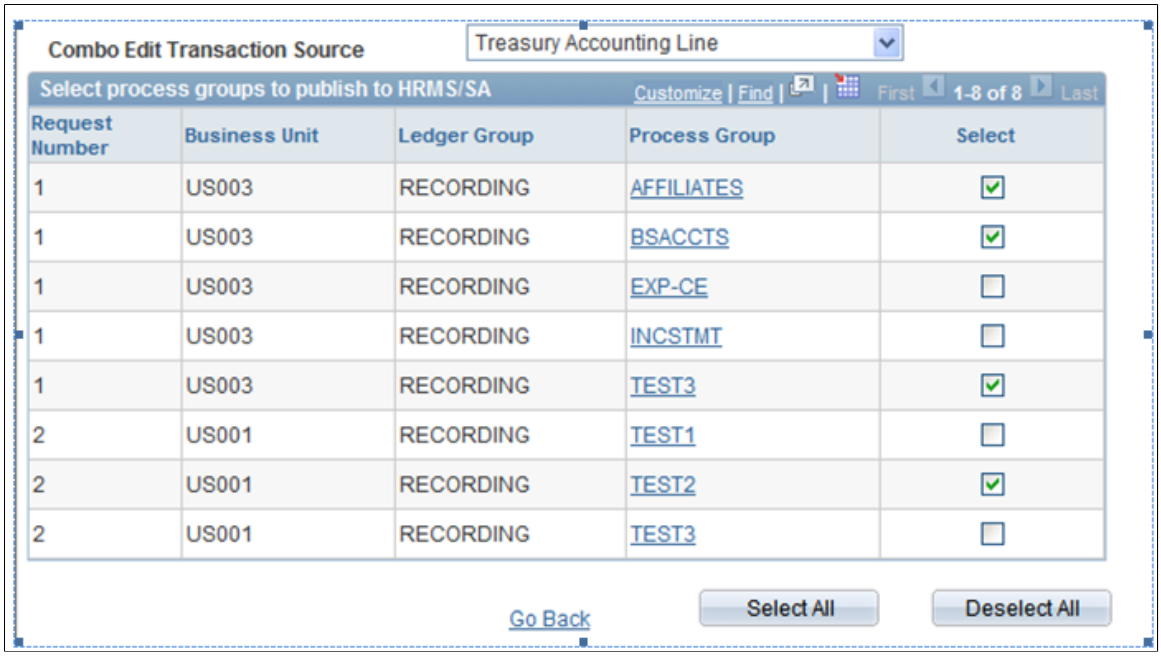
Note: If you choose the option to build the master selector tables for a business unit in error, but all the combination edit groups that are attached to the business units have an edit option of COMBO DATA TABLE, nothing happens in the explode process.

Selecting the Process Groups

To select the process groups that the combination build will use for a given business unit, select the **Process Groups** link from the Build Combination Data Request page:

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This example illustrates the fields and controls on the Select process groups to publish page. You can find definitions for the fields and controls later on this page.



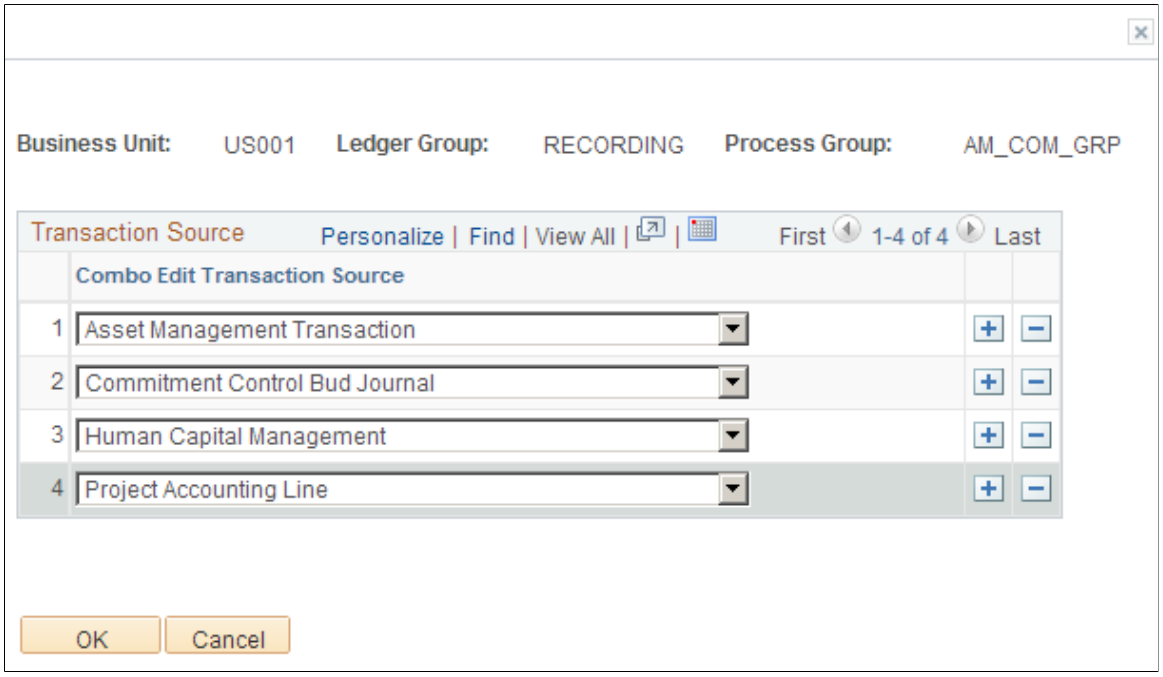
Select individual process groups for processing. You can also click Select All or Deselect All process groups.

Field or Control	***Description***
Combo Edit Transaction Source	Select a transaction source to refine your search . If this field is blank, all the process groups are displayed, irrespective of the combo edit transaction source.

Click on the Process Group link to view the Combo Edit Transaction Sources that are defined for a particular process group.

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This example illustrates the fields and controls on the Combo Edit Transaction Source page (display only). You can find definitions for the fields and controls later on this page.



See also *PeopleSoft Human Resources Documentation: Manage Commitment Accounting*

See also *PeopleSoft Payroll for North America Documentation: Setting Up the Payroll Process*

Related Links

Defining Combination Editing by Transaction Source
Ledgers For A Unit - Journal Edit Options Page

Using User-Defined Combination Data

The user-defined combination data feature in combination editing enables you to use your own prepopulated combination data table during the journal editing process. You enter the data by specifying valid ChartField combinations in the data table without using the combination rules. Journal edit validates journal lines against this table and does not consider any combination rules. If you want the Journal Edit process to consider the combination rules, you cannot use this option.

Note: If you use the user-defined combination data feature, you are fully responsible for maintaining the integrity of the data in the combination data table.

To use a user-defined combination table:

1. Specify the combination table name in the **Combo Data** field on the Ledger Template - Record Definitions Page.

2. Store the combination data in the combination table.

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PeopleSoft supports combination editing on any table that is in the system, but the table must conform to the same structure as the default table COMBO_DATA_TBL. You can use the default table (COMBO_DATA_TBL) or change to a table of any name having the same structure. You can also use several different tables, one for each ledger template.

3. Create a combination definition with the ChartFields that are to be edited.
4. Create a combination group by using the combination definition that is defined in step 2.
5. Select the **Combo Editing Option** and click the **User Defined** check box on the ChartField Combination Editing Group page.
6. Tie the combination group that is defined in step 3 to the appropriate ledger group on the Ledgers for A Unit page.

   Verify that the **PROCESS_GROUP** field on the combination table contains the name of the combination group that is defined in step 3.
7. The **COMBINATION** field on the combination table must be populated with the same name as the **PROCESS_GROUP** field.

Working with Combination Objects

To copy, rename, or delete combination objects, use the Combo Copy/Rename/Delete component (RUN_GLS4003).

Page Used to Copy, Rename, or Delete Combination Objects

Page Name	*Definition Name*	*Usage*
Combination Copy/Rename/Delete Page	RUN_GLS4003	Use this page to copy, rename, or delete combination rules.

Combination Copy/Rename/Delete Page

Use the Combination Copy/Rename/Delete page (RUN_GLS4003) to copy, rename, or delete combination rules.

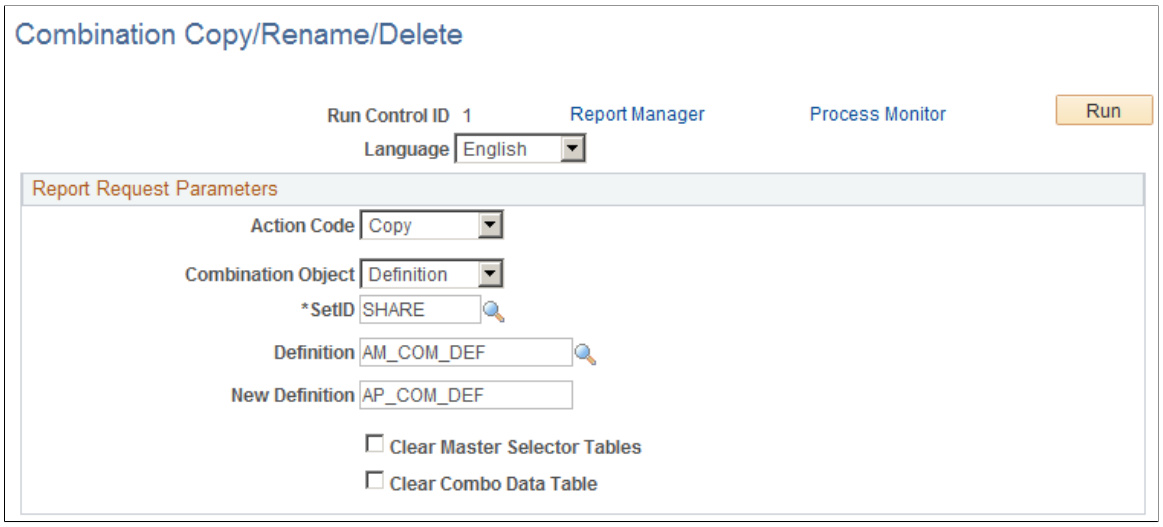
You can implement user ID security to restrict access to this page. If you have permission, you can enter a run control ID and access this page.

Navigation:

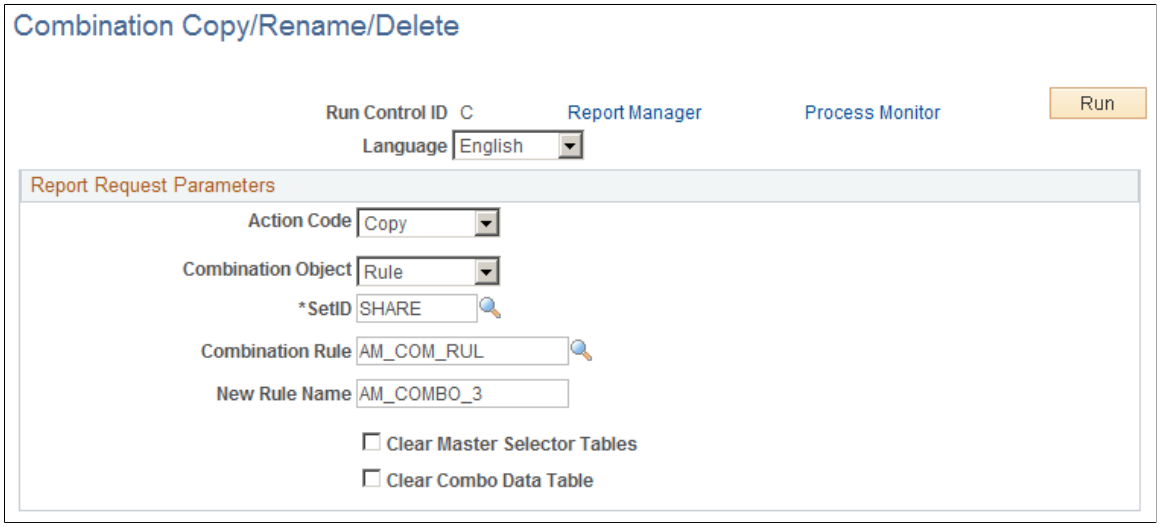
Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Combo Copy/Rename/Delete** > **Combination Copy/Rename/Delete**

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This example illustrates the fields and controls on the Combination Copy/Rename/Delete page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Combination Copy/Rename/Delete page (2 of 2). You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Action Code	Use to specify whether to *Copy, Rename,* or *Delete* a combination object.
Combination Object	Specify the type of combination object that you want to copy, rename, or delete: *Definition, Group,* or *Rule.* When you select a value, the system dynamically makes available the objects that you specify in the drop-down list box and correctly labels the field and the new object field. If you are copying or renaming an object, enter the new name in the field that becomes available.

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Field or Control	*Description*
SetID	Specify the SetID for the combination object. This is a required field.
Combination Rule, Definition, or **Process Group**	The name of this field changes depending on the selected combination object. Select the combination definition, process group, or rule that you want to rename, copy, or delete.
New Definition, New Group Name, or **New Rule Name**	This field appears if you are copying or renaming a combination object. The name of the field changes depending on the selected combination object. Enter the new name for the new combination definition, group, or rule.
Clear Master Selector Tables	Click this check box to delete the contents of the master selector tables. You can delete the data from the PS_COMB_EXPLODED table by clicking the Clear Master Selector Tables check box and selecting the Delete action code.
Clear Combo Data Table	Select this check box to delete the contents of the combo data table.

Viewing Combination Editing Data

Pages Used to View Combination Editing Data

Page Name	*Definition Name*	*Usage*
Selector Tables Page	COMBO_SEL_INQ	Review a listing of the combination groups that you create for a business unit and ledger group that use the master selector tables.
Combo Data Page	COMBO_BLD_INQ	Review a listing of the combination groups that you have create for a business unit and ledger group that use the COMBO_DATA_TBL. See the Selector Tables Page.
Review Combination Data Page	COMBO_INQ	Query the contents of the combination tables to review valid combinations. Use % as wildcard character.

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Page Name	*Definition Name*	*Usage*
Review Budgets Combination Data Page	COMBO_INQ_BUDG	Query the contents of the Commitment Control budget combination tables to review valid combinations. Use % as wildcard character. For commitment control budget journal combination editing, Analysis Type (ANALYSIS_TYPE), Category (RESOURCE_CATEGORY) and Sub-Category (RESOURCE_SUB_CAT), Project Costing related ChartFields, are not supported. Only PC Business Unit, Project, Activity and Resource Type ChartFields are supported by commitment control budget journal editing. See the Review Combination Data Page.
Review Combination Selector Table Data Page	COMBO_INQ_SEL	Query ChartField combinations that are stored in the master selector table. Use % as wildcard or nonblank character.

Understanding Viewing Combination Editing Data

PeopleSoft provides functionality for viewing the combination editing data.

Use this functionality to:

- Review combination groups.
- Query combination data.
- Create a query online and download results to a spreadsheet.

Selector Tables Page

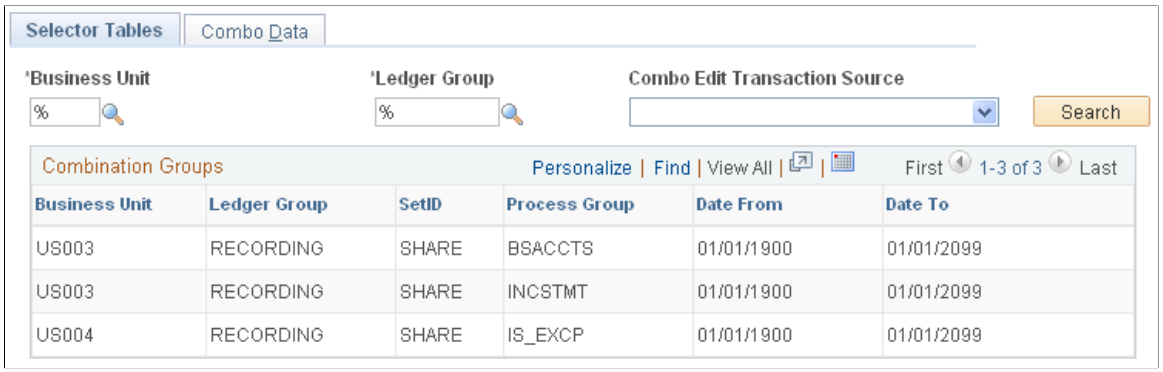
Use the Selector Tables page (COMBO_SEL_INQ) to review a listing of the combination groups that you create for a business unit and ledger group that use the master selector tables.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Review Combination Build** > **Selector Tables**

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This example illustrates the fields and controls on the Selector Tables page. You can find definitions for the fields and controls later on this page.



Use the:

- Selector Tables page for reviewing combination groups that use master selector tables.
- Combo Data page for reviewing combination groups that use the COMBO_DATA_TBL.

Field or Control	*Description*
Business Unit and **Ledger Group**	These are required fields. Use the wildcard character (%) to view a listing of all business unit and ledger group combinations.
Search	Click to retrieve a listing of valid combination groups.

Review Combination Data Page

Use the Review Combination Build - Combo Data page (COMBO_BLD_INQ) to review a listing of the combination groups that you have created for a business unit and ledger group that use the COMBO_DATA_TBL.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Review Combination Build** > **Combo Data**

You can use the appropriate inquiry page, either the Review Combination Data page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combination Data, Review Combination Data) or the Review Budgets Combination Data page **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Review Budgets Combo Data** > **Review Budgets Combination Data** .

Use the Review Combination Data page (COMBO_INQ) to query the contents of the combination tables to review valid combinations.

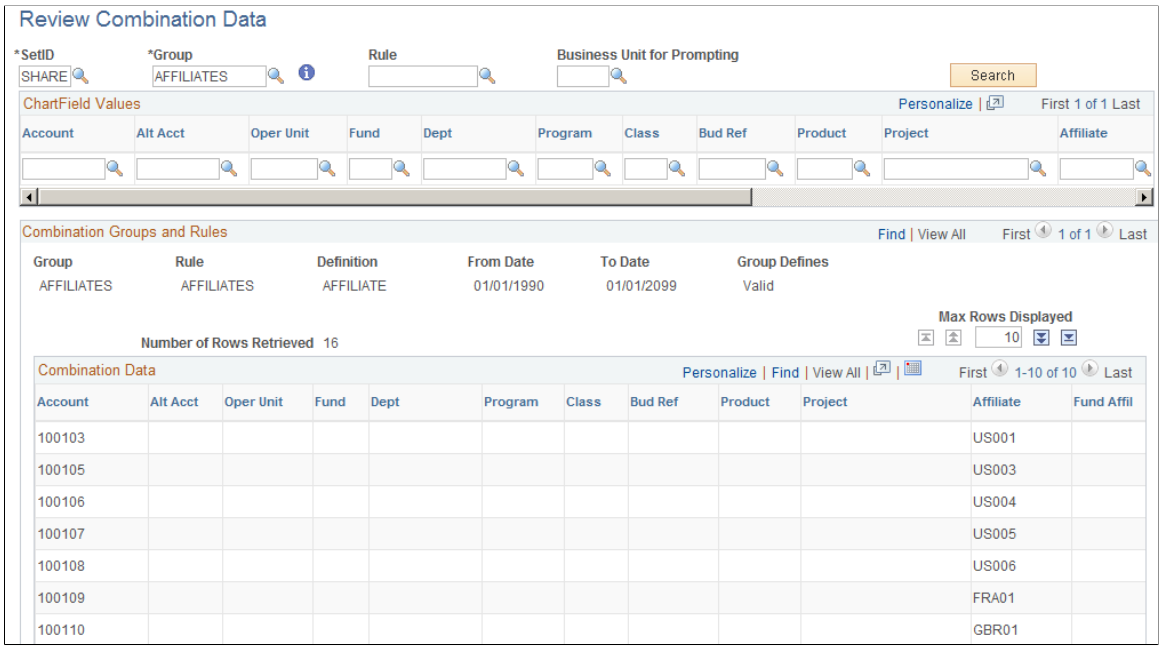
Use % as wildcard character.

Navigation:

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Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data > Review Combination Data

This example illustrates the fields and controls on the Review Combination Data page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
SetID and **Group**	These are required fields. Select the SetID and combination group you want to query. You can click the **Search**button at this point to return all combination data for the entered SetID and group.
	Click the **Informational only** button to view details of the combination group
Rule	You can further limit the results that the query returns by selecting a specific combination rule.
Business Unit for Prompting	Enter a business unit to provide the correct set ID for ChartField prompting. The business unit entered in this field does not provide criteria to further refine or limit the query but is necessary because the SetID for combination data might be different than the SetID for the relevant ChartFields.
Account, Alt Account, Oper Unit, Fund, Dept, Program Code, Class, Budget Reference, Product, Project, Affiliate, Fund Affiliate, Operating Unit Affiliate, Book Code, Stat, or **Currency**	Further refine the query by limiting it to a specific ChartField value.
Search	Click the **Search** button to retrieve a listing of value combinations based on the search criteria.

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You can navigate to specific rows that are retrieved by using the first row, last row, next and previous buttons. You can also limit or increase the number of rows returned by using the **Max Rows Displayed** field.

Review Combination Selector Table Data Page

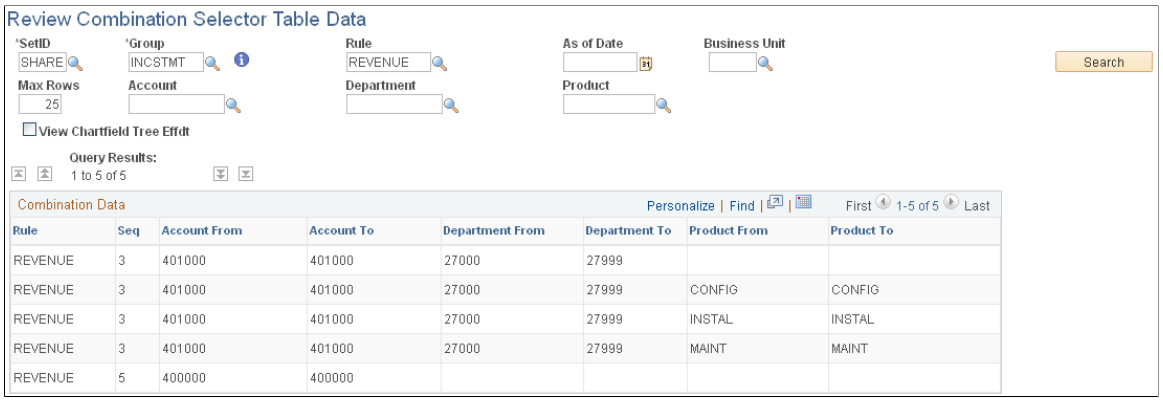
Use the Review Combination Selector Table Data page (COMBO_INQ_SEL) to query ChartField combinations that are stored in the master selector table.

Use % as wildcard or nonblank character.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Review Combo Selector Tbl Data** > **Review Combination Selector Table Data**

This example illustrates the fields and controls on the Review Combination Selector Table Data page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
SetID and **Group**	These are required fields. Select the SetID and combination group that you want to query. You can click the **Search**button at that point to return all rules that are for the entered SetID and group.
	Click the **Informational only** button to view details of the combination group
Rule and **As of Date**	Enter values in these option fields to further refine the query.
Business Unit	Enter a business unit for the purpose of providing correct prompting for the ChartField selection criteria fields.
Max Rows (Maximum Rows)	Use to limit the number of rows that the search returns. The default is 25.

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Field or Control	*Description*
Account, Department, Product, Affiliate, Fund Code, and **Book Code**	Use these fields as needed to further refine the query.
View ChartField Tree Effdt (view ChartField tree effective date)	Select this check box to display the effective dates for the ChartFields in the results.
Search	After you enter the search criteria, click this button. The system returns rows matching the search criteria for the entered SetID and group to the **Combination Data** grid.

Note: The inquiry displays the result from the selector tables and not the detail values even if a Combination Group has the Retain Detail Values check box selected.

Field or Control	*Description*
	Click the **Download** button to download the results from the selector tables query to a Microsoft Excel spreadsheet as shown below.

Query results downloaded to a Microsoft Excel spreadsheet:

Results of the query downloaded to a Microsoft Excel spreadsheet

A1 fx Rule

	A	B	C	D	E	F	G	H
1	Rule	Seq	Account From	Account To	Department From	Department To	Product From	Product To
2	REVENUE	3	401000	401000	27000	27999		
3	REVENUE	3	401000	401000	27000	27999	CONFIG	CONFIG
4	REVENUE	3	401000	401000	27000	27999	INSTAL	INSTAL
5	REVENUE	3	401000	401000	27000	27999	MAINT	MAINT
6	REVENUE	5	400000	400000				

In this example, the query is created for the demo data ChartField combination group called *INCSTMT* and the combination rule called *REVENUE.* In this example, the page displays the ChartFields that are associated with this process group, rule, account, department, and product. Other combination groups using different ChartFields, display those ChartFields.

Running ChartField Combination Reports

This topic lists the pages that are used to specify parameters for running standard ChartField combination reports.

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Pages Used to Run ChartField Combination Reports

Page Name	*Definition Name*	*Usage/Navigation*
ChartField Combination Editing Rule Report Page	RUN_GLS4002	Go to **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Combination Rule Report** > **Combination Rule** to specify the run parameters for the Combination Rule SQR Report (GLS4002). This report lists information on a combination edit rule for a selected SetID.
ChartField Combination Editing Group Report Page (BI Publisher)	RUN_GLC4003	Go to **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Combination Group Report** > **ChartField Combination Editing Group Report** to specify the run parameters for the Combination Group BI Publisher report (GLX4003). This report lists information on combination edit groups for a selected SetID.

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Chapter 13

Configuring ChartFields

Understanding PeopleSoft ChartField Configuration

Oracle's PeopleSoft applications deliver a full suite of commercial, education, and government functionality and supports it with a comprehensive set of ChartFields. However, you can use ChartField configuration to perform various modifications to these ChartFields to better serve your particular accounting model.

ChartField configuration involves the following major tasks:

- Analyzing your reporting requirements and determining the ChartFields needed to support them.
- Completing the Standard ChartField Configuration or, if necessary, the Advanced ChartField Configuration page.
- Running the ChartField Configuration process to apply your configurations to the system.
- Performing any manual tasks associated with your configurations.
- Performing product-specific analysis and ChartField configuration tasks, such as those for PeopleSoft Mobile Time and Expense.

This topic discusses:

- Checklist for a successful configuration.
- ChartField configuration and ChartField types.
- Project ChartFields.
- ChartField configuration scope and levels.
- ChartField reporting requirements analysis.

Note: The following instructions assume a high level of competence in PeopleTools and use of Application Designer.

See the product documentation for *PeopleTools: Application Designer Developer's Guide*.

Checklist for a Successful Configuration

Use this section as a checklist to focus on areas of particular importance and in gathering information needed to plan and perform your ChartField configuration. This section also helps to identify areas where mistakes are commonly made.

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Important! Oracle strongly recommends that you read this section and understand the full implications of each point before proceeding with the actual configuration.

Before running the full configuration:

- Access Oracle's My Oracle Support website for information about configuration of ChartFields for Mobile Time and Expense.
- If you are upgrading from a previous PeopleSoft release, thoroughly read the Upgrade documentation for your upgrade path—this is critical.
- Thoroughly read this topic on configuring ChartFields—this is also critical.
- Get agreement functionally and technically as to how to use each of the delivered ChartFields and which configuration actions are appropriate, such as activate and relabel.
- Consider taking the ChartField Assessment Fit-Gap Workshop offered by PeopleSoft Global Services.
- Do not approach ChartField configuration as an iterative process. Thoroughly plan and implement it in a single configuration process if possible.
- Run the PeopleSoft Full Configuration AE (Application Engine) process (FS_CFCONFIG) before using the system if you make any changes to the Standard Configuration or Advanced Configuration pages. Deselect any unlicensed Project Costing, Expense , Resource Management product, and Services Procurement check boxes on the Installation Options Products page before running the Configure process so that ChartFields related to these products are automatically inactivated and do not appear on pages containing these ChartFields.
- Do not load new ChartField values (such as Accounts or Departments) until the configuration is complete and indexes have been rebuilt per the Configuration Steps report.
- Note that objects modified by the full configuration will be reported as *changed* on Upgrade Compare reports.

  Note: To segregate these changes from your inhouse customizations, create a new user ID that is used only to run the configuration. Objects modified by that configuration user can then be isolated in compares.

- Before running the process, ensure that your environment has the recommended database settings for ChartField Configuration.
- If you are set up for multilanguage and plan to relabel or add new ChartFields, sign in using the base language and ensure that the language code on the User Profile page is also set to the base language so that base and foreign language labels are applied accordingly.
- Ensure that your Structured Query Report (SQR) environment has been configured correctly (PeopleSoft Asset Management installations only).
- Run SYSAUDIT and verify that all errors have been corrected.
- Run the Preview Configuration process to preview the manual steps that will be required.
- Back up your database.
- Turn off process scheduler traces (TraceAE=0, TraceSQL=0, and TracePC=0 in psprcs.cfg file).

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Turning the trace on can double processing time.

- Ensure that all users are signed out of the system before running the full configuration process.

  This applies to standard and advanced configuration as explained in this topic.

- After initiating the full configuration, shut down the app server and monitor the progress of the process using your OS monitor (Task Manager) or the timestamp on the AE logs produced by the process.

After running the full configuration:

- Check the message log in PeopleSoft Process Monitor for error messages.
- Check the PeopleSoft Application Engine log files (.stdout and .trc files) for error messages.
- If reordering ChartFields, check the Bulkops.log file for "unable to process <page>" error messages.

  Skipping certain pages is normal for the process.

- Verify that all configuration actions have a Complete (standard actions) or Auto Configuration Complete (advanced actions) status using the Configuration Status - Action Status page.
- If the full configuration process fails before completion, correct the error and restart the process using the Process Monitor.

  Do not initiate a new process instance until the first instance is successfully completed.

- If the standard AE logs do not provide sufficient information about an error, setting TraceAE=3 in the psprcs.cfg will produce a detailed AET trace file.
- Copy AMCHARTS.SQC to your SQR directory (Asset Management installations only).
- Perform the required manual steps outlined on the Configuration Steps report and when completed, set the status in the Product Status page from Auto Configuration Complete to Complete.

ChartField Configuration and ChartField Types

Each ChartField falls into one of the following three categories based on its ability to be configured:

- Fully Configurable—Any ChartField configuration action can be taken.
- Partially Configurable—Only selective ChartField configuration actions can be taken.
- Non-Configurable—These ChartFields are required and cannot be configured.

In addition, a ChartField is either a standard or affiliate ChartField.

While both standard and affiliate ChartFields are used to classify and report on financial transactions, affiliate ChartFields do not have their own set of values. Instead, they use values from a related standard ChartField to facilitate interunit and intraunit accounting. After a ChartField is defined as standard or affiliate, it cannot be changed to the other type.

The following table summarizes the configuration characteristics of the delivered set of ChartFields:

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ChartFields	*Valid Configuration Actions*
The following are fully configurable standard ChartFields: • Operating Unit • Fund Code • Program Code • Class Field • Budget Reference • Product • ChartField 1 (expansion ChartField) • ChartField 2 (expansion ChartField) • ChartField 3 (expansion ChartField)	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length • Rename • Delete • Change Field Length
Account is a partially configurable standard ChartField.	• Change Display Order • Relabel • Change Display Length • Change Field Length
Alternate Account is a partially configurable standard ChartField.	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length • Change Field Length (Cannot inactivate if Enable Alternate Account is a selected installation option.)
Department is a partially configurable standard ChartField.	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length (Cannot inactivate if PeopleSoft Asset Management, Expenses, or Resource Management is installed.)
PC Business Unit is a partially configurable standard project ChartField.	• Relabel • Change Display Length

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ChartFields	*Valid Configuration Actions*
Project (also used as the Grant ChartField) is a partially configurable standard ChartField.	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length (Cannot inactivate if PeopleSoft Project Costing, Expenses, and Resource Management applications are installed.)
Activity is a partially configurable standard project ChartField.	• Relabel • Change Display Length
Source Type is a partially configurable standard project ChartField.	• Activate or Inactivate • Relabel • Change Display Length (Cannot be inactivated if a PC Business Unit requires it or if the Related Edit Option is specified.
Category is a partially configurable standard project ChartField.	• Activate or Inactivate • Relabel • Change Display Length (Cannot be inactivated if a PC Business Unit requires it or if the Related Edit Option is specified.
Subcategory is a partially configurable standard project ChartField.	• Activate or Inactivate • Relabel • Change Display Length (Cannot be inactivated if a PC Business Unit requires it or if the Related Edit Option is specified.
Affiliate is a partially configurable affiliate ChartField.	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length

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ChartFields	*Valid Configuration Actions*
The following are fully configurable affiliate ChartFields: • Fund Affiliate • Operating Unit Affiliate	• Activate or inactivate • Change Display Order • Relabel • Change Display Length • Change IntraUnit Related ChartField • Rename • Delete • Change Field Length
The following standard ChartFields are not configurable: • Statistics Code • Currency Code • Scenario • Book Code • Adjustment Type • Resource Analysis Type	Not configurable

Project ChartFields

The project ChartFields are related ChartFields, which have the following display order:

- PC Business Unit
- Project
- Activity
- Source Type
- Category
- Subcategory

Project ChartFields are unique in that their display order in the overall sequence of all ChartFields is always the same in relation to the position of the Project ChartField. While you cannot directly change the display order of the other five project ChartFields, you can change the display order of the Project ChartField and the other five project ChartFields maintain their relative positions with respect to the Project ChartField. Their relative positions are as shown in the previous listing of ChartFields. The six project ChartFields must move as a group with any reordering of the display sequence for the Project ChartField and all other ChartFields reordered around this requirement.

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Additionally, Resource Analysis Type is not considered a ChartField and as such is not included in the previous list of project ChartFields, nor is it included on either the Standard or Advanced Configuration pages.

While the project ChartFields are displayed on both the Standard and Advanced Configuration pages, project ChartFields are subject only to standard configuration. Because standard configuration can be done using either the Standard or Advanced Configuration page, the project ChartFields are available on both configuration pages.

Note: If you have not licensed the PeopleSoft Project Costing, Expenses, Resource Management or Services Procurement products, deselect the check boxes on the Installation Options Products page for any unlicensed products before running the Configure process so that ChartFields related to these products are automatically inactivated and are no longer available on pages that would otherwise contain the related ChartFields.

See Project ChartFields.

Resource Analysis Type

Resource Analysis Type is displayed between the Activity and Source Type ChartFields on the Journal Line page. The value of this field is typically derived programmatically based on the transaction and is not available for input on most transaction entry pages. However, an exception to this is Journal Entry, where this field is available for input. Consequently, this field is added to the Journal Entry line page between the Activity and Source Type ChartFields.

If the Project ChartField is reordered during ChartField configuration, the Resource Analysis Type also retains this relative position and is reordered along with the Projects ChartFields in the display.

Like the Projects ChartFields (other than Project ID), Resource Analysis Type is not available if the PeopleSoft Project Costing application is not installed.

Activation and Inactivation of Projects ChartFields

Projects ChartFields are delivered already activated. If any of the PeopleSoft Project Costing, Expenses, or Resource Management applications are not installed, some of the Projects ChartFields are automatically inactivated by navigating to the Configuration page, saving, and then running the Configure process:

- If the Project Costing application is installed, all project ChartFields remain activated.
- If the Project Costing application is not installed and either the PeopleSoft Expenses or Resource Management application is installed, PC Business Unit, Activity, and the Project ChartField remain activated, and Source Type, Resource Category, and Subcategory are inactivated.
- If none of the Project Costing, Expenses, or Resource Management applications are installed, the system inactivates the PC Business Unit, Activity, Source Type, Resource Category, and Subcategory ChartFields if they are not already inactivated.

Inactivation of the Project ChartField is not allowed if the PeopleSoft Project Costing, Expenses, or Resource Management applications are installed .

Inactivation of Source Type is not allowed if any row in the Project Costing Definition (BUS_UNIT_TBL_PC) has the field Category Edit Option (CAT_EDIT_OPTION) set to Related (REL).

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Inactivation of Category is not allowed if any row in the Project Costing Definition (BUS_UNIT_TBL_PC) has the field Subcategory Edit Option (SUB_EDIT_OPTION) set to Related (REL).

Assumptions and Restrictions on Display Lengths of Project ChartFields

In the PeopleSoft system ChartFields normally reside in a grid. However, in some applications the PC Business Unit, Project, and Activity ChartFields typically reside outside a grid, as in the PeopleSoft Project Costing application. This prevents the configuration process from changing the display length of these fields. However, though the display length of ChartFields cannot be changed when they appear outside a grid, data entry is restricted to the display length specified on the Standard Configuration page. For example, even though **Project** appears as a 15-character field in the grid, data entry can be restricted to 10 characters if that is the display length that you specify on the Standard Configuration page.

Balancing and Interunit Restrictions on Project ChartFields

No balancing occurs on the Projects ChartFields. Although the Project ChartField can be specified as a balancing ChartField, this is not true of the other five Projects ChartFields. Therefore, they do not appear in the IntraUnit Related ChartField drop-down list box on the configuration page.

Other Project ChartField Configuration Restrictions

ChartField Inheritance is supported for fully configurable ChartFields only. It is not supported for project ChartFields because they are partially configurable.

If a PeopleSoft application maintains grid tabs that are embedded between ChartFields, a manual step is necessary in the ChartField configuration process that requires you to review and modify these pages. This is because the configuration process automatically moves embedded grid tabs to the end of the ChartField block.

ChartField Configuration Scope and Levels

The ChartField Configuration process can be used to configure ChartFields for:

- *Products installed during your initial PeopleSoft implementation.* The full configuration process updates all records and pages in the database containing ChartFields. It also produces a Configuration Steps report that lists the definitions or programs that must be updated manually for each installed product. Use the Standard ChartField or Advanced ChartField Configuration component.
- *Products installed after the initial ChartField Configuration.* The full configuration process updates all records and pages in the database containing ChartFields if any additional configuration actions have been requested since the initial ChartField Configuration. It also produces a Configuration Steps report that lists the definitions and programs that must be updated manually for each installed product. Use the Standard ChartField or Advanced ChartField Configuration component.
- *Projects containing upgrade objects or application updates and fixes.* Depending on the configuration actions selected when your products were configured, you might need to apply those actions in the future to projects containing upgrade objects or application updates and fixes. Oracle will inform you when this is required. Use the CF Configuration by Project page.

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ChartField Reporting Requirements Analysis

When planning how to configure your ChartFields to meet your reporting requirements, consider the following questions:

- How many ChartFields do you need?
- Can the existing active ChartFields meet your requirements or do you need to activate any of the expansion ChartFields 1, 2, or 3?
- Do you need to add additional ChartFields beyond the expansion ChartFields? This affects future upgrades and application fixes, making them more complex. Oracle recommends using all of the delivered ChartFields first before considering adding a new one.
- What should the length of each ChartField be?
- What descriptive labels (long and short) do you want to appear on pages and reports for each ChartField?
- In what order do you want the ChartFields to be displayed?
- Do you use alternate account functionality? If so, the alternate account must be active.
- Have you implemented PeopleSoft Project Costing, Expenses, Resource Management, or Services Procurement? If so, PC Business Unit & Activity must be active.
- Have you implemented PeopleSoft Expenses, Asset Management, or Resource Management? If so, the Department ChartField must be active.
- Are you using the InterUnit functionality? If so, Affiliate must be active.
- Are you using the IntraUnit functionality? If so, one or both IntraUnit Affiliate ChartFields must be active.
- How many intraunit balancing ChartFields do you require, if any, and what are their related ChartFields?
- Do you want to rename any of the delivered ChartFields? Oracle strongly discourages this because it makes applying future upgrades and application fixes more complex. Instead, Oracle recommends that you relabel the ChartField.
- Do you want to delete any of the delivered ChartFields? Oracle strongly discourages this because it makes applying future upgrades and application fixes more complex. Instead, Oracle recommends that you inactivate the ChartField.
- Do you want to reduce the field length of any of the delivered ChartFields? Oracle strongly discourages this because it makes applying future upgrades and application fixes more complex. Instead, Oracle recommends that you reduce the display length of the ChartField.

Using Standard ChartField Configuration

To configure ChartFields, use the Standard Configuration component (STANDARD_CF_TMPLT).

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Pages Used for Standard ChartField Configuration

Page Name	*Definition Name*	*Usage*
Standard ChartField Configuration Page	STANDARD_CF_TMPLT	Perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.
Change ChartField Labels Page	FS_CF_TMPLT_CONFIG	Add or modify long and short names for the ChartFields. See the Standard ChartField Configuration Page.
Preview Configuration Page	FS_CF_PAGE_DEMO	Preview the results before completing configuration. See the Standard ChartField Configuration Page.

Understanding Using Standard ChartField Configuration

The following configuration actions can be performed using the standard configuration:

- Change the display order of ChartFields on pages and reports.
- Relabel long and short names (descriptions) of ChartFields.
- Inactivate or activate ChartFields.
- Change the display length of ChartFields on pages and reports.
- Change Related ChartFields for IntraUnit Affiliate ChartFields.

Inactivated ChartFields are not displayed on pages, reports, or prompt lists and are not included in indexes. While not displayed, they are not removed form records or pages. This significantly reduces configuration time and effort.

After a standard configuration, no additional manual database changes are required other than rebuilding indexes, recreating views, and updating nVIsion reports.

Note: Oracle recommends that, if possible, the standard configuration be used exclusively, because it minimizes the need to reapply ChartField configuration actions when you subsequently upgrade or apply application fixes.

Standard ChartField Configuration Page

Use the Standard ChartField Configuration page (STANDARD_CF_TMPLT) to perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.

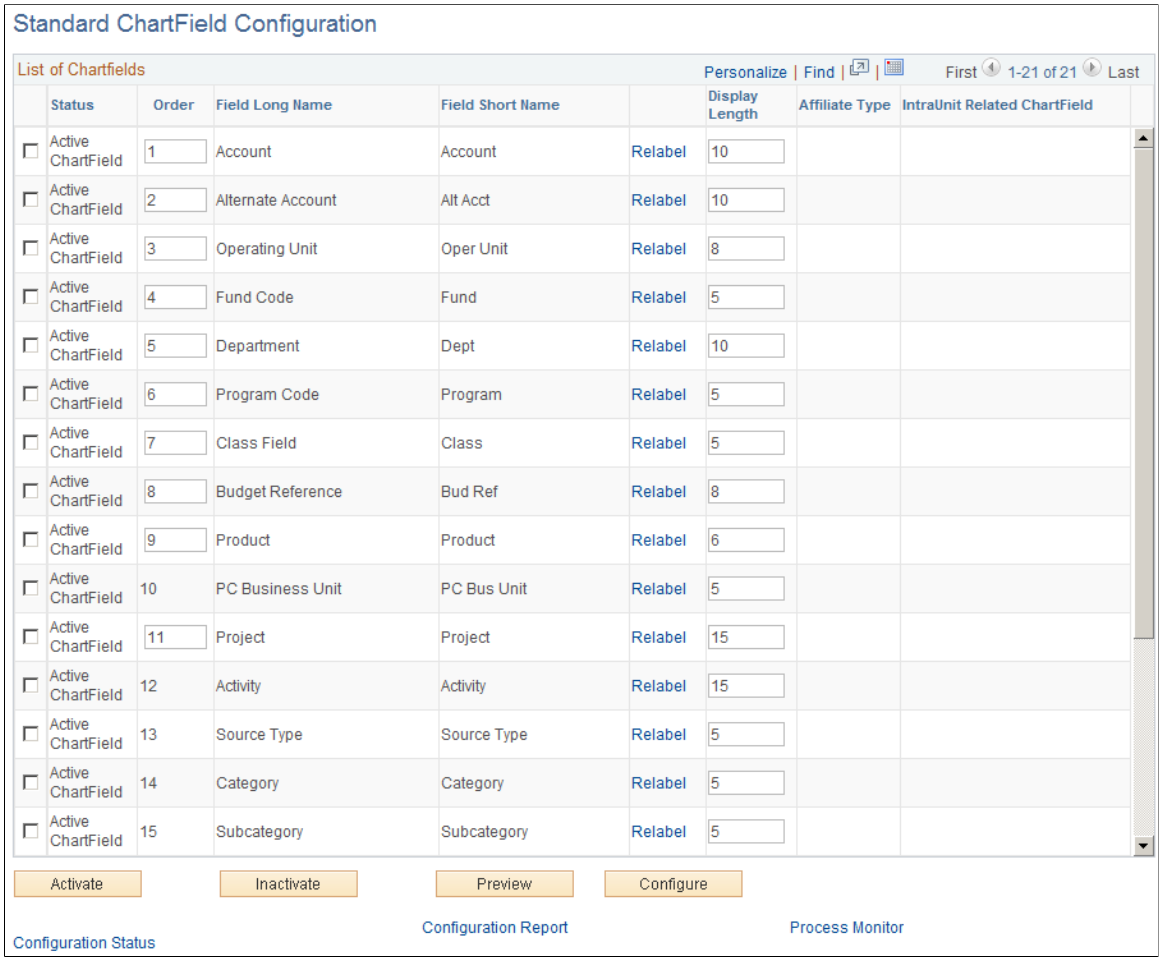
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Navigation:

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Configure > Standard Configuration > Standard ChartField Configuration

Alternatively, you can select the Standard Configuration tab on the Advanced Configuration page.

This example illustrates the fields and controls on the Standard ChartField Configuration page. You can find definitions for the fields and controls later on this page.



This page initially displays the ChartFields as delivered.

Field or Control	***Description***
Status	An *Active* ChartField appears on pages, reports. and prompt lists. An *Inactive* ChartField does not appear on pages, reports, and prompt lists. However, it is not removed from records and pages. Expansion ChartFields 1, 2, and 3 are delivered inactive but can be activated if the delivered active ChartFields are not sufficient for your requirements.

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Warning! Do not change the status of a ChartField after you have run the full configuration and are using the system in production. Status determines whether ChartFields are displayed on pages, reports, and prompt lists throughout the system.

Field or Control	*Description*
Order	You change the order of display by directly changing the sequence of order numbers in this field. Inactive ChartFields are given the order value of *99*. An order number is required when a ChartField is *Active*. When you activate an inactive ChartField, the system assigns it the next available number, which you can change to place the newly activated ChartField in any desired sequence. Final reordering is done when you save the page or press the **Configure** button to remove gaps or duplicates in the numbering sequence as well as when you reposition the project ChartFields as a group.
Field Long Name and **Field Short Name**	Displays the current long name and short name for the ChartField. These labels, rather than the database field name of the ChartField, appear on pages, reports, and prompt lists. To relabel the description of a ChartField, click the Relabel link and supply a new long name and short name for both base language and foreign language, if applicable.
Relabel	Click this link to access the Change ChartField Labels page (FS_CF_TMPLT_CONFIG), where you can supply a new ChartField long name and short name to be used as labels in the base language. If multiple base language labels exist or foreign language translations exist for the labels of a ChartField, this link becomes available to allow editing of these labels.
Display Length	Enter a new value to change display length on pages. The display length cannot be greater than the actual field length of the ChartField. For added ChartFields, this value becomes the ChartField length by default. You can later change the value.
Affiliate Type	Standard ChartFields have no affiliate type. An Affiliate ChartField is either an interunit or intraunit affiliate.
IntraUnit Related ChartField	A unique IntraUnit Related ChartField of the same or smaller ChartField length must be specified for each IntraUnit Affiliate ChartField that is Active. If this represents a new ChartField that is being added in the same configuration process run, you must wait to specify it as an IntraUnit Related ChartField until you have completed all of the steps required to add the ChartField. When the ChartField is successfully added, you can specify it as an IntraUnit Related ChartField and run a separate configuration process. (The Business Unit field is required for the InterUnit Affiliate ChartField.)
Activate	Click the check boxes next to the fields that you want to activate and then click the **Activate** button.

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Field or Control	*Description*
Inactivate	Click the check boxes next to the fields that you want to inactivate, and then click the **Inactivate** button. **Note:** You cannot inactivate the **Project** ChartField if you have installed any the following PeopleSoft applications: Project Costing, Expenses, and Resource Management. You can inactivate the **Source Type, Category,** and **Subcategory** ChartFields only when they are not associated with the Project Costing business unit. You cannot inactivate the **Source Type** and **Category** ChartFields if they are defined as required input controls on the Project Costing Options page (BUS_UNIT_OPT_PC).
Preview	Click the **Preview** button prior to clicking the **Configure** button to preview what the ChartField grid display will look like after configuration on the Preview Configuration page (FS_CF_PAGE_DEMO).
Configure	Refer to the section on running and verifying the ChartField configuration before initiating the configuration using the **Configure** button.

See Running and Verifying the ChartField Configuration Program.

Warning! Do not inactivate or delete a ChartField if you have transaction data posted to that ChartField. If you do so, you will not be able to view that ChartField on pages and reports and might errors might occur when you are altering tables for which that ChartField is defined as a key.

Warning! If you make any changes to the Standard or Advanced Configuration pages, you must run the Full Configuration process to implement those changes before using the system. If you have saved changes but want to cancel them before running the Full Configuration, use the Configuration Status - Action Status page to cancel the undesired configuration actions. This will reset the ChartField to its previous configuration.

Using Advanced ChartField Configuration

Pages Used for Advanced ChartField Configuration

Page Name	*Definition Name*	*Usage*
Advanced Configuration Page	FS_CF_TEMPLATE	Perform advanced ChartField configuration such as adding, deleting, renaming and resizing of ChartFields.

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Page Name	*Definition Name*	*Usage*
Change ChartField Name Page	FS_CF_TMPLT_CONFIG	Change a ChartField name. Also use to change the description, short name and names of associated prompt tables. See the Advanced Configuration Page.
Add New ChartField Page	FS_CF_ADD_MODEL	Add an IntraUnit Affiliate ChartField or Standard ChartFields. See the Advanced Configuration Page.
Add New ChartField Page	FS_CF_TMPLT_CONFIG	Add a new ChartField. See the Advanced Configuration Page.
Preview Configuration Page	FS_CF_PAGE_DEMO	Preview before completing configuration. See the Advanced Configuration Page.

Understanding Using Advanced ChartField Configuration

The following configuration actions can be performed using Advanced Configuration:

- Add new ChartFields.
- Delete ChartFields.
- Resize ChartFields.
- Rename ChartFields.

Use advanced configuration when the standard configuration and delivered ChartFields do not meet your requirements. Note that these configuration actions must be applied to new objects containing ChartFields received using an upgrade or by applying application fixes. Therefore, Oracle recommends that the standard configuration be used exclusively, if possible, to meet your ChartField requirements.

This list suggests ways to use the Standard Configuration in place of the Advanced Configuration:

- Activate an inactive ChartField instead of adding a new ChartField.
- Inactivate a ChartField instead of deleting it.
- Change the display length rather than the field length when reducing the size of a ChartField.
- Relabel a ChartField instead of renaming it.

PeopleSoft software enables you to have many ChartFields, each of which may be up to 30 characters in length. Due to platform-specific index length limitations, however, the combined field length of your ChartFields might cause this limit to be exceeded on a given table, although this is highly unlikely. These

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index limits are shown below and represent the total length of all key fields on a table excluding inactive ChartFields because inactive fields are not included in the index:

RDBMS Platform	*Max Index Length ANSI*	*Max Index Length Unicode*	*Max # of Columns in an Index*	*Max # of Columns in a Table*
MSSQLServerVersion 2000	900	450	16	1024
DB2/Unix Versions 7.0, 8.0	1024 *	1024 **	16	500 with 4K page. 1012 with 8, 16, 32K page.
DB2/OS390 Versions 6.1, 7.1	255 *	Unicode is not supported.	64	750
Oracle Versions 8i, 9i	40% of the database block size minus some overhead. Block size can be 4K or 8K.	40% of the database block size minus some overhead. Block size 8K is recommended.	32	1000
Sybase ASEVersion 12.5.03 ESD#4 for Unicode	600 for Page size 2K. 1250 for Page size 4K. 2600 for Page size 8K.	2600 for Page size 8K	31	1024 for DOL (Row level lock)
Informix Versions 9.2, 9.3	390	Unicode is not supported.	16	32K

* Subtract one byte for each key field defined as a Date, Time, Datetime, or Long Character field (key columns that allow NULL).

** Subtract one byte for each key field defined as Date, Time, Datetime or Long Character. Subtract four bytes for each key field defined as Character. When summing the field lengths of the key fields, double the field length of each key field defined as Character.

For example, if FLD1 is a character key field with length 3, during the index size calculation the length is doubled to 6. You must also add four bytes so that the final length is ten bytes for the index size calculation.

Advanced Configuration Page

Use the Advanced Configuration page (FS_CF_TEMPLATE) to perform advanced ChartField configuration such as adding, deleting, renaming and resizing of ChartFields.

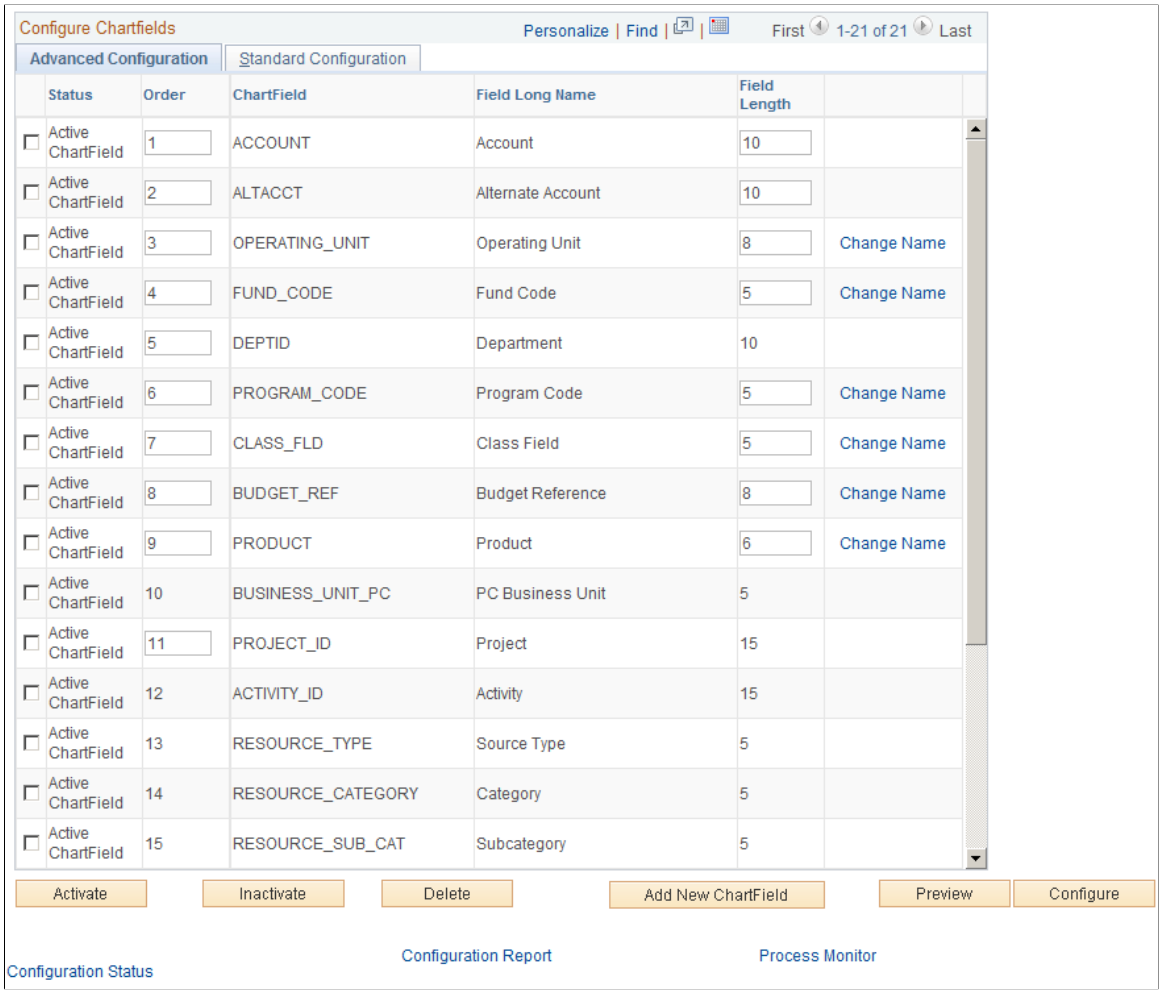
Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Configure** > **Advanced Configuration** > **Advanced Configuration**

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You can also access the Standard Configuration page from this page by selecting the Standard Configuration tab.

This example illustrates the fields and controls on the Advanced Configuration page. You can find definitions for the fields and controls later on this page.



Select one or more advanced actions.

Field or Control	*Description*
Field Length	Enter a value of up to 30 characters to change the length of a ChartField in the database. (Display size will automatically adjust to a new field size of fewer characters.)
Change Name	Select to access the Change ChartField Name secondary page (FS_CF_TMPLT_CONFIG). Enter a unique new CF name and change the long name and short name accordingly.
Activate	Click the check boxes next to the fields that you want to activate, and then click the **Activate** button.

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Field or Control	*Description*
Inactivate	Click the check boxes next to the fields that you want to inactivate, and then click the **Inactivate** button.
Delete	Click the check boxes next to the fields that you want to delete, and then click the **Delete** button. Account, alternate account, department, project, and affiliate cannot be deleted. Also, you cannot delete your last remaining standard or affiliate ChartField. Oracle recommends that you inactivate a ChartField rather than delete it.
Add New ChartField	Click this button to access the Add New ChartField dialog box and then select either to add a Standard or IntraUnit Affiliate ChartField. Click **OK** to access the Add New ChartField secondary page. Enter the field length of the new ChartField that will be added to the database by the configuration process. If you selected the **IntraUnit Affiliate** check box, IntraUnit Affiliate is also selected by the system on the Add New ChartField secondary page, indicating that you are adding an IntraUnit Affiliate ChartField. In this case, you must also select an IntraUnit Related ChartField. These two fields do not appear on the page when you are adding a Standard ChartField. You cannot add additional *Interunit* ChartFields. **Model** lists the prompt tables that exist for a selected ChartField that are also copied to the **New Name** column. Because counterpart prompt tables are required for the new ChartField, modify the New Name prompt table names to reflect the name of the new ChartField. The new prompt table names entered have to be manually created in the PeopleSoft Application Designer and will be listed in the Configuration Steps Report. Make sure that the prompt tables are created before opening any of the records containing ChartFields.
Preview	Click the **Preview** button prior to clicking the **Configure** button to preview what the ChartField grid display will look like after configuration on the Preview Configuration page (FS_CF_PAGE_DEMO).
Configure	Refer to the section on running and verifying the ChartField configuration before initiating the configuration using the **Configure** button.

See Running and Verifying the ChartField Configuration Program.

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Running and Verifying the ChartField Configuration Program

To run and verify the ChartField configuration program, use the Standard Configuration (STANDARD_CF_TMPLT) and ChartField Definition (CF_CHRTFLD_DEFN) components.

Pages Used to Run and Verify the ChartField Configuration Process

Page Name	*Definition Name*	*Usage*
Standard ChartField Configuration Page	STANDARD_CF_TMPLT	Perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.
Advanced Configuration Page	FS_CF_TEMPLATE	Perform advanced ChartField configuration such as adding, deleting, renaming and resizing of ChartFields. (You can access the Standard Configuration page from this page by selecting the Standard Configuration tab.) See the Standard ChartField Configuration Page.
Dynamic Edit Tables Page	FS_FLD_PROMPT	Retrieve prompt table names that are to be assigned dynamically through PeopleCode. You should not need to update this page unless you are performing a customization that requires the Get Edit Tables function.
Define ChartField Page	CF_CHRTFLD_DEFN	Go to **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Configure** > **ChartField Definition** > **Define ChartField** . The ChartField Configuration utility references the fields on this page. You should not need to modify the page.

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Page Name	*Definition Name*	*Usage*
COBOL Page	CF_COBOL	Go to **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Configure** > **ChartField Related Programs** > **COBOL** . The ChartField Configuration utility references this page to derive any COBOL programs that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.
nVision Page	CF_NVISION	Go to **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Configure** > **ChartField Related Programs** > **nVision**. The ChartField Configuration utility references this page to derive any nVision reports that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.
SQR/SQC Page	CF_SQR	Go to **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Configure** > **ChartField Related Programs** > **SQR/SQC** . The ChartField Configuration utility references this page to derive any SQRs that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.
MC Templates Page	CF_MC_TEMPLATE_2	Go to **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Configure** > **Mass Change Programs** > **MC Templates** . The ChartField Configuration utility references this page to derive any Mass Change templates that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.

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Page Name	*Definition Name*	*Usage*
MC Type Page	CF_MC_TYPE2	Go to **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Configure** > **Mass Change Programs** > **MC Type** . The ChartField Configuration utility references this page to derive any Mass Change types that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.
Run AMCFBULD Page	RUN_AMCFBULD_RQST	Go to **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Configure** > **Update AM ChartField SQC** > **Run AMCFBULD** . The configuration process normally schedules an SQR called AMCFBULD. If this SQR is unsuccessful, even though the configuration process itself is successful, you can use this page to resubmit the SQR alone when the problem has been resolved.
Action Status Page	INQ_CFHDRLOG_SUM	Inquire on the status of a ChartField configuration action.
Product Status Page	INQ_CFLNLOG_DTL	Inquire on the status of a ChartField configuration action by installed product. Also use to mark the status of products complete for a particular ChartField configuration action.

Understanding Running and Verifying the ChartField Configuration Program

After setting up either a standard or advanced ChartField configuration, you are ready to:

- Run the ChartField configuration program.
- Monitor the progress of the configuration by ChartField configuration action and product.
- Cancel an action that has not been processed.
- Mark products complete when all manual steps have been performed for advanced configuration actions.
- Verify the success of the standard or advanced ChartField configuration.

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Standard ChartField Configuration Page

Use the Standard ChartField Configuration page (STANDARD_CF_TMPLT) to perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Configure** > **Define CF Standard Config** > **Standard ChartField Configuration**

You can also access the Standard ChartField Configuration page by selecting the Standard Configuration tab on the Advanced Configuration page.

Use the Advanced Configuration page (FS_CF_TEMPLATE) to perform advanced ChartField configuration such as adding, deleting, renaming and resizing of ChartFields.

(You can access the Standard Configuration page from this page by selecting the Standard Configuration tab.)

Field or Control	*Description*
Configure	Click the **Configure** button to access the Process Scheduler Request page and initiate the configuration process. Click the**Run Full Configuration** button and then the **OK** button to run the configuration process and produce the Configuration Steps report of required manual steps. The ChartField Configuration program accesses and processes several pages. SeePages Used to Run and Verify the ChartField Configuration Process . If you want to review the required manual steps prior to committing to a full configuration, select **Preview Configuration Steps** and click **OK.** This generates only the Configuration Steps report. After you run the full configuration, you cannot change the ChartField Configuration Pages or cancel requested configuration actions until the configuration process is successfully completed.

Warning! Because the process performs large numbers of updates to PeopleTools tables, no users should be logged on to the database while the process runs to avoid potential locking issues. For the same reason, after you initiate the full configuration process, you should immediately shut down the application server until the process finishes. You can monitor the progress of the process using the monitoring facility provided by your operating system (such as Task Manager on NT). The process also updates the AE_FS_CFCONFIG_XXX.STDOUT file (where XXX is your Process Instance number). The size of this file remains 0 until the process finishes.

Before running the process, ensure that your environment has the following recommended database settings:

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Oracle

- Rollback Tablespace = 1536MB.
- Rollback Segment sizing: Initial Extent + (Next Extent * Maxextents) = 1024MB (approximate).
- dml_locks = 1024 (set in init.ora).
- Changing the dml_locks setting requires recycling the instance.

Informix

- Log Space = 1800MB.
- LOCKS = 2,500,000.

Sybase—Log Space = 2000MB.

DB2/Unix

- Update the locking mode to share: db2set DB2_RR_TO_RS=yes (This sets Lock mode requested = Next Key Share (NS)).
- Include the following command in the DBMCFG.SQL configuration file: UPDATE DBM CFG USING QUERY_HEAP_SZ 64000.
- Log file size (4KB) (LOGFILSIZ) = 24000
- Number of primary log files (LOGPRIMARY) = 20
- Use the following minimum TableSpace sizes (these might need to be increased):
  - BDAPP: 9720
  - BDAPPIDX: 2680

    BDLARGE: 1191
  - FAAP: 11312

    FSLARGEIDX: 13568
  - LCAPP: 28572
  - LCAPPIDX: 2600
- Recycle the instance after changing the setting.

DB2/OS390—No changes recommended.

MSS 2000—Log Space = 1500MB.

See also *PeopleTools: PeopleSoft Process Scheduler*.

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Dynamic Edit Tables Page

Use the Dynamic Edit Tables page (FS_FLD_PROMPT) to retrieve prompt table names that are to be assigned dynamically through PeopleCode.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Configure** > **Define CF Dynamic Edit Tables**

Dynamic Edit Tables are used by the Get Edit Tables PeopleCode function to retrieve prompt table names that are to be assigned dynamically through PeopleCode. For example, when ChartFields are refreshed in the Ledger Group component in General Ledger, their associated prompt tables are assigned from here. This page is automatically maintained by the ChartField Configuration Utility. You should not need to update this page unless you are performing a customization that requires the Get Edit Tables function.

Action Status Page

Use the Action Status page (INQ_CFHDRLOG_SUM) to inquire on the status of a ChartField configuration action.

Navigation:

Click the **Configuration Status** link on either the Advanced Configuration or Standard ChartField Configuration page.

The following statuses can appear on both the Action Status and Product Status pages:

Field or Control	***Description***
Not Yet Begun	A ChartField configuration action has been requested and saved on the Standard Configuration or Advanced page but the full configuration has not been successfully completed.
Auto Configuration Complete	The full Configuration process has finished successfully. This status is used only for advanced ChartField configuration actions.
Complete	For standard ChartField configuration actions, this status is set by the full Configuration process and indicates that it has finished successfully. Manual tasks listed on the Configuration Steps report must still be completed. For advanced ChartField configuration actions, this status is set manually by means of the **Mark Complete** button on the Product Status page. When all products are complete for a ChartField configuration action, the status of the action is automatically changed to Complete on the Action Status page.

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Note: When the full configuration has successfully finished, standard actions will be marked complete although they might still require manual steps, such as rebuilding indexes or updating reports. Make sure that you review the Configuration Steps Report to determine the additional manual steps necessary to complete the configuration.

Field or Control	*Description*
Product Status	Select to access the Product Status page and display the status of each installed product for the ChartField configuration action selected. Update the Product Status page by running either the full Configuration or preview Configuration steps process.
Cancel	Click the **Cancel** button to cancel ChartField configuration actions that you do not want to be processed by the full Configuration program. After this program has been run for a ChartField configuration action, that action cannot be canceled. In addition, you cannot cancel a Reorder action. Instead, specify the desired order on the Standard Configuration page. When canceling an inactivate, add, or delete action, verify the order on the Standard Configuration page and make adjustments as necessary. When canceling a relabel action, only the default label is reset to its previous value. Any additional base language or foreign language labels need to be updated manually.

Product Status Page

Use the Product Status page (INQ_CFLNLOG_DTL) to inquire on the status of a ChartField configuration action by installed product.

Also use to mark the status of products complete for a particular ChartField configuration action. You update the Product Status page by running either the full Configuration or preview Configuration steps process.

Navigation:

Click the **All Products Status** link on the bottom of the Actions page or click the **Product Status** link for a row on the Action Status page.

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Field or Control	*Description*
Mark Complete	When you complete the manual steps associated with an advanced ChartField configuration action for a product, click the **Mark Complete** button to mark the product complete. This changes the status from Auto Configuration Complete to Complete and allows additional ChartField configuration actions to be requested when all products are marked complete.

Verifying Configuration Action Results

Access the Configuration Status Action Status page and verify that the configuration program has successfully processed each configuration action. No configuration actions with a status of *Not Yet Begun* should exist. If they do, the configuration process might not have finished successfully and following the steps below will help you identify the problem.

Review the Message Log produced by the Full Configuration Application Engine process for any errors that might have occurred. Any errors should be corrected and the process restarted (if it did not finish successfully) before proceeding to the manual configuration tasks.

Note: Do not make additional changes to the Standard Configuration or Advanced Configuration pages until this process finishes successfully.

The full configuration process uses the PeopleSoft PeopleTools Bulk Operations feature to modify records and pages for the Add, Delete, and Reorder configuration actions. When the full configuration has finished, review the Bulk Operations log file (BulkOps.log) for any errors and a record of what has or has not been processed. The log is located in %PS_CFG_HOME%/appserv/prcs/<domain>/log_output or (if that directory cannot be updated) in %PS_HOME%. Skipping certain records and pages that do not require updating is normal for the utility. If the utility updates a record or page that is questionable due to the complexity of the object, the record or page is written to a project called BLK_*FieldName.* Review the contents of any BLK_*FieldName* project created by the utility.

If you have requested a Reorder or Change Display Length configuration action and the Message Log contains an error message indicating that the process was unable to update order or display length on one or more pages, review the BulkOps.log file to identify the specific pages that were not processed. You must update these pages manually.

Finally, if you have activated or inactivated ChartFields, review the Application Engine TRC file for the process instance for any error messages to ensure that all index definitions were updated properly. Any indexes not updated by the configuration process can be updated in Application Designer by opening and resaving the record definition and then rebuilding the index.

Note: For more information about the Bulk Operations feature, consult the PeopleTools documentation.

For more information, see *PeopleTools: PeopleSoft Application Designer*

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Performing Manual Configuration Tasks

This topic provides an overview and discusses how to:

- Perform one-time manual configuration tasks.
- Perform product-specific manual configuration tasks.
- Running the Configuration Steps report and inquiry.

Understanding a Manual Configuration

Generally, the following items do not require manual modification as a result of performing a ChartField configuration:

- Record definitions
- Pages
- PeopleCode
- SQL Objects
- View Text
- Application Engine
- COBOL
- SQR

Depending on the configuration actions that you request, the following objects might require manual modification:

- Queries
- Message Definitions
- Component Interfaces
- File Layouts
- Mass Change Types/Templates
- Delivered PS/nVision layouts

All ChartField configuration actions require that certain manual steps be performed to complete the configuration. Standard actions typically require many fewer steps than advanced actions. The manual steps are listed in the order they should be performed on the Configuration Steps report that is produced by running either the full configuration process or the preview configuration steps process.

The Preview Configuration Steps process produces the report without performing any database updates. This enables you to make changes to your ChartField configuration actions prior to running the full

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configuration. The full configuration process produces the same report in addition to applying the appropriate database updates.

The Configuration Steps Report first lists the tasks that need to be performed only *one-time* for all installed products, and then the *product* tasks that need to be performed for each installed product. If product is blank, that definition is used in multiple products and will be listed only once.

The manual tasks listed and discussed subsequently are a comprehensive listing of tasks for all ChartField configuration actions. The Configuration Steps report lists only the tasks that are appropriate for the actions that are requested.

See the product documentation for *PeopleTools: PeopleSoft Application Designer Developer's Guide.*

Performing One-Time Manual Configuration Tasks

The following table summarizes the manual configuration tasks listed on the Configuration Steps report that typically need to be performed only once regardless of the number of products installed. However, some of these tasks might need to be repeated during a subsequent project-based configuration.

Required steps must be performed for the system to function properly. Optional steps do not affect the functioning of the system, but typically affect the appearance of pages and reports.

This table of sample sequence numbers indicates the order in which the steps are performed. (Gaps occur in the number sequence.)

Seq #	***Common Tasks***	***Notes/Require/Optional***
00010	Run Full Configuration Process	Applies only when the Preview Configuration Steps process is run Required for all actions except changing the IntraUnit Affiliate Related ChartField.
00020	Define new ChartField Validation Table	Required only for an Add action. Does not apply to IntraUnit Affiliate ChartFields.
00040	Create new ChartField Prompt Views	Required only for an Add action.
00060	Define new ChartField Definition page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Definition). (may need to create component in Application Designer first).	Required only for an Add action. Does not apply to the IntraUnit Affiliate ChartField.
00070	Create a table listing Query reports	Add action only (optional). Does not apply to the IntraUnit Affiliate ChartField.

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Seq #	*Common Tasks*	*Notes/Require/Optional*
10010	Alter Tables/Create Indexes	Required for: • Add • Delete • Rename • Resize
10020	Create Indexes	Applies only when Activate/Inactivate is requested without an Add, Delete, Rename, or Resize.
10040	Create Views	Required for: • Add • Delete • Rename • Change IntraUnit Related CF • Resize
10050	Add new TableSet Record Group	Required for Add (does not apply to IntraUnit Affiliate ChartFields)
10060	Update the Table Listing Reports	Required for Resize and Rename. Optional for Relabel.

Note: Create the related language tables first. These tables have a suffix of *Lxxx,* for example, OPER_UNIT_LANG or OPER_UNIT_LN.

Define New ChartField Validation Tables (Seq.# 00020)

In the PeopleSoft Application Designer, copy the Model table listed in the Configuration Steps Report by selecting File, Save As, and name the new validation table as shown in the report. If the table already exists, replace it. Complete the following steps:

When prompted whether to save a copy of the PeopleCode, answer *Yes*.

When the new validation table is in place, highlight the model ChartField and select Insert, Field to add the new ChartField.

Compare the attributes of the model ChartField to the new one, and modify the new field attributes to match the model.

Copy any PeopleCode associated with the model ChartField to the new ChartField and modify it as needed.

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Delete the model ChartField from the new validation table.

Change the name of the Related Language Record in the Record Properties, if present, to the correct record for the new ChartField.

Change the description of the table in Record Properties.

Save the new validation table.

Use Build, Current Object to create the new table. Acknowledge any warning messages by clicking **OK.**

Follow the same procedure for each new validation table listed.

Note: Create the related language tables first. These tables have a suffix of *_Lxxx,* for example, OPER_UNIT_LANG or OPER_UNIT_LN.

Create New ChartField Prompt Views (Seq.# 00040)

In the Application Designer, copy the Model prompt view listed in the Configuration Steps Report by selecting File, Save As, and name the new prompt view as shown in the report.

When prompted whether to save a copy of the PeopleCode, answer *Yes.*

When the new prompt view is in place, highlight the model ChartField and select Insert, Field to add the new ChartField.

Compare the attributes of the model ChartField to the new one and modify the new field attributes to match the model.

Copy any PeopleCode associated with the model ChartField over to the new ChartField and modify it as needed.

Delete the model ChartField from the new prompt view.

Modify the view text to reference the new ChartField name. Ensure that the SQL Objects (%Sql) reference the new ChartField name or new validation table name as appropriate.

Change the name of the Related Language Record in the Record Properties, if present, to the correct record for the new ChartField.

Change the description of the prompt view in the Record Properties.

Save the new prompt view.

Follow the same procedure outlined for each new prompt view listed.

The views will be built in Seq.# 10040.

Warning! Complete this step before opening records containing ChartFields in Application Designer or you might receive an error stating that a prompt table cannot be found.

Define New ChartField Definition Page and Component (Seq.# 00060)

Copy the Model page listed in the report and use the name provided for the new page.

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When prompted whether to save the associated PeopleCode, answer *Yes*.

Ensure that all references to the old validation table are replaced.

Review any Page PeopleCode that was copied from the existing page and modify or delete it as appropriate.

Copy the Model component, including PeopleCode, replacing references to the Model ChartField and validation table with the new ChartField and validation table. Use the same name as the new page and add the new page to it.

Copy the following two message definitions, including PeopleCode, replacing references to the Model ChartField and validation table with the new ChartField and validation table:

- <model ChartField name>_CF_FULLSYNC
- <model ChartField name>_CF_SYNC

In Application Designer under Tools, Register Component, add the new component to the DESIGN_CHARTFIELDS menu, the portal registry, and the appropriate permission lists.

Use the following values and accept the default values provided for fields not included in the following list:

- Menu Name: DESIGN_CHARTFIELDS
- Bar Name: USE
- Portal Name: EMPLOYEE
- Folder Name: EPCO_DESIGN_CHARTFIELDS_HIDDEN
- Content Reference Name: EP_<new component name>_GBL (for example, EP_OPERATING_UNIT_GBL)
- Content Reference Label: <Long Name of the new ChartField>
- Long Description: <Long Name of the new ChartField>
- Sequence Number: 99xx (where xx is a number you assign)
- Node Name: ERP
- Permission Lists: <select based on your security setup>

Create a Table Listing Query Reports (Seq.# 00070)

Access PeopleTools, Security, Query Security, Query Access Manager and open QUERY_TREE_ERP.

Click the ChartFields Access Group, click the **Insert Child Record** icon, enter the name of the validation table for the new ChartField, click **Add,** and save the tree.

Access Reporting Tools, Query, Query Manager and select the Model query listed in the report. Using this query as a model, build a new query to represent the new ChartField using the name specified on the report. Do *not* copy this query to make the new query, because the new query should refer to the validation table of the new ChartField.

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See Managing ChartFields for Reports.

In Application Designer under Tools, Register Component, add the new component to the DESIGN_CHARTFIELDS menu, the portal registry, and the appropriate permission lists.

Use the following values and accept the default values provided for fields not included in the following list:

- Menu Name: DESIGN_CHARTFIELDS
- Bar Name: REPORT
- Portal Name: EMPLOYEE
- Folder Name: EPCO_DESIGN_CHARTFIELDS_HIDDEN
- Content Reference Name: EP_<new component name>_GBL (for example, EP_RUN_FIN9000_GBL)
- Content Reference Label: <Long Name of the new ChartField>
- Long Description: <Long Name of the new ChartField>
- Sequence Number: 99xx (where xx is a number you assign)
- Node Name: ERP
- Permission Lists: <select based on your security setup>

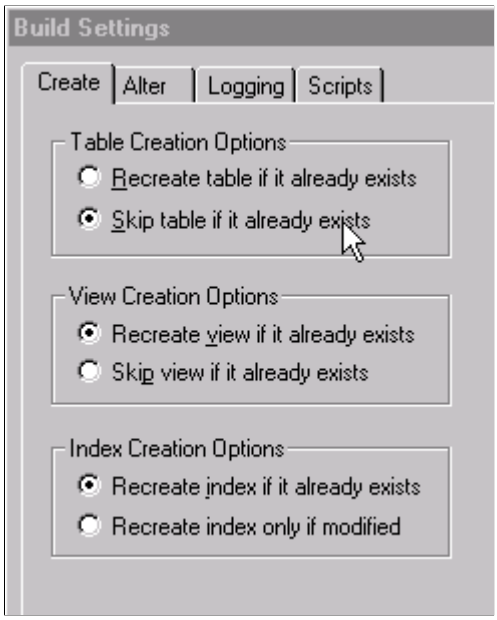
Modify FS_PANELS_WRK.PB_SELECT_CF FieldChange PeopleCode to include the new ChartField by cloning all PeopleCode related to the Model ChartField. The CheckSecurity and Xfer2Page functions parameters are Menu Bar Name, Menu Item Name, and Component Item Name respectively.

Alter Tables/Create Indexes (Seq. #10010)

Build the objects in the project listed on the report. Verify the Build Settings by selecting the Create tab on the Build Settings page:

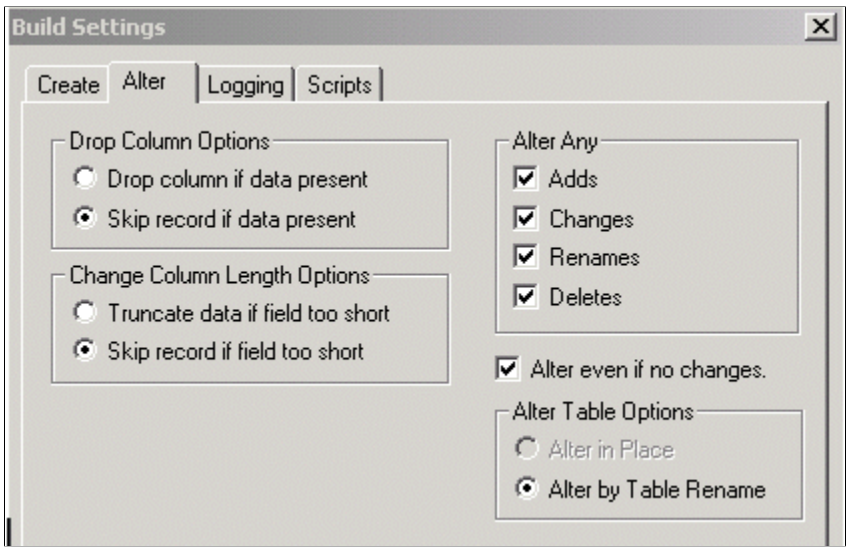
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Verifying Build Settings: Create tab



Select the Alter tab to verify build settings:

Verifying Build Settings: Alter tab



Acknowledge any warning messages by clicking **OK.**

Create Indexes (Seq.# 10020)

Build the objects in the project listed on the report.

Select the **Create Indexes** check box.

Verify that Build Settings are set as indicated in Seq #10010.

This task and Seq.# 10010 are mutually exclusive.

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Create Views (Seq.# 10040)

Build the objects in the project listed on the report.

Select the **Create Views** check box.

Verify that Build Settings are set as indicated in step #10010.

Add a New TableSet Record Group (Seq.# 10050)

Add a new record group for each new ChartField you are adding under PeopleTools, Utilities, Administration, Record Group using FS_ and select the next available number. Add all the records and views listed in the report to the appropriate record group.

Update the Table Listing Report (Seq.# 10060)

Update the report listed to reflect the ChartField configuration actions requested.

Performing Product-Specific Configuration Tasks

The following table summarizes the *product-specific* manual configuration tasks that might be listed on the report:

Seq #	***Product Tasks***	***Notes/Require/Optional***
20010	Update Pages	Required for Add Optional for: • Reorder • Change Display Size
40010	Update Queries	Required for: • Add • Delete

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Seq #	*Product Tasks*	*Notes/Require/Optional*
40020	Update Reports and Queries See Managing ChartFields for Reports.	Required for: • Add • Delete • Rename • Resize Optional for: • Activate/Inactivate • Relabel • Reorder • Change display size
70030	Copy AMCHARTS.SQC to your SQR folder	Required for: • Add • Delete • Rename
80010	Update Mass Change Templates	Required for: • Add • Delete
80020	Update Mass Change Types	Required for: • Add • Delete
80030	Update Delivered PS/nVision Layouts	Required for: • Add • Rename • Delete Optional for Resize.
80040	Update Message Definitions	Optional for Activate/Inactivate.

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Seq #	*Product Tasks*	*Notes/Require/Optional*
80050	Update File Layouts	Required for: • Add • Rename • Delete • Resize Optional for Activate /Inactivate.
80070	Update Component Interfaces	Required for: • Add • Delete Optional for Activate/Inactivate.
90010	Mark Actions complete on the Configuration Status - Action Status page.	Required for: • Add • Rename • Delete • Resize

Note: Review System Setup Data - If using the Business Request and Approval process for ChartFields, update the Business Request Setup and Core Table Fields pages. This is required for Add, Rename, and Delete.
See Setting Up and Using Business Request and Approval.

Update Pages (Seq.# 20010)

Update the pages listed to reflect the ChartField configuration actions requested.

For newly-added ChartFields, check the page field names where multiple grids occur on a page. The page field names should be unique for each field on the page. Modify added ChartFields on the multiple grids to conform to page field-naming specific for each grid.

Update Queries (Seq.# 40010)

Access PeopleTools and update the queries listed to reflect the ChartField configuration actions requested.

For newly added ChartFields, select the new field to be included in the query. Click the **Edit** button for the new ChartField and change the column number to reflect the desired position of the ChartField. Edit the field properties and criteria and make any changes necessary to match the model ChartField.

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Update Reports and Queries (Seq.# 40020)

For added or deleted ChartFields, update the query associated with each report listed. Update the reports listed to reflect the ChartField configuration actions requested.

You must modify the reports listed if any ChartFields are set to an Inactive status. You must remove Inactive ChartFields from these reports. You can do this by opening each report and using the Verify Database function, remove the Inactive fields.

Note: See Managing ChartFields for Reports.

Copy AMCHARTS.SQC to your SQR Folder (Seq. # 70030)

This step is required only if PeopleSoft Asset Management is installed.

In Process Monitor, click the **Details** link for the AMCFBULD SQR Report process and then select the **View Log/Trace** link. Right-click the AMCHARTS.SQC entry and copy that file to your %HOME% \SQR folder.

Update Mass Change Templates (Seq.# 80010)

Access PeopleTools, Mass Changes, and select Templates.

For newly added ChartFields, access each template listed and select the Criteria and Fields tab to update each template with the new ChartField in every instance that the model ChartField name appears.

For deleted ChartFields, delete all rows that contain a reference to the deleted ChartField.

Update Mass Change Types (Seq.# 80020)

Access PeopleTools, Mass Changes, Types, and select the Record and Join Fields tab.

For newly added ChartFields, access each type listed and select the Criteria and Fields tab to update each template with the new ChartField in every instance that the model ChartField name appears.

For deleted ChartFields, delete all rows that contain a reference to the deleted ChartField. Also update the other pages in the component.

Update Delivered PS/nVision Layouts (Seq.# 80030)

Access PS/nVision from Application Designer. For newly added or renamed fields, open each layout listed and enter the new name or new ChartField on the layout, if appropriate.

For deleted ChartFields, remove each reference to the deleted ChartField.

For resized ChartFields, verify that the new length will fit the space provided.

Update Message Definitions (Seq.# 80040)

If you are inactivating any of the delivered ChartFields, you might also want to exclude them from Message Definitions. If so, open the Messages listed and disable the Include flag on the inactivated ChartField.

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Update File Layouts (Seq.# 80050)

Update the file layouts listed to reflect the ChartField configuration actions requested.

If you are inactivating any of the delivered ChartFields, you might also want to exclude them from File Layout Definitions. If so, delete the inactivated ChartField from the definitions listed.

Update Component Interfaces (Seq.# 80070)

Update the component interfaces listed to reflect the ChartField configuration actions requested.

If you are inactivating any of the delivered ChartFields, you can also delete the inactivated ChartField from the listed component interfaces.

Oracle delivers a component interface for each ChartField that can be used to load values for the ChartField rather than having you enter the values through its online page.

When you add a new ChartField, you can create an associated component interface by copying the component interface for one of the delivered fully configurable ChartFields, such as Operating Unit, and updating the copy to use the new ChartField.

Mark Actions Complete (Seq.# 90010)

When you complete the manual steps associated with an Advanced ChartField action for a product, mark the product complete using the **Mark Complete** button on the Configuration Status - Action Status page under the **Product Status** link. This changes the status from Auto Configuration Complete to Complete.

When all products are marked complete for a particular Advanced ChartField action, the status of the action is set to Complete. This step does not apply to Standard ChartField actions because their status is set to *Complete* by the full configuration process.

Review System Setup Data

If you are using the Business Request and Approval process, follow the steps for adding a new ChartField as documented in the Application Fundamentals documentation, Setting Up and Using Business Request and Approval, to add the new ChartField to the Business Request Setup and Core Table Fields pages.

When deleting an existing ChartField, navigate to the Business Request Setup page (Set Up Financials/ Supply Chain, Common Definitions, Business Request Configuration, Business Request Setup, Business Request Setup), and deselect its Enabled check box if it is selected.

When renaming an existing ChartField, deselect the Enabled check box on the Business Request Setup page as described in the previous paragraph (for deleting the ChartField with the old name); then follow the Business Request setup process as described in the first paragraph for adding the new row for the new ChartField name. You can clone all the information from the old (disabled) ChartField name.

Verify Results

Review your most frequently used pages, enter transactions, and run critical processes to verify that your requested ChartField actions have been applied properly.

If you have installed General Ledger, also verify that:

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- If you are using the Journal Import feature, you update the Excel file JRNL1.XLS to reflect the ChartField configuration actions requested.
- If you are using summary ledgers, you review your summary ledger definitions and update as appropriate.

Running the Configuration Steps Report and Inquiry

The Configuration Steps Report lists the manual steps that are necessary to complete the configuration process and the objects and definitions that require modification. It is automatically initiated from both the Preview Configuration Steps and full configuration processes. The report is grouped by PeopleSoft product. Objects common to multiple products are separately grouped together and listed first. These common objects have no product indicated.

The manual steps can also be accessed through the Configuration Steps inquiry page.

Performing ChartField Configurations for New Products and Application Fixes

Page Used to Configure ChartFields for Projects Containing Application Fixes

Page Name	*Definition Name*	*Usage*
Configuration by Project Page	RUN_CF_CONFIG	Configure updates and fixes to conform to your ChartField configurations before applying the update or fix to your system.

Configuration by Project Page

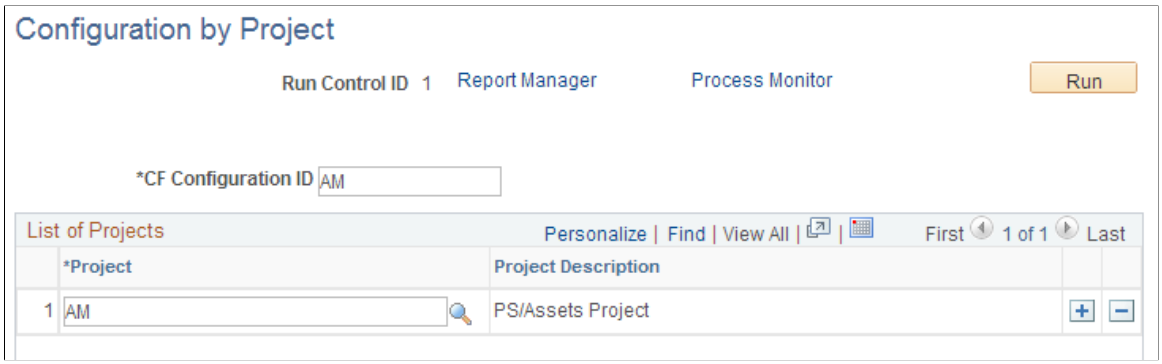
Use the Configuration by Project page (RUN_CF_CONFIG) to configure updates and fixes to conform to your ChartField configurations before applying the update or fix to your system.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Configure** > **ChartField Config by Project**

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This example illustrates the fields and controls on the Configuration by Project page. You can find definitions for the fields and controls later on this page.



Use this page to configure objects delivered through a software fix to conform to your ChartField configuration

Field or Control	*Description*
CF Configuration ID	Enter values to differentiate between runs if you want to run a configuration on each Project you are applying. In this way, you generate a Configuration report for each CF configuration ID without overwriting a previous configuration report.
Project	Enter the project name delivered with a software update or fix.

The project configuration processes only the configuration actions that are in a *Complete* status. It compares the object list from the project against the CF_xxxx project and lists the objects that need manual changes. PS/nVision reports that are included in the fix need to be looked at manually.

Configuring ChartFields for Products Installed After an Initial Configuration

When a configuration of all installed products has been done previously and a new product is installed, the full configuration process must be run again to apply the requested configuration actions to the new product or products.

Reviewing ChartField Configuration Programs and Processes

This topic discusses:

- The ChartField configuration driver.
- The ChartField manual configuration program.
- The ChartField auto configuration program.

Both standard and advanced configuration use the PeopleSoft Auto Configuration and Manual Configuration programs. Two modes are available:

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- Full Configuration is initiated from the ChartField templates and applies all incomplete template actions to the entire database. This would normally be done when the system is first implemented or when new ChartField actions are made on the template.
- Project Configuration is initiated from the CF Configuration by Project page and applies completed template actions to objects that are contained in the projects listed on the run control page. You would normally use project configuration when applying fixes.

ChartField Configuration Driver

Full Configuration uses the PeopleSoft Application Engine Program FS_CFCONFIG to call the Manual and Auto-Configuration programs. It also schedules the Configuration report. This driver enables both programs to run as one process.

A commit is taken after each step. In the event of a program abend, you should investigate the reason for the problem, correct it, and then restart the program. This enables the program to restart from the last step that was committed.

Two reasons exist for restarting the program:

Some of the configuration actions (for example, Add a new ChartField) are long-running because they update many database records. Restarting will cut down overall processing time.

The content of the Configuration report is determined by the Manual Configuration and is based on the outstanding actions. If you cancel the program that ended abnormally and start a new program instance, the reporting will show only the outstanding actions at the time the program was started. All actions that were successfully processed prior to the abend will no longer be listed.

The program is structured in the following way:

- Initialization: This step determines whether the processing is for a Full Configuration or a Project Configuration. If a Project Configuration, the list of projects is held in a global array that is passed to both the manual and automatic configuration programs. It also determines the model and partially configurable ChartFields. These are loaded into strings that are used in later processing to determine the records that will need to be built (for example, create views and indexes and alter tables).
- Calls the Manual Configuration program.
- Calls the Automatic Configuration program.
- Schedules the Configuration BI Publisher report (CFX001).

ChartField Manual Configuration Program

Manual Configuration uses an Application Engine program (FS_CFMANUAL) to create a report listing all the manual steps that you need to perform to complete the configuration process for both Standard and Advanced Configurations. The Manual Configuration program is always run prior to the Auto Configuration program.

The program enables you to run the configuration for all installed products or for a newly installed product, or you can run it for a specific project containing objects intended to be applied as a software fix.

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Initiate the program through the Standard or Advanced Configuration pages by selecting the Preview Configuration Steps process if you want to initially just preview the manual steps needed. You can also choose the Run Full Configuration process if you want to proceed with database updates by calling the ChartField Auto Configuration program.

The program removes any actions that are not necessary because the ChartField might already be in the state specified by that action. This cuts down processing time and reduces the number of manual tasks reported on the Configuration report. Product Logs are then created for each combination of a noncompleted action and an installed product.

The program then looks at each of the Manual Configuration tasks and the Product Log and checks to determine whether the action or actions selected apply for that task. If they do, the task is listed including all the objects affected that need to be acted upon. The objects are grouped by product if it is product-specific with common objects to multiple products listed first. To determine the product that the object is used for, the program looks at the CF_xxx (where xxx is the product code) project for a list of exception objects as well as the FS_CF_ADD, FS_CF_DELETE and FS_CF_REORDER projects. These projects include objects that are not currently dynamic or sensitive to record changes. It also looks at the ChartField Related Program page for PS/nVision reports COBOL and SQR programs in the ChartField Related program are currently empty. It also looks at the Mass Change programs page.

The program also looks at the ChartField Definition page for non product-specific tasks such as ChartField validation records, definition pages, and reports and Query for the single ChartField.

The program changes the status of the ChartField actions and Product Log from N to P at completion.

ChartField Auto Configuration Program

Auto Configuration is an Application Engine program (FS_CFUPDATE) that automatically performs application metadata updates. These are the direct and related updates that are necessary for records and pages that are required to accommodate the additions or changes that you make on the ChartField Configuration pages.

Within the Application Engine process, the system uses built-in PeopleCode functions to update metadata and perform your specified configurations such as changing field labels, renaming tables, resizing grid field display, changing actual field size, and inserting or deleting fields in records and pages. This ensures that the caching of modified PeopleTools objects is correctly observed.

Full configuration will process ChartField Actions only that have a status of P. This status value indicates to the program that the prerequisite Manual Configuration program has been run. On completion of the process, the status is set to Complete (U for advanced actions and C for standard actions).

Project Configuration processes only completed ChartField actions (for example, status values U and C) and leaves their status unchanged at the end of the run.

For installations that use PeopleSoft Asset Management, this program also schedules the AMCFBULD SQR process. The SQR creates the AMCHARTS.SQC required by Asset Management.

The SQC contains the ChartField definitions, as specified on the template, that are used in Asset Management SQR processing.

The program is structured by ChartField configuration action. It uses a *restartable* Do/Select of each ChartField for the chosen action. In the event of program failure, this enables the program to be restarted in the middle of a Do/Select loop.

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A database commit is performed after each step. The PeopleCode functions that are used to update the application metadata commit their changes on completion independent of the commit scheme specified for the Application Engine program.

In the event of a restart following a program failure, the same PeopleCode function can be called again to perform an update that it previously completed. This is not problematic because the PeopleCode functions used by the program have been developed to handle the scenario without throwing any further errors.

However, in the event of a program failure, you might see some of the metadata changes that have been made because of the PeopleCode commit policy. Therefore, the ChartField Configuration Process *must* continue to completion before you permit general access to the Application Designer and other PeopleTools that affect metadata.

The program is structured in the following way:

- **Initialization:** In addition to setting some global variables used throughout the program, it also generates two sets of application designer projects, Bulk Operations Projects and Build Projects that facilitate the creation of database objects (Tables, Views, Indexes). If project configuration has been initiated, the bulk operation projects are generated from any records and pages contained in the projects on the run control page. If full configuration has been initiated, the system automatically determines the records and pages that will be affected by the chosen bulk operation. It does this by cross-referencing the records and pages that incorporate the model and partially configurable ChartFields. Due to some technical considerations, bulk operation APIs might not be able to automatically modify every record or page that is delivered by Oracle. A number of exclusion projects are reserved that identify these objects, such as:

  Note: Exclusion projects might not exist in your system. They are delivered only if the PeopleSoft software has specific pages that must be excluded for an action.

- FS_CF_ADD - excludes objects that cannot be processed by BulkInsertField().
- FS_CF_DELETE - excludes objects that cannot be processed by BulkDeleteField().
- FS_CF_REORDER - excludes objects that cannot be processed by BulkModifyPageFieldOrder().

This step also builds the following Application Designer projects that facilitate database administration and must be performed before the system is ready for use. It does this by analyzing the ChartField actions that are going to be processed. The projects are:

- FS_CF_ALTER_TABLE - tables containing ChartFields that must be altered. This contains records (parent records if the field is held in a subrecord) that include the model ChartField and deleted, renamed, and resized ChartFields.
- FS_CF_CREATE_INDEX - tables containing ChartFields that require their indexes to be created. This contains records (parent records if the field is held in a subrecord) that include ChartFields that have been activated or inactivated.
- FS_CF_CREATE_VIEW - views containing ChartFields that must be created. This contains records (parent records if the field is held in a subrecord) that include the model ChartField and deleted and renamed ChartFields. It also includes views affected by the intraunit related ChartField changes. Additional views that do not contain ChartFields but reference other views in their view text also need to be built but cannot easily be identified programmatically. They are defined in a PeopleSoft-delivered project called FS_CF_VIEW_EXCEPTIONS. The records in this project are also added to the view build project.

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- **Activate/Inactivate** - This step updates the contents of the ChartField inheritance and the bank ChartField inheritance application tables. If the ChartField is activated, records are added to these tables. Inactivating a ChartField removes corresponding data from these tables. The ChartField metadata properties are updated using the PeopleCode function SetDBFieldNotUsed(). This action applies only to full configuration.

- **Delete** - This step deletes data from the ledger group ChartField, ChartField inheritance, and bank ChartField inheritance application tables. The ChartField is removed from all records and pages contained in the projects built during the initialization step using PeopleCode function BulkDeleteField(). The ChartField metadata properties are made inactive by the PeopleCode function SetDBFieldNotUsed(). The results of the bulk operation are reported in a file called BulkOps.Log

- **Add** - This step adds data to the ledger group ChartField, ChartField inheritance, and bank ChartField inheritance application tables. If the field does not already exist, it creates a new field using the PeopleCode functions SetDBFieldCharDefn(), SetDBFieldAuxFlag, SetDBFieldFormatLength(), and SetDBFieldLabel(). The field is then added to all records and pages contained in the projects built during the initialization step using PeopleCode functions BulkInsertField() and SetRecFieldEditTable(). If the new field is an Intraunit ChartField, it will also put the prompt tables whose names were entered on the ChartField Template into the TableSet Record Group of the related ChartField. The prompt tables are added to the ChartField record listing that PeopleSoft maintains for internal processing purposes and also updates the dynamic edit prompt table. The results of the bulk operation are reported in a file called BulkOps.Log.

- **Relabel** - This step updates the base and, if appropriate, the foreign language labels that were modified on the template. It uses PeopleCode function SetDBFieldLabel(). This action applies only to full configuration.

- **Resize** - This step updates the field length for a ChartField using PeopleCode function SetDBFieldLength(). This action applies only to full configuration.

- **Reorder** - This step changes the order and display size of the ChartFields on pages contained in the projects built during the initialization step. It uses PeopleCode function BulkModifyPageFieldOrder() to modify the order and display length of ChartFields contained in Grids. It also uses PeopleCode function SetDBFieldFormatLength() to change the display length of the ChartField when the field appears in a nongrid edit box. The results of the bulk operation are reported in a file called BulkOps.Log.

- **IntraUnit** - This step moves the SetID records that are associated with the IntraUnit ChartField from the record group of the previous related ChartField into the record group of new related ChartField.

- **Rename** - This step renames the field using the PeopleCode function RenameDBField(). It also modifies the page field name on all pages contained in the projects built during the initialization step using PeopleCode function SetPageFieldPageFieldName(). Rename will change all metadata referencing the old field name as well as application data that uses the field FIELDNAME in its record. Some ChartField names are held in application tables in records that do not use the field FIELDNAME. Additional processing in this step modifies the data in these application tables.

- **Product Log** - This step updates the status on the Product Log files that are viewable through the Product Status page.

- **SQL** - This step generates the common SQL objects used throughout PeopleSoft software that enable the software to dynamically react to your ChartField Configuration. It also schedules the AM SQR referred to previously.

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Chapter 14

Summarizing ChartFields Using Trees

Understanding ChartField Summarization with Trees

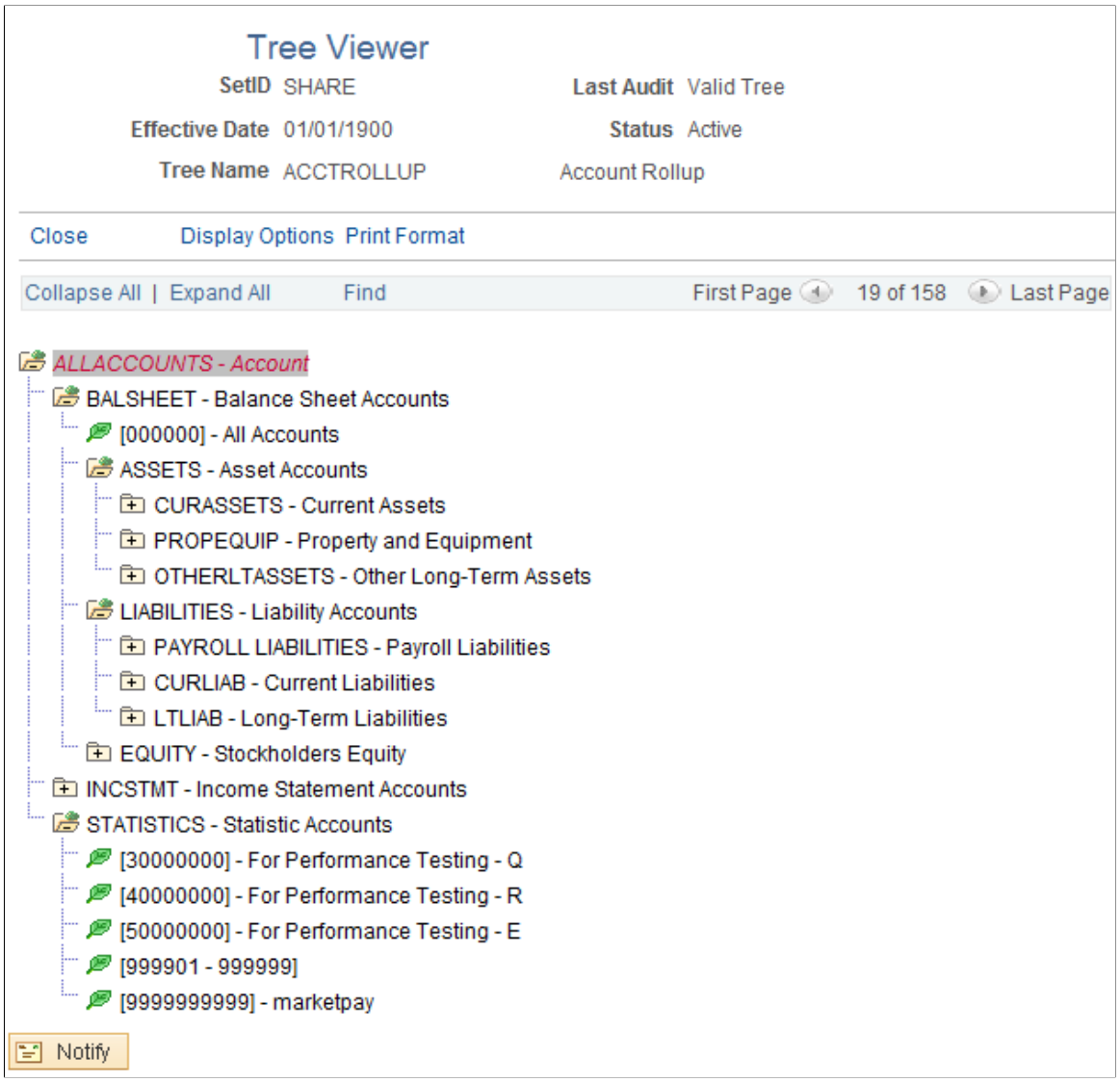
It is advisable to use trees for organizing and maintaining the ChartFields for completeness as well as for efficiency in reporting. Trees provide an intuitive, visual representation of how detail values in the chart of accounts fit into the big picture or reporting structure. Design tree structures, either detail or summary, from the top down by using PeopleSoft Tree Manager. Next, add ChartField values as leaves to the branches of the tree. In the following example of a balance sheet detail tree, The BALSHEET tree node is a child node of the ALLACCOUNTS tree node, and the (000000) - All Accounts, is a detail value reporting to the BALSHEET tree node. If you click the ASSETS -Asset Accounts, a range of detail asset accounts appears. You can create one or more trees for each ChartField, depending on your reporting needs. Ideally, design your trees with all of your reporting needs in mind so that each tree can be used for the majority of your reports and processes. Create additional trees for a ChartField if the primary tree classifies values differently than is required by a given report.

When new ChartField values are added to control tables, they should be added to the trees; if not, the tree becomes invalid until the missing values are added to the tree. It is good practice to build trees with ranges of detail values wherever possible to avoid having to update the trees with individual new values often. To create financial reports or generate rules for processes such as summary ledgers, allocations, ChartField combination editing, or year end close, specify the appropriate tree and indicate the level, node or branch from which data is to be used.

The following image shows a portion of the ACCTROLLUP tree, which uses the ACCOUNT structure for the ACCOUNT ChartField:

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This example illustrates the fields and controls on the Tree Viewer page - example of an Account tree. You can find definitions for the fields and controls later on this page.



You can copy a tree and modify it for various other uses. When you modify a tree within PeopleSoft Tree Manager, the system automatically accesses the updated tree.

See the product documentation for *PeopleTools: Tree Manager*.

Related Links

Using Trees to Summarize ChartFields

Prerequisites

Before you use PeopleSoft Tree Manager to create your trees, do the following:

- Define all ChartFields and ChartField values to be used.
- Define the organizational structure.

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- Define ChartField summarization levels.
- Define reporting relationships.

Creating and Maintaining Trees

The following topic lists the steps that are used in creating PeopleSoft trees:

- Use PeopleSoft Tree Manager.
- Define tree structures.
- Create a new tree.
- Branch tree nodes.
- Copy trees.
- Maintain ChartFields in PeopleSoft Tree Manager.
- Maintain trees.

These steps are detailed within the PeopleTools documentation referenced below.

See *PeopleTools: Tree Manager*.

Related Links

Using Trees to Summarize ChartFields

Using Tree Flattener

Pages Used to Flatten Trees

Page Name	*Definition Name*	*Usage*
Effective Date Range Map Page	EDR_CF_DEFN	Map each ChartField table to an EDR table
Build Chartfield EDR Request Page	EDR_CF_REQ	Run the build effective date range process, which creates missing effective dated entries in the EDR table
OTBI Tree Fields Page	OI_TFLT_FIELDS	Manage the flattened table for each detail tree field. The delivered metadata supports flattened tree data for General Ledger ChartFields, including Project ID.

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Page Name	*Definition Name*	*Usage*
Tree Field Tables Page	OI_TFLT_FIELDS	Map ChartFields to flattened tree tables.
Flatten Tree Log Page	FS_TFLT_LOG	View the status of trees that have been flattened.
Tree Flattener Request Page	OI_TFLT_REQ	Run the PS/FS Tree Flattener process (OI_TFLT), which allows you to schedule a request periodically to pick up changes that occur in the tree definitions and ChartField values.

Understanding Tree Flattener

PeopleSoft delivers the Tree Flattener functionality, which is used to flatten tree data (and delete flattened tree data) for specified PeopleSoft trees. Once you have run the PS/FS Tree Flattener process (OI_TFLT), you can use PS Query to include the flattened tree data and filter the data by tree nodes and tree levels.

You can use the Tree Flattener for the following types of trees:

- Trees with strictly enforced levels (level determines the hierarchy of the nodes).
- Trees with loosely enforced levels (Node determines the tree hierarchy).
- Trees with no levels (Node determines the tree hierarchy).
- Trees with nodes and levels.

  Note: A tree should not have more than 15 nodes and levels. If a tree has 16 or more nodes and levels, then the tree flattener process does not work.

- GL batch processes such as Allocations, Multi-Currency, Year End Close, ADB Calculations, and Build ChartField security.
- OTBI

Note: PeopleSoft does not support tree flattener functionality for Tree Definitions that allow duplicate values or for Tree Structures that support dynamic values based on the node value.

ChartField Effective Dated Rows

The Tree Flattener feature maintains a Detail List Table for every ChartField, such as Account (DL_TFLT_ACCOUNT), that saves account, effective date, and effective end date. The effective end date is stored when a new effective date is introduced for an account. This is used for General Ledger processes that use a request date or a transaction date to select ChartField effective dated rows that belong to a tree node and level and ranges.

Note: Maintaining ChartField effective dated row (EDR) data is critical to the Tree Flattener process.

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The system stores ChartField Data with effective date ranges in multiple EDR tables such as GL Accounts (GL_ACCOUNT_TBL) and Account EDR (GL_ACCOUNT_EDR). The Effective Date Range Map Page is used to store this information.

Example of Adding, Changing, or Removing ChartField Effective Dated Rows

ChartField online components maintain the effective dated range (EDR) data when an effective date is modified, added, or deleted.

These examples illustrate the department table (DEPT_EDR) when an effective data is added on January 1, 2014:

DEPTID	***EFFDT***	***INEFFDT***
12000	01–JAN-1900	31–DEC-2013
12000	01–JAN-2014	31–DEC-9999

This example illustrates the department table (DEPT_EDR) when an effective date is changed from 01/01/1900 to 01/01/2000:

DEPTID	***EFFDT***	***INEFFDT***
12000	01–JAN-2000	31–DEC-2013
12000	01–JAN-2014	31–DEC-9999

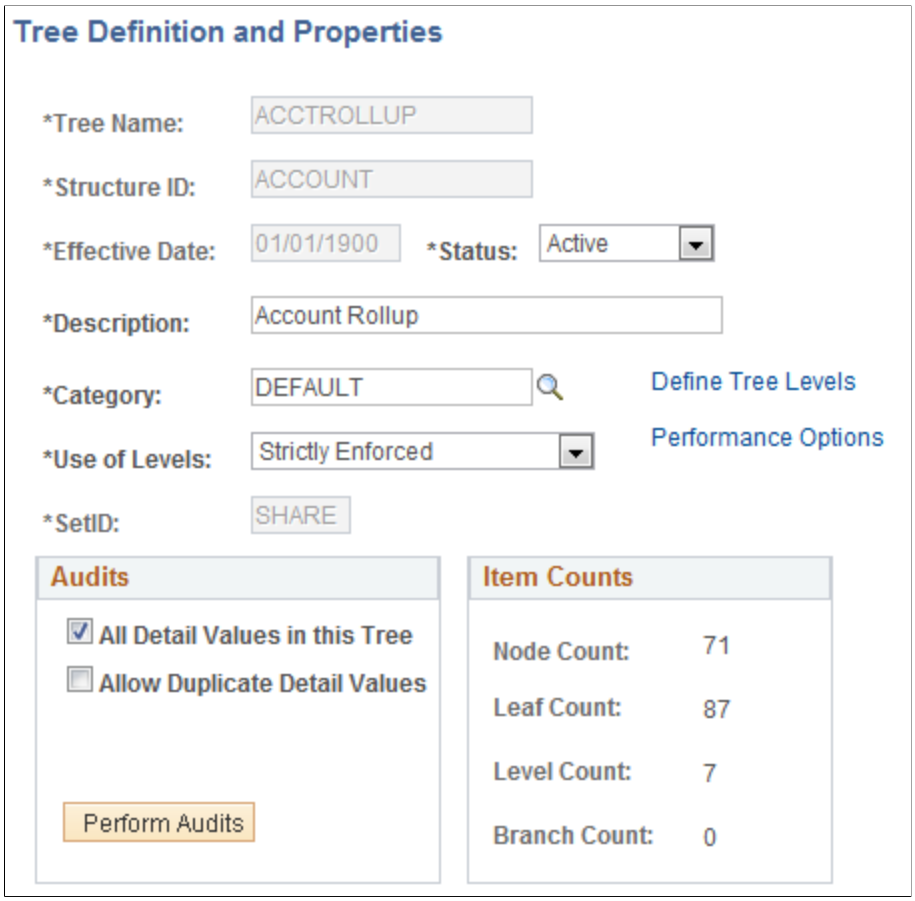
This example illustrates the department table (DEPT_EDR) when the current effective date is removed 01/01/2014:

DEPTID	***EFFDT***	***INEFFDT***
12000	01–JAN-2000	31–DEC-9999

The Tree Definition and Properties page is used to define trees.

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This example illustrates the fields and controls on the Tree Definition and Properties page.



The Audits section determines how you want to handle detail values.

When the **All Detail Values in this Tree** check box is selected, tree log entries are impacted when you add, change, or remove effective dates using the online component. The Tree Flattener process identifies the need to refresh the data, which is performed during the subsequent run of the process.

When the **All Detail Values in this Tree** check box is not selected, then the Tree Flattener process only refreshes log entries when the modified ChartField value exists in the tree range, or is a value in the tree node or leaf.

For more information about the Tree Definition and Properties page, see *PeopleTools: Tree Manager*, “Saving and Configuring Trees”.

Effective Date Range Map Page

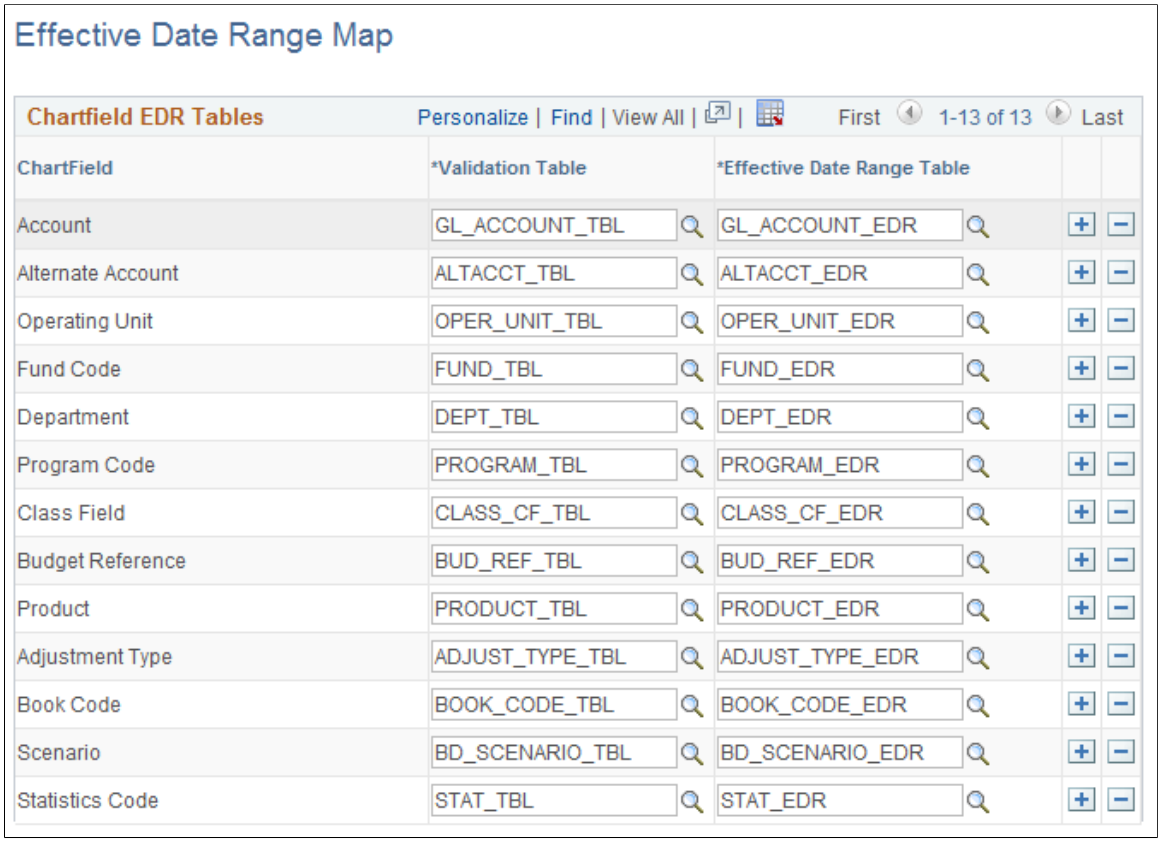
Use the Effective Date Range Map page (EDR_CF_DEFN) to map each ChartField table to an EDR table.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Effective Date Range Data** > **EDR Mapping Definition**

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This example illustrates the fields and controls on the Effective Date Range Map page.



The names of the tables that contain ChartField effective-date range data is delivered as system data.

Note: The Project ChartField is not listed because project data is not effective dated.

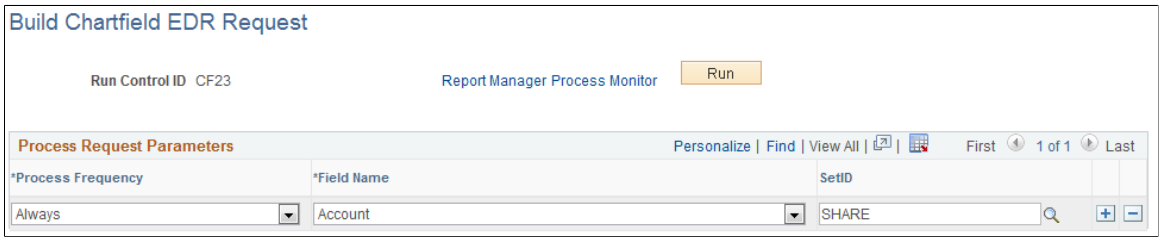
Build Chartfield EDR Request Page

Use the Chartfield EDR Request page (EDR_CF_REQ) to run the build effective date range process, which creates missing effective dated entries in the EDR table.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Effective Date Range Data > Build CF Date Range Rqst

This example illustrates the fields and controls on the Build Chartfield EDR Request page.



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Note: When the Tree Flattener feature is initially installed, you must run this process. After the initial run, you can run the process when ChartField effective dates are added, changed, or removed.

This process synchronizes the effective dated entries in the EDR table when ChartField effective dates are modified, added, or deleted.

SetID can be blank to run this process for all SetIDs.

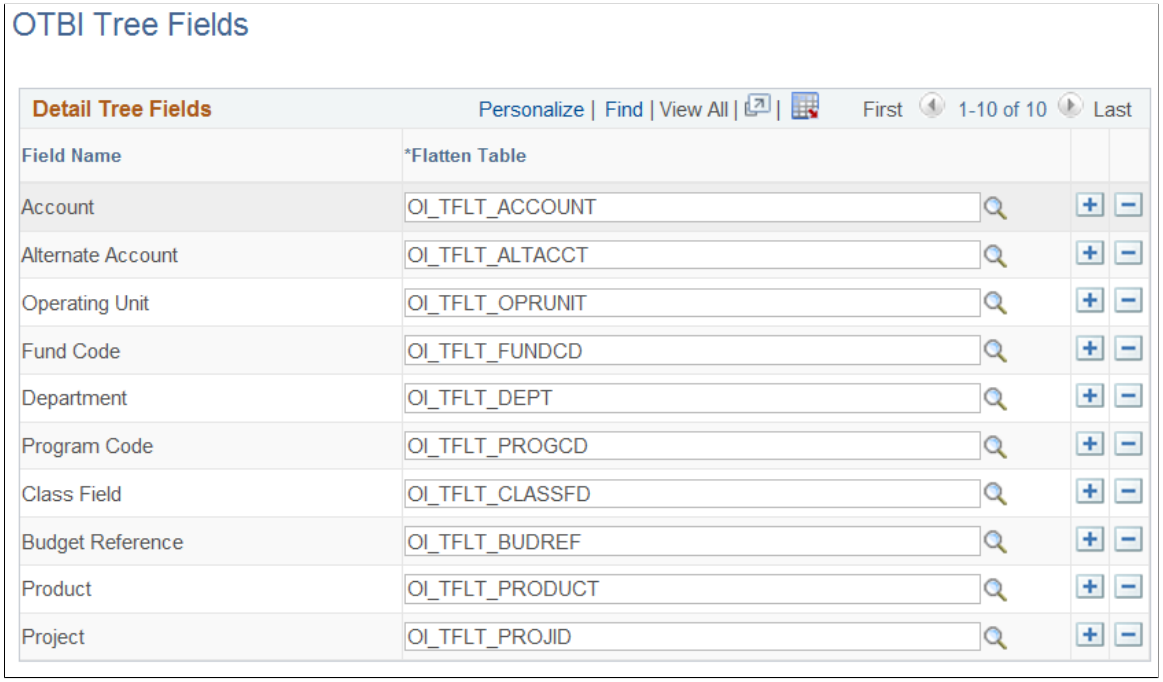
OTBI Tree Fields Page

Use the OTBI Tree Fields page (OI_TFLT_FIELDS) to manage the flattened table for each detail tree field. The delivered metadata supports flattened tree data for General Ledger ChartFields including Project ID.

Navigation:

Set Up Financials/Supply Chain > Operational Reporting > Tree Flattener > Tree Fields

This example illustrates the fields and controls on the OTBI Tree Fields page.



You can add your own detail tree fields and flatten tables. The PS/FS Tree Flattener process supports any detail tree fields with a field value length that is less thank or equal to 30 characters.

Note: You cannot change the flatten tree table or delete a row if the flattened tree table had data.

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Field or Control	*Description*
Field Name	Detail tree fields upon which the Tree Flattener tables are based. PeopleSoft delivers the ChartFields and respective tables to be used in the PS/FS Tree Flattener process (OI_TFLT). You can add your own fields and respective tables to use in this process.
Flatten Table	PeopleSoft delivers a record for each delivered ChartField to be used in storing the flattened tree data. You can add your own records to be used in the tree flattening process for user-defined ChartFields. It is not recommended that you change the flatten table for the delivered ChartFields.

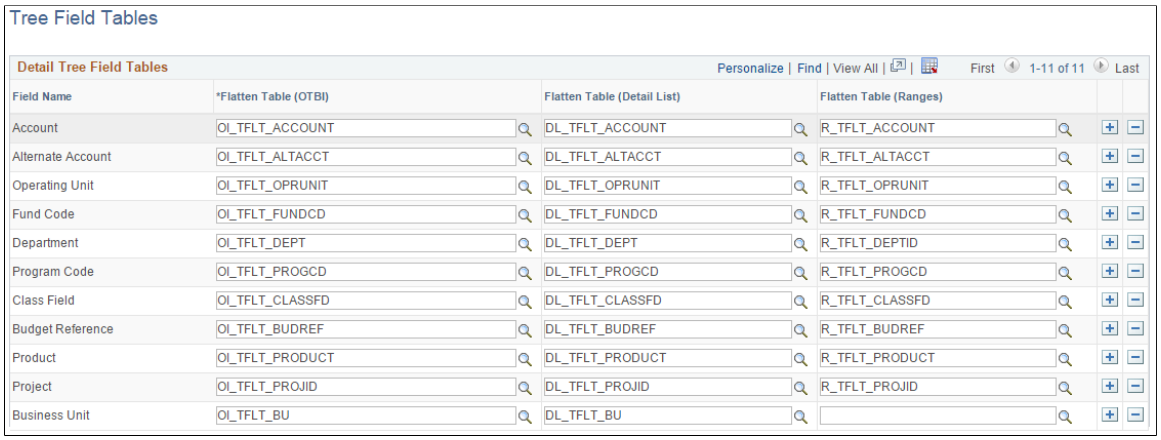
Tree Field Tables Page

Use the Tree Field Tables page (OI_TFLT_FIELDS) to map ChartFields to flattened tree tables.

Navigation:

Set Up Financials/Supply Chain > Operational Reporting > Tree Flattener > Assign CF Tree Flattened Tbl

This example illustrates the fields and controls on the Tree Field Tables page.



The names of the tables that contain the flattened tree data are delivered as system data.

Flatten Tree Log Page

Use the Flatten Tree Log page (FS_TFLT_LOG) to view the status of trees that have been flattened.

Navigation:

Set Up Financials/Supply Chain > Operational Reporting > Tree Flattener > View Flatten Tree Process Log

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Field or Control	*Description*
(check box)	Select more than one row to perform an action from the Actions drop-down list box on each row at the same time.
Status	Displays one of these status: • *Current*: Flattened data reflects the specified tree and is not updated by the Tree Flattener process (unless the Force Refresh option is selected). The tree definition must be valid and active. If the tree definition is active but not valid (saved as draft) then the system sets the status to current. This allows users to maintain tree data in draft mode without having to worry about the impact to the batch processes. • *No Data*: Flattened data does not exist but will be updated by the Tree Flattener process. • *Stale*: Flattened data does not reflect the specified tree and/or ChartField data changes that have been made since the last time the tree was flattened. It will be updated by the Tree Flattener process. This can be caused by: • User modified the tree definition • User added, modified or deleted a ChartField effective dated row. • There is an active and valid effective dated tree definition that is more current than the flatten tree data. The logic uses the system date as the relative date for the current effective dated tree definition. • There is no tree definition (the user has deleted the tree) • Tree definition is inactive • *Lock*: prevents the refresh or deletion of the flattened data for the tree and prevents GL processes from using that data. The user can delete a log entry from the page but only after the flatten tree data is deleted.
Refresh	Click the Refresh button to initiate the tree flattener process, which flattens tree data.
Delete Data	Click the Delete Data button to delete the flattened data.

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Field or Control	Description
Lock	Click the Lock button to inactivate the Refresh and Delete Data buttons. When you click the Lock button, the Refresh and Delete Data buttons cannot be selected.
Actions	Click the drop down box to perform these actions to all selected rows: • *Delete Data* • *Refresh*

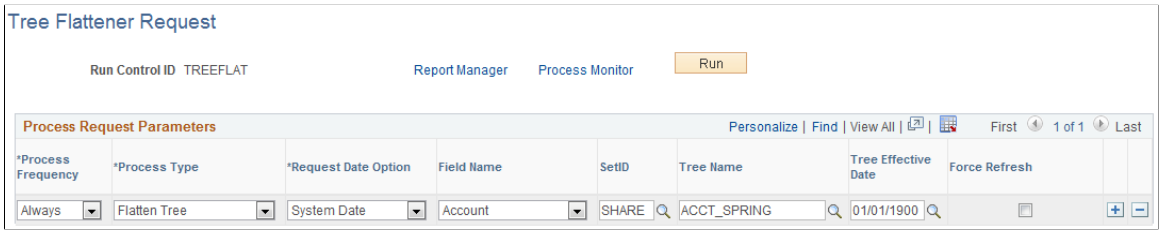
Tree Flattener Request Page

Use the Tree Flattener Request page (OI_TFLT_REQ) to run the PS/FS Tree Flattener process (OI_TFLT), which allows you to schedule a request periodically to pick up changes that occur in the tree definitions and ChartField values.

Navigation:

Set Up Financials/Supply Chain > Operational Reporting > Tree Flattener > Tree Flattener Request

This example illustrates the fields and controls on the Tree Flattener Request page.



Field or Control	Description
Process Type	Select one of these values: • *Flatten Tree*: Select to flatten the request data. • *Delete Values*: Select to clear values from the flatten tree tables. This option is not necessary before running the Flatten Tree process (Process Type = Flatten Tree) because the process automatically removes old tree data from the flatten tree tables before inserting new flatten tree data. When this option is selected, the system displays only the **OTBI Source Instance** field.

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Field or Control	*Description*
Request Date Option	Select a date option that is used when selecting effective dated tree data. • *As of Date*: Select to enter a user-defined date for the selected tree. • **System Date**: Select to use the system date to select the closest effective data for the selected tree. This option is not used if you specify a Tree Effective Date.
Field Name	Select a detail tree field to be used when flattening the corresponding tree data.
SetID	Select the tree SetID if applicable. The SetID is required for flattening trees that are keyed by SetID.
Business Unit	Enter a business unit. This field is available if Project Costing is installed to select project trees that are keyed by business unit. You can specify trees that are maintained by SetID or Business Unit. The tree flattener process supports trees that are keyed by SetID or Set Control Value.
Tree Name	Select a tree name, which is required when you select *Flatten Tree* in the **Process Type** field.
Tree Effective Date	(Optional) Enter the tree effective date.
OTBI Source Instance	Enter a unique number (process instance plus request sequence number), which is used by the flatten tree process to identify the tree data when *Delete Values* is selected in the **Process Type** field.
Force Refresh	Select to refresh the tree data even if the flattened tree data has a status of Current on the Flatten Tree Log Page. This is typically used if the structure of the tree has been changed.

Adding a New ChartField to the Tree Flattener and EDR Process

When adding a new ChartField during the ChartField Configuration process, the effective date range and flatten tables are automatically updated. Therefore, when adding a new ChartField, you do not need to update the Tree Field Tables Page or the Effective Date Range Map Page.

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Chapter 15

Securing Bank Accounts in FSCM

Understanding Bank Account Encryption

The National Automated Clearing House Association (NACHA) sets data security requirements for originators to protect Direct Deposit Bank Account Numbers used in the initiation of Automated Clearing House (ACH) entries by rendering them unreadable when stored electronically. To comply with these rules you must perform a small amount of setup. It is also important to understand how PeopleSoft encrypts, decrypts, and masks bank account numbers.

Part of the NACHA requirements indicate that you must have a secure transmission when sending or receiving bank account information. PeopleSoft is not responsible for this. You must work with your financial institution to guarantee secure transmissions.

Note: This feature requires PeopleTools 8.57.15 or above.

Bank Account Encryption in FSCM Products

PeopleSoft FSCM has many products that store and send bank account numbers.

These products include:

- Accounts Payables
- Accounts Receivables
- Billing
- Cash & Treasury
- eBill Payments
- eSettlements
- Expenses
- Financial Gateway
- Global Components
- Inventory
- Supplier Lifecycle Management

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Masking Bank Account Numbers

Bank account numbers are masked to 16 characters regardless of the original length. The first two digits of a masked bank account number is a system-assigned prefix and the last four digits are displayed.

This example illustrates how the system creates the 16-character bank account number:

Prefix	*Mask characters*	*Last four characters of bank account number*
00	XXXXXXXXXX	2134

Masking Logic for the External Accounts Page

Note: This masking logic applies only to the “External Accounts Page” (PeopleSoft Banks Setup and Processing). For all other pages, the masked bank account number always has a prefix of "00".

If the last four digits of two bank account numbers are the same, a two-digit prefix is assigned sequentially. For example, if the last four digits of two bank account numbers are the same, the system assigns "00" as the prefix for the first bank account number, and assigns "01" as the prefix for the second bank account number.

This example illustrates the generic masking for bank account numbers. Two bank account numbers (lines 2 and 3) have the same last four digits. Notice that the Mask Value appears to be the same:

Line	*Bank ID*	*Account Number*	*Mask Value*
1	123456	1284366237	XXXXXX6237
2	123456	1107395556	XXXXXX5556
3	123456	1268375556	XXXXXX5556
4	1212	436712	XX6712
5	15875	81933	X1933

This example illustrates the same two account numbers (lines 2 and 3) have the same last four digits. Notice that the Mask Value appears different due to the prefix added and all masked bank account numbers are 16 characters in length:

Line	*Bank ID*	*Account Number*	*Mask Value*
1	123456	1284366237	00XXXXXXXXXX6237

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Line	*Bank ID*	*Account Number*	*Mask Value*
2	123456	1107395556	00XXXXXXXXXX5556
3	123456	1268375556	01XXXXXXXXXX5556
4	1212	436712	00XXXXXXXXXX6712
5	15875	81933	00XXXXXXXXXX1933

The two-digit prefix is always displayed at the beginning of a masked bank account number. The system assigns "00" to the first occurrence. When a bank account number is entered into the system and the last four-digits are a duplicate of another bank account number, the system assigns "01" as the prefix. If a third bank account number is entered with the same last four digits, the system assigns "02" as the prefix, and so on.

International Bank Account Number

When the encryption process runs the IBAN ID is also masked in all tables with the last four digits unmasked. There is no prefix logic for IBAN numbers.

Page and Field Configurator

If you previously used the Page and Field Configurator to mask the bank account number field, remove the row from the Configure Fields for Masking section.

If you don't remove the bank account number from this section, when you select the "Unmask" button on an FSCM page, the bank account number changes to the value selected in the **Mask Character** field (all X's or all *'s).

See “Masking Data in Page and Field Configurator” (Enterprise Components).

Setting Up Bank Account Encryption

Prior to using the Bank Account Encryption feature, you must set up Algorithm Keysets and Encryption Profiles in PeopleTools setup. Then, you must run the Bank Account Number Encryption process to encrypt and mask bank account number in existing FSCM tables.

To set up Algorithm Keysets and Encryption Profiles in PeopleTools:

1. Define Algorithm Keysets using the Algorithm Keyset page (PeopleTools, Security, Encryption, Encryption Algorithm Keyset).

   For existing Algorithm ID's, create a Keyset ID and Key Value. You must create two Keyset IDs; one for encryption and one for decryption. The Keyset ID and Key Value should be the same for the encryption and decryption Algorithm ID's.

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PeopleSoft delivers Keyset ID's with empty Key Values. You must set the Key Value per your business and security requirements.

See PeopleTools: Administration Tools, Security Administration, Securing Data with PeopleSoft Encryption Technology.

2. Verify two delivered Algorithm Chain ID's using the Algorithm Chain page (PeopleTools, Security, Encryption, Encryption Algorithm Chains).

Algorithm Chain ID	*Algorithm Chain Description*	*Algorithm ID*
FSCM_AES_CBC_256_DEC	FSCM Account Number Decryption	aes_ks256_cbc_decrypt
FSCM_AES_CBC_256_ENC	FSCM Account Num Encrypt	aes_ks256_cbc_encrypt

3. Select a **Parameter Value** from the look up option on the Encryption Profile page (PeopleTools, Security, Encryption, Define Encryption Profiles).

   - **Encryption Profile ID** is *FSCM_ACCT_NUM_DECRYPT* and **Algorithm Chain ID** is *FSCM_AES_CBC_256_DEC*.
   - **Encryption Profile ID** is *FSCM_ACCT_NUM_ENCRYPT* and **Algorithm Chain ID** is *FSCM_AES_CBC_256_ENC*.

4. (Optional) Test your encryption profiles using the Encryption Demo page (PeopleTools, Security, Encryption, Test Encryption Profiles).

   This test converts a bank account number to an encrypted value and converts an encrypted value to a bank account number.

To encrypt and mask bank account number in existing FSCM tables, use the Bank Account Number Encryption Page. To re-encrypt the bank account numbers, use the Manage Bank Account Encryption Page.

Pages Used to Set up Bank Account Encryption

After setting up Algorithm Keysets and Encryption Profile ID's in PeopleTools, run the Bank Account Number Encryption process to encrypt and mask bank account numbers in existing FSCM tables.

Page Name	*Definition Name*	*Usage*
Bank Account Number Encryption Page	CRYPTPRFL_CONF	To encrypt and mask bank account numbers in existing FSCM tables. This is a one-time process.
Manage Bank Account Encryption Page	CRYPTPRFL_CONF_MGR	To re-encrypt the bank account numbers stored in the database with a new Profile ID.

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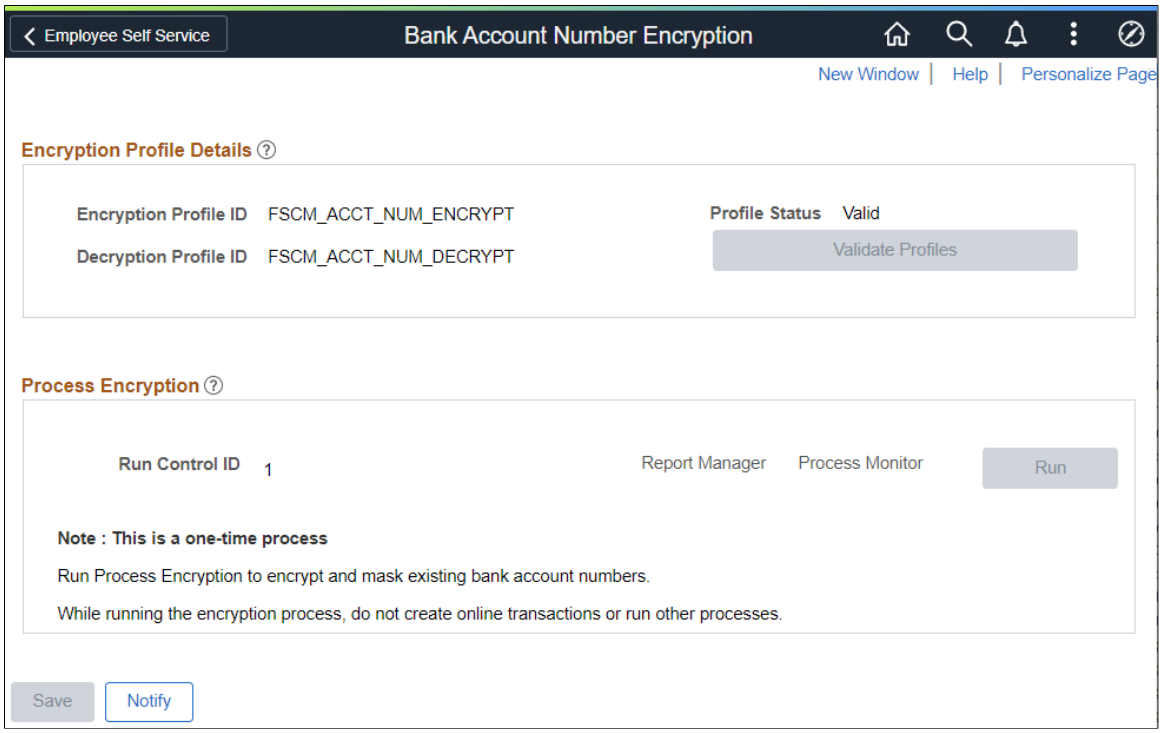
Bank Account Number Encryption Page

Use the Bank Account Number Encryption page (CRYPTPRFL_CONF) to encrypt and mask bank account numbers in existing FSCM tables. This is a one-time process.

Navigation:

Setup Financials/Supply Chain > Common Definitions > Encryption Configuration > Bank Account Number Encryption

This example illustrates the fields and controls on the Bank Account Number Encryption page after the FSCM_CRYPTAE process has run.



Note: When running this process, make sure that other processes are not running as this process updates many FSCM tables and data could be compromised.

When running this process for the first (and only) time:

1. Select the delivered encryption and decryption profile ID's.
2. Select the **Validate Profiles** button.

   This step confirms and validates the algorithm keysets for both profiles. If the **Profile Status** changes to *Valid*, the Run button appears. If the **Profile Status** does not change to Valid, check the algorithm keysets for both Profile ID's.
3. Select the Run button to run the FSCM_CRYPTAE process, which encrypts and masks bank account numbers and IBAN ID's in existing FSCM tables.

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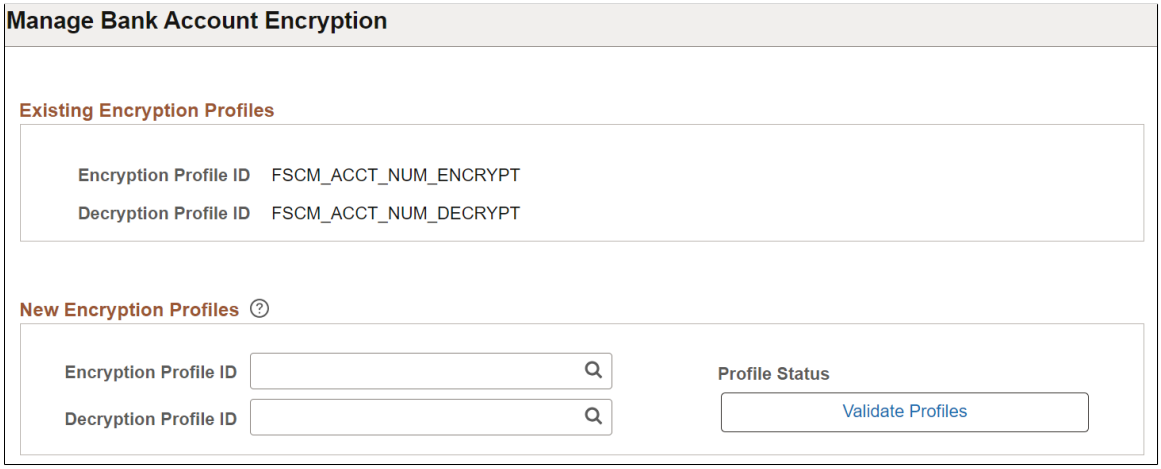
Manage Bank Account Encryption Page

Use the Manage Bank Account Encryption page to re-encrypt the bank account numbers stored in the database with a new profile ID.

Navigation:

Setup Financials/Supply Chain > Common Definitions > Encryption Configuration > Manage Bank Account Encryption

This example illustrates the fields and controls on the Manage Bank Account Encryption page



The Manage Bank Account Encryption page is editable only when the existing Bank Account Encryption process is run.

The existing encryption and decryption profile ID's are populated automatically. Enter the new encryption and decryption profile ID's. Validate the profiles and run the process similar to the Bank Account Number Encryption page.

When running this process, make sure that other processes are not running as this process updates many tables and data could be compromised.

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Chapter 16

Setting Up and Using Business Request and Approval

Understanding the Business Request and Approval Process

Business Request and Approval is a configurable workflow process for requesting the setup of SetID-driven fields and values for such fields as ChartFields. You can request additions or modifications to field values and submit them for approval. Upon final approval, the process saves the new field value and commits changes to the corresponding base tables. It also provides an audit trail of the setup and approval of these values.

Perform the following high-level steps to set up and use the Business Request and Approval process:

1. Set up the Business Request functionality to enable the field or fields to be used in the request and approval process.
2. Set up the Business Request Template(s) to define field information for the enabled fields, such as business justification and associated trees, for example.
3. Configure the approval workflow according to your organization's requirements for approval of requests for new or modified field values.
4. Define and use ChartField Request and Approval.
5. Approve and manage ChartField requests.
6. Inquire on Business Requests.

Understanding ChartField Request Notifications

Oracle PeopleSoft delivers Notification Composer Framework in Enterprise Components to manage the setup and administration of notifications in one central location.

Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.

These PeopleSoft General Ledger business processes, which are delivered with FSCM Update Image 49, must use Notification Composer:

- ChartField Request Approval (ChartField)
- Field Request Error - Requester (FieldRequestErrorRequester)

For more information about Notification Composer Framework, see "Understanding Notification Composer" (Enterprise Components).

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Setting Up and Using Business Request and Approval

Pages Used in Setting Up the Business Request

Page Name	*Definition Name*	*Usage*
Business Request Setup Page	FLD_REQ_SETUP	Enable each field that you want to use in the request approval process.
Core Table Fields Page	FLD_REQ_S_FLDS	Includes the core table information for each field on the Business Request Setup page.
Business Request Template Page	FLD_REQ_TMPLT	Define the business justification, trees and questions information that you need to setup the process.

Understanding the Business Request and Approval Process

Business Request and Approval is a configurable workflow process for requesting the setup of SetID-driven fields and values for such fields as ChartFields. You can request additions or modifications to field values and submit them for approval. Upon final approval, the process saves the new field value and commits changes to the corresponding base tables. It also provides an audit trail of the setup and approval of these values.

Perform the following high-level steps to set up and use the Business Request and Approval functionality:

1. Set up the Business Request functionality to enable the field or fields to be used in the request-approval process.
2. Set up the Business Request Template(s) to define field information for the enabled fields, such as business justification and trees, for example.
3. Configure the Approval workflow.
4. Define and use the ChartField Request and Approval.
5. Inquire on Business Request.

Business Request Setup Page

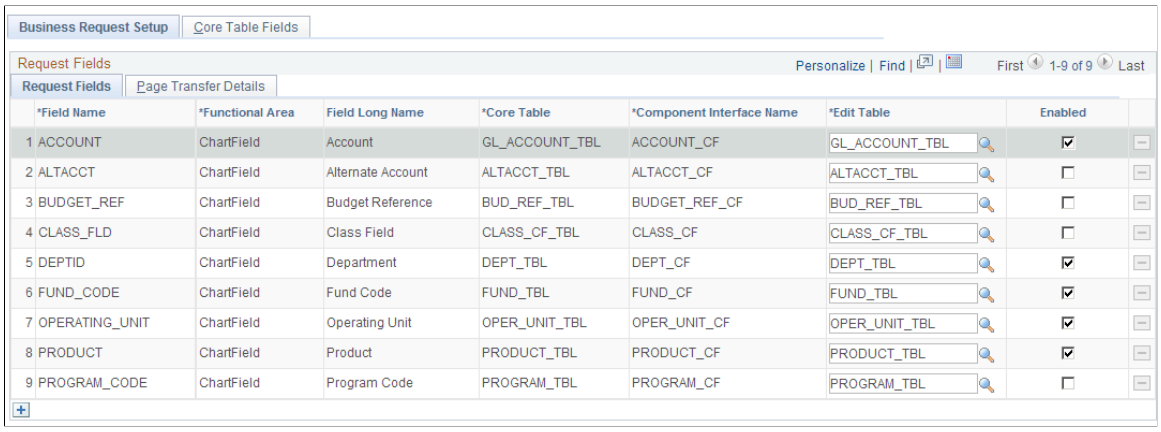
Use the Business Request page (FLD_REQ_SETUP) to enable each field that you want to use in the request-approval process. This is the starting point for the Business Request and Approval functionality.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Request Configuration** > **Setup Business Request**.

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This example illustrates the fields and controls on the Business Request Setup - Request Fields tab. You can find definitions for the fields and controls later on this page.



	*Field Name	*Functional Area	Field Long Name	*Core Table	*Component Interface Name	*Edit Table	Enabled
1	ACCOUNT	ChartField	Account	GL_ACCOUNT_TBL	ACCOUNT_CF	GL_ACCOUNT_TBL	☑
2	ALTACCT	ChartField	Alternate Account	ALTACCT_TBL	ALTACCT_CF	ALTACCT_TBL	☐
3	BUDGET_REF	ChartField	Budget Reference	BUD_REF_TBL	BUDGET_REF_CF	BUD_REF_TBL	☐
4	CLASS_FLD	ChartField	Class Field	CLASS_CF_TBL	CLASS_CF	CLASS_CF_TBL	☐
5	DEPTID	ChartField	Department	DEPT_TBL	DEPT_CF	DEPT_TBL	☑
6	FUND_CODE	ChartField	Fund Code	FUND_TBL	FUND_CF	FUND_TBL	☑
7	OPERATING_UNIT	ChartField	Operating Unit	OPER_UNIT_TBL	OPER_UNIT_CF	OPER_UNIT_TBL	☑
8	PRODUCT	ChartField	Product	PRODUCT_TBL	PRODUCT_CF	PRODUCT_TBL	☑
9	PROGRAM_CODE	ChartField	Program Code	PROGRAM_TBL	PROGRAM_CF	PROGRAM_TBL	☐

Request Fields tab

Thirteen ChartFields are delivered on the Request Fields page and the rows cannot be deleted using this page. Account, Department, Fund Code, Operating Unit and Product are delivered as enabled, as they are the most commonly used.

Note: If Project Costing is installed, the Project ID field is hidden. Also, if **ChartField 1, ChartField 2**, and **ChartField 3** are not activated in ChartField Configuration, those rows are hidden as well.

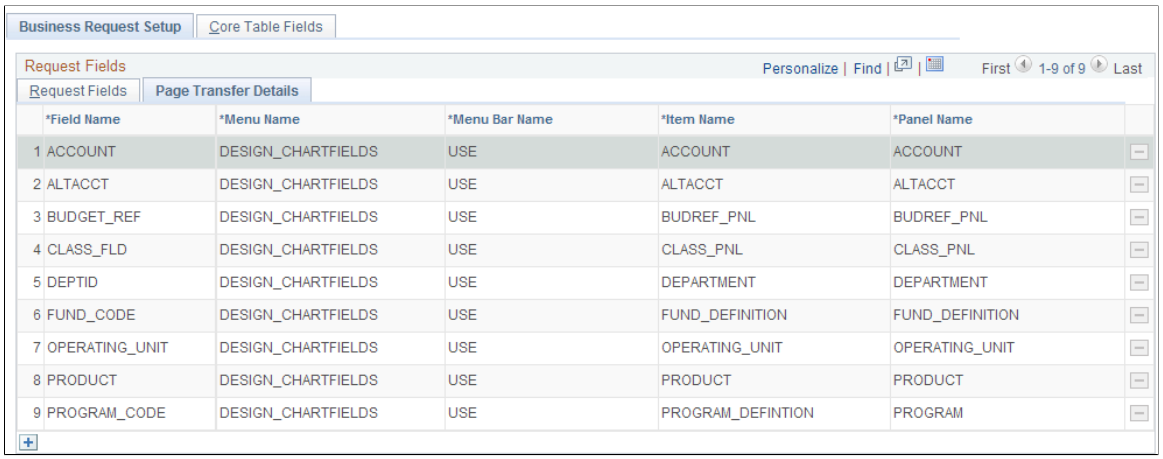
Field or Control	***Description***
(Add a new row at row <number>	The button at the bottom of the grid leaves room for future field additions and customizations. In order to add to this page, you must have full technical understanding of this functionality.

Page Transfer Details tab

Click the Page Transfer Details tab on the Business Request Setup page to access the navigational details for each field's entry page, which will be used by the system when performing the page transfer from the ChartField Request page to that field's entry page:

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This example illustrates the fields and controls on the Business Request Setup - Page Transfer Details tab.



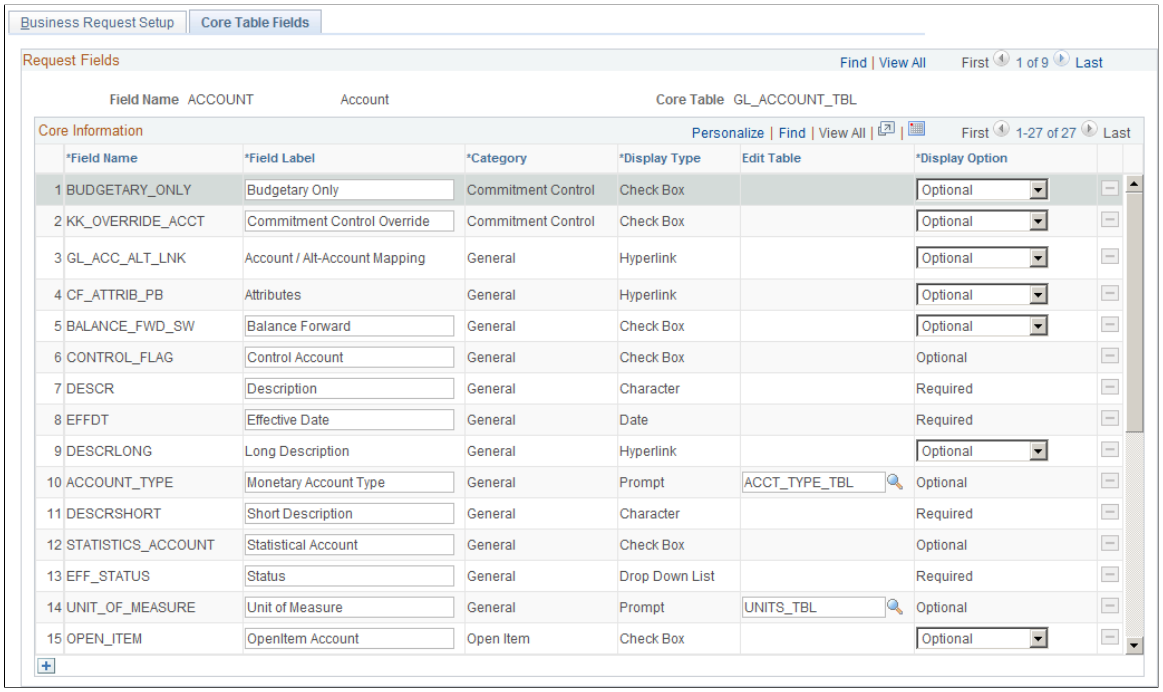
Core Table Fields Page

Use the Core Table Fields page (FLD_REQ_S_FLDS) to enter the core table information for each field on the Business Request Setup page.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Business Request Configuration > Business Request Setup > Core Table Fields.

This example illustrates the fields and controls on the Core Table Fields Page. You can find definitions for the fields and controls later on this page.



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This page contains the core table field information of each field on the Business Request Setup page. For the delivered ChartFields, the core table fields that are currently available on the corresponding entry page cannot be deleted from the page.

Field or Control	*Description*
Field Label	The default field labels appear as delivered. You can change the field label for any field (except those with a Hyperlink display type). For English, it is good practice to keep the delivered field labels unchanged, as they match those currently implemented on the delivered ChartField entry pages. For language implementations other than English, however, you must enter that language's field labels here so that they may appear on the ChartField Request page.
Edit Table	Enter an edit record for the Prompt display type field names to be used for validation.
Display Option	If the core table field is required on the base table and has no default value defined on the record definition, its Display Option is set to *Required* and the field is disabled on this page. All other fields are delivered as Optional. There are some fields for the Account and Alternate Account tables that are set to Optional but are also disabled on this page. Due to the complicated relationships of those fields, the validations have to be handled by the ChartField Request page. If a core table field's Display Option is not disabled on the Business Request Setup page, it can be overridden on the Business Request Template page, which is SetID-driven.

Business Request Template Page

Use the Business Request Template page (FLD_REQ_TMPLT) to create or update a template for each field for which you want to create business requests for approval of new values or updates to existing values. You can copy a template for a given field to another SetID as well.

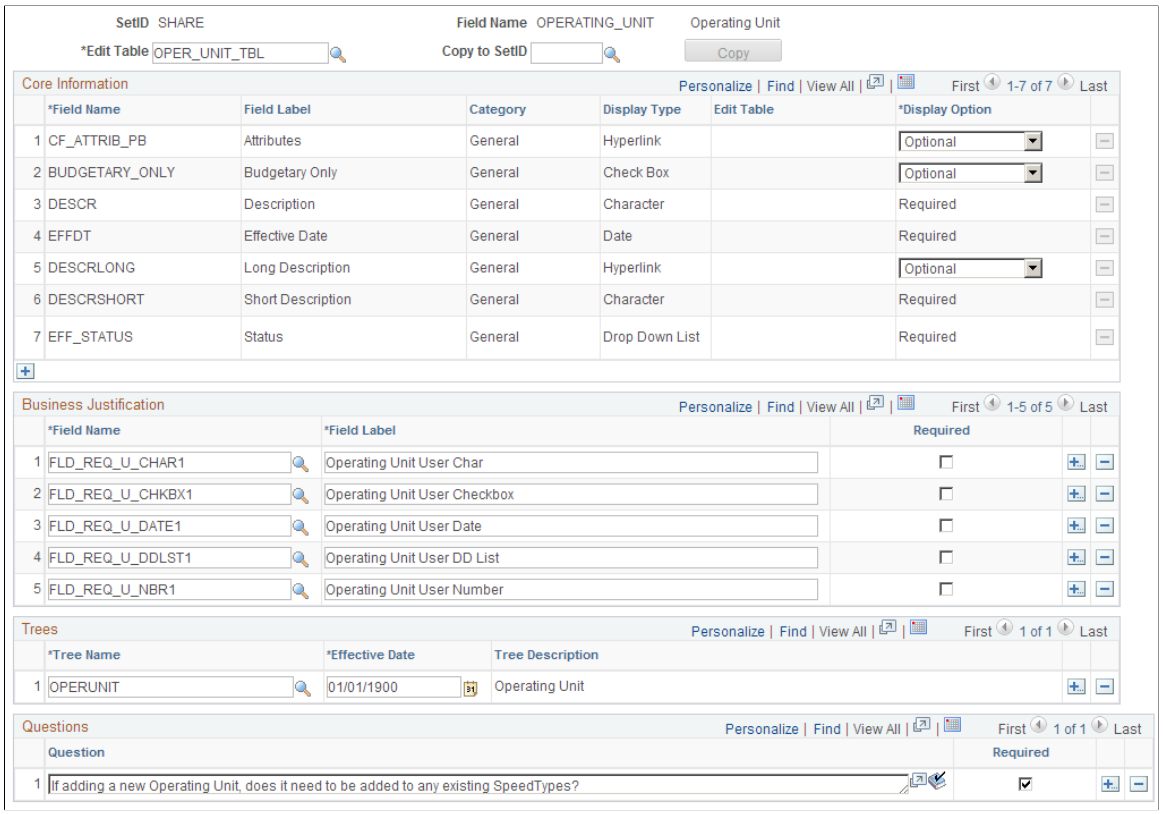
The Business Request Template page is SetID-driven and contains not only the core information that is copied from the Business Request Setup – Core Table Fields page when creating a new template, but also includes the business justification, trees and questions that you need to set up the process.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Request Configuration** > **Add Business Request Template**

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This example illustrates the fields and controls on the Business Request Template Page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Edit Table	Enter an edit record for the Field Name to be used for validation. This field is populated by default with the base table for the field.
Copy to SetID	This field is only visible after you have saved a new Business Request Template. Select the SetID for which you want to copy the existing template for a given field, thus creating a new template under the new SetID that you supply.
Copy	Once you select a SetID for the Copy to SetID field, and tab out of the field, the Copy button is enabled. Click the Copy button to create the new template for the field under the new SetID.

Note: The Tree information is not copied to the new template, as Tree is SetID-driven and the trees appropriate for the current SetID may not be valid for the new SetID.

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Core Information

Field or Control	*Description*
Display Option	Display Option values are: • *Do Not Display* - Field does not appear on the ChartField Request page. • *Optional* - Field appears on the ChartField Request page, but its value is not required. • *Required* - Field appears on the ChartField Request page and its value is required.

Business Justification

The following are the delivered fields that you can choose for the Business Justification grid. You are required to enter their field labels here, which will appear on the ChartField Request page. You can add more fields using Application Designer; however, you must follow the naming convention, field type and length below:

Display Type	*Field Name Prefix*	*Delivered Number*	*Field Type and Length*
Character	FLD_REQ_U_CHAR	1, 2, 3, 4	Character 254
Check Box	FLD_REQ_U_CHKBX	1, 2, 3, 4	Character 1
Date	FLD_REQ_U_DATE	1, 2, 3, 4	Date 10
Drop Down List	FLD_REQ_U_DDLST	1, 2, 3, 4	Character 4
Number	FLD_REQ_U_NBR	1, 2, 3, 4	Signed Number 23.3

Note: To be able to select these Drop Down List fields, you need to define the corresponding translate values first in Application Designer. Otherwise, you are not able to select those fields.

For more information, see *PeopleTools: PeopleSoft Application Designer Developer's Guide.*

Note: Any changes that you make to the Business Request Setup page are not carried over to templates that already exist; you must manually apply those changes to the templates, if required.

Note: Business Request templates can be changed without any restrictions. However, template changes are only reflected on newly created ChartField requests. Existing ChartField requests are not impacted by Business Request template changes.

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Configuring the Approval Framework for Business Requests

Pages Used to Configure Approval Framework for Business Requests

Page Name	*Definition Name*	*Usage*
Register Transactions Page	EOAW_TXN	Register the Business Request approval transaction. See Completing the Field Approval Transaction Registry and Configuration.
Configure Transactions Page	EOAW_TXN_NOTIFY	Configure the Business Request approval transaction See Completing the Field Approval Transaction Registry and Configuration.
Generic Template Definition Page	WL_TEMPLATE_GEN	Create or modify field values using the Business Request and Approval notification template. See Completing the Field Approval Transaction Registry and Configuration.
Roles - Members Page	ROLE_MEMBER	List the users that are to be approvers for a given role that is accessed by a User List Definition within the Approval Framework. See Defining Approval Roles & User Lists for Approval Framework.
User List Definition Page	EOAW_USER_LIST	Define Approval User Lists for use in the AF approval process.
Setup Process Definitions Page	EOAW_PRCS_MAIN	Define the stages, paths and steps of the Business Request approval definition process.
Criteria Definition Page	EOAW_CRITERIA	Define field and monetary criteria to be used in the Business Request approval process.
Approval Path Definition Page	EOAW_PATH_SEC	Define Business Request approval path details, such as time-related escalation options and reassignment.
Approval Step Definition Page	EOAW_STEP_SEC	Define Business Request approval step details, such as approvers and approver requirements.

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Understanding Configuring the Approval Framework for Business Requests

To configure Approval Framework for business requests:

- Complete the Field Approval Transaction Registry and Configuration.
- Create and modify Notification Template Definitions.
- Define approval roles and User Lists for Approval Framework.
- Set up approval Process Definitions (rules).

Related Links

"Understanding Configurable Workflow" (PeopleSoft General Ledger)

Completing the Field Approval Transaction Registry and Configuration

Use the Approval Framework Register (EOAW_TXN) and Configure Transaction (EOAW_TXN_CONFIG) components to initiate the request approval process for fields enabled on the Business Request Setup page.

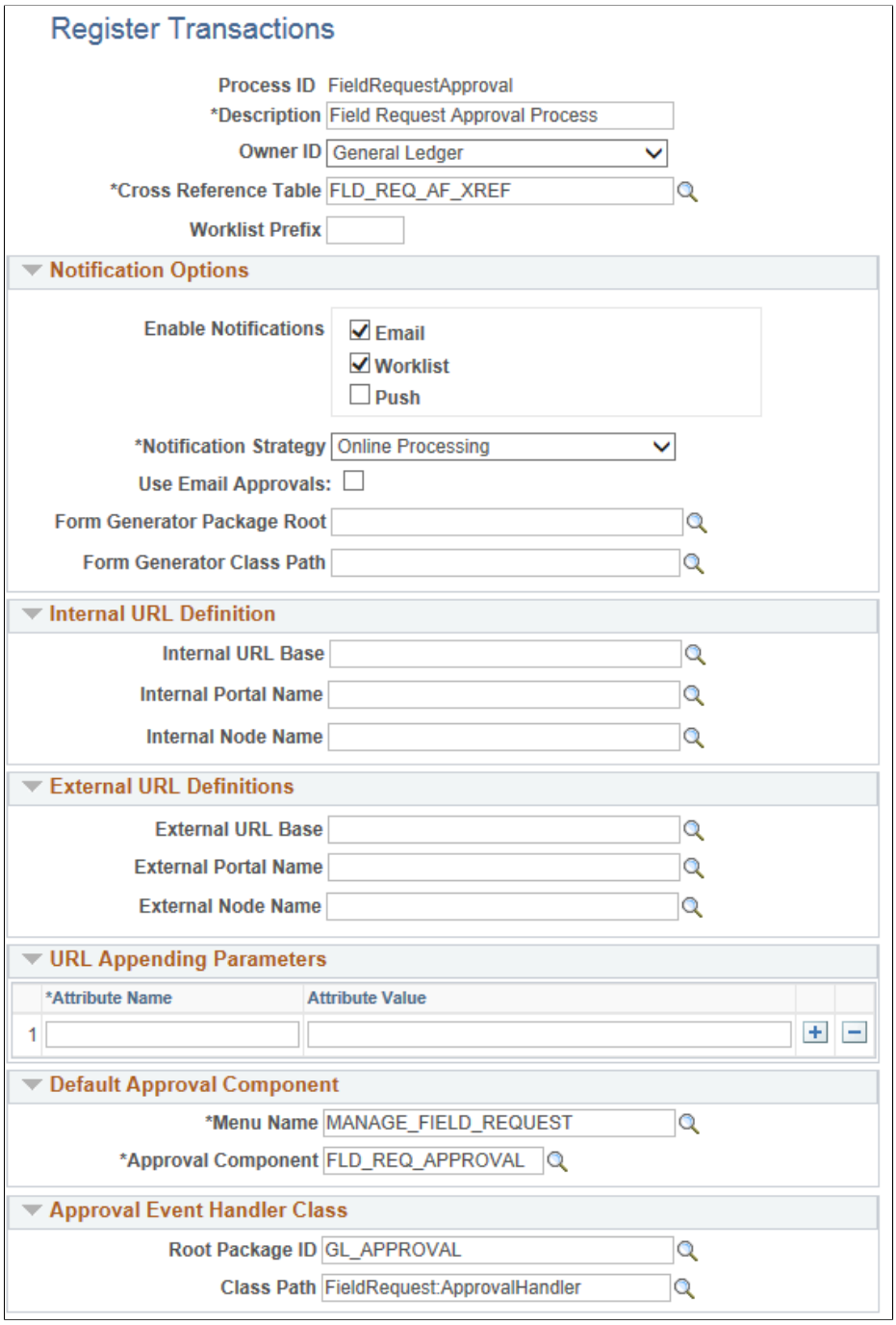
Use the Register Transactions page (EOAW_TXN) to register the Business Request approval transaction.

Navigation:

Enterprise Components > **Approvals** > **Approvals** > **Transaction Registry** > **Register Transactions**. Select the FieldRequestApproval value.

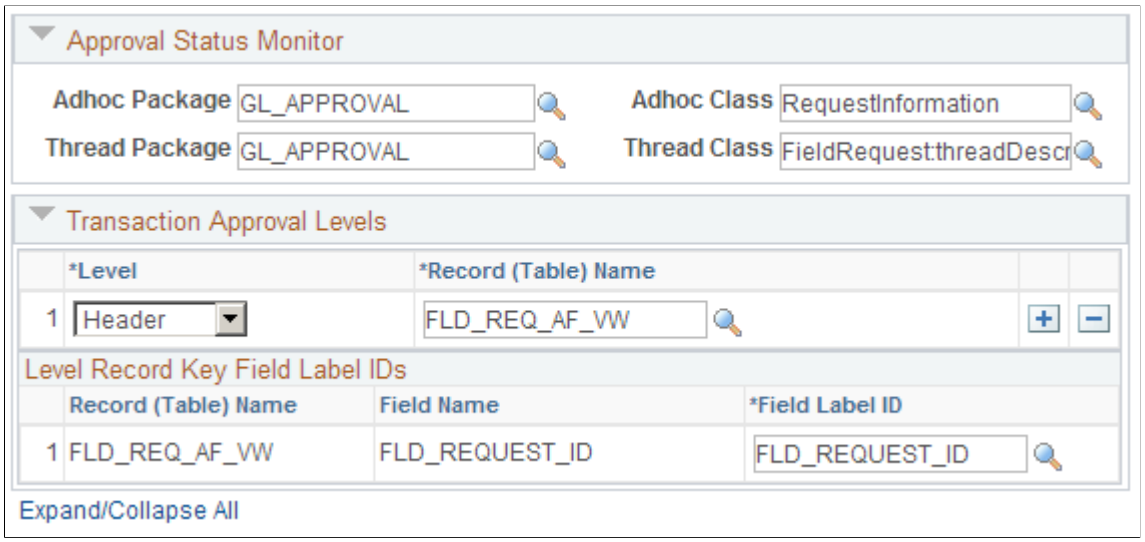
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This example illustrates the fields and controls on the Register Transactions page - FieldRequestApproval (1 of 2).



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This example illustrates the fields and controls on the Register Transactions page - FieldRequestApproval (2 of 2). You can find definitions for the fields and controls later on this page.



PeopleSoft delivers the FieldRequestApproval process ID for registry of Business Request transactions for approval. The values presented in this example are delivered specifically for using the Approval Framework within the Business Request functionality.

For more information, see the PeopleSoft Enterprise Components documentation: Approval Framework., “Defining the Approval Transaction Registry”, “Setting Up the Transaction Registry”.

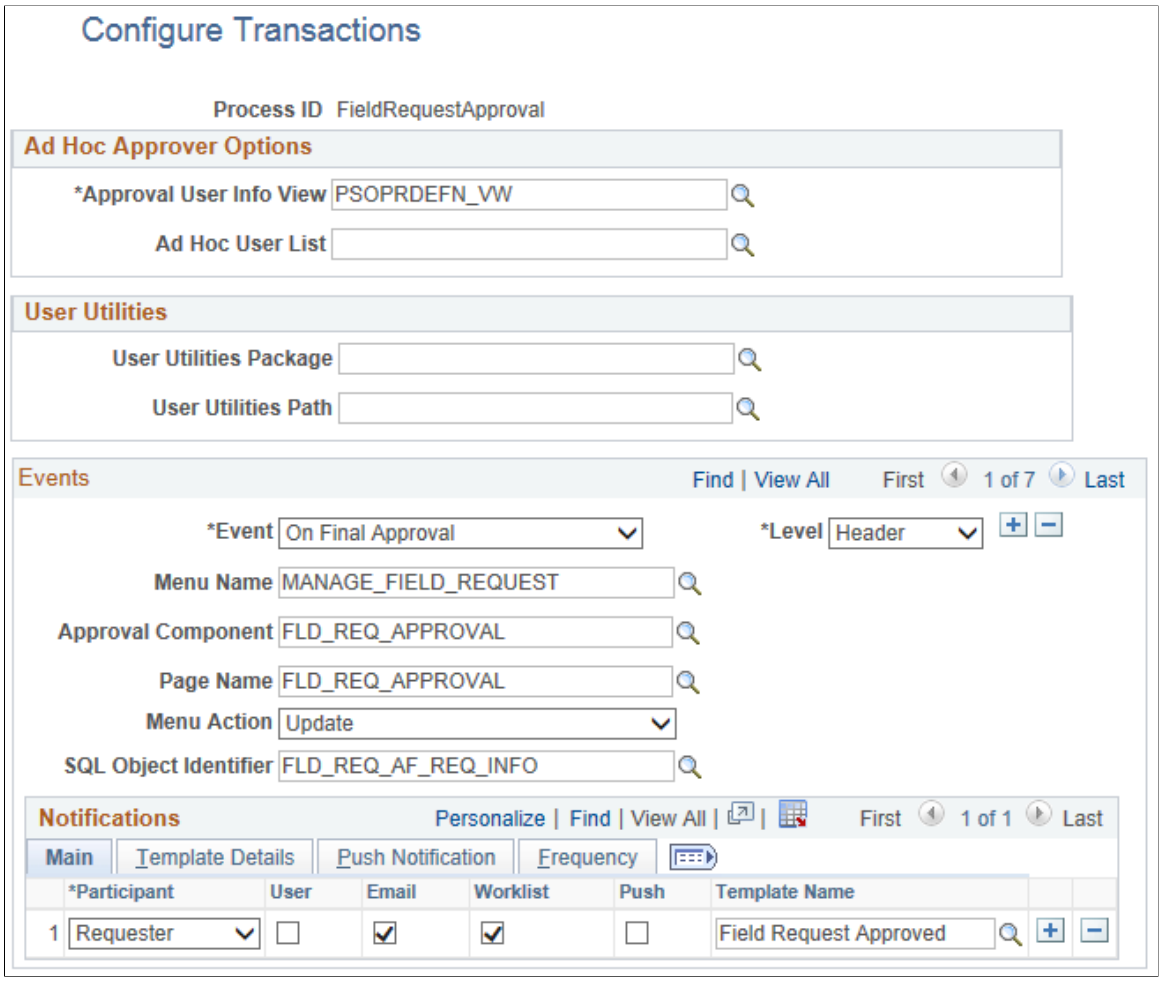
Use the Configure Transactions page (EOAW_TXN_NOTIFY) to route a request for approval, process final approval or denial.

Navigation:

Enterprise Components > **Approvals** > **Approvals** > **Transaction Configuration** > **Configure Transactions**

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This example illustrates the fields and controls on the Configure Transactions page (FieldRequestApproval).



PeopleSoft delivers the following events configured for the FieldRequestApproval process ID to be used by the Business Request Approval transactions:

Route for Approval, On Final Approval, On Final Denial, Push Back, Hold Step, On Reassign, and *On Terminate*.

For more information, see *Approval Framework, Defining the Approval Transaction Registry, Configuring Approval Transactions, "Creating and Modifying Notification Template Definitions"*.

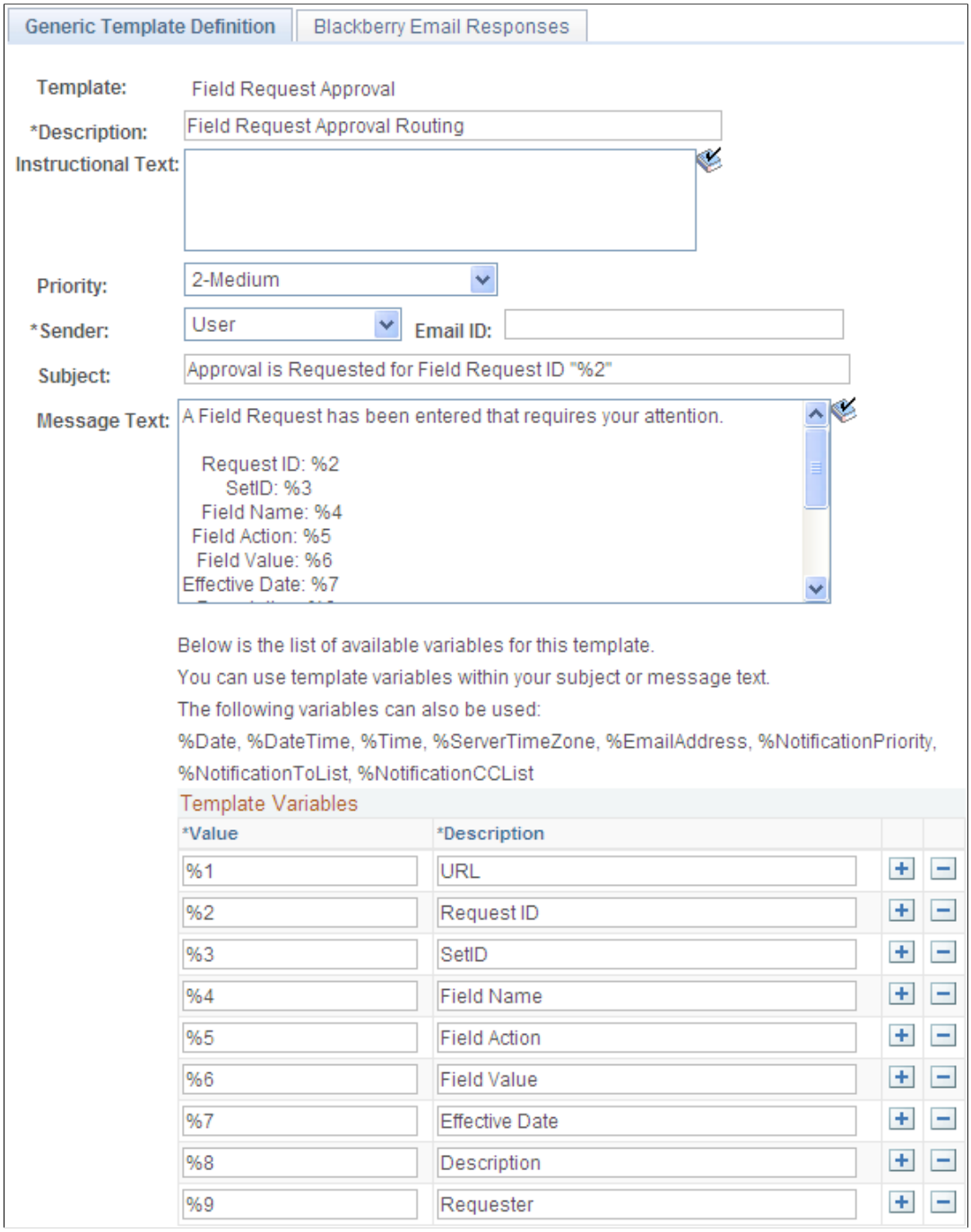
Use the notification templates delivered through the Generic Template Definition component (WL_TEMPLATE_GEN) to notify field value creation or modification in the request and approval workflow.

Navigation:

PeopleTools > **Workflow** > **Notifications** > **Generic Templates** > **Generic Template Definition**

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This example illustrates the fields and controls on the Generic Template Definition Page.



PeopleSoft delivers Generic Template Definitions for the following email notifications:

- Field Request Approval
- Field Request Approved
- Field Request Denied
- Field Request Pushed Back
- Field Request Updated

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- Field Request On Hold

These templates include the structure that is used for the email notifications to be sent for each action. You can use these templates as delivered or tailor them to suit your specific needs.

This example illustrates the fields and controls on the The following presents a sample email for the Field Request Approval. You can find definitions for the fields and controls later on this page.


Approval is Requested for Field Request ID "GLA2-Request-001"

From: <FINGLUser1@ap6023fems.us.oracle.com> Add To Contacts
To: <FINGLUser2@ap6023fems.us.oracle.com>, <peoplesoft@peoplesoft.com>, <peoplesoft@peoplesoft.com>
Cc:
Subject: Approval is Requested for Field Request ID "GLA2-Request-001"
Sent Date: Mar 20, 2012 2:25 AM
Received Date: Mar 20, 2012 2:25 AM
Priority: Normal
Attachments:
Character Set: Default Change

A Field Request has been entered that requires your attention.

Request ID: GLA2-Request-001
SetID: SHARE
Field Name: ACCOUNT
Field Action: A
Field Value: ACCT_001
Effective Date: 2011-01-01
Description: Test ACCT_001
Requester: GLA2

You can navigate directly to the Field Request entry page by clicking the link below.

http://rtdc78289gaemt.us.oracle.com/psp/gl920dvlnt/EMPLOYEE/ERP/c/MANAGE_FIELD_REQUEST.FLD_REQ_APPROVAL.GBL?Page=FLD_REQ_APPROVAL&Action=U&FLD_REQUEST_ID=GLA2-Request-001

Defining Approval Roles & User Lists for Approval Framework

PeopleSoft delivers a sample Field Request Approver role name for specific use in the Business Request Approval process. To view the role, access the Roles component.

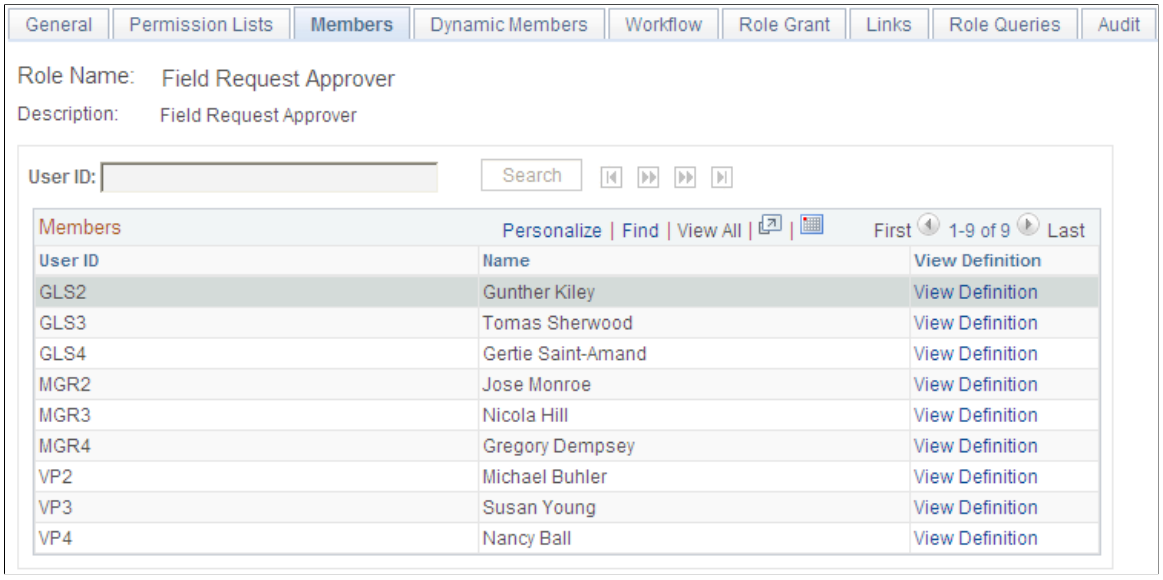
Navigation:

PeopleTools > **Security** > **Permissions and Roles** > **Roles**

The following presents the Members page of this component to display the users that are assigned to this sample role name. Be sure to create your own approval role name or use this one but change the members to the valid field request approvers for your organization:

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This example illustrates the fields and controls on the Roles Component - Members Tab.



For more information, see *PeopleTools: Security Administration*.

User List Definition Page

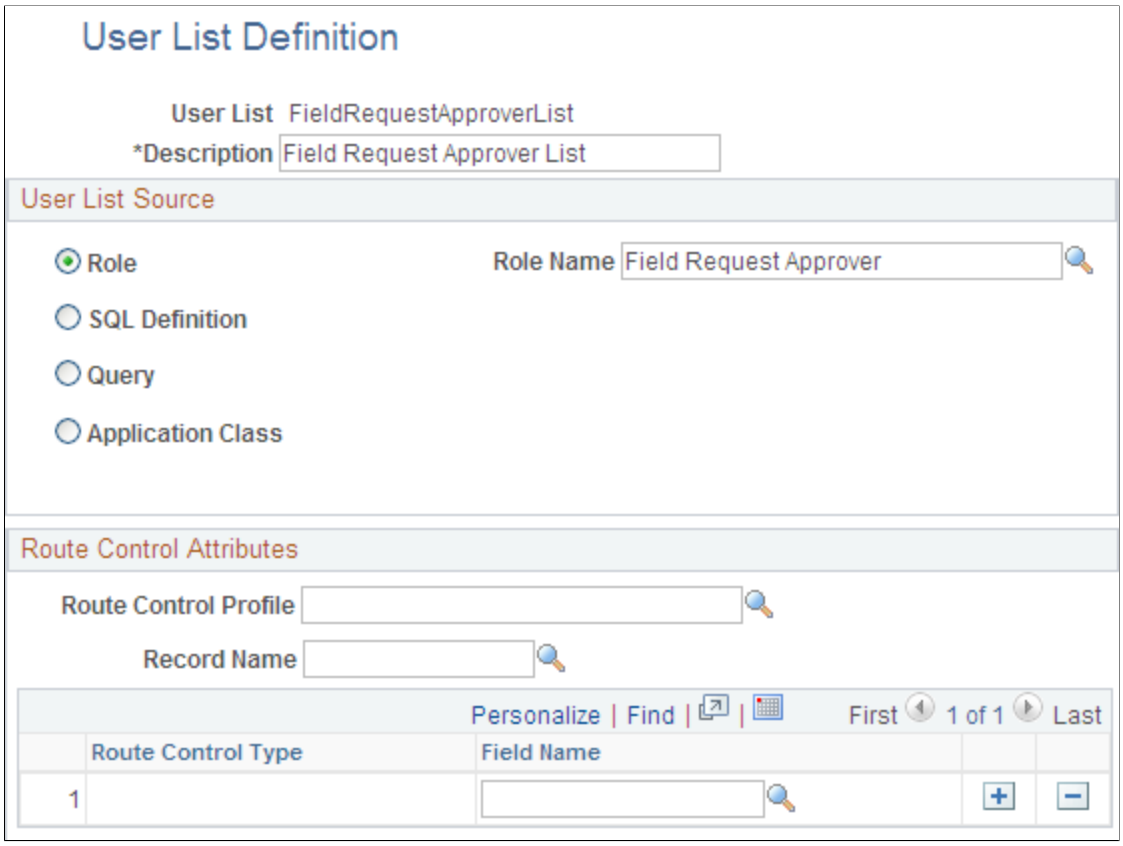
Use the User List Definition page (EOAW_USER_LIST) to define approval user lists.

Navigation:

Enterprise Components > **Approvals** > **Approvals** > **User List Setup.**

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This example illustrates the fields and controls on the User List Definition page – FieldRequestApproverList (user list value).



PeopleSoft delivers the sample FieldRequestApproverList User List Definition value for use in the Business Request Approval process, which points to the sample delivered role name, Field Request Approver.

For more information, see PeopleSoft Enterprise Components documentation: Approval Framework, “Defining Notification Templates and Users for Approval Framework”, “Defining Users for Approval Framework”, “Setting Up Approval Process Definitions (Rules)”.

Setting Up Approval Process Definitions

To set up approval process definitions, use the Approval Process Setup component (EOAW_PRCS).

This section presents examples of the delivered setup that shows how to:

- Define approval processes.
- Define approval criteria.
- Define paths for approval processes.
- Define steps for approval processes.

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Setup Process Definitions Page

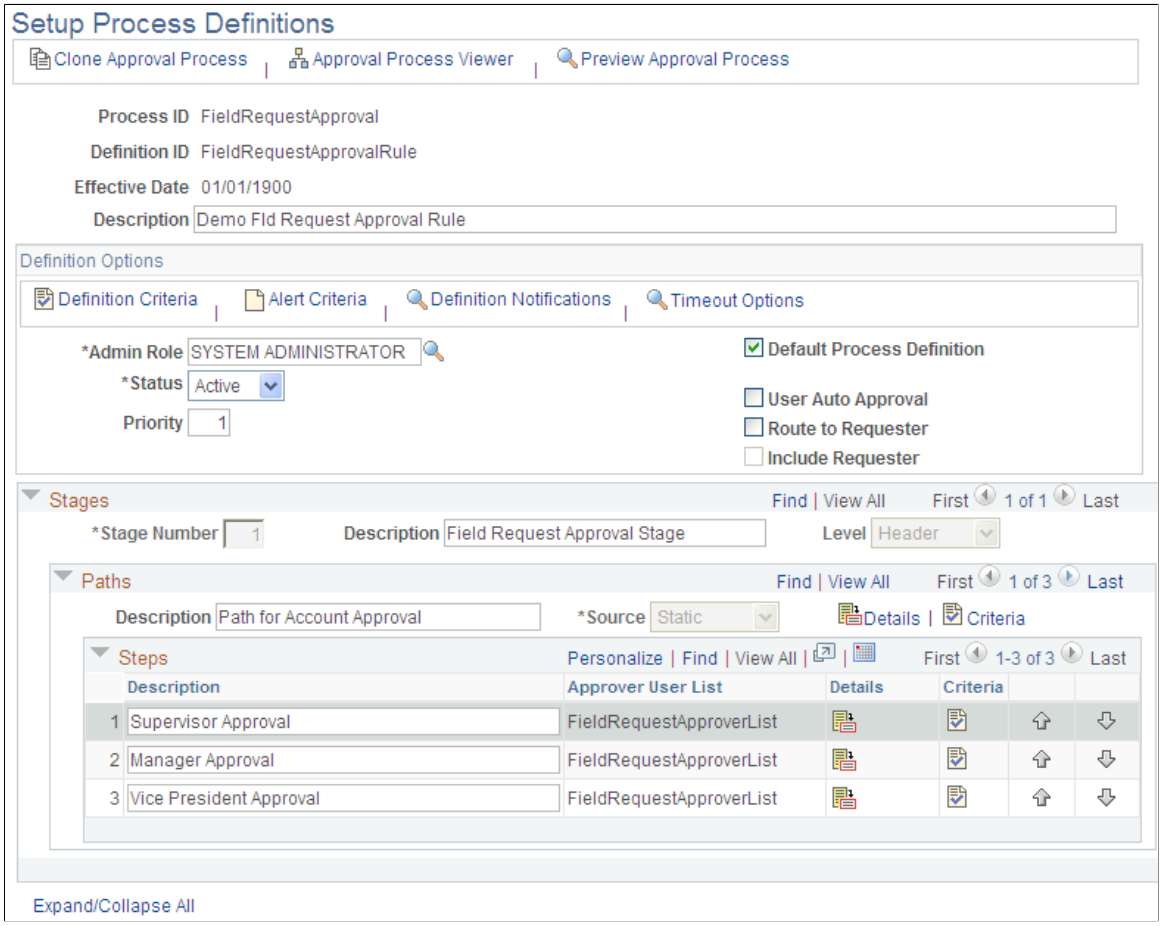
Use the Setup Process Definitions page (EOAW_PRCS_MAIN) to define the stages, paths and steps of the Business Request approval definition process.

PeopleSoft delivers the FieldRequestApprovalRule definition ID to define the approval process rules for the Business Request Approval process. You can modify this definition ID or create your own.

Navigation:

Enterprise Components > Approvals > Approvals > Approval Process Setup > Setup Process Definitions.

This example illustrates the fields and controls on the Setup Process Definitions Page.



For field definitions and information regarding the Setup Process Definition page, see PeopleSoft Enterprise Components documentation: Approval Framework, “Setting Up Approval Framework Process Definitions”.

Criteria Definition Page

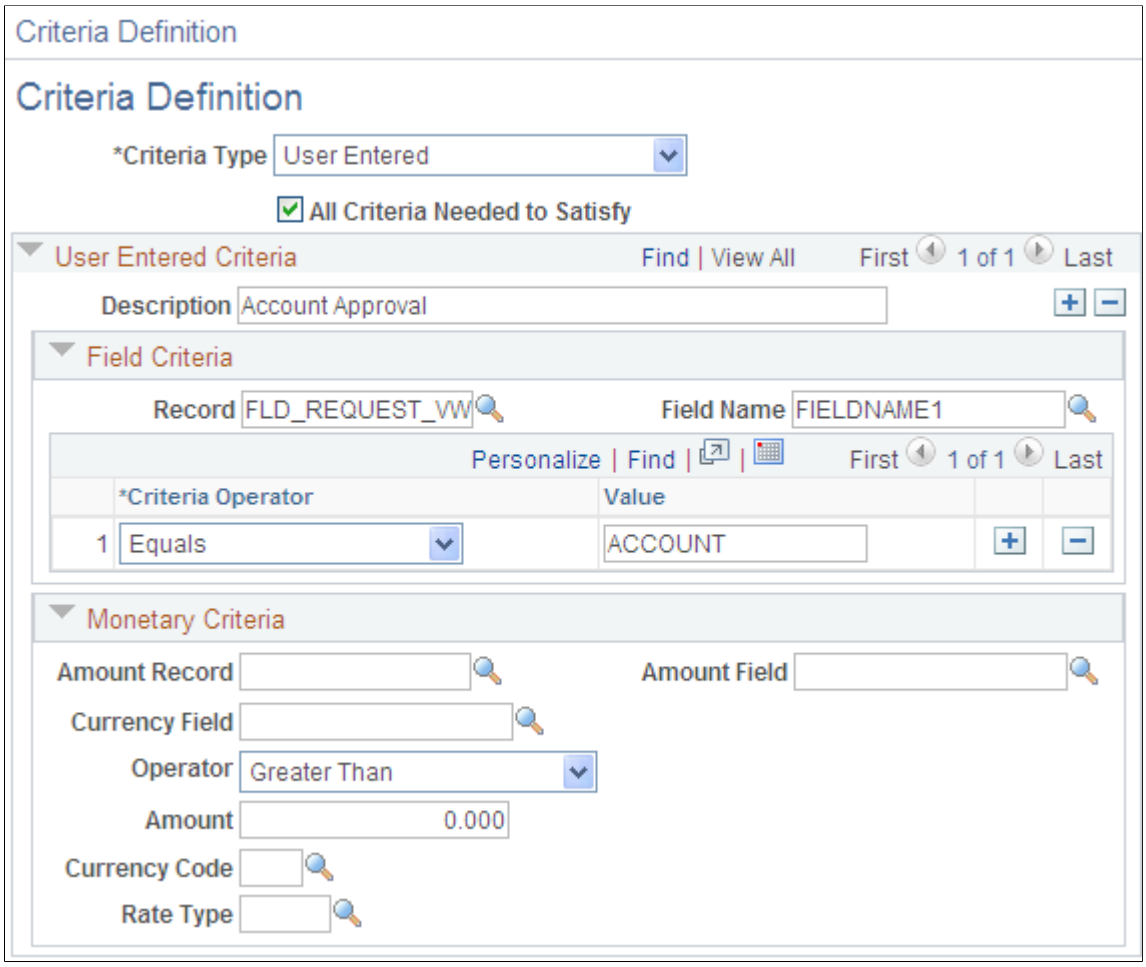
Use the Criteria Definition page (EOAW_CRITERIA) to define field and monetary criteria to be used in the Business Request approval process.

Navigation:

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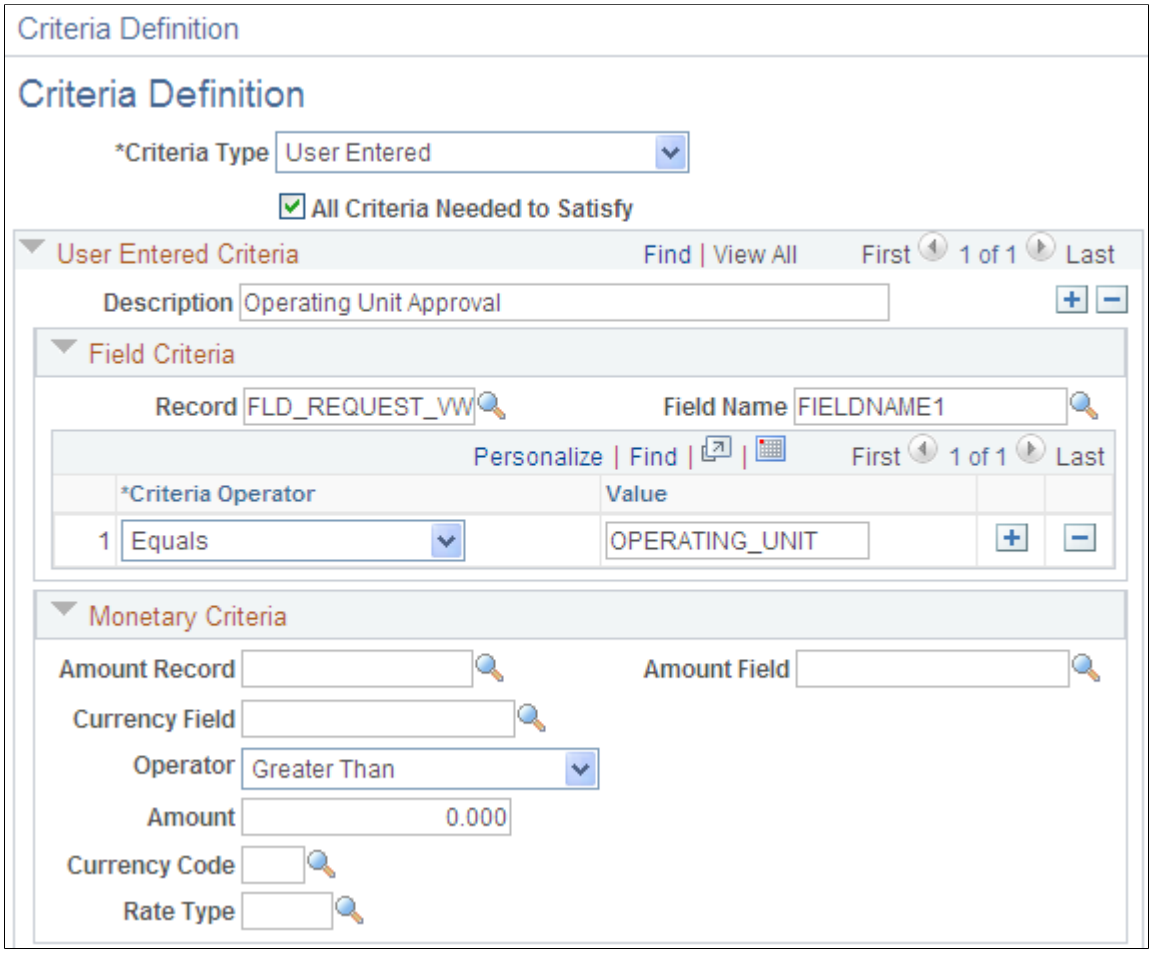
Enterprise Components > **Approvals** > **Approvals** > **Approval Process Setup** > **Setup Process Definitions**. Click the **Definition Criteria** link.

This example illustrates the fields and controls on the Criteria Definition - Account Approval page.



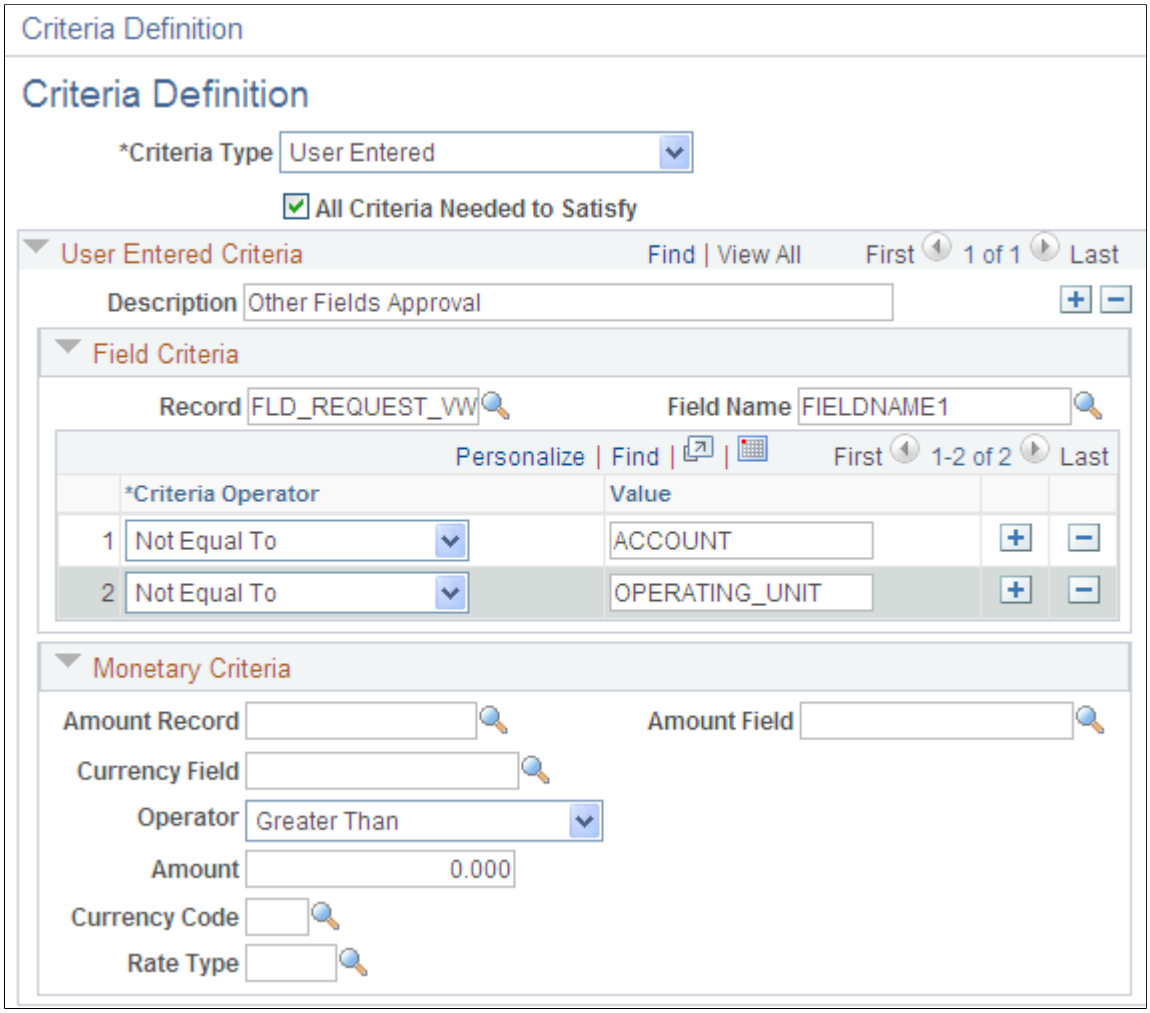
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This example illustrates the fields and controls on the Criteria Definition - Operating Unit Approval Page.



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This example illustrates the fields and controls on the Criteria Definition - Other Fields Approval Page.

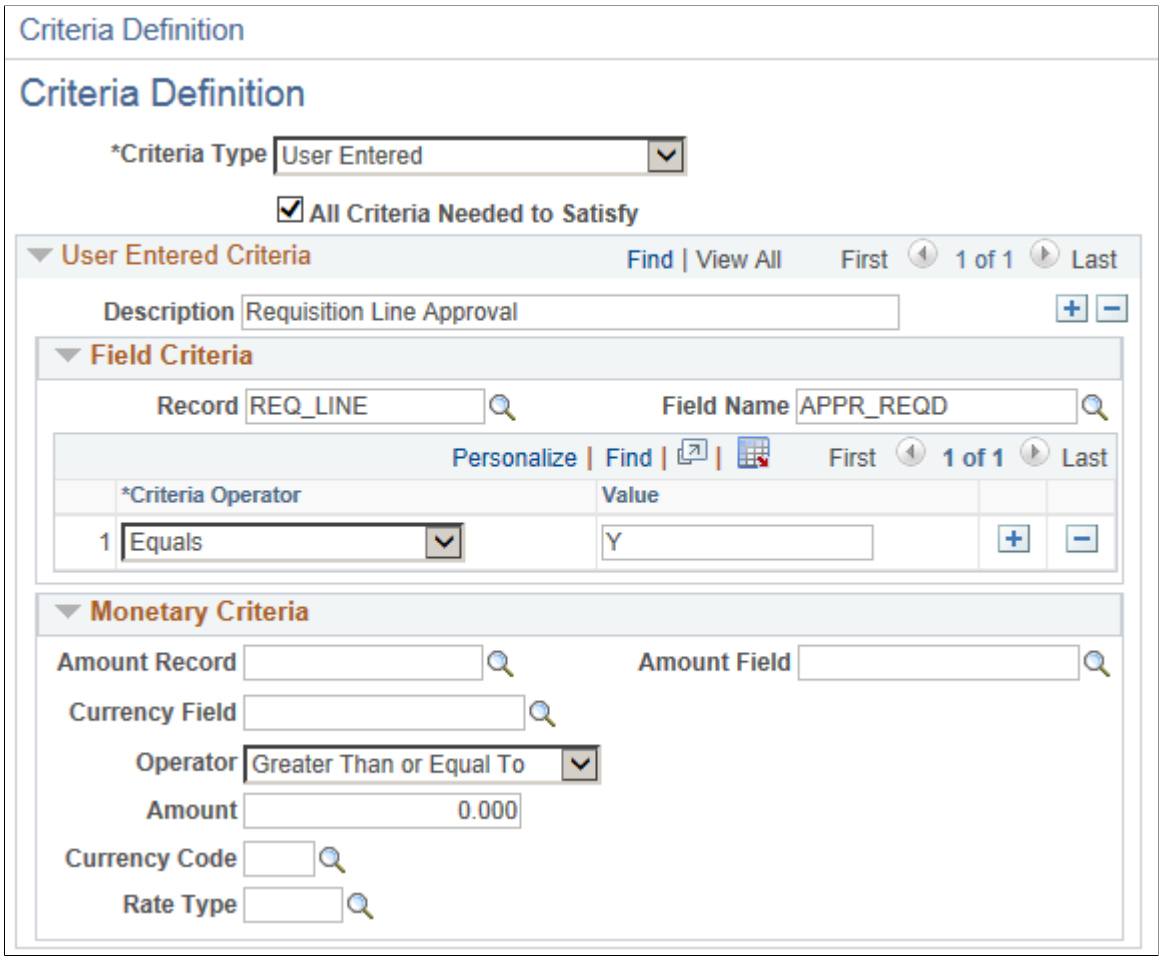


Navigation:

Enterprise Components > **Approvals** > **Approvals** > **Approval Process Setup** > **Setup Process Definitions**. Click the **Criteria** link in the *Paths* grid.

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This example illustrates the fields and controls on the Criteria Definition Line Approval page. You can find definitions for the fields and controls later on this page.



Approval Path Definition Page

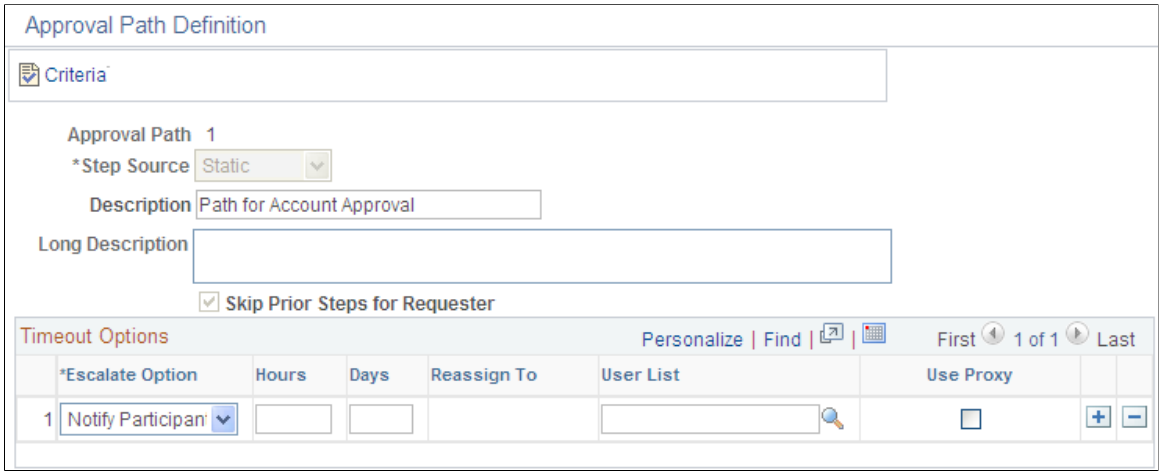
Use the Approval Path Definition page (EOAW_PATH_SEC) to define Business Request approval path details, such as time-related escalation options and reassignment.

Navigation:

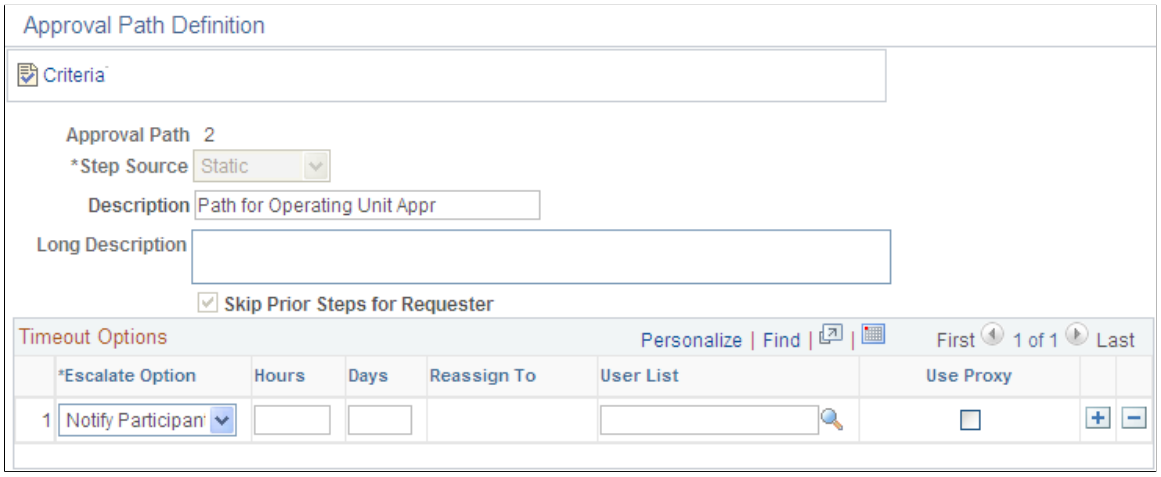
Enterprise Components > **Approvals** > **Approvals** > **Approval Process Setup.**Click the **Details** link within the Paths group box of the Setup Process Definitions page.

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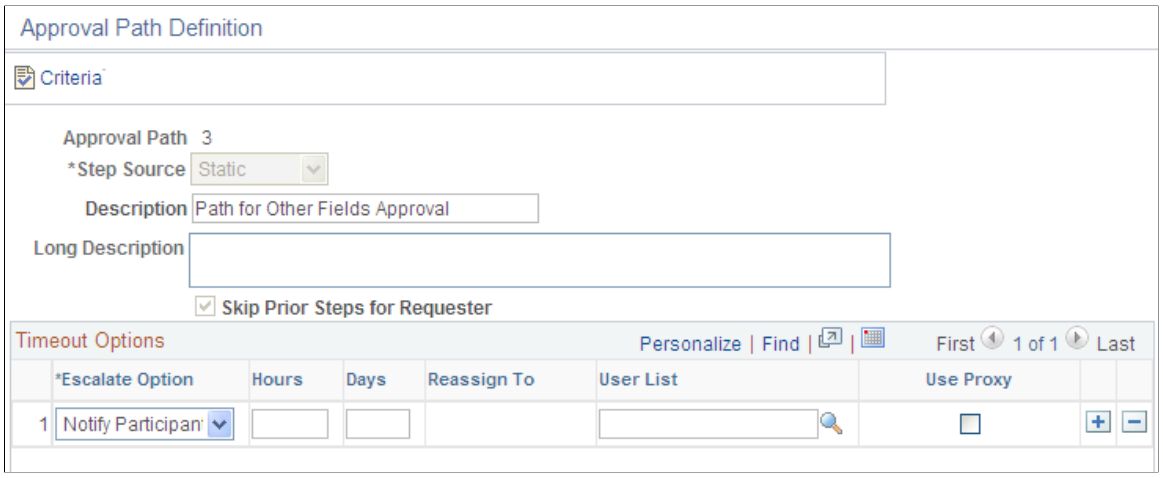
This example illustrates the fields and controls on the Approval Path Definition Page - Approval Path 1.



This example illustrates the fields and controls on the Approval Path Definition Page - Approval Path 2. You can find definitions for the fields and controls later on this page.

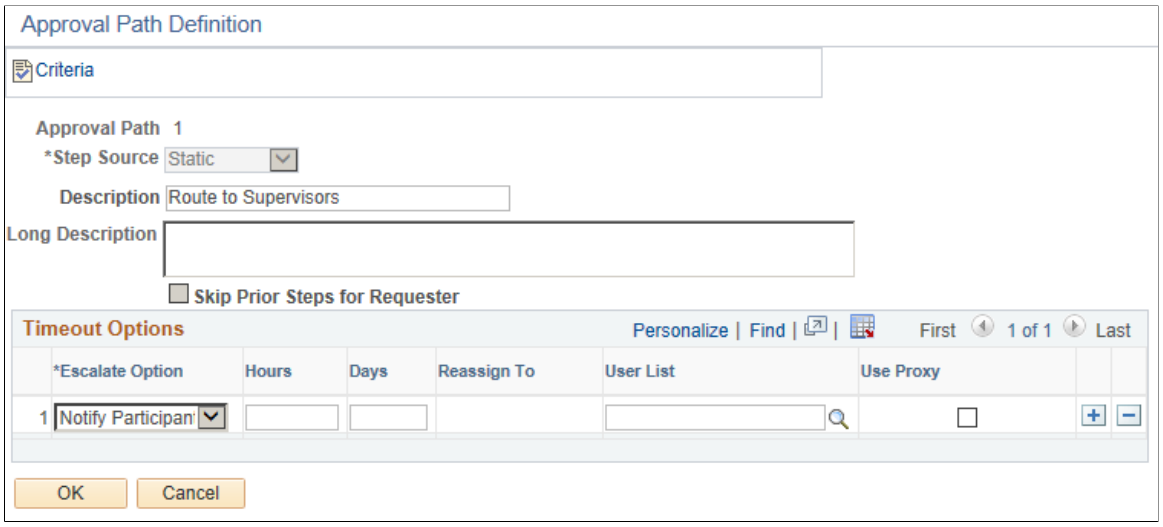


This example illustrates the fields and controls on the Approval Path Definition Page - Approval Path 3.



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This example illustrates the fields and controls on the Approval Path Definition - Line Approval page. You can find definitions for the fields and controls later on this page.



Approval Step Definition Page

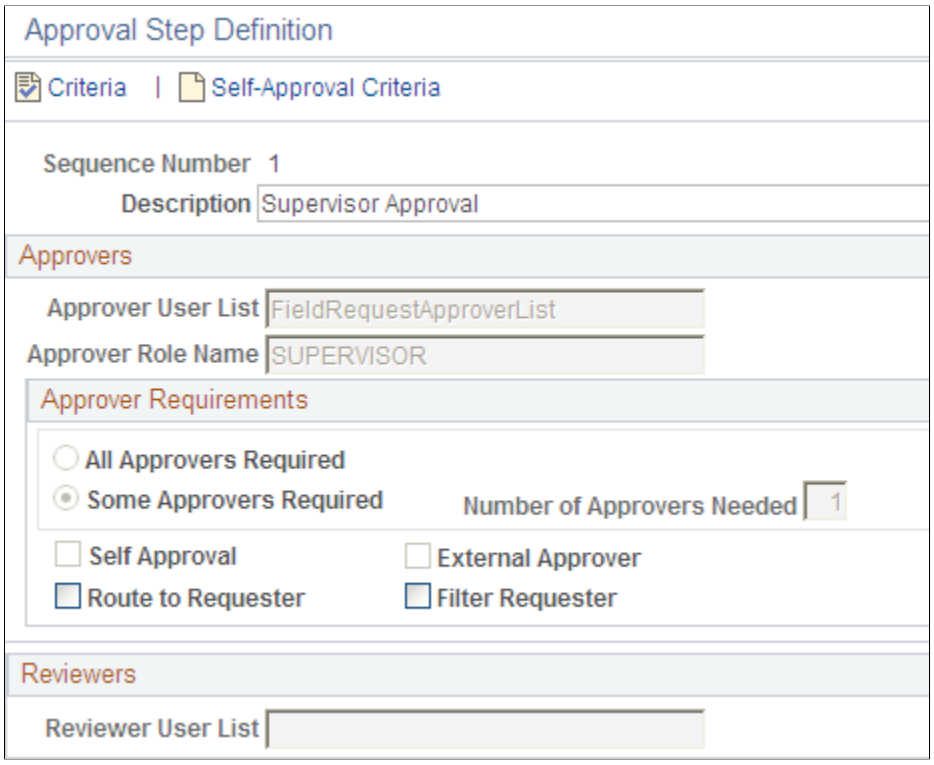
Use the Approval Step Definition page (EOAW_STEP_SEC) to define Business Request approval step details, such as approvers and approver requirements.

Navigation:

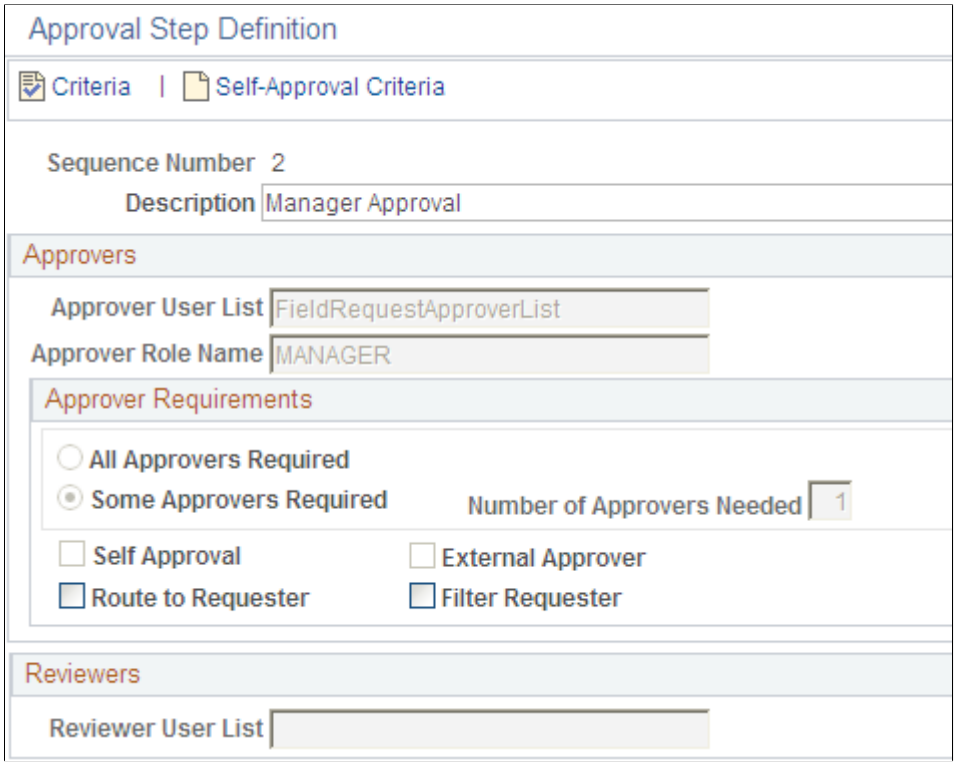
Enterprise Components > **Approvals** > **Approvals** > **Approval Process Setup.**Click the **Details** icon within the Steps group box of the Setup Process Definitions page.

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This example illustrates the fields and controls on the Approval Steps Definition page - Sequence Number 1. You can find definitions for the fields and controls later on this page.

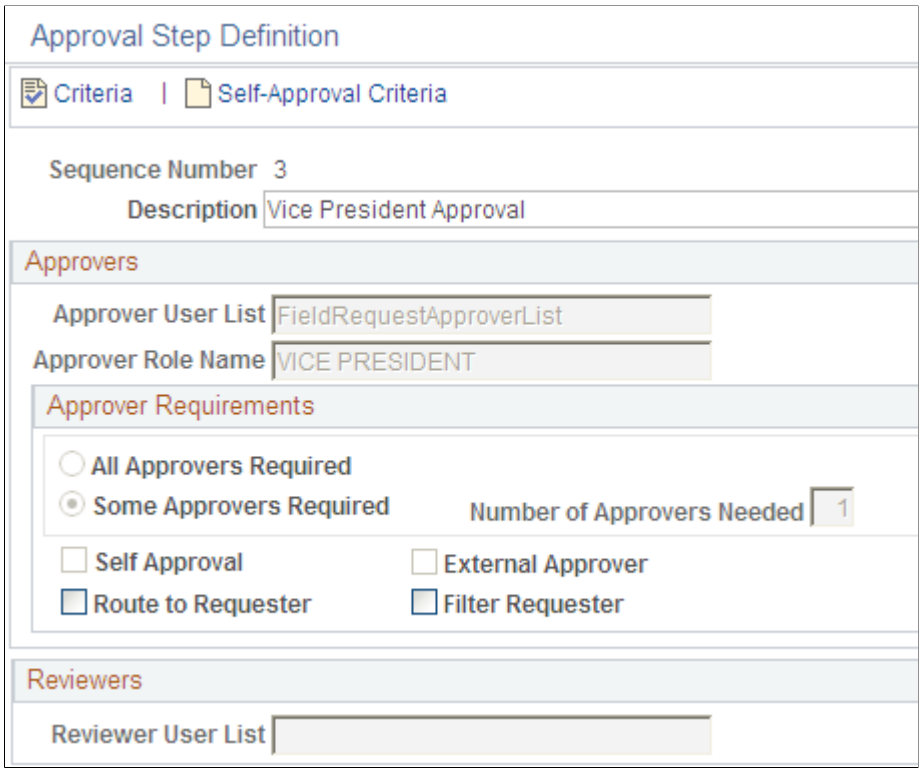


This example illustrates the fields and controls on the Approval Steps Definition page - Sequence Number 2.



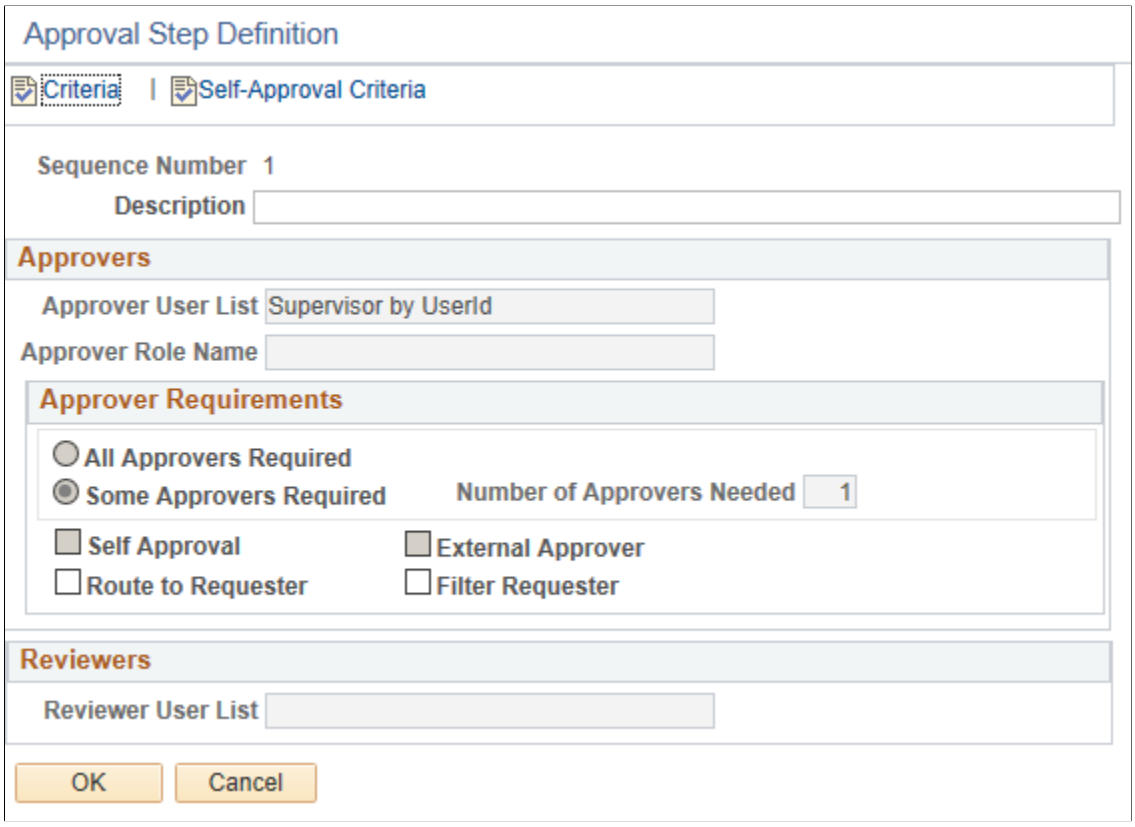
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This example illustrates the fields and controls on the Approval Steps Definition page - Sequence Number 3. You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Approval Step Definition - Line Approval page. You can find definitions for the fields and controls later on this page.



For more information, see PeopleSoft Enterprise Components documentation: Approval Framework, “Setting Up Approval Framework Process Definitions”.

Defining and Using ChartField Request and Approval

Pages Used to Define and Use ChartField Request and Approval

Page Name	*Definition Name*	*Usage*
ChartField Request Page	FLD_REQUEST	Define a Business Request for approval.
Business Request Long Description Page	FLD_REQ_LONG_DESCR	Includes information about the complete title description for the Business Request See the ChartField Request Page.
ChartField Attribute Values Page	FLD_REQ_ATTRIB	Review or add ChartField Attributes and values for the Business Request, if applicable. See the ChartField Request Page.

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Page Name	*Definition Name*	*Usage*
Request Copy Page	FLD_REQ_COPY_SEC	Select information for copying.
Request Attachments Page	FLD_REQ_ATT_SEC	Add or modify supporting documents as attachments for the Business Request.
Account / Alt-Account Mapping Page	FLD_REQ_AC_XREF	Select Account/ Alt Account information for mapping, if applicable. See the ChartField Request Page.
Component Interface Errors Page	FLD_REQ_CI_ERR	Click the **Errors** link on the ChartField Request page to display associated errors that happened during the inserting or updating the base table(s) via the corresponding Component Interface action, which should happen seldom. See the ChartField Request Page.
Approval Flow Page	FLD_REQ_AF_MONITOR	Access the Approval Flow page to view or modify the approval flow, such as adding ad hoc approvers.
Pending Approvals - Field Request Page (Fluid)	EOAWMA_MAIN_FL	Use the Pending Approvals - Field Request (EOAWMA_MAIN_FL) page in Fluid to take approval actions on requests to add or modify ChartFields.
Field Request (detail) Page (Fluid)	EOAWMA_TXNDTL_FL	Use the Field Request (EOAWMA_TXNDTL_FL) page in Fluid to view transaction details and take approval actions on requests to add or modify ChartFields.

Understanding ChartField Request and Approval

When you define a Business Request for approval, you can:

- Include information about the complete title description for the Business Request.
- Define ChartField Attributes for the Business Request, if applicable.
- Add or modify supporting documents as attachments for the Business Request.
- Select information for copying.
- Select Account/Alt Account information for mapping, if applicable.
- Display associated errors that happened when inserting/updating the base table(s) via the corresponding Component Interface action.

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- Access the Approval Flow page from the ChartField Request page, to view or modify the approval flow.
- Use the PeopleSoft Fluid Pending Approvals page to take action on the ChartField Request.

Related Links

Understanding PeopleSoft ChartFields

Setting Up Fluid Approvals for ChartField Requests

Perform these general steps to set up Fluid Approvals for ChartField Requests:

1. Verify the setup field on the “Register Transactions Page” (Approval Framework), for the FieldRequestApproval process ID.

   See Completing the Field Approval Transaction Registry and Configuration.

2. On the “Configure Transactions Page” (Approval Framework), for the FieldRequestApproval process ID, the User Utilities Package should be *FLDREQ_FLUID_APPR* and the User Utilities Path should be *FieldRequestUserUtilities*.

   See Completing the Field Approval Transaction Registry and Configuration

3. On the “Fluid Approval Setup - Transactions Page” (Enterprise Components), verify or add this information:

   a. On the Transaction tab, add transaction ID *FLDREQ* for process ID *FieldRequestApproval*, and select Allow Mass Approvals.

   b. On the Actions tab, select approval actions for transaction ID *FLDREQ*.

   c. On the Images tab, for transaction ID *FLDREQ*, enter *ImagePS_STRUCHG_FL* in the Small, Medium, and Large Image fields.

4. Verify the setting on the “CAVF Configuration Setup Page” (Enterprise Components), for the *FLD_REQ_ATTACHMENT* Configuration ID, to allow attachments.

ChartField Request Page

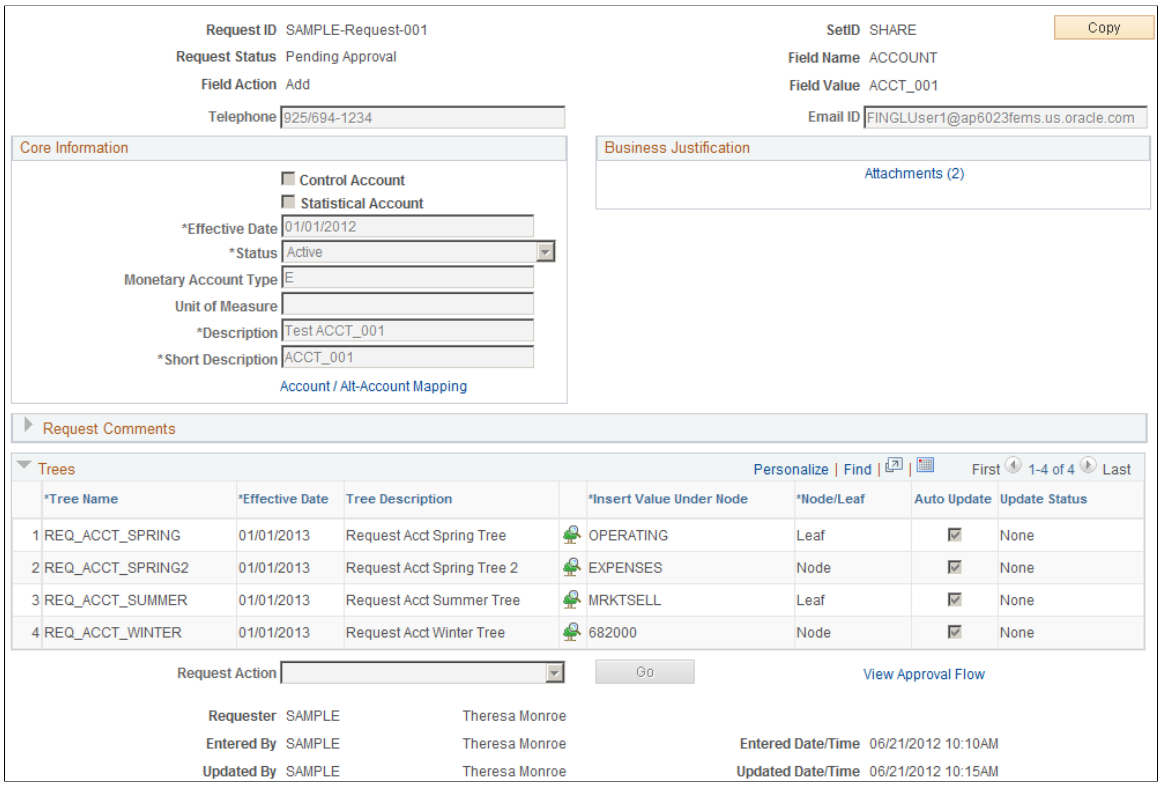
Use the ChartField Request page (FLD_REQUEST) to create a new ChartField request, update an existing ChartField request, and define a business request for approval.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **Submit ChartField Request**.

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This example illustrates the fields and controls on the ChartField Request page. You can find definitions for the fields and controls later on this page.



The fields on this page vary based on the ChartField that you select for the request. For an approved Add request or an Update request, you can click the field value link located beneath the Field Name to access the ChartField definition entry page for that value.

Field or Control	***Description***
Field Action	Field values are: • Add - Displays if your request is to add a new ChartField value. • Update - Displays if your request is to modify an existing ChartField value. Based on the Field Action, the Field Value that you enter is validated against the prompt. For Add requests, if the value that you enter exists in the core base table, you are precluded from adding the request and receive a message stating so. For Update requests, the value must exist in the prompt edit table or you receive a message to that effect. The request itself is also validated against the request table to make sure no incomplete request exists for the same value.

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Field or Control	*Description*
Request ID	When creating a new ChartField Request, the Request ID is system-generated to prevent duplication of requests. Specify the SetID and the Field Name. The system will provide the corresponding information from the predefined template and dynamically construct the Request page.
Field Name	For the prompting on Field Name, only those defined on the Template of the entered SetID are shown in the list: You must select a Field Name and a Field Value for your ChartField request.
Field Value	Enter a value that corresponds with the field that you entered in the Field Name. When searching for an existing value, you can enter criteria for all of the field values that are required for adding the request, as well as the requester, the user that entered the request, and the status of the request (Approved, Canceled, Component Interface Error, Denied, Need Action, Newly Created, and Pending Approval). When adding a new value, this field can be left blank. However, it is important that the value be entered by one of the approvers before the request receives final approval; otherwise, the system assigns *Blank Value* as the status, and no value is inserted into the ChartField base table. In this case, the approver must select *Update Blank Value* as the action in order to assign a new value.
Request Status	Displays current ChartField Request status. Values are: • Approved • **Blank Value** • Cancelled • Component Interface Error • Denied • Need Attention • Newly Created • Pending Approval

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Field or Control	*Description*
Request Action	After you have entered the required fields for a new ChartField Request and you save the page successfully, the Request Action field appears. Select one of the following actions: • *Approve:* Select to approve the request. • *Cancel:* Select to disable the request. Request Status field changes to Cancelled. • *Deny:* Select to deny the request. • *Execute Component Interface:* Select to correct component interface errors. • *Hold:* Select to place the approval process on-hold so that you can seek more information. **Note:** After one step has been put on-hold, it still can be approved or denied by the approver who put it on-hold. Other approvers on the same step will be either bypassed if the step only requires one approval, or still needed to approve or deny this step if it requires multiple approvals. This is determined by the Approval Framework and the corresponding rule setup. if the approver chooses a Hold or Pushback action (if the step is eligible for pushback), for the step they already put on-hold, nothing will happen (the step remains on Hold). • *Mark 'Needs Attention':* Select to change the Request Status field to *Needs Attention.* • *Mark 'New':* Select to change the Request Status field to *Newly Created*. • *Pushback:* Select to push back the request for modification. • *Submit for Approval:* Select to route the request to the designated approvers. This action changes the Request Status field to *Pending Approval*. The person who re-submits the request for approval becomes the requester. The request remains open to allow changes. When a change is made and the request is saved, the system updates the Updated By and Updated Date/Time fields to track the change. Approval Workflow reminds approvers that the Field Value field should not be blank. • *Update Blank Value:* Select to insert the value into the ChartField base table for a Blank Value status request, after you have completed the value. This option is only available to approvers who have approved the request.
GO	Click this button after making a selection in the Request Action field.

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Field or Control	*Description*
View Approval Flow	This link appears when you have selected the Submit for Approval request action. Click to view the Approval Flow page from which you can add adhoc approvers and view statuses. See Approval Flow Page

Request Status	*Request Action Values*	*Allow Update and Save*
Approved/Canceled	(none)	No. Page fields are unavailable for updates.
Blank Value	Cancel Update Blank Value	No. Page fields are unavailable for updates because the request is approved. The Field Value field is available to approvers who have approved this request.
Component Interface Error	Cancel Execute Component Interface **Note:** Execute Component Interface is suitable when fixing CI errors doesn't need to change the request data.	No. Page fields are unavailable for updates.
Denied	Cancel Mark 'Needs Attention' Mark 'New' Submit for Approval	Yes. Request Status preserved.
Need Attention	Cancel Mark 'New' Submit for Approval	Yes. Request Status preserved.
Newly Created	Cancel Mark 'Needs Attention' Submit for Approval	Yes. Request Status preserved.

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Request Status	*Request Action Values*	*Allow Update and Save*
Pending Approval	(below are only available for Approvers) Approve Deny Hold Pushback (only if not on the first level)	Yes. Request Status preserved.

Core Information

Fields under the Core Information group box are copied over from the corresponding business request template. The Long Description, Attributes and Account / Alt-Account Mapping links are also included under this group box when they are enabled on the template. All the Required fields are prefixed with a "*" on their labels. Upon save, validations are enforced if no values on those required fields.

Business Justification

Fields in the Business Justification group box are derived from the corresponding Business Request Template. The Attachments link is also included in this group box. See Business Request Template Page.

Trees

Field or Control	*Description*
Insert Value Under Node	Select the node for which you want to add below. You can specify a new node, however, this option is only available for summer trees. To insert a value under a new node for a spring or winter tree, you should go to the tree manager.
Move/Add Node to Parent Node	Select a parent node for which you want to move to. This is a required field when adding a new node.

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Field or Control	*Description*
Node/Leaf	Select Leaf or Node. Leaf appears by default. • For spring trees, you can choose either a Leaf or Node. • For summer trees, sets to Leaf and is unavailable. • For winter trees, sets to Node and is unavailable. **Note:** When inserting the requested value as a spring tree node, the tree will be saved as Draft Tree as the new tree node does not have a specified range; for example, detail values (leaves). In all other scenarios, the tree will be saved as Valid Tree if no other tree audit errors exist.
Auto Update	Select to indicate that upon final approval of the request, the tree is updated.
Update Status	Displays the update status as: None, Success, Saved as Draft & Failed. **Note:** For trees with *Saved as Draft* or *Failed* auto update status, you must manually fix the tree audit issue(s) or perform the update using Tree Manager, as the requested value is already inserted (updated) in the base table and the request is closed.

Long Description Page

Use the Long Description page (FLD_REQ_LONG_DESCR) to enter more details regarding the ChartField Request.

Navigation:

Click the **Long Description** link, if available, on the ChartField Request page. See Business Request Template Page for Display Options of a given field. This determines whether a link or field displays on the ChartField Request page.

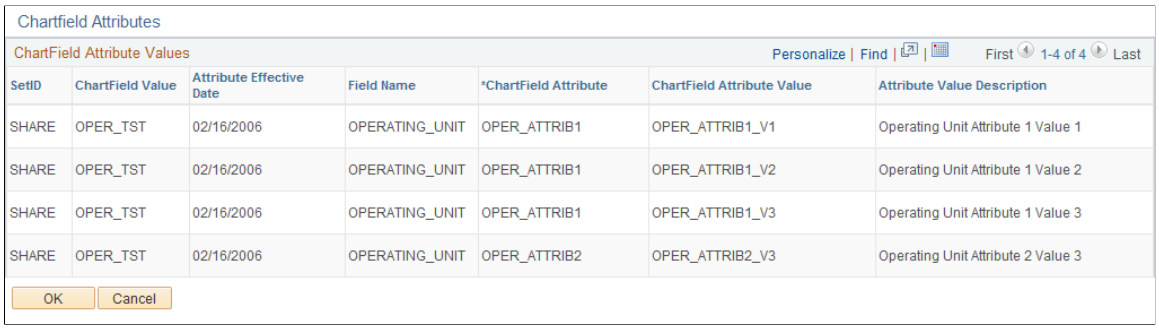
ChartField Attribute Values Page

Use the ChartField Attribute Values page (FLD_REQ_ATTRIB) to attach ChartField Attributes and Attribute values for the Business Request, if applicable.

Click the **Attributes** link, if applicable, on the ChartField Request page to view details or add attributes and values.

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This example illustrates the fields and controls on the ChartField Attribute Values page.



Chartfield Attributes

ChartField Attribute Values — Personalize | Find | | First 1-4 of 4 Last

SetID	ChartField Value	Attribute Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description
SHARE	OPER_TST	02/16/2006	OPERATING_UNIT	OPER_ATTRIB1	OPER_ATTRIB1_V1	Operating Unit Attribute 1 Value 1
SHARE	OPER_TST	02/16/2006	OPERATING_UNIT	OPER_ATTRIB1	OPER_ATTRIB1_V2	Operating Unit Attribute 1 Value 2
SHARE	OPER_TST	02/16/2006	OPERATING_UNIT	OPER_ATTRIB1	OPER_ATTRIB1_V3	Operating Unit Attribute 1 Value 3
SHARE	OPER_TST	02/16/2006	OPERATING_UNIT	OPER_ATTRIB2	OPER_ATTRIB2_V3	Operating Unit Attribute 2 Value 3

OK Cancel

For more information, see “Creating Generic ChartField Attribues”, ChartField Request Page

Acct / Alt-Acct Mapping

Click the **Account / Alt-Account Mapping** link when available (can only be enabled for Account & Alt-Account) on the ChartField Request page to view details of the Alternate Accounts that are mapped to the requested account and vice versa or modify mappings.

Note: Click the Account / Alt-Account Mapping link when available (can only be enabled for Account & Alt-Account) on the ChartField Request page to view details of the Alternate Accounts that are mapped to the requested account and vice versa or modify mappings.

For more information see “Using Alternate Account”, Adding and Mapping Accounts and Alternate Accounts

Request Copy Page

Use the Request Copy (FLD_REQ_COPY_SEC) page to copy information from an existing request to a new one. The SetID and Field Name combination, must be the same for both requests.

Navigation:

Click the **Copy** button on the saved ChartField Request page to open the Request Copy page.

Field or Control	***Description***
Field Value	Enter a value that is appropriate for the Field Action Field. This field is not required when the field action is *Add*. However, the field is required when the field action is *Update*.

Note: Attachments, Account, and Alt-Account Mappings are not copied to the new request because they are not appropriate for the new request. However, when copying to a new Update request, the existing Account / Alt-Account Mapping is derived from the base table to the new Update request.

Request Attachments Page

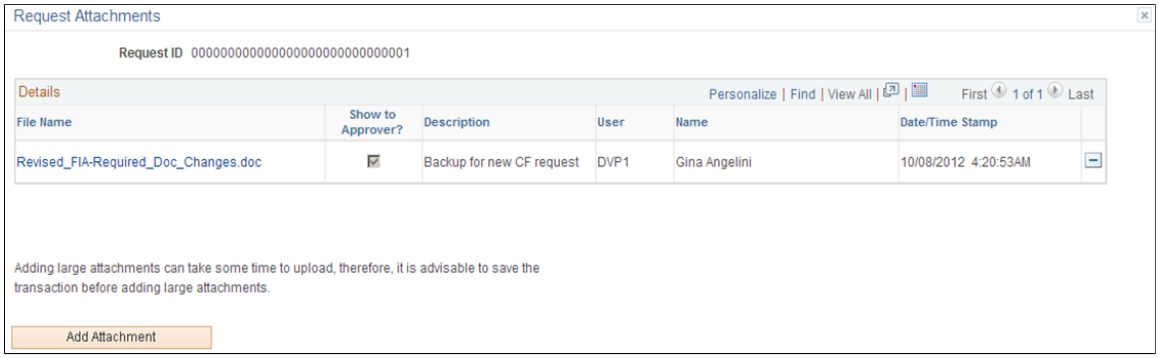
Use the Request Attachments page (FLD_REQ_ATT_SEC) to add, modify, or delete supporting documents as attachments for the ChartField Request.

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Navigation:

Click the **Attachments** link on the ChartField Request page.

This example illustrates the fields and controls on the Request Attachments page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Show to Approver	Select this check box adjacent to the attachment to permit an Approver to view it on the Manage Business Request Approval page. See Managing the Business Request and Approval Process
Description	Enter a brief description for the attachment.
Add Attachment	Select to add one or more attachments. The system displays and error message if you try to load more than the number of attachments specified on the Installation Options - Multiple Attachments Page for the General Ledger product. This option only appears if the user is authorized.

Note: Only the user who added the attachment can modify or delete the attachment.

Approval Flow Page

Use the Approval Flow (FLD_REQ_AF_MONITOR) page to review or modify the approval flow (add adhoc approvers, for example). You can access this page from the ChartField Request page or from the Manage Business Request Approval page.

Navigation:

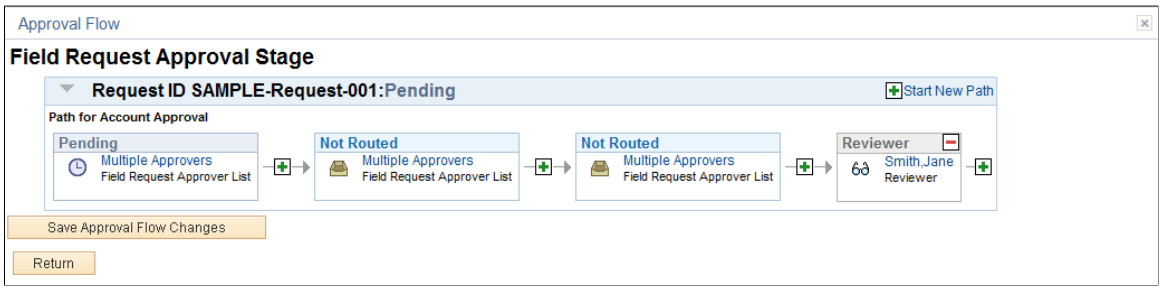
Click the **View Approval Flow** link from the ChartField Request page.

OR

Click the **View Approval Flow** icon from the Manage Business Request Approval page.

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This example illustrates the fields and controls on the Approval Flow page. You can find definitions for the fields and controls later on this page.



Click the **Multiple Approvers** link to view the names of the approvers. If there is only one approver or reviewer in a step, the user's name appears as the link (Smith, Jane as pictured in the example): The status appears for each step of the approval process path. Once the approvals are received from the first step, the statuses change accordingly for the next step in the path.

Field or Control	***Description***
Start New Path	Click to start a new approval path and select to insert reviewers or approvers.
Save Approval Flow Changes	This button appears only after changes are made to the Approval Flow page, such as adding adhoc approvers.

Click the **plus** buttons within an existing path to add adhoc approvers to the approval path. A minus sign appears in the upper right corner of the adhoc approver to easily remove, if needed.

You can enter comments in the space that is provided. Comments are required when the approver selects to *Deny, Hold, Pushback* or *Update* a request.

Pending Approvals - Field Request Page (Fluid)

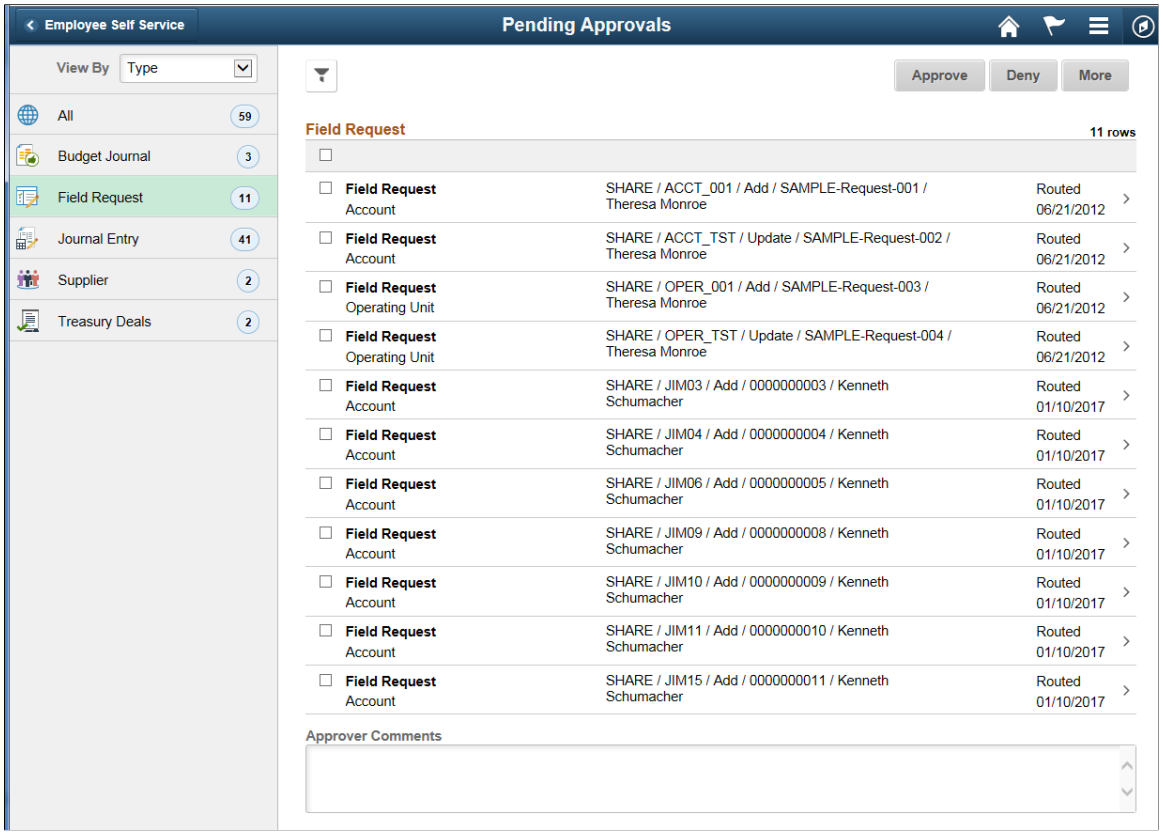
Use the Pending Approvals - Field Request (EOAWMA_MAIN_FL) page in Fluid to take approval actions on requests to add or modify ChartFields.

Navigation:

Select the Approval tile and then select Field Request.

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This example illustrates the fields and controls on the Pending Approvals - Field Request Page (Fluid).



This page is designed in Page Composer in Large Form Factor (LFF) and Small Form Factor (SFF). You can change the first column that displays the ChartField to add or update.

Field Request (detail) Page (Fluid)

Use the Field Request (EOAWMA_TXNDTL_FL) page in Fluid to view transaction details and take approval actions on requests to add or modify ChartFields.

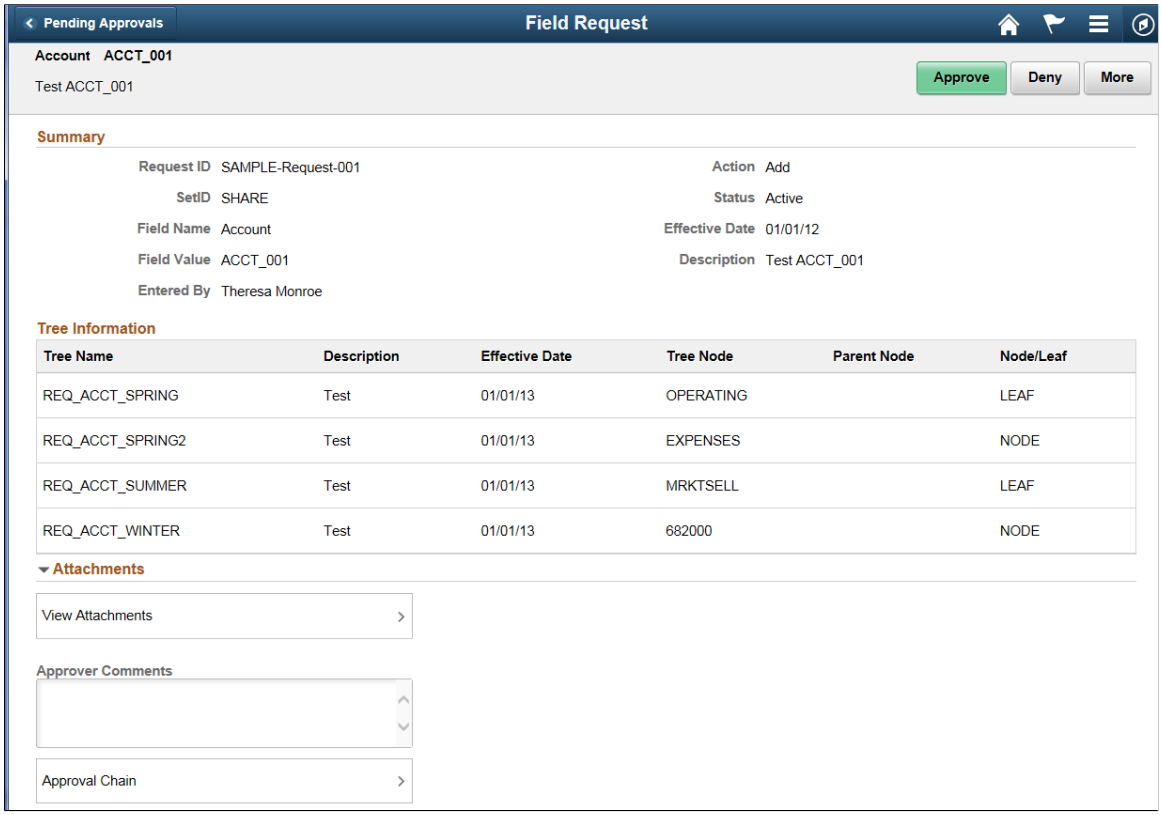
Navigation:

From the Approval tile, select Field Request, and then select an approval transaction.

From a user’s Worklist, click the Field Request Approval link.

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This example illustrates the fields and controls on the Field Request (detail) Page (Fluid).



This page is designed in Page Composer in Large Form Factor (LFF) and Small Form Factor (SFF). You can change all sections in this page except for the grid in the Tree Information section.

Managing the Business Request and Approval Process

Use the Manage Business Request Approval component (FLD_REQ_APPROVAL) to handle the mass business request approval functionality and the Request Approval Attachments page (FLD_REQ_ATT_APPR) to view and add attachments.

Pages Used to Manage the Business Request and Approval Process

Page Name	*Definition Name*	*Usage*
Manage Business Request Approval Page	FLD_REQ_APPROVAL	Process Business Request Approval.
Request Approval Attachments Page	FLD_REQ_ATT_APPR	Displays attachments for Business Request approval, if the *Show to Approver* option was selected when the attachment was added by the requester from the Request Attachments page (FLD_REQ_ATT_SEC).

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Page Name	*Definition Name*	*Usage*
Approval Flow Page	FLD_REQ_AF_MONITOR	Access the Approval Flow page from the Manage Business Request Approval page. View or modify the approval flow (add ad hoc approvers, for example).

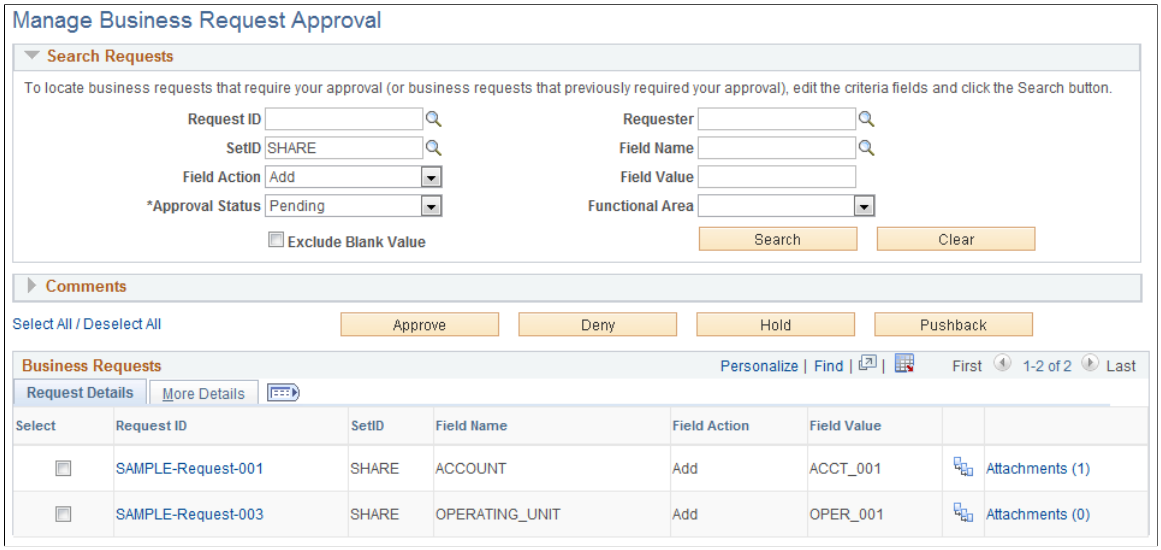
Manage Business Request Approval Page

Use the Manage Business Request Approval Page (FLD_REQ_APPROVAL) to process Business Request Approvals.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Request Configuration** > **Config Business Request Apprvl**.

This example illustrates the fields and controls on the Manage Business Request Approval page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Exclude Blank Value	Select this check box to exclude records that have blank values from your search. Records that have blank values indicate that the initial definition is not complete. See ChartField Request Page

Select your criteria to filter the business request results and click the **Search** button to return resulting business requests. Click the **Request ID** link for a business request to drill down and review details of the request before taking action.

Note: The requests returned on the Manage Business Request Approval page are those where the current user is an approver but the Request Status is not Approved, Cancelled, or Component Error.

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Field or Control	*Description*
 (View Approval Flow icon)	Click the **View Approval Flow** icon to access the Approval Flow Page to review or modify the approval path(s), details, and statuses.
Attachments (n)	Click this link to access the Request Approval Attachments Page where you can review attachments for a Business Request approval. This link parenthetically displays the number of attachments that are associated with the request ID.

Request Approval Attachments Page

Use the Request Approval Attachments page (FLD_REQ_ATT_APPR) to review attachments for Business Request approval, if the *Show to Approver* option was selected when the attachment was added by the requester from the Request Attachments page (FLD_REQ_ATT_SEC).

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Request Configuration** > **Config Business Request Apprvl** Click the **Attachments** link.

This example illustrates the fields and controls on the Request Approval Attachments page.



Approval Flow Page

Use the Approval Flow page (FLD_REQ_AF_MONITOR) to view or modify the approval flow. As an example, you can add ad hoc approvers.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Request Configuration** > **Config Business Request Apprvl**. Click the **View Approval Flow** icon.

You can also access the Approval Flow page from the ChartField Request Page.

For field information details, see Approval Flow Page.

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Inquiring on Business Requests

This topic discusses how to review existing business requests including their current status, attachments, and approval flow; and display attachments for the Business Request Inquiry component.

Pages Used to Inquire on Business Requests

Page Name	*Definition Name*	*Usage*
Business Request Inquiry Page	FLD_REQ_INQUIRY	Review existing business requests, their current status, as well as view associated attachments, and approval flow.
Request Attachments Page	FLD_REQ_ATT_INQ	Displays attachments for the Business Request Inquiry component.
Approval Flow Page	FLD_REQ_AF_MONITOR	Access the Approval Flow page from the Business Request Inquiry page. View (only) the approval flow

Business Request Inquiry Page

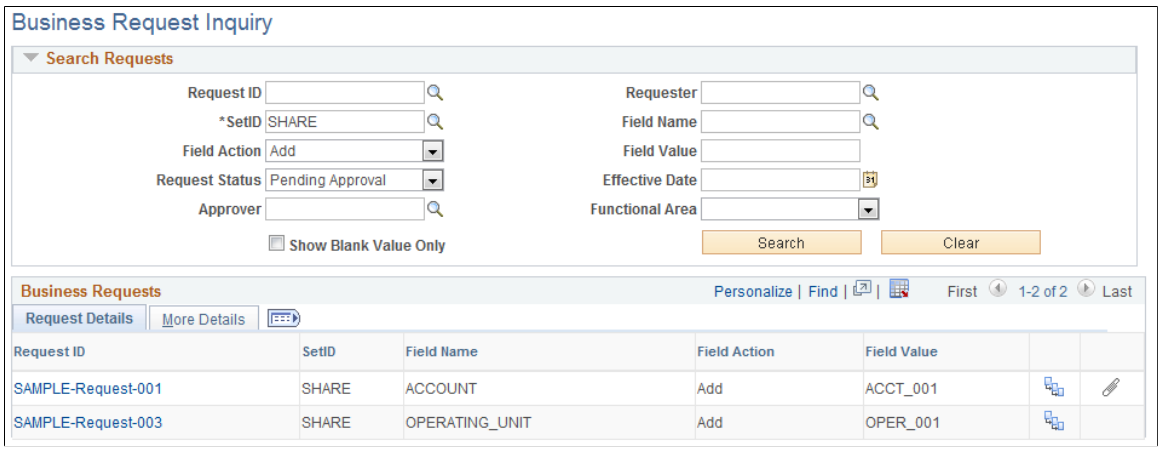
Use the Business Request Inquiry page (FLD_REQ_INQUIRY) to review details and statuses of existing business requests.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Business Request Configuration > Inquiry Business Request

Enter search criteria to refine your search for existing business requests. SetID is the only required field.

This example illustrates the fields and controls on the Business Request Inquiry page. You can find definitions for the fields and controls later on this page.



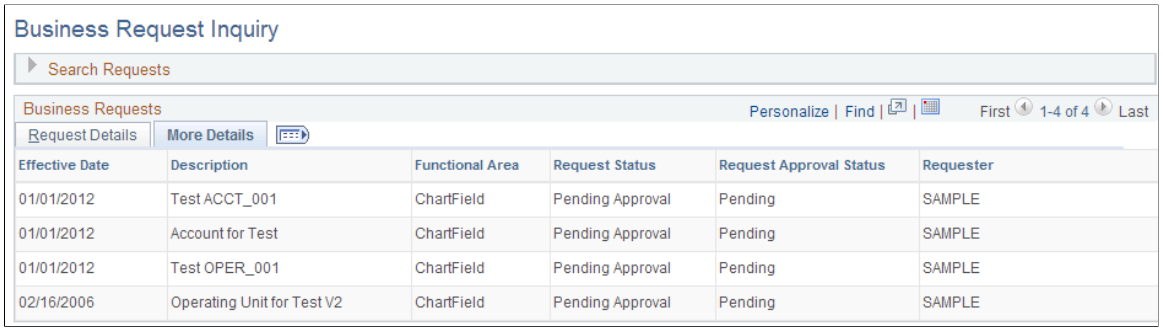
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Field or Control	*Description*
Show Blank Value Only	Select this check box to indicate that you want to display records that have blank values.

Note: The **View Approval Flow** icon and the **View Attachment** icon appear in the far right columns of a Request ID if a request has been submitted for approval or has attachments, respectively.

Select the **More Details** tab to view the effective dates, requestor, and request and approval statuses of existing business requests:

This example illustrates the fields and controls on the Business Request Inquiry.



Request Attachments Page

Use the Request Attachments page (FLD_REQ_ATT_INQ) to display attachments for the Business Request Inquiry component.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Request Configuration** > **Inquiry Business Request** Click the **View Attachments** icon.

Approval Flow Page

When accessed from the Business Request Inquiry page, use the Approval Flow page (FLD_REQ_AF_MONITOR) to review details of the approval path and status.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Business Request Configuration** > **Inquiry Business Request** Click the **View Approval Flow** icon.

When you access the Approval Flow page from the Business Request Inquiry, you are only able to view the details. You are not able to make any changes. To make changes within the Approval Flow page, you must access it from either the ChartField Request Page or from the Manage Business Request Approval page.

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Chapter 17

Setting up and Using Fluid Financial Structure Requests

Understanding Fluid Financial Structure Requests

Oracle PeopleSoft delivers the Fluid Financial Structure Requests feature to automate the creation and maintenance of values that represent the financial structure of a business. This brings the earlier process closer to the financial system itself and allows for the efficient use of resources, reduce erroneous and inaccurate requests, providing for configurable and automated approvals along with improved controls by connecting the request to the actual change itself. You can therefore manage the lifecycle of ChartFields and Trees in a way leading to an optimized process, simplified user experience and accelerated mobility.

Click to watch a short video about Fluid Financial Structure Requests.

Reviewer Roles and Permission Lists applicable are:

- Auditor — An Auditor (FSR_AUDITOR) role has read only access for requests and is granted EPGL4100 permissions.

  Note: The Auditor role does not have access to the Discussion Service.

- System Reviewer — A System Reviewer (FSR_SYSTEM_REVIEWER) role can access the ChartField Definitions page and update a request. This role is also the administrator of the Discussion Service.

- Business Reviewer — A Business Reviewer role can access the ChartField Definitions page and update a request. You should grant this role EOFD2000 and EPGL4200 or similar, permissions via the Structure Request Template and apply appropriate configurations.

- Approver — An Approver role has rights similar to Business Reviewer and is granted EOAW2000 permissions, along with component interface security and full access for all methods. If granted EOFD2000 and EPGL4200 or similar, permissions this role can access the Discussion Service and Requests through the Discussion Service respectively.

This topic provides an overview of the Fluid Financial Structure and details that include:

- Structure Request Template
- Financial Structure Request
- Impact Analysis
- Discussion Service
- Structure Request Approval

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Structure Request Template

The Structure Request Template is configurable and provides the ability to configure ChartField definitions and copy of templates. The information in the template is driven by combinations of Set IDs, field names and template types. Every template has one or more groups of Business Reviewer roles assigned; and every Business Reviewer role is assigned to a template. When you add a detail request line and apply the template in the request process flow, it is routed to business reviewers assigned to the template for entry of pending details, data validation, impact analysis and submission. You may assign different Business Reviewers for various combinations of Set IDs, ChartFields and Template Types.

The content of a Structure Request Template is contained over four or five pages as under:

- Template definition
- Core information (available only for template type ChartField)
- Business justification
- Questions
- Checklist

The information you define in a structure request template is rendered on a financial structure request detail. If an existing template or list of Business Reviewers is updated, you may only apply this to a Financial Structure Request created in the future.

The tile for the Structure Request Template is available only to a few like administrators. It is not available on the Home page by default but you add there as necessary.

Financial Structure Request

A business or finance user specifies the kind of ChartField or Tree maintenance to be carried out on the Financial Structure Request page. This allows reviewers to then validate data, analyze impact, follow up on approval statuses and link to the available discussion service.

The Fluid Financial Structure Request feature supports the following:

- Tree only request
- Request with multiple lines
- Automate impact analysis
- Subsequent follow checklist
- Uptake discussion service framework

When the general level information of a master request is saved, it is routed to a System Reviewer for entry of high level information like Set IDs, ChartFields and Template Types. The detail request line is then routed to business reviewers for further action.

A Structure Request Detail is a specific ChartField or Tree request basis the template applied that allows Business Reviewers with detail request line level permissions to access detail requests.

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The Impact Analysis process evaluates and identifies potential impacts on system settings, generates a detailed impact analysis report and allows to take appropriate action.

Discussion Service

The Discussion Service is an independent communication tool that uses the PeopleTools and Enterprise Components framework. Topic discussions and attachments here are managed at either of master or detail requests.

Structure Request Approval

The Fluid Approval Framework of Enterprise Components provides the Structure Request Approval at the detail request level.

Financial Structure Request Notification

Oracle PeopleSoft delivers Notification Composer Framework in Enterprise Components to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.

These PeopleSoft General Ledger business processes, which are delivered with FSCM Update Image 49, must use Notification Composer:

- Financial Structure Request Approval
- Financial Structure Request Completion Notification - Requester (FSRCompletionRequester)
- Financial Structure Request Error - Requester (FSRErrorRequester)

For more information about Notification Composer Framework, see “Understanding Notification Composer” (Enterprise Components).

Setting Up and Using Fluid Financial Structure Requests

Pages Used to Set Up and Use Fluid Financial Structure Requests

Page Name	*Definition Name*	*Usage*
Structure Request Template Page	GL_BO_REQ_TMPLT_FL	Define, modify or view information on the Structure Request Template page.
Financial Structure Request Page	GL_BO_REQUEST_FL	Inquire about, create, update or copy requests.
Structure Request Detail - Request Assignment Page	GL_BO_REQ_DTL_FL	View or update the Structure Request Detail page.
ChartField Values Page	GL_ACCOUNT	View the ChartFields link to the associated Structure Request Detail page.

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Page Name	*Definition Name*	*Usage*
Discussion Service Page	EOFD_DSCN_LST_FL	View the communication panel between requester, reviewers and approvers from business and finance departments.

For a given Structure Request Detail, a link is added to the effective date row on the ChartField Values page. If you do not have permissions to access the request (not being a creator, reviewer, approver or auditor), the link has access control. The ChartField value appears as a link after the request is complete.

Structure Request Template Page

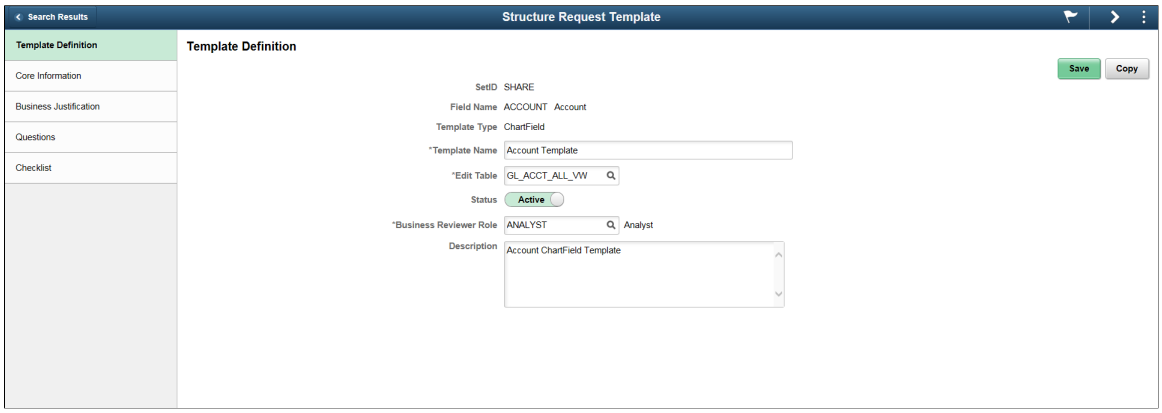
Use the Structure Request Template page (GL_BO_REQ_TMPLT_FL) to define, modify or view information on the Structure Request Template page.

Note: You can copy an existing template from one Set ID to another and make necessary changes than creating a new one.

Navigation:

From the Finance & Accounting Homepage, select the **Structure Template** tile.

This example illustrates the fields and controls on the Structure Request Template page. You can find definitions for the fields and controls later on this page.



Use the left panel to access the various sub pages.

- Template Definition

Field or Control	*Description*
Set ID	Displays the Set ID the template belongs to.

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Field or Control	*Description*
Field Name	Displays the ChartField the template is associated with. **Note:** When you add new template, the ChartFields to select are those set to Enabled on the Business Request Setup page.
Template Type	Indicates the type of change the template handles. The available template options are: • ChartField — Applies to a ChartField request with or without a Tree impact. • Tree Only — Applies to a Tree update request not led by a ChartField change.
Template Name	Indicates the name of the template.
Edit Table	The table value is auto populated by default from the field name specified on the Business Request Setup page.
Status	Indicates the status control options for the template. The available options are: • Active • Inactive
Business Reviewer Role	Specify the reviewer role for the template.
Description	Enter a detailed description for the template.
Copy	Click to copy all non canceled lines with most details. **Note:** Copying generates discussion threads automatically.

- Core Information

  Note: The Core Information page is displayed when the template type is ChartField and contains core table fields for each field on the Business Request Setup page.

- Business Justification

  Note: The Business Justification page allows you to predefine questions in the request template; answers are restricted to a given format.

- Questions

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Note: The Questions page allows you to predefine questions in the request template and mark them as optional or required with no format restrictions.

- Checklist

Note: The Checklist page allows you to predefine subsequent actions related to changes managed by the template and is copied to detail requests for status follow ups.

Related Links

Setting Up and Using Business Request and Approval

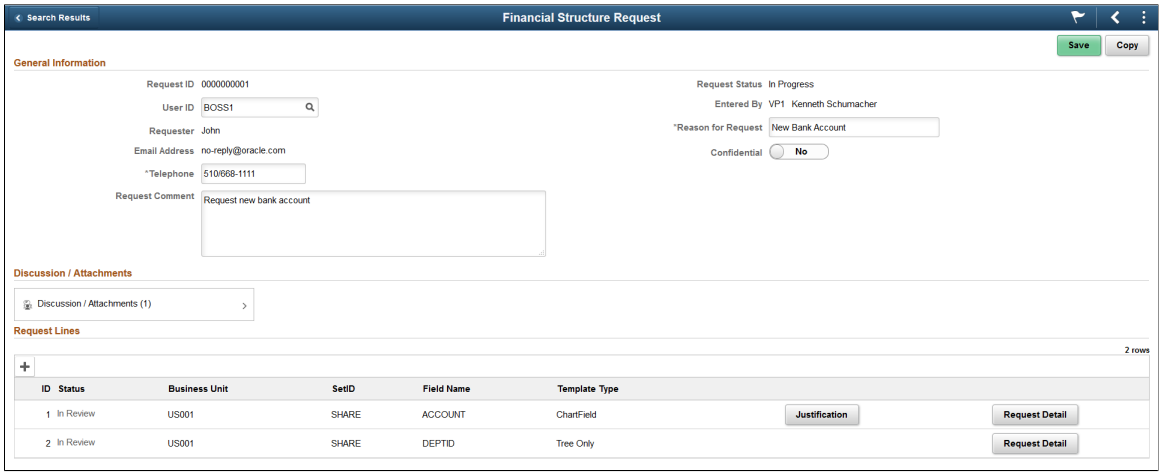
Financial Structure Request Page

Use the Financial Structure Request page (GL_BO_REQUEST_FL) to inquire about, create, update or copy a request.

Navigation:

From any homepage, select the Structure Request tile, and then select a row.

This example illustrates the fields and controls on the Financial Structure Request Page. You can find definitions for the fields and controls later on this page.



Financial Structure Requests have components on two levels, Master Request General and Request Line

Field or Control	***Description***
Request ID	Displays the ID auto assigned by the system when you save a request.
User ID	Enter User ID of the requester (if entered by someone else). This allows the discussion service to identify you during a discussion on a topic.

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Field or Control	*Description*
Requester	Displays the name of the person who enters the request as available in the user profile; if entered by someone else the name of the requester is displayed.
Email Address	Displays the requester's email ID.
Telephone	Enter the requester's telephone number. **Note:** This is a mandatory field.
Request Status	Displays Master Request General level status. The available options are: • New • In Progress • Canceled • Completed
Entered By	View the name of the person who enters the request.
Reason for Request	Enter a label for the request. **Note:** This is a mandatory field.
Confidential	Select the request as Yes to make the request visible only to those involved in the process, else No.
Request Comment	Describe the requested changes in detail.
Discussions /Attachments	Select to view discussions on topics. You can also add one or more attachments or delete attachments. The system displays and error message if you try to load more than the number of attachments specified on the Installation Options - Multiple Attachments Page for the General Ledger product.

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Field or Control	*Description*
Status	Displays Request Line level status. The available options are: • In Review Actions available are: • Impact Analysis • Cancel Request • Submit • Pending Approval Actions available are: • Impact Analysis • Cancel Request • Approved **Note:** Action available is Impact Analysis. • Denied Actions available are: • Cancel Request • Submit • Error **Note:** Action available is Cancel Request. • Canceled • Completed **Note:** If you have permissions to approve or cancel Detail Requests, Component Interface Security should be granted to your permission list to prevent request errors.
Justification	Click to view business justifications and questions for the request detail line. User has option to provide additional information to explain the business justification further.
Request Detail	Click to access the request details for the given request line.

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Note: When a Master Request without a Request Line is saved, the status is designated as New; you can cancel a request when New. When a Request Line is created the status is designated differently. Both of the status types are listed above.

Note: A Master Request is treated as approved and moved to the PeopleSoft system for execution if the request detail is single and is approved or multiple request details and all such are approved or some approved and the rest canceled.

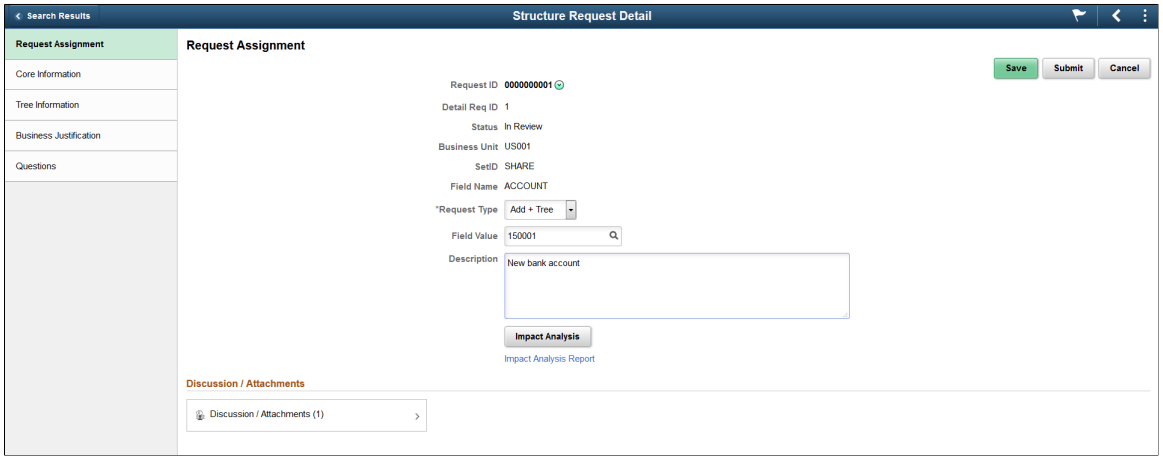
Structure Request Detail - Request Assignment Page

Use the Structure Request Detail page (GL_BO_REQ_DTL_FL) to view or update the Structure Request Detail page.

Navigation:

From the Finance & Accounting Homepage, select the Structure Detail tile.

This example illustrates the fields and controls on the Structure Request Detail Page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Request Type	Specify the type of change made. The available options for ChartFields and Tree Only requests respectively are: • Add (ChartField Only) • Add + Tree (ChartField with associated Tree update) • Update (Existing ChartField Only) • Update + Tree (Existing ChartField with associated Tree update) • Tree Only **Note:** This change is linked to the Tree Only template.

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Field or Control	*Description*
Field Value	Specify the code for the ChartField value added or updated.
Description	Describe the changes in detail.
Impact Analysis	Click to make an impact analysis to assess the impact on setup and processes like allocations, combo edit rules, ChartField value set, accounting templates and the like. Once complete a report is generated; click the associated hyperlink to view the report. **Note:** You can run an impact analysis multiple times until the specific request line is completed or canceled. The latest version of the impact analysis report is also available as a Discussion Service Attachment, for a given request line. **Note:** You must generate a manual local to local routing for the Process Status Notification Service (PRCS_STATUS_OPER) via the Service Operation menu. PeopleSoft does not deliver this routing.
Save	Click to save the request details.
Cancel	Click to cancel the request.
Submit	Click to submit the request for approval.

Structure Request Detail - Tree Information Page

The Structure Request Detail - Tree Information page allows you to update a tree structure and node information.

Use the Tree Information button to access the Tree Manager - Tree Viewer in Classic Plus.

Note: You must fix tree audit issues, with a Saved as Draft or Failed, auto update status manually or use the Tree Manager to perform updates. Even if the statuses are such the value of the request is inserted into the base table and the request itself closed.

ChartField Values Page

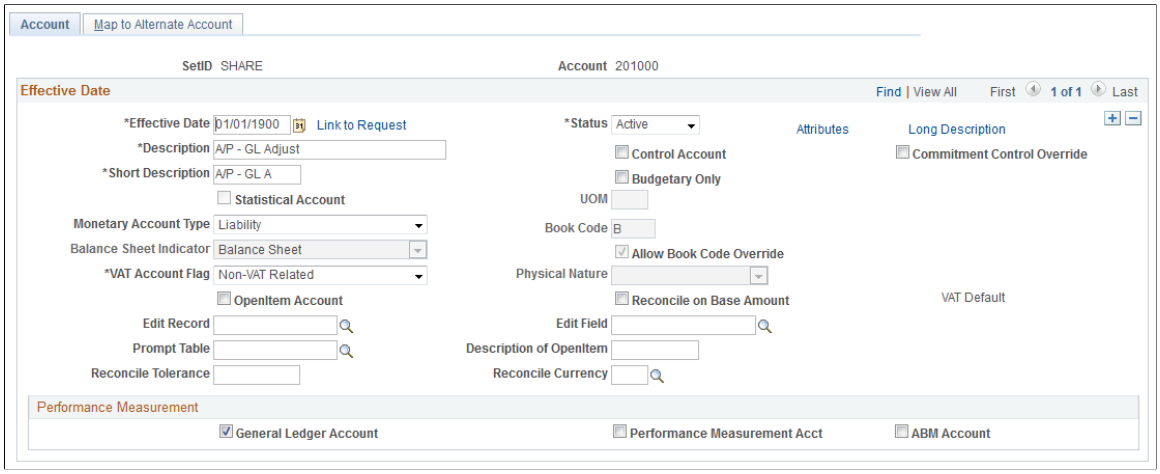
Use the ChartField Values page (GL_ACCOUNT) to view the ChartFields link to the associated Structure Request Detail page.

Navigation:

Setup Financials /Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values**

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This example illustrates the fields and controls on the ChartField Values page.



Field or Control	*Description*
Link to Request	Click to access the Structure Request Detail page and verify the existing setup.

The supported ChartFields are:

- ACCOUNT
- ALTACCOUNT
- DEPTID
- OPERATING_UNIT
- FUND_CODE
- PROGRAM_CODE
- CLASS_FLD
- BUDGET_REF
- PRODUCT
- PROJECT_ID
- CHARTFIELD1
- CHARTFIELD2
- CHARTFIELD3

Related Links

Understanding PeopleSoft ChartFields
Understanding PeopleSoft ChartField Configuration
Entering and Maintaining ChartField Values

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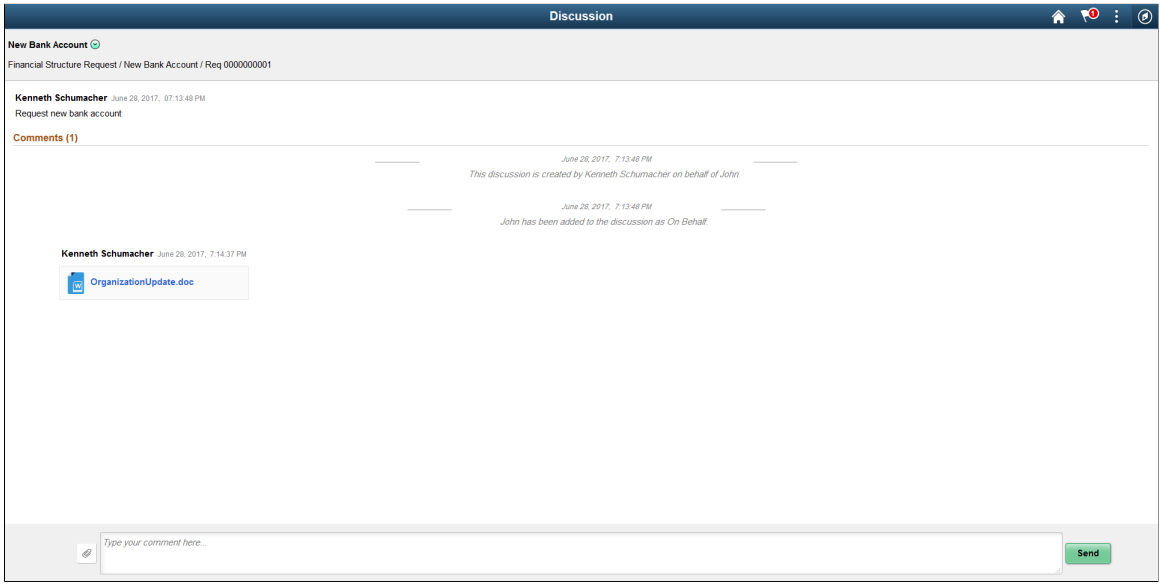
Discussion Service Page

Use the Discussion Service page (EOFD_DSCN_LST_FL) to view the communication panel between requester, reviewers and approvers from business and finance departments.

Navigation:

Click the Discussion Service /Attachment link.

This example illustrates the fields and controls on the Discussion Service page. You can find definitions for the fields and controls later on this page.



The functions available are:

1. Real time online chat.
2. Attachment management.
3. Discussion thread administration.
4. Notification / Discussion message.

Note: The default discussion subject for Master request is Reason for Request and for Detail are Set ID value and ChartField label respectively. You can modify this on the discussion thread Administration page.

Related Links

“Understanding Fluid Discussion Service” (Enterprise Components)

“Implementing Discussion Service with a New Discussion Type” (Enterprise Components)

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Chapter 18

Using Entry Events

Understanding Entry Events

An entry event is a user-defined code that you enter in a PeopleSoft application transaction. The entry event transaction consists of one or more processes that comprise steps that the system uses to post additional debit and credit accounting entries to the general ledger with minimal user input. In addition, the U.S. federal government requires that organizations use entry events to categorize specific core accounting entries and generate additional debit and credit entries specific to these codes.

To enter entry event codes on the transaction lines for various applications, you must first set up the codes to use specific entry event processes and steps that come with the PeopleSoft system. These processes and steps are linked to predefined entry event source transaction definitions, which identify the source and target records for specific types of transactions. After you set up entry event codes, you select or enter them on the transaction line of a PeopleSoft application. You can select the entry event processor to run, or the processor sometimes runs automatically as part of the application's normal processing procedures. This depends on the application that you use. The entry event processor runs each process and step that is set up for the entry event code, and the processor generates the appropriate accounting entries based on the debit and credit accounts that you set up for the entry event code.

This topic lists prerequisites and discusses:

- Basic setup of entry events.
- Entry event source transaction definitions.
- Optimize process performance.
- Entry event processes and steps.
- Entry event codes.
- PeopleSoft products that use entry events.
- Entry event processing.
- Source document adjusting entries and entry event processing.
- Upward and downward adjustments.
- Entry event user preference options.

Prerequisites

Before you set up and use entry events, you must:

- Establish SetIDs.

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- Set up ChartFields.
- Set up business units and any application-specific entry event information.
- Set up ledgers and ledger groups.
- Enable entry events for each PeopleSoft application listed on the Installation Options - Entry Events page.
- Set up Commitment Control budgets, if applicable.
    - Enable entry events for Commitment Control ledger groups for each business unit on the Ledgers For A Unit - Commitment Control Options page.

      You must set up at least one detail Commitment Control ledger group. This detail ledger group serves as the source of PeopleSoft Purchasing transaction data for the entry event processor.
    - Select the **Entries Must Balance** check box on the Commitment Control - Control Budget Options page to setup offset accounts for handling Purchasing transactions as encumbrances and preencumbrances in Commitment Control.
    - Set up the offset accounts for Purchasing on the Commitment Control - Budget Definitions Offsets page.

      Enter a deferred surcharge account for the Budget Entry Offset and deferred discount accounts for these source transaction types: PO_POENC and REQ_PREENC.
    - Set up an expiration ChartField for your budgets on the Budget Definitions - Expiration ChartField page.

      The information that you enter on this page determines whether a fund is expired when you run the budget processor for a document, enabling you to make upward and downward adjustments as necessary.

Note: Entry events is not supported by funding source functionality.

See Entry Event Page.

See “Setting Up Control Budget Definitions” (PeopleSoft Commitment Control).

See “Understanding Source Transaction Type Setup” (PeopleSoft Commitment Control).

See Understanding Ledgers.

See “Budget Definition - Prior Year Adjustment ChartField Page” (PeopleSoft Commitment Control).

Basic Setup of Entry Events

Enable entry events for each of the applications listed on the Installation Options - Entry Events page. Entry event processing depends on the following setup:

- Entry event source transaction definitions, which are part of the PeopleSoft sample data delivered with your PeopleSoft applications.

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- Entry event processes and steps, which are part of the PeopleSoft sample data delivered with your PeopleSoft applications.
- Entry event codes, which you define based on examples provided in the PeopleSoft sample data.

Note: Do not modify entry event source transaction definitions, and modify entry event processes and steps only under special circumstances.

Entry Event Source Transaction Definitions

Each PeopleSoft product comes with predefined entry event source transactions. It is important that you do not modify these definitions, because they are essential to entry event processing. They identify a source record and a target record for the various types of transactions that use entry events, and they enable the system to distinguish one transaction from another. After you enter an entry event transaction in an application, the entry event processor selects the original subsystem accounting transactions in the source record and writes the created transactions to the target record. A list of the predefined entry event source transaction definitions appears later in this topic.

Important! Do not modify entry event source transaction definitions.

Optimize Entry Event Process Performance

Create the following indexes in your environment to improve the performance of the Entry Event process:

- Create a new index on PS_KK_SOURCE_HDR with following fields: PROCESS_INSTANCE, KK_SOURCE_TRAN, BUSINESS_UNIT, PO_ID, KK_TRAN_ID, and KK_TRAN_DT.
- Create a new index on PS_KK_REFERENCED with following fields: KK_REFD_ID, KK_REFD_DT, KK_REFED_LN, KK_TRAN_ID, KK_TRAN_DT, KK_TRAN_LN.
- Create a new index on PS_KK_SOURCE_HDR with following fields: KK_SOURCE_TRAN, BUSINESS_UNIT, KK_PROCESS_STATUS, KK_TRAN_ID, KK_TRAN_DT.
- Create a new custom index on PS_KK_ACTIVITY_LOG with following fields: KK_TRAN_ID, KK_TRAN_DT, EE_PROC_STATUS.

After creating the above indexes, run Update Statistics on the above records.

Entry Event Processes and Steps

Each entry event process is associated with an entry event source transaction definition, and it comprises steps that define the source accounting transaction criteria and the data structures that the system uses to store the accounting transactions. When you enter a transaction in an application, select an entry event code and run the entry event processor, the system runs the entry event processes along with the associated steps. A list of the predefined processes for each product is provided later in this topic.

See PeopleSoft Products That Use Entry Events.

Important! Normally you should not modify entry event processes and steps; however special considerations exist if you are setting up Commitment Control budgets using entry events.

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See “Setting Up Budget Journal Entry Event Codes” (PeopleSoft Commitment Control).

Entry Event Codes

For each product, you can use the predefined entry event codes contained in the PeopleSoft sample data as examples for setting up your own entry event codes. When you define an entry event code, you select the predefined entry event processes and steps to associate with the code. You also set up the debit and credit accounts that are generated when the entry event processor runs.

For example, if you enter an entry event code on a purchase order (PO), the selected entry event code must contain the entry event process POPOST. A list of the predefined processes for each product is provided later in this topic.

See Entry Event Code Definition Page.

PeopleSoft Products That Use Entry Events

Each PeopleSoft product uses different entry event source transaction definitions, processes, steps, and codes. Some products require that you perform additional activities to use entry events.

You normally enter entry event codes into product documents on the distribution line. The entry event codes that appear within each product depend on the processes that are set up for the codes.

The following applications use entry events:

- General Ledger.
- Purchasing.
- Payables.
- Receivables.
- Billing.
- Project Costing.

Entry event transactions do not need to be associated with Commitment Control budgeting, with the following exceptions:

- Entry events used in General Ledger budget adjustments that adjust preencumbrance, encumbrance, or collected revenue amounts for specific Commitment Control budgets.
- Entry events used in Project Costing budgets that post project budget amounts for specific Commitment Control budgets.
- Entry events used in Purchasing for requisitions and POs that are set up to account for the preencumbrance and encumbrance amounts in Commitment Control budgeting.

Note: The system loads all Billing entry events into Receivables, where they are processed for entry event generation.

For each product, the following table lists:

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- Transaction types that use entry events.
- Predefined entry event source transaction definitions.
- Predefined entry event processes.
- Additional setup requirements.

Product or Feature	***Transaction Types***	***Predefined Definitions for Entry Event Source Transactions***	***Predefined Entry Event Processes***	***Additional Setup Requirements***
Project Costing	Project budgets	PC_BUDGET (create control budget)	PCBUDG (PC Budget Processing) To use entry events to create additional debit and credit entries for Project Costing budgets, the PeopleSoft system delivers the PC Budgets process with the following steps: • PC_CHD (project costing child budget). • PC_PAR (project costing parent budget). However, you might need to modify, add, or delete the steps depending on the budget ledger names and budget ledger group names.	The budget plan must be saved, finalized, and successfully budget-checked before the Entry Event Generator process can create additional accounting entries. The Project Costing Budget Entry Event Interface Processor (PC_TO_EE) calls the Entry Event Generator (FS_EVENTGEN) to process Project Costing budget data to generate supplemental accounting entries, and support inquiry drill down to Project Costing source data.

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Product or Feature	*Transaction Types*	*Predefined Definitions for Entry Event Source Transactions*	*Predefined Entry Event Processes*	*Additional Setup Requirements*
Billing.	Billing. (All entry events used in Billing are loaded into Receivables where they are processed for entry event generation. Refer to information for Receivables.) Billing transactions use entry events: • Online invoices. • Online debit memos. • Online credit memos. • Transactions from the Billing Interface.	Receivables source definitions.	ARUPDATE (AR Update process).	None.
General Ledger.	• Journal entries. • Commitment Control budget adjustment journals. • Standard journals. • Allocations. • Interunit and Intraunit journals.	• GL_JCREV (adjusted journal collected revenue). • GL_JENC (adjusted journal encumbrance). • GL_JOURNAL (general ledger journal). • GL_JPRNC (adjusted journal preencumbrance). • GL_JRNLIU (general ledger Interunit).	• GLJE (GL Journal Entry process). • GLJEADJ (GL Commitment Control Adjustment process).	See “Setting Up Budget Journal Entry Event Codes” (PeopleSoft Commitment Control).

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Product or Feature	*Transaction Types*	*Predefined Definitions for Entry Event Source Transactions*	*Predefined Entry Event Processes*	*Additional Setup Requirements*
Commitment Control feature. **Note:** You must use General Ledger to use the Commitment Control feature.	• Commitment Control budget journal. • Commitment Control budget close.	• GL_BUD_CLS (general ledger budget close). • GL_BUDGET (general ledger budget). • GL_BUDROLL (general ledger budget roll forward).	BUDG (Budgets process). **Note:** To use entry events to create Commitment Control budget journals, the PeopleSoft system delivers the Budgets process with the following steps; however, you may need to modify, add, or delete the steps depending on the budget ledger names and budget ledger group names: • ALLOT (prepare allotment budgets step). • APPORT (prepare apportionment budgets step). • APPR XFER (prepare appropriation transfer step). • APPROP (prepare appropriation budgets step). • ORG (establish operating plan step). • ORG XFER (organization transfer step). • PRJGRT IND (project or grant indirect charge budget step). • PROJ_GRT (prepare project or grant budgets step).	See “Setting Up Budget Journal Entry Event Codes” (PeopleSoft Commitment Control).

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Product or Feature	*Transaction Types*	*Predefined Definitions for Entry Event Source Transactions*	*Predefined Entry Event Processes*	*Additional Setup Requirements*
			• REVEST (prepare revenue estimates step). • CORG (Close Operating Plan). • RORG (Roll Operating Plan). • CHILD (child budget). • PARENT (parent budget).	
Payables.	• Vouchers. • Payments. • Cash clearing. • Interunit and Intraunit transactions. • Voucher upward and downward adjustments.	• AP_PAYMENT (payment). • AP_VCHADJ (voucher upward or downward adjustments). • AP_VOUCHER (voucher). • APCSHCLRNC (cash clearing).	• CASHCLRNG (Cash Clearing process). • PAYMENT (Payment process). • VCHRPOST (Voucher Post process).	None.

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Product or Feature	*Transaction Types*	*Predefined Definitions for Entry Event Source Transactions*	*Predefined Entry Event Processes*	*Additional Setup Requirements*
Purchasing.	• POs. • Requisitions. • PO receipt accruals. • Upward or downward adjustments to POs.	• PO_CLS (PO close). • PO_POADJDN (PO downward adjustment). • PO_POADJUP (PO upward adjustment). • PO_PURCH (purchase order). • PO_RECV (PO receipt accrual). • PO_REQ (requisition). • PO_REV (purchase order reversal). • REQ_CLS (requisition closing). • REQ_REV (requisition reversal).	• POPOST (PO Post process). • RECVACCR (Receipt Accrual process). • REQPOST (Requisition Posting process).	Select **Commitment Control** > **Define Control Budgets** > **Budget Definitions** > **Control Budget Options** to access the Control Budget Options page. Select the **Entries Must Balance** check box. Select **Commitment Control** > **Define Control Budgets** > **Budget Definitions** > **Offsets** to access the Offsets page. Set up offset accounts for the commitment control detail ledger group specified on the Ledgers For A Unit — Commitment Control Options page. For the source transaction type, select the appropriate account: • PO_POENC • REQ_PREENC

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Product or Feature	*Transaction Types*	*Predefined Definitions for Entry Event Source Transactions*	*Predefined Entry Event Processes*	*Additional Setup Requirements*
Receivables and Billing.	• Item entry. • Payment worksheet. • Maintenance worksheet. • Transfers. • All draft worksheets. • Direct debits. • Interunit and Intraunit transactions.	• AR_ITEMS (items). • AR_ITEMSIU (items Interunit or Intraunit). • AR_JOURNAL (direct journal).	• ARDIRJRNL (AR Direct Journal Transaction process). • ARUPDATE (AR Update process).	Set up an entry event code containing the ARUPDATE process to enable you to enter and process entry events on the item distribution line for items. Set up an entry event code containing the ARDIRJRNL process to enter and process entry event codes as a direct journal entry for payments. Set up an entry event code containing the ARUPDATE process to enter and process entry event codes on the billing distribution line for invoices.

Entry Event Processing

After you set up entry event codes, you create the transaction or document and run the entry event processor based on the application's instructions. The order in which the entry event processor runs depends on the type of document or transaction that you process. Six methods of entry event processing exist:

- Normal accounting transaction entry event processing.
- PeopleSoft Purchasing document entry event processing.
- Commitment Control budget journal entry event processing.
- Commitment Control budget close entry event processing.
- Commitment Control general ledger budget adjustment journal entry event processing.
- Project Costing budget entry event processing.

Normal Accounting Transaction Entry Event Processing

Here are the steps for normal accounting transaction processing with entry events:

1. You edit transaction lines as usual.
2. The entry event processor runs and generates the additional accounting lines based on the procedures and steps that are set up for the entry event code.

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3. If the transactions are controlled by a budget, the budget processor runs to update the budget records.
4. After all the accounting lines are generated, Journal Generator creates journals from the Payables, Receivables, and Billing transactions.

   Note: General Ledger automatically generates journal lines for online journal entry transactions.

5. The system posts the journals to the respective ledgers in General Ledger.

PeopleSoft Purchasing Document Entry Event Processing

Accounting entries are normally neither generated nor posted for purchase requisitions and POs. However, if you use commitment-controlled budgets, the Commitment Control feature tracks purchase requisitions and POs as preencumbrances and encumbrances, respectively. You set up specific entry event codes to generate the preencumbrance and encumbrance accounting lines that the system eventually posts to the appropriate actuals ledgers in General Ledger.

Here are the steps for Purchasing document processing with entry events:

1. You enter and edit the purchase requisition or PO.
2. The budget processor runs and updates the preencumbrance or encumbrance budget record based on the purchasing document that you enter.

   Note: If the document is a purchase requisition, the preencumbrance amount is updated for a specific budget and the remaining amount of the budget is updated. If it is a PO and a preencumbrance amount was already created, the preencumbrance amount is liquidated and the encumbrance amount is updated.

3. The entry event processor runs and generates accounting lines for the purchasing document based on the accounts that you set up in the entry event code.
4. Journal Generator creates a journal from the accounting lines.
5. The journal is posted to General Ledger.

Commitment Control Budget Journal Entry Event Processing

To process Commitment Control budget journals with entry events:

1. Select **Commitment Control** > **Budget Journals** > **Enter Budget Journals.**
2. Enter a commitment control budget journal and select the appropriate entry event code.
3. Select Post Journal to edit and process the budget journal and run the entry event processor.

   When you post Commitment Control budget journals online, entry event transactions are created when the journal is posted and the Skip Entry Event Processing check box on the User Preferences - General Ledger page for this operator is *not enabled.* Similarly, when a Commitment Control budget journal is posted through batch processing, entry event transactions are created when the journal is posted unless the user selects the Skip Entry Event Processing check box. In both cases, if entry event processing is bypassed, you can run the Entry Event processor in batch mode.

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Commitment Control Budget Close Entry Event Processing

To process Commitment Control budget close using entry events:

1. Perform the Commitment Control Budget Close process.
2. Run the Entry Event Processor to generate the accounting lines.
3. Run Journal Generator to create the accounting journals.
4. Post the journals to the actuals ledgers set up for the business unit.

See Using Entry Events with Commitment Control Budgets.

Commitment Control General Ledger Budget Adjustment Journal Entry Event Processing

To adjust a Commitment Control budget's preencumbrance, encumbrance, or collected revenue amount, you create a budget adjustment journal to update the amounts for the budget and use entry event codes to update the amounts for the appropriate actual ledger. The process is similar to the process for a Purchasing document; however, you do not adjust the original document in Purchasing.

To process Commitment Control budget adjustments with entry events:

1. Create a journal entry and—depending on the type of adjustment that you need to make—select preencumbrance, encumbrance, or collected revenue as the Commitment Control amount type.
2. Create the journal lines and select the entry event code for a budget adjustment journal.
3. Save and then run Journal Edit online or using batch.
4. Run budget checking to update the budget record for the adjustment.

   Note: For example, if it is an adjustment to an encumbrance amount, the amount of the encumbrance is updated along with the remaining amount of the budget.

5. Run the entry event processor to generate the adjustment's accounting lines based on the entry event code.
6. Run Journal Generator to generate the accounting journal.
7. Post the journal to the appropriate ledger.

Project Costing Budget Entry Event Processing

To process entry events for project costing:

1. Set entry event options on the Installation Options – Entry Event page for General Ledger.

   Note: The Project Costing budget uses the General Ledger Entry Event option to process entry events. Installation options of required or optional determine how the Project Costing Budget Entry Event Interface Processor (PC_TO_EE) is run.

2. Establish commitment control budget definitions and setup entry event steps within the PC entry event processes, and codes.

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Note: When you define commitment control project budget definitions, make sure the PC Business Unit is another ChartField other than Project ID. Define a step for each ledger and ledger group combination that will impact Project Costing budgeting.

3. On the Ledgers For A Unit - Commitment Control Options page, set the Entry Event Option for each commitment control ledger group that will be used in Project Costing budgets.

4. Select the entry event codes that are applicable for your project costing budget rows on the Commitment Control Detail tab of the Project Budget Items - Adjust Budget Items page.

5. Save, finalize, and successfully budget-check your budget plan.

The Project Costing Budget Entry Event Interface Processor (PC_TO_EE) initiates the Entry Event Generator (FS_EVENTGEN) to process Project Costing budget data and generate supplemental accounting entries that support entry event generation and inquiry drill down to the project costing source data.

The Project Costing Budget Entry Event Interface Processor (PC_TO_EE) can be run in two ways:

- If entry events are specified as *Required* for the Commitment Control Ledger Group on the Ledgers For A Unit - Commitment Control Options page, the finalized budget plan initiates the Project Costing to Commitment Control Application Engine Budget Posting Interface process (PC_TO_KK) and after budgets are successfully posted to the ledger, the final step in the Project Costing to Commitment Control process is to automatically call the Project Costing Budget Entry Event Interface Processor (PC_TO_EE) process.

- If the system fails to generate the entry event journal accounting entries, or if entry events are specified as *Optional* for the Commitment Control Ledger Group on the Ledgers For A Unit - Commitment Control Options page, you manually run the Project Costing Budget Entry Event Interface Processor process (PC_TO_EE) on the Entry Event Budgets run control page in Project Costing to reprocess budget entry events.

Related Links

“Working with Entry Events” (PeopleSoft Project Costing)

Source Document Adjusting Entries and Entry Event Processing

Occasionally, the entry event processor creates transactions for a document and then a user makes changes to the document in the source system. The system handles the entry event processing differently depending on the application:

- Payables.

  The posting processes create the adjusting entries, including the accounts that are set up for the entry event code, and these adjustments are processed as normal accounting entries.

- Purchasing.

  Purchasing does not create adjusting entries. Instead, the entry event processor reverses the change in the document and inserts adjusting entries in the target record. You must process the entire document again to recreate the entry event transactions. For example, if you change a PO that was created from a requisition, the process must be reprocessed.

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- Commitment Control as the source record.

  In normal processing, the Commitment Control feature deletes and inserts lines for a document every time budget checking runs. The Commitment Control processor inserts new lines with the entry event process status *Not Generated.* When the entry event processor runs, these lines are regenerated. If this is a previously generated document, the document in the entry event accounting record is reversed because the system inserts reversing entries and creates entry event transactions for the document based on the rows in the source record. The entry event processor creates adjustments and does not require any additional setup from the user.

  Note: Adjustment processing creates additional lines in the entry event accounting record.

See Processing Entry Events.

Upward and Downward Adjustments

PeopleSoft entry events are used to automatically generate separate budgetary debit and credit accounts for upward and downward adjustments to POs and vouchers that are processed after the funding has expired

See Using Entry Event Codes for Upward and Downward Adjustments in Unexpired and Expired Funding.

Entry Event User Preference Options

You can select these check boxes on the User Preferences - General Ledger page to enable specific users to:

- **Allow GL Entry Event Bypass** in General Ledger.

  Select this check box to enable a specific user to bypass entering a required entry event field when creating a journal entry in General Ledger and the Entry Event field is set to Required for General Ledger on the Installation Options - Entry Event page.

- **Skip Entry Event Processing** during Commitment Control budget posting.

  Select this check box to bypass entry event processing when online posting a budget journal in Commitment Control.

See User Preferences - General Ledger Page.

Setting Up Entry Events

To set up entry events, use the Entry Event Code Definition component (EE_EVENT_CODE_DEFN), the Entry Event Process Definition component (EE_PROCESS_STEP), and the Entry Event Source Definition component (EE_SRC_DEFN).

Note: Entry event source definitions, entry event processes and steps are predefined in the system. Do not change this setup.

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Pages Used to Set Up Entry Events

Page Name	*Definition Name*	*Usage*
Entry Event Source Definition Page	EE_SRC_DEFN	View predefined entry event source transaction definitions with the data structures and records that are used by the entry event processor. ***Warning!*** Do not modify any entry event source transaction definitions.
Entry Event Process Definition Page	EE_PROCESS_STEP	View a predefined series of steps that are grouped by a process for similar processing. A step is predefined for each transaction type that the process includes. The entry event processor runs each step within the process. Do not modify these steps. BUDG and PCBUDG processes are exceptions. See the previous table titled PeopleSoft Products That Use Entry Events for details.
Entry Event Code Definition Page	EE_EVENT_CODE_DEFN	Define entry event codes that are selected or entered into the application's detail distribution lines as part of an accounting transaction.

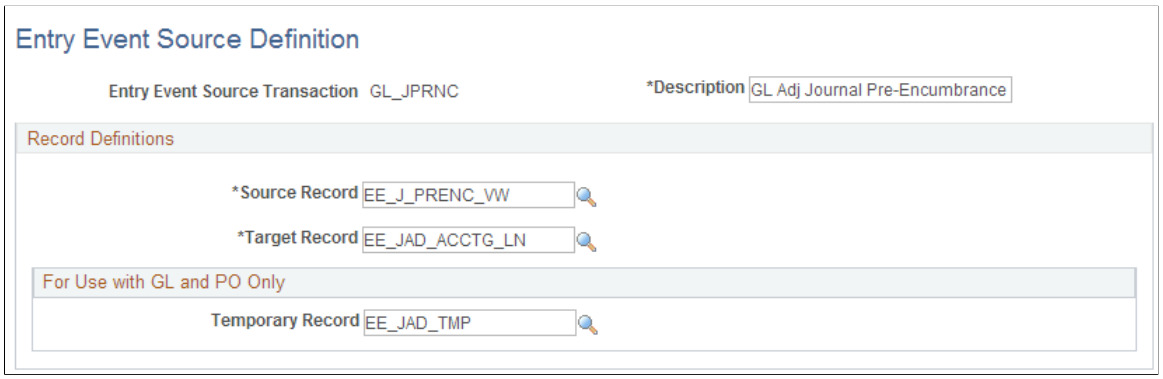
Entry Event Source Definition Page

Use the Entry Event Source Definition page (EE_SRC_DEFN) to view predefined entry event source transaction definitions with the data structures and records that are used by the entry event processor.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Entry Event > Entry Event Source > Entry Event Source Definition

This example illustrates the fields and controls on the Entry Event Source Definition page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Entry Event Source Transaction and **Description**	Identifies the document that is processed. For example, in Purchasing, it differentiates between the requisition, the PO, the payment record, and the voucher accounting line record.
Source Record	Identifies the record where the original accounting entries are stored for the related PeopleSoft product: General Ledger, Payables, Receivables, Purchasing, Billing, or Project Costing.
Target Record	Identifies the record where the entry event accounting transactions are inserted.
Temporary Record	Identifies an additional record for unique processing required in General Ledger and Purchasing. General Ledger uses the temporary record to renumber journal lines and to record General Ledger budget adjustments, and Purchasing uses the temporary record for reversal and adjustment processing.

Note: Do not modify any entry event source transaction definitions.

Entry Event Process Definition Page

Use the Entry Event Process Definition page (EE_PROCESS_STEP) to view a predefined series of steps that are grouped by a process for similar processing.

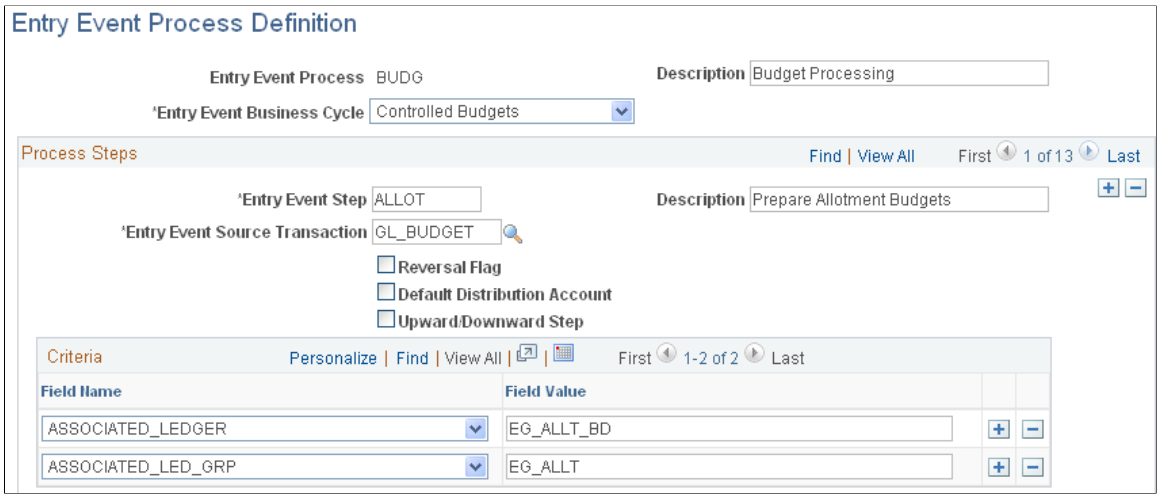
A step is predefined for each transaction type that the process includes. The entry event processor runs each step within the process. Do not modify these steps. BUDG and PCBUDG processes are exceptions. See the previous table titled PeopleSoft Products That Use Entry Events for details.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Entry Event** > **Define EE Process Steps**

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This example illustrates the fields and controls on the Entry Event Process Definition page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Entry Event Process and **Description**	Displays the process name and description. Entry event processes and steps are normally predefined. However, you can modify processes and steps to accommodate added or modified entry event codes.
EE Step (entry event step)	Builds And statements in a Where clause to select rows from the source record.
Description	Enter a description of the entry event step.
Entry Event Source Transaction	Select the source transaction to associate with the step.
Reversal Flag	Select to reverse the source transaction.
Default Distribution Account	Select to have the process post to the default distribution account that you identify on the Entry Event Code Definition page.
Upward/Downward Step	Select for the entry event processor to use this step for processing entry events codes that are associated with upward and downward adjustments.
Field Name	Select field names from a list of values in the source record that are defined according to the system source transaction setup.

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Field or Control	Description
Field Value	Enter values for all fields except the APPL_JRNL_ID field, which uses the APPL_JRNL_ID template as a field value. The APPL_JRNL_ID value for the General Ledger business unit is selected at run time. The system uses the field value mapping to build Where clauses that differentiate the various lines to create the additional entries. All fields listed have And statements in the Where clause.

Note: The PeopleSoft system delivers the entry event processes and steps with your products in the sample data. However, you can add, update, and correct processes and steps using this page.

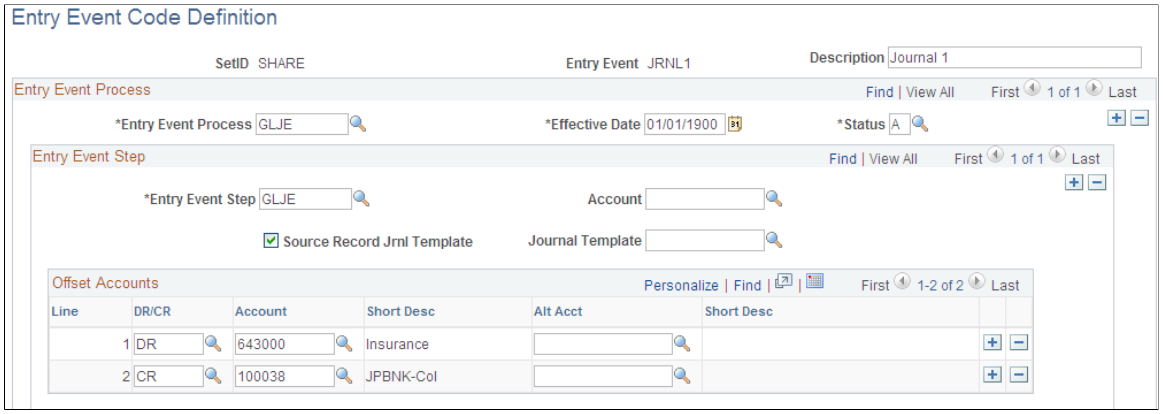
Entry Event Code Definition Page

Use the Entry Event Code Definition page (EE_EVENT_CODE_DEFN) to define entry event codes that are selected or entered into the application's detail distribution lines as part of an accounting transaction.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Entry Event > Entry Event Code Definition

This example illustrates the fields and controls on the Entry Event Code Definition page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
SetID	Enter the same SetID that you use to set up the business unit and ChartFields. This prevents entry event processing errors.
Entry Event	Create a code to represent the type of entry event process to run.
Description	Enter a short description of the entry event code. The description appears on reports, lists, and inquiries.

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Field or Control	*Description*
Entry Event Process	Select the entry event process that applies to the entry event code.
Entry Event Step	Select the step that applies to the selected entry event code.
Account	Enter the default distribution account for use on the Entry Event Process Definition page.
Source Record Jrnl Template (source record journal template)	Select to carry the journal generator template identified in the source transaction to the entry event transactions. Some source transaction records have the journal generator template (APPL_JRNL_ID) populated during the posting process. Some documents (such as budget journals) do not use a journal generator template and do not require that you select this check box.
Journal Template	If you do not select the **Source Record Jrnl Template** option, you must select a journal template to use for the transaction. You receive an error if you select both the source record journal template and a journal template. Typically, documents that are posted through a posting program (voucher post, payment post, AR Update) use a journal template. Other documents that are not posted do not have the journal template populated in the document. The Entry Event processor populates the journal template on the Entry Event accounting record so that they can be journal-generated. **Note:** You receive the default journal template, such as EE _PCBUD for Project Costing , EE_PURCH for Purchasing and EE_BUDGET for PeopleSoft General Ledger budget transactions in the DEMO database. You can use these journal templates as guides for setting up the templates in your database.
Offset Accounts	Add the accounts and alternate accounts, if required, to debit and credit for this entry event code during processing.
DR/CR (debit and credit)	Enter *DR* or *CR* for offset accounts that are automatically generated when the entry event generator is run. You can have two or more DR/CR pairs associated with each entry event code.
Alt Acct (alternate account)	Select DR/CR for alternate accounts, if applicable.

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Note: If an entry event code is copied from one document to other documents, it must be defined as a valid code for the entry event process associated with each type of document. For example, if an entry event code is entered into a PO that can be copied to a voucher, the entry event code definition must include the entry event process for the PO and the entry event process for the voucher. If the code is not defined for both, a processing error occurs due to an invalid entry event code.

Related Links

Using a Single Entry Event Code in Multiple Documents or Products
Journal Entry Template - ChartField Page

Processing Entry Events

This topic discusses how to run the entry event processor.

Pages Used to Process Entry Events

Page Name	*Definition Name*	*Usage*
Entry Event Journals Page	PST_EE_RUN_REQUEST	Runs the entry event processor to process Entry Event Process GLJEADJ for budget adjustment journal entries.
Request Entry Event Processor Page	PST_EE_RUN_REQUEST	Runs the entry event processor to process Entry Event Process BUDG for budget journal entries.

Entry Event Journals Page

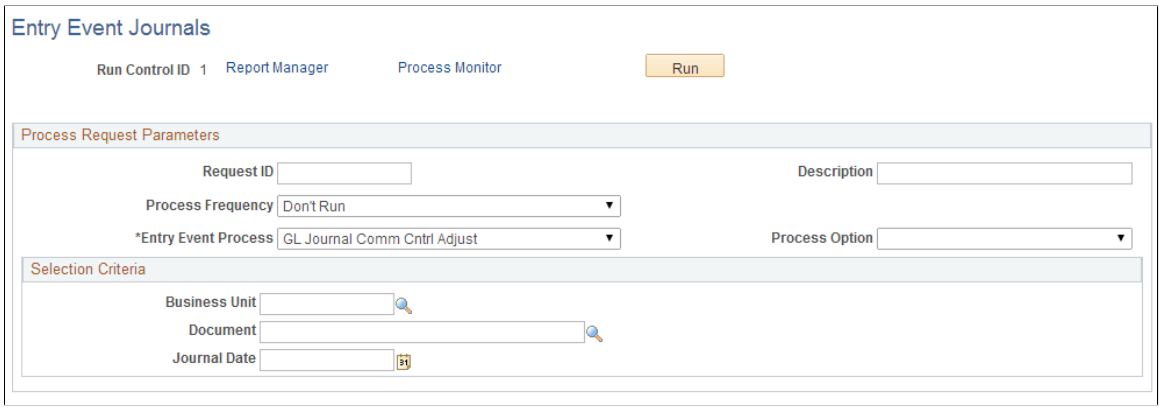
Use the Entry Event Journals page (PST_EE_RUN_REQUEST) to run the entry event processor to process GLJEADJ for budget adjustment journal entries.

Navigation:

General Ledger > **Journals** > **Process Journals** > **Entry Event Journals**

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This example illustrates the fields and controls on the Entry Event Journals page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Entry Event Process	Select the name of the process to run.
Process Option	Options are: *All Business Units:* Run the process for every business unit that has transactions with entry events using this process. *Business Unit:* Specify a business unit in the Selection Criteria group box to run the process for that business unit. *Document:* Specify a particular document in the Selection Criteria group box to run the process for that document.
Journal Date	Enter a journal date to process the entry events on that date. This field appears only when you process Commitment Control budget and budget adjustment journals.

See “Creating and Processing Entry Event Journals Using GLJE Entry Event Process” (PeopleSoft General Ledger).

Request Entry Event Processor Page

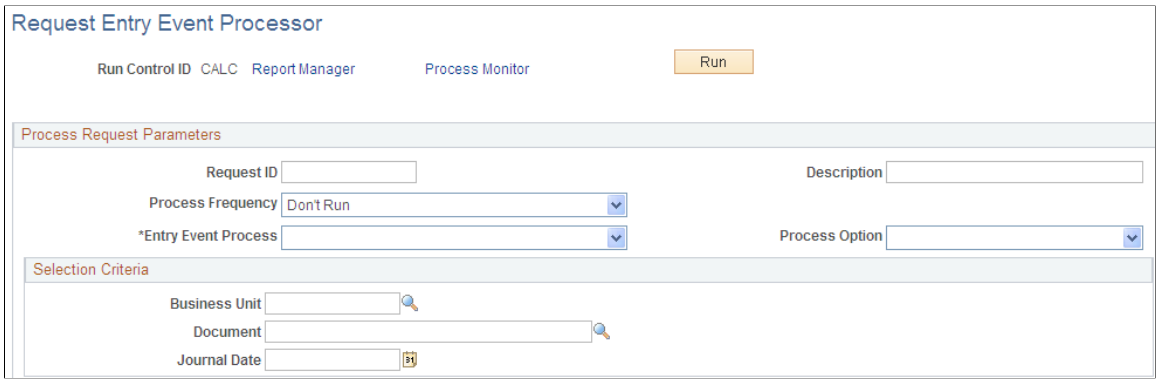
Use the Request Entry Event Processor page (PST_EE_RUN_REQUEST) to run the entry event processor to process Entry Event Process BUDG for budget journal entries.

Navigation:

Commitment Control > **Post Control Budget Journals** > **Request Entry Event Processor**

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This example illustrates the fields and controls on the Request Entry Event Processor page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Entry Event Process	Select the name of the process to run.
Process Option	Options are: *All Business Units:* Run the process for every business unit that has transactions with entry events using this process. *Business Unit:* Specify a business unit in the Selection Criteria group box to run the process for that business unit. *Document:* Specify a particular document in the Selection Criteria group box to run the process for that document.
Journal Date	Enter a journal date to process the entry events on that date. This field appears only when you process Commitment Control budget and budget adjustment journals.

Setting up and Processing Entry Event for Various Applications and Transactions

This topic discusses how to:

- Use a single entry event code in multiple documents or products.
- Use entry events for requisitions and PO reversals and closures.
- Process vouchers, payments, and cash-clearing transactions with entry events.
- Use entry event codes for upward and downward adjustments in both unexpired and expired funding.
- Process Receivables transactions and direct journals with entry events.

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Using a Single Entry Event Code in Multiple Documents or Products

To use an entry event code in multiple documents or for multiple products, you must identify each process and its steps in the entry event code definition. Using the PeopleSoft procure-to-pay process as an example, you can enter an entry event code one time in the requisition document. It then flows through the entire process creating entry event transactions for each document. Before an entry event code can successfully move between documents and products, you first must set it up to run for each of the processes in the procure-to-pay cycle.

The PeopleSoft procure-to-pay cycle consists of several documents and processes. Entry event processing uses the following processes:

- REQPOST
- POPOST
- VCHRPOST
- PAYMENT

You must set up an entry event code and associate it with all four processes.

See Entry Event Code Definition Page.

Example of Defining One Entry Event Code to Use with Multiple PeopleSoft Applications

Here is an example of how to define an entry event code for multiple PeopleSoft applications:

1. Set up the PROCURE entry event code.

Term	*Definition*
Entry Event	PROCURE
Description	Requisition to Cash Clearing

2. In the Entry Event Process group box, add the REQPOST process.

Term	*Definition*
Entry Event Process	REQPOST
Effective Date	01/01/1900
Status	A

3. In the Entry Event Step group box, add the REQPOST step.

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Term	*Definition*
Entry Event Step	REQPOST
Account	696800 (example)
Source Record Jrnl Template	Not applicable (NA)
Journal Template	EE_PURCH

4. In the Offset Accounts group box, add the preencumbrance and general expenses offset accounts.

Term	*Definition*
DR/CR	DR
Account and **Short Desc**	696700 (example) - Preenc Res
DR/CR	CR
Account and **Short Desc**	696500 (example) - GenExpOffs

5. In the Entry Event Process group box, add the POPOST process.

Term	*Definition*
Entry Event Process	POPOST
Effective Date	01/01/1900
Status	A

6. In the Entry Event Step group box, add the POPOST step.

Term	*Definition*
Entry Event Step	POPOST
Account	696800 (example)

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Term	*Definition*
Source Record Jrnl Template	Select if a source record journal template exists.
Journal Template	EE_PURCH

7. In the Offset Accounts group box, add the encumbrance and general expenses offset accounts.

Term	*Definition*
DR/CR, Account, and **Short Desc**	DR, 696600 (example), Enc Res
DR/CR, Account, and **Short Desc**	CR, 696500 (example), GenExpOffs

8. In the Entry Event Process group box, add the VCHRPOST process.

Term	*Definition*
Entry Event Process	VCHRPOST
Effective Date	01/01/1900
Status	A

9. In the Entry Event Step group box, add the ACCRUAL step.

Term	*Definition*
Entry Event Step	ACCRUAL
Account	696800 (example)
Source Record Jrnl Template	Select this option.
Journal Template	NA

10. In the Offset Accounts group box, add the general expenses and accounts payable offset accounts.

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Term	*Definition*
DR/CR, Account, and **Short Desc**	DR, 696500 (example), GenExpOffs
DR/CR, Account, and **Short Desc**	CR, 200000 (example), Accts Paybl

11. In the Entry Event Process group box, add the PAYMENT process.

Term	*Definition*
Entry Event Process	PAYMENT
Effective Date	01/01/1900
Status	A

12. In the Entry Event Step group box, add the PAYMENT step.

Term	*Definition*
Entry Event Step	PAYMENT
Account	NA
Source Record Jrnl Template	Select this option.
Journal Template	NA

13. In the Offset Accounts group box, add the accounts payable and bank disbursement offset accounts.

Term	*Definition*
DR/CR, Account, and **Short Desc**	DR, 20000 (example), Accts Paybl
DR/CR, Account, and **Short Desc**	CR. 10006 (example), UBANK Disb

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Using Entry Events with Requisition and Purchase Order Reversals and Closures

The PeopleSoft Purchasing procure-to-pay process illustrates how you can use the same entry event code to handle reversals and closures.

Entry Event Requisition Reversal and Close

When you create and source a requisition to a PO, the Commitment Control budget processor liquidates the preencumbrance amount and increases the encumbrance amount. To ensure that the entry event accounting lines that you generated with the requisition are also reversed, the predefined entry event REQPOST process contains these predefined entry event steps:

- REQCLOSE
- REQPOST
- REQREVRSAL

When you create and source a requisition to a PO, the Commitment Control budget processor liquidates the preencumbrance amount for the budget and increases the encumbrance amount for the budget.

This also occurs in the entry event transactions if you add the REQREVRSAL step to the existing entry event process REQPOST. This ensures the correct setup of the debit and credit accounts so that they credit the proprietary account for preencumbrance and debit the general expense offsets.

The entry event processor also creates closure entries for a closed requisition with a portion that is not sourced to a PO. You must set up the REQCLOSE step for the REQPOST process. You set up the debit and credit accounts similarly to the REQREVRSAL step to credit the proprietary account for preencumbrance and debit the general expense offsets.

To create the reversing and closing entry event transactions for the requisition, you must run the entry event processor for the requisition after you create and budget-check the PO. You can run the entry event processor for all business units, the business unit for the requisition, or the specific requisition that you created. Select **Purchasing** > **Requisition** > **Review Requisition Information** > **Accounting Entries** and use the accounting entries inquiry to review all of the entries, the entry event reversals, and the closures for the requisition.

Exceptions to the Reversal and Close Processes

Here are some exceptions to using the reversal and close process:

- Closing a PO that is sourced from a requisition.

  When you source a requisition to a PO and the PO is canceled or closed, you can leave the requisition open to source it to another PO. If you keep the requisition open, the system cannot create reversal or closure entry event transactions until you source the requisition to another PO and budget-check the PO. However, if you close the requisition, the system creates the reversal and closure entries.

- Closing a PO without processing the entry events for the requisition.

  Because the entry event process for Purchasing uses the output from the Commitment Control processor, no changes occur to the entry event transactions until you budget-check the source document (PO or requisition) and run the entry event processor. In a rare case, you might create,

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budget-check and source a requisition to a PO, and then budget-check the PO and attempt to close it without running the entry event processor on the requisition. You cannot close the PO until you run the entry event processor on the requisition.

- Copying a PO to a voucher.

  During the procurement process, you can copy a PO and its associated entry event code into a voucher. However, the entry event code setup must contain the VCHRPOST process for the system to create the entry event transactions when you post the voucher. Regardless of whether you copy the entry event code to the voucher and process it within Payables, when you budget-check the voucher, you can create reversals and closure entries for the copied PO. If the entry event code used in the distribution lines of the copied PO has the steps POREVERSAL and POCLOSE defined for the POPOST process, you can create closing and reversal entries for the PO.

- Closing or finalizing a voucher without creating entry events for a PO.

  As with sourcing a requisition to a PO, the entry event processor uses the output from the Commitment Control processor to create entry event transactions. You cannot close or finalize a voucher that you created from a PO until you run the entry event processor on the PO. There may be a rare case where you create, budget-check, copy a PO to a voucher, and then budget-check the voucher. If you attempt to close the voucher without running the entry event processor on the PO, an error occurs requiring you to run the entry event processor on the PO.

Processing Vouchers, Payments, and Cash Clearing Transactions with Entry Events

You can set up entry events to create transactions for vouchers, payments, and cash clearing. You must set up the entry event codes with the predefined VCHRPOST, PAYMENT, and CASHCLRNG processes and steps. Depending on the entry event transactions that you want to create for an entry event code, you must set up different steps for each process. In some cases, you do not set up the CASHCLRNG process for an entry event code. You can set up the following processes and steps to create the pro forma entries:

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Process	*Steps*
VCHRPOST	• ACCRUAL (voucher accrual). • DRAFTS (draft accrual). • PREPAYMNT (prepayments). • USETAX (use tax liability). • VCHCLOSE (voucher close). • WITHHOLD (withholding). • ACIUP (accrual InterUnit Payable). • ACIUPCLS (cancel accrual InterUnit Payable). • ACIUR (accrual InterUnit Receivable). • ACIURCLS (cancel accrual InterUnit Receivable). • ACUAP (accrual IntaUnit Payable). • ACUAPCLS (cancel accrual IntraUnit Payable). • ACUAR (accrual IntraUnit Receivable). • ACUARCLS (cancel accrual IntraUnit Receivable). • ACRUP (accrual Upward Adjustment). • ACRDN (accrual Downward Adjustment). • ACRUPUX (Unexpired Voucher Upward Adjustment). • ACRDNUX (Unexpired Voucher Downward Adjustment). • ACRUPCLSUX (Unexpired Voucher Close Upward Adjustment). • ACRDNCLSUX (Unexpired Voucher Close Downward Adjustment). • DNADJUST (Downward Collect Refund Adjustment).

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Process	*Steps*
PAYMENT	• DISCGAIN (discount gained). • CDISCGAIN (cancel discount gained). • DISCLOST (discount lost). • CDISCLOST (cancel discount lost). • LATEINT (late interest). • CLATEINT (cancel late interest). • PAYMENT (payment). • CPAYMENT (cancel payment). • PYMNTINP (payment IntraUnit Payable). • CPYMNTINP (cancel payment IntraUnit Payable). • PYMNTINR (payment IntraUnit Receivable). • CPYMNTINR (cancel payment IntraUnit Receivable). • PYMNTISP (payment InterUnit Payable). • CPYMNTISP (cancel payment InterUnit Payable). • PYMNTISR (payment InterUnit Receivable). • CPYMNTISR (cancel payment InterUnit Receivable). • PYMNTCAC (payment cash clearing). • CPYMNTCAC (cancel payment cash clearing). **Note:** The last two steps are included in the PAYMENT process that uses cash clearing.
CASHCLRNG	CASHCLR (cash clearing).

Once you create and budget-check a voucher, you can generate entry event transactions by running the entry event generator at the same time as voucher post or separately by selecting **Accounts Payable** > **Batch Processes** > **Vouchers** > **Voucher Entry Event.** The Accounts Payable Voucher Post process must create entry event transactions before steps included in the VCHRPOST process can create them.

The voucher that you pay includes the payment accounting information. If you enter an entry event code on the voucher or you copy an entry event code to the voucher from a PO, the system carries the code to the payments created for that voucher. When you create payments from vouchers, you can generate entry event transactions by running the entry event generator at the same time as payment post, or separately by selecting **Accounts Payable** > **Batch Processes** > **Payment** > **Payment Entry Event.** The Accounts Payable Payment Post process must create entry event transactions before steps included in the PAYMENT process can create them. If you use Payables, you must set up cash clearing steps for the PAYMENT process associated with an entry event code to create payment entry event transactions.

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If you set up cash clearing for Payables and you want to create entry event cash clearing entries, you need to associate the entry event code with the CASHCLRNG process and the step CASHCLR. All reconciled payments create entry event transactions if you associate an entry event code with the CASHCLRNG process. The system can run the entry event processor to generate entry event transactions simultaneously with the Cash Clearing process, or you can generate them separately by selecting **Accounts Payable** > **Batch Processes** > **Payment** > **Cash Clearing Entry Event.**

Related Links

Entry Event Process Definition Page
Entry Event Code Definition Page

Using Entry Event Codes for Upward and Downward Adjustments in Unexpired and Expired Funding

Upward and downward adjustments include adjustments for both unexpired and expired funding. Each has entry event configuration to handle different accounting.

Adjustments for unexpired funding are very similar to adjustments for expired funding where changes to purchase order or voucher transactions are recorded as upward or downward adjustments. The difference is that the funding is still current for unexpired adjustments and therefore the accounting is not the same. To be considered unexpired, the Unexpired checkbox must be selected for the Prior Year Adjustment ChartField on the Budget Definition page, and the budget date must fall between the Begin and Expiration dates as defined on the Budget Definition page. Additionally, for new POs or vouchers the Budget Fiscal Year must be less than the Accounting Fiscal Year. For a PO change order or Voucher adjustment, the Original Budget Fiscal Year must be less than the Adjustment Accounting Fiscal Year.

Funding is designated as expired on the Prior Year Adjustment ChartField tab of the Commitment Control Budget Definition page. If the budget date on a PO or voucher is between the defined expired and end dates, the funding is considered expired and could be subject to upward or downward adjustment accounting.

In the following cases, the system must automatically generate separate budgetary debit and credit accounts for U.S. federal government adjustments to POs and vouchers that are processed after the funding has an unexpired or expired status:

- When an existing PO is either increased or decreased in a period during which the funding has changed to unexpired or expired state.
- When a new PO is entered against a period in which funding has changed to an unexpired or expired state and no goods, services, or invoices were received.
- When a voucher is processed against an existing PO for more or less than the PO amount in a period during which the funding has changed to an unexpired or expired state.
- When a voucher that is not tied to a PO is entered in a period during which the funding has changed to an unexpired or expired state.
- When an adjustment voucher is entered in a period during which the funding has changed to an unexpired or expired state.

This section discusses:

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- Entry event definitions for upward and downward adjustments in PeopleSoft Purchasing and Payables.
- Upward and downward adjustments in PeopleSoft Purchasing.
- Upward and downward adjustments in PeopleSoft Payables.
- Upward and downward adjustment reversals.

To generate these budgetary debit and credit accounts, you select an entry event code when you enter the adjustment to the PO or when you enter the PO voucher that points to the predefined entry event source transaction definitions and the predefined entry event processes and steps.

Before you can enter and process these upward and downward adjustments in an unexpired or expired funding period, you must:

- Set up an Prior Year Adjustment ChartField for your budgets.

  Navigate to **Commitment Control** > **Define Control Budgets** > **Budget Definitions** > **Prior Year Adjustment ChartField** to access the Prior Year Adjustment page. The information that you enter on this page determines whether a fund is unexpired or expired when you run the budget processor for a document.
- Create entry event data to use in Purchasing or Payables to automatically generate and update the budgetary debit or credit accounts for the adjustment if the fund is unexpired or expired.
- Verify that the users who enter and process the Purchasing or Payables upward and downward adjustments have permission to override budget-checking errors for expired-year funding.

See User Preferences - General Ledger Page.

See Entry Event Page.

Entry Event Definitions for Upward and Downward Adjustments in PeopleSoft Purchasing and Payables

Access the Budget Definitions - Prior Year Adjustment ChartField page (Commitment Control, Define Control Budgets, Budget Definitions, Prior Year Adjustment ChartField).

To use entry events for creating budgetary account adjustments in Purchasing and Payables:

1. Verify that the following entry event source definitions exist.

   Warning! These values are predefined; do not change them.

Entry Event Source Definition	*Description*	*Source Record*	*Target Record*	*Temporary Record*
PO_POADJUP	PO expired upward adjustment.	EE_PO_UP_VW	EE_PO_ACCTG_LN	EE_PO_TMP

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Entry Event Source Definition	*Description*	*Source Record*	*Target Record*	*Temporary Record*
PO_POADJDN	PO expired downward adjustment.	EE_PO_DN_VW	EE_PO_ACCTG_LN	EE_PO_TMP
PO_UPUX	PO unexpired upward adjustment	EE_PO_UP_UX_VW	EE_PO_ACCTG_LN	EE_PO_TMP
PO_DNUX	PO unexpired downward adjustment	EE_PO_DN_UX_VW	EE_PO_ACCTG_LN	EE_PO_TMP
PO_UXCLADJ	PO unexpired close adjustment	EE_PO_UXCLS_VW	EE_PO_ACCTG_LN	EE_PO_TMP
AP_VCHADJ	Voucher upward or downward adjustment.	EE_VCH_TMP	EE_VCH_ACCTG_LN	NA

2. Verify that the following entry event process steps exist for these entry event processes.

Warning! These values are predefined; do not change them.

Entry Event Process	*Process Steps*	*Process Step Description*	*Process Step Characteristics*
POPOST	POUP	PO expired upward adjustment.	• Entry event source transaction: PO_POADJUP. • Field name and value: BALANCING_LINE, *Y*. • Field name and value: CLOSED_VALUE, *N*.
POPOST	PODN	PO expired downward adjustment.	• Entry event source transaction: PO_POADJDN. • Field name and value: BALANCING_LINE, *Y*.

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Entry Event Process	*Process Steps*	*Process Step Description*	*Process Step Characteristics*
POPOST	POUPUX	PO unexpired upward adjustment.	• Entry Event source transaction: PO_UPUX. • Field name and value: BALANCING_LINE, *Y*.
POPOST	PODNUX	PO unexpired downward adjustment.	• Entry event source transaction: PO_DNUX. • Field name and value: BALANCE_LINE, *Y*.
VCHRPOST	ACRDN	Voucher expired downward adjustment.	• Entry event source transaction: AP_ VCHADJ. • Field name and value: DST_ACCT_TYPE, *APA*. • Field name and value: POSTING_PROCESS, *ACCR*.
VCHRPOST	ACRUP	Voucher expired upward adjustment.	• Entry event source transaction: AP_ VCHADJ. • Field name and value: DST_ACCT_TYPE, *APA*. • Field name and value: POSTING_PROCESS, *ACCR*.

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Entry Event Process	*Process Steps*	*Process Step Description*	*Process Step Characteristics*
VCHRPOST	ACRUPUX	Voucher unexpired downward adjustment.	• Entry event source transaction: AP_ VCHADJ. • Field name and value: DST_ACCT_TYPE, *APA*. • Field name and value: POSTING_PROCESS, *ACCR*.
VCHRPOST	ACRDNUX	Voucher unexpired downward adjustment.	• Entry event source transaction: AP_ VCHADJ. • Field name and value: DST_ACCT_TYPE, *APA*. • Field name and value: POSTING_PROCESS, *ACCR*..

3. Use the entry event codes for the predefined upward and downward adjustments as the basis for setting up your own entry event codes.

Upward and Downward Adjustments Processing in PeopleSoft Purchasing

This section discusses how to process upward and downward adjustments in Purchasing.

PO upward and downward adjustments are initiated by any change to a PO that applies to expired or unexpired year funding.

Here are some important considerations:

- The accounting date entered on the Purchase Order Header page is used for the accounting date on the resulting entry event transactions.

  The budget date on the PO distribution line is checked against the Prior Year Adjustment ChartField dates and attributes to determine whether funding is current, unexpired, or expired. Changing the budget date can affect whether the funding is in an expired year. Changing the accounting or budget date for funding subject to unexpired can affect whether the funding changes to an unexpired state.

- If a PO has expired-year funding and has been budget-checked in current year, but the entry events have never been generated, the adjustment amount is calculated by taking the current budget-checked PO amount minus the last amount budget-checked in the current year.

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- If a PO has expired-year funding and has never been budget-checked while in the current year, no adjustments are necessary.

See “Purchasing Options Page” (PeopleSoft Purchasing).

See “Creating Requisitions Online” in the PeopleSoft Purchasing documentation “Understanding the Requisition Business Process” (PeopleSoft Purchasing).

Here is an example of upward adjustment for unexpired funding. Suppose the existing PO, PO 2, is for 7,000.00 USD against a fund subject to unexpired funding adjustments. Due to a contract adjustment, the PO increases to 8,600.00 USD. The organization received no goods, services, or invoices. The budget date is between the begin and expiration dates on the Prior Year Adjustment ChartFields tab of the Budget Definition page and the Original Budget Fiscal Year is less than the Adjustment Fiscal Year. This would be classified as an unexpired upward adjustment.

To enter and process the PO for the unexpired upward adjustment:

1. Enter the 1,600.00 USD upward adjustment change order to PO 2.
2. Approve the PO change order.
3. Budget check the PO change order. The budget processor checks the Prior Year Adjustment ChartField attributes and dates to see if the funding is subject to unexpired.
4. Once the PO passes budget checking, run the entry event processor to generate the entry events.

The EE processor checks to see if the Original Budget Fiscal Year is less than the Adjustment Accounting Fiscal Year and therefore, requires unexpired adjustment accounting. The system calculates the difference between the PO current amount and the lines posted to the Entry Event accounting line record.

In this example, the entry event processor generates the following budgetary accounting lines:

- 4450 (Allotments - Unexpired Authority) — $1,600.00.
- 4881 (Upward Adjustment of Prior Year Unpaid Unexpended Obs) — <$1,600.00> .
- Proprietary accounting entries: NONE.

Here is an example of upward adjustment for expired funding. Suppose that the existing PO called PO 1 is for 7,000.00 USD against an expired fund. Due to a contract adjustment, the PO increases to 8,600.00 USD. The organization received no goods, services, or invoices. Budget date is between the expired and end dates on the Prior Year Adjustment ChartFields tab on the Budget Definition page. This would be an expired upward adjustment to the PO.

To enter and process the PO for the expired upward adjustment:

1. Enter the 1,600.00 USD upward adjustment change order to PO #1.
2. Approve the PO change order.

   The Commitment Control budget processor checks the Prior Year Adjustment ChartField to see if this change applies to expired-year funding. If the fund year has expired, the budget processor issues an error and stops processing.
3. Check the budget error messages.

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4. If the error message indicates that budget checking failed because the fund year has expired, then override the budget error.
5. Rerun the budget processor to ensure that the budget information is valid.
6. Once the budget is valid, run the entry event processor to generate the entry events.

   The system calculates the difference between the PO's current amount and the lines posted to the entry event accounting line record.

   Note: Your standard general ledger budgetary accounts may be different than the accounts used in this example.

   In this example, the entry event processor generates the following budgetary accounting lines:

   - 4650 (Allotments - Expired Authority) - $1,600.00.
   - 4881 (Upward Adjust of Prior Year Unpaid Unexpended Obs) - <$1,600.00>.
   - Proprietary accounting entries: NONE.

See “Creating Requisitions Online” in the PeopleSoft Purchasing documentation “Understanding the Requisition Business Process” (PeopleSoft Purchasing).

Upward and Downward Adjustments Processing in PeopleSoft Payables

This section discusses how to process upward and downward adjustments for Payables.

Payables voucher upward adjustments are created when:

- The PO voucher is greater than the PO.
- The voucher has no PO associated with it but has unexpired or expired year funding.
- The PO voucher is less than the PO and is marked as final.

Here are some important considerations:

- If a voucher is finalized at the header level, all voucher distribution lines in the voucher can have adjustments.
- If the voucher is finalized at the line level, all voucher distributions for the line can have adjustments.
- If the voucher is finalized at the distribution level, only distributions that are marked as final can have adjustments.
- If a PO is in unexpired funding and the voucher is in unexpired funding (current year), no adjustments to the voucher are necessary.
- If the PO is in expired-year funding and the voucher is in expired funding, no adjustments need to be made to the voucher.
- If the voucher has not been created from a PO and the voucher is in unexpired or expired funding, there should be an adjustment for the full amount of the voucher.

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Note: Your standard general ledger budgetary accounts and proprietary accounts may be different than the accounts used in these examples.

Here is an example for expired funding. Suppose that a PO exists for 8, 600.00 USD against an expired fund. A PO voucher was created for 9,000.00 USD against the PO.

Use these steps to enter and process the voucher for the upward adjustment:

1. Ensure that the PO voucher was entered into Payables for 9,000.00 USD and applies to expired-year funding.
2. The budget processor fails the PO voucher.
3. Budget checking fails and issues a budget-checking error for the voucher indicating that the voucher applies to an expired funding year. Unexpired funding will not cause a budget checking failure.
4. Override the budget checking for this voucher.
5. Run budget checking again to ensure that the voucher budget status is valid.
6. Run Voucher Posting to generate the proprietary accounting entries.
    - 6100 (Operating Expense) - 9,000.00 USD
    - 2110 (Accounts Payable) - <9,000.00> USD
7. Run the entry event processor to generate the accounting entries.

    The processor calculates the difference between the voucher and the PO and adjusts the budgetary entries upward.

The system generates the following budgetary entries:

- 4650 (Allotments - Expired Authority) - 400.00 USD
- 4881 (Upward Adjust of Prior Year Unpaid Unexpended Obs.) - <400.00> USD
- 4801 (Unexpended Obligations - Unpaid) - 9,000.00 USD
- 4901 (Unexpended Authority) <9,000.00> USD
- 3100 (Unexpended Appropriations) - 9,000.00 USD
- 5700 (Expended Appropriations) - <9,000.00> USD

Payables voucher downward adjustments are created when the following characteristics apply to the voucher:

- The PO voucher is less than the PO.
- The voucher has unexpired or expired year funding.
- The voucher is marked final.

For example, a PO exists for 4,700.00 USD against an expired fund. A PO voucher is processed against the PO for 2,700.00 USD.

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Use these steps to enter and process the voucher for the expired downward adjustment:

1. Ensure that the PO voucher is entered into Payables for 2,700.00 USD and applies to expired-year funding.
2. Because the PO amount is greater than the voucher amount, the commitment control budget processor does not issue an error, and it passes the budget checking.
3. Run Voucher Posting to generate the following accounting entries.
    - 6100 (Operating Expense) - 2,700.00 USD
    - 2110 (Accounts Payable) - <2,700.00> USD
4. Run the entry event processor to generate the following accounting entries.

    The processor calculates the difference between the voucher and the PO and adjusts the budgetary entries downward.

The system generates the following budgetary entries:

- 4871 (Downward Adjustment of Prior Year - Unpaid Unexpended Obs) - 2000.00 USD
- 4650 (Allotments - Expired Authority) - <2000.00> USD
- 4801 (Unexpended Obligations - Unpaid) - 2,700.00 USD
- 4901 (Unexpended Authority) <2,700.00> USD
- 3100 (Unexpended Appropriations) - 2,700.00 USD
- 5700 (Expended Appropriations) - <2,700.00> USD

See “Entering and Processing Vouchers Online: General Voucher Entry Information” in “Entering Regular Vouchers” (PeopleSoft Payables).

Upward and Downward Adjustments Reversals

This section discusses how the system handles upward and downward adjustments reversals.

Reversal processing for entry event generated adjustments is required when the voucher has been posted and:

- The voucher is unposted, then any adjustments created for a voucher are reversed.
- The voucher is partialized, then the voucher is selected for reverse processing based on:
    - Whether the voucher is budget checked and in unexpired or expired year funding.
    - Whether the voucher has been posted at least once.
    - Whether the voucher is partialized at the distribution level.

      If so, only final distributions that have been processed can have adjustments.

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Related Links

"Understanding Entering and Posting Commitment Control Budget Journals" (PeopleSoft Commitment Control)

"Understanding Basic Commitment Control Setup" (PeopleSoft Commitment Control)

"Entering Regular Vouchers" (PeopleSoft Payables)

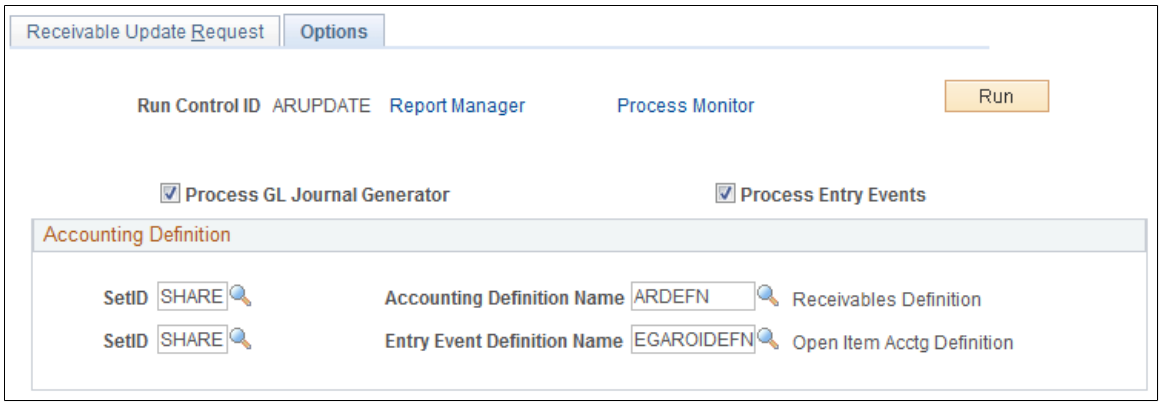
"Understanding the Purchase Order Business Process" (PeopleSoft Purchasing)

Processing Receivables Transactions and Direct Journals with Entry Events

You can set up entry events to create transactions for items, payments, credit cards, drafts, direct debits and direct journals. You must set up the entry event codes with the predefined ARUPDATE and ARDIRJRNL processes and steps.

For all Receivables transactions except Direct Journals, the Entry Event process can be run as part of the AR posting job, Receivables Update (ARUPDATE). Navigate to **Accounts Receivable** > **Receivables Update** > **Request Receivables Update**. On the Receivables Update - Options page of the run control request, select the **Process Entry Events** check box to automatically run the Entry Event process after ARUPDATE runs. You can also use the Options page to automatically run Journal Generator to create GL journals. You must enter the accounting definition name for the standard entries (*ARDEFN*), and if you want to create GL journals for the supplemental (entry event) entries, enter *EGAROIDEFN* in the Entry Event Definition Name field.

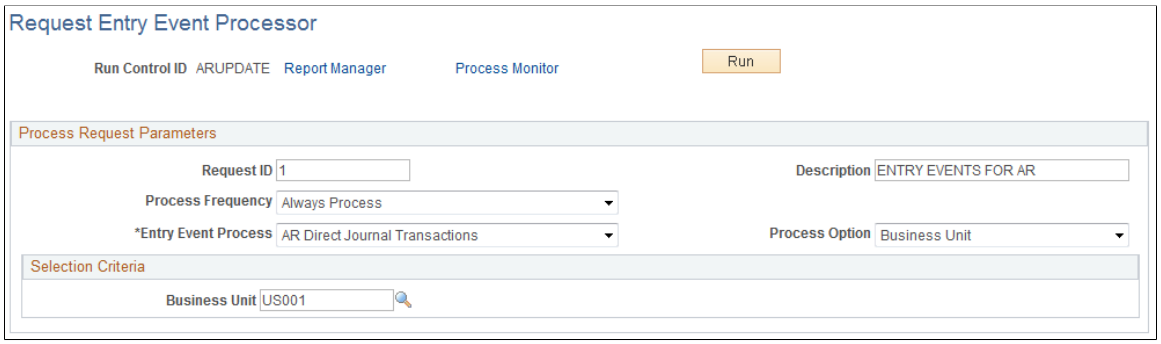
This example illustrates the fields and controls on the Options page for running the Entry Event process as part of Receivables Update.



For all Receivables transactions, including Direct Journals, the Entry Event process can be run as a stand-alone process on the Request Entry Event Processor page (PST_EE_RUN_REQUEST). Navigate to **Accounts Receivable** > **Receivables Update** > **Request Entry Event Processor**.

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This example illustrates the fields and controls on the Request Entry Event Processor page for running Receivables transactions, including Direct Journals.



For Direct Journal transactions, the Entry Event processor is expecting the journal to be posted successfully to the General Ledger before creating Entry Event entries. The process flow for Direct Journals would be as follows:

1. Enter a Direct Journal and mark it complete.
2. (Optional) Run the budget processor if necessary.
3. Run Journal Generator to generate GL journals using the accounting definition ARDIRJRNL.
4. Run the Entry Event processor.
5. Run Journal Generator to generate GL journals for the Entry Event entries, using the accounting definition EGARDJDEFN.

You can use the Modify Accounting Entries page to view both the standard and supplemental (entry event) accounting entries for Direct Journals.

See “Journaling Payments Directly to the General Ledger” (PeopleSoft Receivables).

Use the Journal Entry Drill Down page to view the GL journals for both the standard and supplemental (entry event) accounting entries.

See “Reviewing the Source Accounting Entries for Journal Lines” (PeopleSoft Receivables) .

Using Entry Events with Commitment Control Budgets

This topic lists prerequisites and discusses how to:

- Set up and process Commitment Control budget journals with entry events.
- Set up automatic generation of parent budgets, adjustments, and transfers that involve entry events.
- Set up and close Commitment Control budgets with entry events.

Prerequisites

Before you can use entry events with Commitment Control budgets, you must set up Commitment Control.

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Note: The entry event feature is not supported by funding source functionality.

See “Setting Commitment Control Options” (PeopleSoft Commitment Control)“Setting Commitment Control Installation Options” (PeopleSoft Commitment Control)

Setting Up and Processing Commitment Control Budget Journals with Entry Events

You can enter entry event codes in budget journals to create entry event transactions. Although the PeopleSoft system comes with a predefined BUDG entry event process and its associated steps, you may need to modify the existing steps depending on your budget ledger and budget ledger group names. The BUDG process comes with the following steps:

Process	*Steps*
BUDG	• ALLOT (prepare allotment budgets). • APPORT (prepare apportionment budget). • APPR XFER (appropriation transfer). • APPROP (prepare appropriation budgets). • ORG (establish operating plan). • CORG (close operating plan). • ORG XFER (organization transfer). • PRJGRT IND (prepare grant indirect charge budget). • PROJ_GRT (prepare project or grant budgets). • REVEST (prepare revenue estimates). • RORG (roll operating plan). • CHILD (child budget). • PARENT (parent budget).

The predefined process has two fields for each entry event step. The ledger and ledger group names for the entry event budget journals should appear as the field values for each of these steps. Consequently, you may need to modify the predefined field values for the step and replace them with the organization's budget ledger and ledger group name values. The predefined field names are:

- ASSOCIATED_LEDGER
- ASSOCIATED_LED_GRP

For example, to create an entry event transaction for a budget journal with the ledger group CC_ORG and the ledger CC_ORG_BUD, you would access the Entry Event Process definition page (Set Up Financials/ Supply Chain, Common Definitions, Entry Event, Process, Entry Event Process Definition) for the predefined entry event process BUDG and the entry event step ORG, and you would:

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1. Scroll to the Field Name and Field Value group box.
2. Enter the field value CC_ORG_BUD next to the field name ASSOCIATED_LEDGER.
3. Enter the field value CC_ORG next to the field name ASSOCIATED_LED_GRP.

   Important! Do not change the field names.

4. Create a new entry event code (such as BUDG 1), or select the predefined entry event code BUDGPOST for the SetID FEDRL.
5. Access the Entry Event Code Definition page (Set Up Financials/Supply Chain, Common Definitions, Entry Event, Code Definition, Entry Event Code Definition).
   - If you are modifying the predefined entry event code BUDGPOST, change the offset accounts to the organization's accounts.
   - If you are creating a new entry event code, add the following information and enter the appropriate accounts for the organization:

Field or Control	*Description*
Entry Event Process	BUDG
Effective Date	01/01/1900
Status	A
Entry Event Step	ORG
Account	NA
Source Record Jrnl Template	NA
Journal Template	EE_BUDGET
Offset Accounts	User-defined

Note: You must add steps for each type of budget used by the organization. These steps are predefined for the BUDG process.

Related Links

“Understanding Entering and Posting Commitment Control Budget Journals” (PeopleSoft Commitment Control)

Entry Event Process Definition Page

Entry Event Code Definition Page

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Setting Up Automatic Generation of Parent Budgets, Adjustments, and Transfers that Involve Entry Events

Entry event is supported by the automatic generation of parent budgets from originating child budget journals, adjustment journals, and transfer journals.

The use of entry events and automatic generation of parent budgets is discussed in the commitment control topic dealing with the posting of budget journals.

See “Generate Parent Budgets, Budget Adjustments, and Budget Transfers Automatically” (PeopleSoft Commitment Control).

Setting Up and Closing Commitment Control Budgets with Entry Events

When you close Commitment Control budgets, the budget closing process creates budget journals that are posted to the budget ledger. Typically you either choose to close out the remaining balance of the budget for the period or roll forward the remaining balance into the next fiscal year and period. In both situations the budget closing process creates budget journals. If you enabled entry event in the Installation Options, you have the option of selecting an entry event code when you close the budgets. The budget journals are created in adjustment periods and the Entry Event processor also creates the closing entries in the budget journal adjustment periods. When you run journal generator for these accounting entries, it retains the adjustment periods so that they are posted in the specified ledger with budget journal adjustment period dates.

This topic discusses how to:

- Set up entry events for Commitment Control budget close.
- Process entry events in Commitment Control budget close.

Setting Up Entry Events for Commitment Control Budget Close

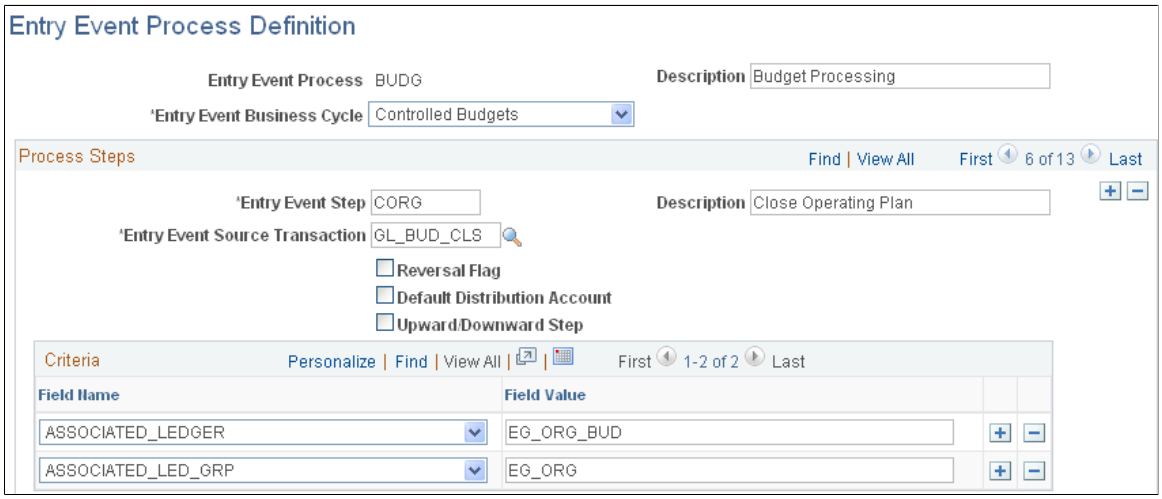
To set up entry events for Commitment Control budget close:

1. Set up the entry event process BUDG with two entry event steps based on the entry event source transactions:
    - GL_BUD_CLS for step CORG
    - GL_BUDROLL for step RORG
2. Associate the appropriate ledger group and ledger.
3. Create an entry event code such as CLOSEYEAR for the process BUDG and add these steps:
    - CORG
    - RORG
4. Add the accounts to which you want to post the budget close accounting entries for each entry event step.

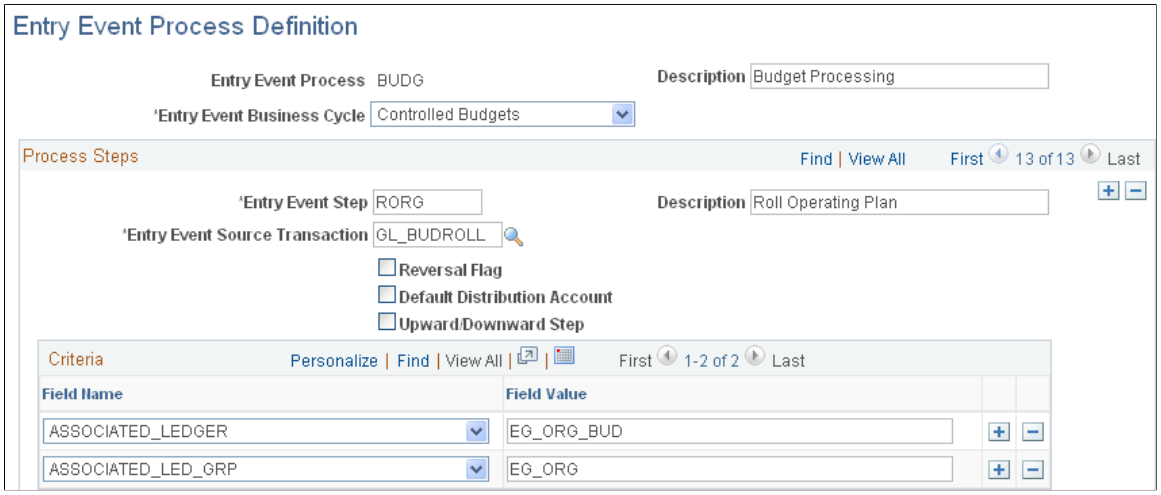
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Note: Refer to the sample Entry Event Process Definition pages (Set Up Financials/Supply Chain, Common Definitions, Entry Event, Process, Entry Event Process Definition)

This example illustrates the fields and controls on the Entry Event Process Definition page - budget close step. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Entry Event Process Definition page - roll forward step. You can find definitions for the fields and controls later on this page.



Processing Entry Events in Commitment Control Budget Close

Example:

1. Budget for FY 2011: 1000.00 USD.
2. Expended: 400.00 USD.
3. Remainder: 600.00 USD.
4. Entry Event Code: CLOSEYEAR.
    - Entry Event Step: CORG and account 4610 (DR) and 4510 (CR).

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- Entry Event Step: RORG for account 4510 (DR) and 4610 (CR).

Based on this example, after you run the Commitment Control Budget Close process, select the Entry Event Processor to generate these accounting lines with which Journal Generator creates journals that are posted to the ledger and ledger group specified on the Entry Event Process Definition page.

Account	***Fiscal Year***	***Accounting Period***	***Amount***
4610	2011	998	600.00 USD
4510	2011	998	<600.00> USD
4510	2012	0	600.00 USD
4610	2012	0	<600.00> USD

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Chapter 19

Using Alternate Account

Understanding Alternate Accounts

In addition to the following overview, this section also discusses:

- Alternate account mapping and SetID sharing.
- Prerequisites.

PeopleSoft delivers alternate account functionality for its applications as an optional feature to meet the accounting and reporting requirements of multinational organizations that operate in locations, jurisdictions, or countries where statutory or local chart of accounts and reporting rules are mandatory.

By using alternate account, you can enter and maintain both a statutory (local) account value and a corporate (internal) account value at the detail transaction level within General Ledger, as well as within its feeder applications. Alternate account operates with and fully supports the conventional corporate chart of accounts that is required for internal management and external financial reporting. You can also perform year-end closing on alternate account only.

Throughout this documentation ALTACCT, AltAccount, alternate account and local or statutory account are synonymous terms and are used interchangeably.

In addition, ACCOUNT, account, and internal or corporate account are synonymous terms and are also used interchangeably.

Implementing alternate account in General Ledger and its feeder systems, such as Receivables and Payables, requires close coordination of ChartFields, business units and ledgers within the system. Alternate account is best put into place when it is a part of the original overall implementation plan; however, you can add it at a later date.

Note: Alternate account is intended to fulfill a journal line statutory, or local, reporting requirement. Non-statutory ledger reporting can best be served by using trees, summary ledgers, and PS/nVision to manipulate the account structure and fulfill corporate ledger balance reconciliation and reporting requirements. Do not use the alternate account feature for ledger-level reporting requirements that are not associated with statutory compliance. The alternate account feature increases maintenance as it requires an additional detail chart of alternate accounts.

Alternate account is designed for international companies to meet local or national statutory requirements at the journal line or transaction level. Therefore, it is available in General Ledger, as well as general ledger feeder applications, subsystems, and other products, as detailed in the following list:

- Payables
- Receivables
- Asset Management

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- Billing
- Expenses
- General Ledger
- Inventory
- Cash Management
- Deal Management
- Risk Management
- Order Management
- Project Costing
- Purchasing

General Ledger is not required to use alternate account with other PeopleSoft products.

You map ALTACCT and ACCOUNT values to one another in either a one-to-one or one-to-many relationship.

The basic level of reporting is defined by the level of detail in the statutory chart of accounts. The most common scenario is that of one or many account values mapped to one alternate account value. This mapping is done by using the Alternate Account page.

If you map one account value to one or many alternate account values, you use the Account page. The mapping of one corporate (internal) account to many statutory alternate accounts is less common. In this scenario, ALTACCT level detail does not contain the basic elements of the transactions in support of detailed alternate account reporting.

You can also provide values for ACCOUNT to ALTACCT and ALTACCT to ACCOUNT suspense. The Journal Edit process uses these entries as the suspense account and alternate account if an Account or Altacct value that is used in a journal is not mapped to an alternate account or account. Suspense entries are errors that must be corrected. If you leave the suspense fields blank, the Journal Edit process also shows the line as an error that must be corrected.

Although you can map an account to multiple alternate accounts and also map an alternate account to multiple accounts, you enter transactions in a one-to-one relationship.

When you enter a transaction in the General Ledger or its feeder systems by using a primary Account ChartField, or corporate accounts, the system also enters the transaction to the alternate account.

Similarly, when you enter a transaction to the Alternate Account ChartField, statutory accounts, the system enters the transaction to the corporate or primary account ChartField.

You can override these values by selecting other values from prompt lists that display only mapped values.

Alternate account relationships can be different for various countries or local reporting entities using PeopleSoft SetID functionality.

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You can also designate an alternate account value as a Control Account to make certain that control account updates are generated only through system processes. This helps to ensure that the total of the detail that is in the various related feeder systems, such as Payables, Billing and Accounts Receivable, equals the total of the control account that is maintained by the feeder system for the general ledger.

You can do consolidations over alternate account when you designate alternate account as the anchor ChartField. This provides added flexibility for multinational companies that prepare consolidated statutory financial statements in compliance with local or government reporting requirements.

Alternate Account Mapping and SetID Sharing

You map a corporate chart of accounts to one or many statutory charts of accounts. For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting. When you couple this with the ability to share SetIDs, you have a very efficient solution.

One account value identified by a SetID can be mapped to 1 or many alternate account values. In turn, 1 alternate account value identified by a SetID can be mapped to 1 or many account values. However, any given account or alternate account can be a part of only 1 such mapping.

The following rules govern mapping:

- Within the same SetID, an account can only be mapped once to an alternate account in the same SetID. In turn, within the same SetID an alternate account can only be mapped once to an account in the same SetID.
- If you attempt to map a given account to an alternate account or map an alternate account to an account that is already mapped within the same SetID, you receive an error message indicating that the account or alternate account is already mapped.
- Within a given SetID, you can map an account to multiple alternate accounts as long as each alternate account is in a different SetID; an alternate account that is within a given SetID can be mapped to multiple accounts as long as each account is in a different SetID.

Consider the following examples:

Example 1 - Account>AltAcct Mappings (Same SetID for Account and Alternate Account):

Mapping #3 is not valid because ALTACCT 101000 is already mapped in Mapping #1 within the same SetID to ACCOUNT 100100.

Mapping #5 is not valid because ACCOUNT 140100 is already mapped in Mapping #4 within the same SetID to ALTACCT 140000.

Mapping #	*ACCOUNT SetID*	*ACCOUNT*	*ALTACCT SetID*	*ALTACCT*	*Is Mapping Valid?*
#1	MFG	100100	MFG	101000	Yes
#1	MFG	100100	MFG	101002	Yes

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Mapping #	*ACCOUNT SetID*	*ACCOUNT*	*ALTACCT SetID*	*ALTACCT*	*Is Mapping Valid?*
#2	MFG	109000	MFG	101003	Yes
#3	MFG	109100	MFG	101000	No
#4	FS	140100	FS	140000	Yes
#4	FS	140101	FS	140000	Yes
#5	FS	140100	FS	140500	No

Example 2 - Account>AltAcct Mappings (Different SetIDs for Account and Alternate Account):

In Example 2, Mappings #1 and #2 have an ACCOUNT value mapped to several ALTACCT values having different SetIDs.

Mapping #3a is not valid because the same ACCOUNT value in the same SetID (101000 in CORP) is already a part of the one account to many alternate account mappings in Mapping #1.

Mapping #3b is not valid because the same ALTACCT value in the same SetID (101003 in FRNC) is mapped to the same SetID (CORP) for the account values.

Likewise, mapping #4 is not valid because the same ALTACCT value in the same SetID (106001 in SPAN) is mapped to the same SetID (CORP) for the account values.

Mapping #	*ACCOUNT SetID*	*ACCOUNT*	*ALTACCT SetID*	*ALTACCT*	*Is Mapping Valid?*
#1	CORP	101000	FRNC	101001	Yes
#1	CORP	101000	FRNC	101002	Yes
#1	CORP	101000	SPAN	102001	Yes
#1	CORP	101000	SPAN	101002	Yes
#1	CORP	101000	GMNY	103001	Yes
#1	CORP	101000	GMNY	103002	Yes

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Mapping #	*ACCOUNT SetID*	*ACCOUNT*	*ALTACCT SetID*	*ALTACCT*	*Is Mapping Valid?*
#2	CORP	105000	FRNC	105001	Yes
#2	CORP	105000	SPAN	106001	Yes
#2	CORP	105000	GMNY	107001	Yes
#3a	CORP	101000	FRNC	101003	No
#3b	CORP	100000	FRNC	101003	No
#4	CORP	110000	SPAN	106001	No

Prompting for Account and Alternate Account and TableSet Sharing

To enable prompting for ACCOUNT and ALTACCT for a specific business unit, you must set up the appropriate SetIDs for these prompts by creating tableset sharing definitions.

The following are examples of tableset sharing definitions for ACCOUNT and ALTACCT:

Set Control Value	*Business Unit*	*TableSet Record Group*	*ACCOUNT SetID*	*ALTACCT SetID*
M60	M60	FS_05	CORP	
		FS_40		FRNC
M61	M61	FS_05	CORP	
		FS_40		SPAN
M62	M62	FS_05	CORP	
				GMNY

In the above table, each business unit that is defined by the set control value has access only to the designated SetIDs for the specific business unit. For example, when you create a journal for Business Unit M60, the prompting on ACCOUNT and ALTACCT appears as CORP and FRNC, respectively. Business Unit M60 does not have access to any ACCOUNTS or ALTACCTS under any other SetIDs.

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Prerequisites

In order to use alternate accounts, the following prerequisites apply.

- If you plan to identify specific business units that may use alternate accounts, you must set up the general ledger business units first.
- If you plan to enable subsystem applications to use alternate accounts, you must associate the business unit for the application to a general ledger business unit that is also using the Alternate Account feature on the Ledgers For A Unit page.

Related Links

Entering and Maintaining ChartField Values
"Defining General Ledger Business Units" (PeopleSoft General Ledger)

Enabling Alternate Accounts

To enable alternate accounts, use the Installation component (INSTALLATION) and the Ledgers For A Unit component (BUSINESS_UNIT_LED). Use the EM_BUS_UNIT_LED component interface to load data into the tables for the BUSINESS_UNIT_LED component.

Pages Used to Enable Alternate Account

Page Name	*Definition Name*	*Usage*
Installation Options - Overall Page	INSTALLATION_FS1	Enables the use of alternate accounts. See Enabling Alternate Account at the Installation Level.
Ledgers For A Unit - Definition Page	BUSINESS_UNIT_LED1	You can enable a particular ledger group in a business unit for alternate accounts, provided that alternate account is enabled at the installation level. See Enabling Alternate Account at the Ledger Group and Business Unit Level.

Enabling Alternate Account at the Installation Level

Use the Installation Options - Overall page (INSTALLATION_FS1) to enable the use of alternate accounts.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Overall**

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To enable alternate account at the installation level, select the **Enable Alternate Account** check box. When you select this check box, pages and views in the various applications show alternate account related fields and enable dynamic prompting. In addition, journal generator creates journal entries at a minimum level of ACCOUNT and ALTACCT.

If you do not select this check box, the various products do not display alternate account fields and prompt lists, and journal generator only creates journal entries at a minimum level of ACCOUNT.

Enabling Alternate Account at the Ledger Group and Business Unit Level

Use the Ledgers For A Unit - Definition page (BUSINESS_UNIT_LED1) to enable a particular ledger group in a business unit for alternate accounts, provided that alternate account is enabled at the installation level.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Ledgers For A Unit** > **Definition.**

To enable alternate accounts at the business unit and ledger group level:

1. Select a business unit that requires the use of alternate accounts.
2. Select the **Enable Alternate Accounts** check box for each detail ledger group that might require the use of alternate accounts. The **Acct > Alt Suspense** and **Alt > Acct Suspense** fields become available for entry. Typically suspense accounts hold offsetting values to ensure balanced ledgers and journals. You must later return to these suspense accounts to correct the distribution.
3. Select the alternate suspense account for the first field and the account suspense account for the second field.

Note: If you select the **Enable Alternate Account** check box but do not define a mapping option for the alternate account on the Account or Alternate Account page, the system uses the suspense account that you define on the Ledgers For A Unit - Definition page.

Related Links

Defining Ledgers for a Business Unit

Adding and Mapping Accounts and Alternate Accounts

To add and map accounts and alternate accounts, use the Account component (GL_ACCOUNT) and the Alternate Account component (ALTACCT). Use the ACCOUNT_CF component interface and the ALTACCT_CF component interface to load data into the tables for these components.

Add or update on the *one* side of the *one to many* relation. For example, to map one account to many alternate accounts, enter the mappings using the GL_ACCOUNT (Account) component.

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Pages Used to Add or Map Alternate Accounts

Page Name	*Definition Name*	*Usage*
Account Page	GL_ACCOUNT	Add or modify Account ChartFields. For more information, see the Account Page and Entering and Maintaining ChartField Values.
Map to Alternate Account Page	ACC_XREF	Map a corporate chart of accounts to one or many statutory charts of accounts. For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting. For more information, see the Map to Alternate Account Page and Entering and Maintaining ChartField Values.
Alternate Account Page	ALTACCT	Add or modify Alternate Account ChartFields. For more information, see the Alternate Account Page and Entering and Maintaining ChartField Values.
Alternate Account - Map to Account Page	ALT_XREF	Map an alternate account to one or more accounts. For more information, see the Map to Account Page and Entering and Maintaining ChartField Values.

Alternate Account - Map to Account Page

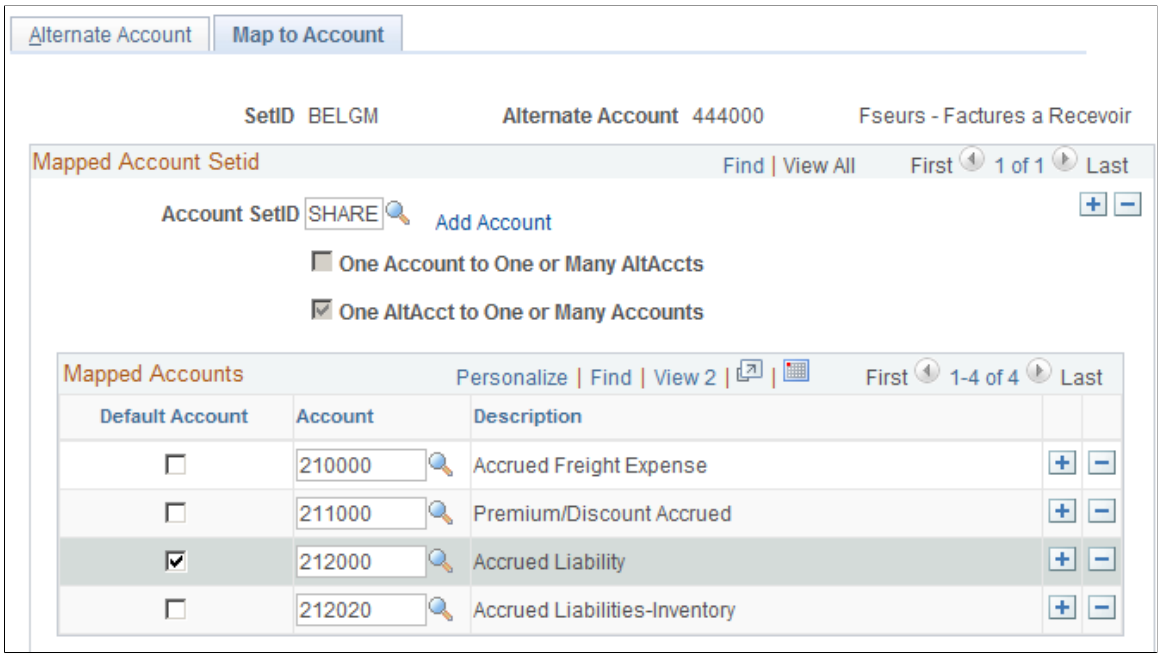
Use the Alternate Account - Map to Account page (ALT_XREF) to map an alternate account to one or more accounts.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Alternate Account** > **Map to Account**

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This example illustrates the fields and controls on the Alternate Account - Map to Account page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Account SetID	If any accounts are already mapped to this alternate account, the SetID of the account displaying in the Mapped Accounts group box appears in the **Account SetID** field. Click the **Add a New Row** button to select another account SetID. This enables the **Account** field that is in the Mapped Accounts group box. You can then select an account for the selected SetID to map to this alternate account. If you click the **Add a New Row** button in the **Mapped Accounts** group box, you can map a second account by using the same SetID as the first account.
Add Account	Click this link to add a new account to the chart of accounts that does not exist for the selected SetID. This takes you to the Account ChartField definition page, where you enter the information for the new account and select apply. You return to the Map to Account page where you can now select the SetID and new account to add to the page.
One Account to One or Many Altacct and **One Altacct to One or Many Accounts**	One of these options is selected by the system when you link the account value with one or more alternate account values or you link one alternate account value to more than one accounts. **Note:** You must specify a default alternate account before you can save this page.

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Field or Control	*Description*
Mapped Accounts	Scroll to enter the accounts from the selected SetID that you want to map or link to this alternate account. Later, when you enter an alternate account value as part of a transaction, you can use only the account values that you define in this scroll. The selection of either **One Account to One or Many Altacct** or **One Altacct to One or Many Accounts** check box determines the relationship of these ChartFields. The selections on opposing mapping pages for alternate account and account are grayed to prevent many-to-many relationships
Default Account	Select an account in the scroll to enable the system to use that account as the default account on transaction entry pages. The system uses this account during processing for a particular alternate account. If you enter the alternate account first on the journal line, the analytical account appears by default based on the value that you specify on this page. You must specify a default account before you can save the page.

Map to Alternate Account Page

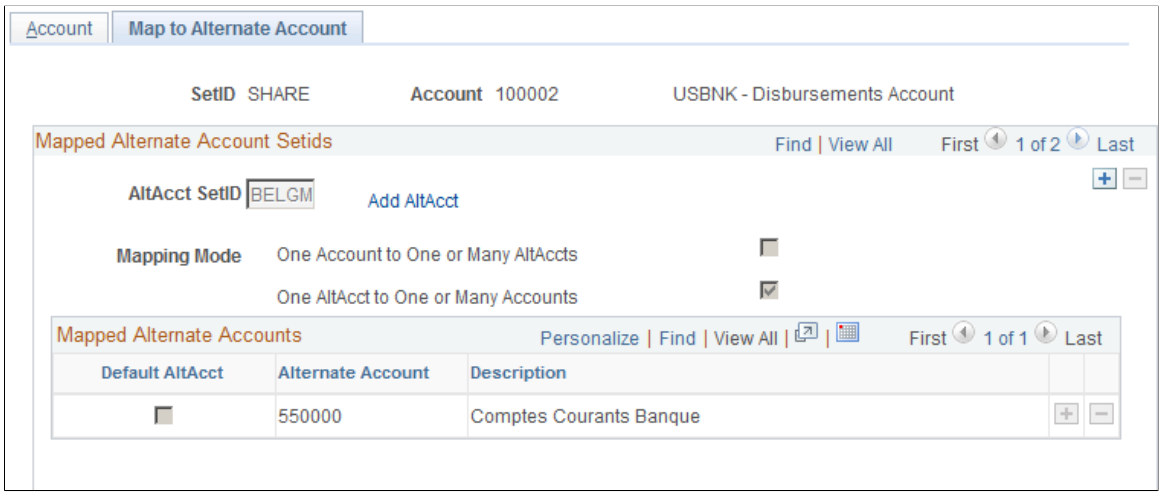
Use the Map to Alternate Account page (ACC_XREF) to map a corporate chart of accounts to one or many statutory charts of accounts.

For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values** > **Account** > **Map to Alternate Account**

This example illustrates the fields and controls on the Account - Map to Alternate Account page. You can find definitions for the fields and controls later on this page.



Use this page to map the one account value to one or more alternate account values or to map the account value to only one alternate account. This page works like the Alternate Account - Map to Account page

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that is described previously. The difference is that you map an account to one or more alternate accounts by using this page, while on the previous alternate account page you map an alternate account to one or more accounts.

Related Links

Alternate Account - Map to Account Page

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Chapter 20

Defining Accounting Calendars

Understanding Accounting Calendars Based on Open and Close Periods

You can establish an accounting period configuration based on the beginning and ending period dates that you normally use, and combine these periods to create calendars. These accounting calendars define the time periods to which you post transactions for different transaction types, ledger groups, ledger codes, and business units. Set up calendars along with ledger codes, ledger groups, and business units according to your accounting environment.

PeopleSoft General Ledger supports multiple calendars, so you can keep separate calendars for actuals, for budget and forecast activity, and for special reporting or transitional needs. Only one calendar can be active for a ledger at a given time.

The PeopleSoft system uses the following calendar definition options:

Term	*Definition*
Calendar Builder	Use to create a base calendar that is the starting point for creating other calendars such as the detail calendar.
Detail Calendar	Define detail calendars to include the number and duration of accounting periods in your fiscal year and the beginning and ending dates for each period. This option also identifies the adjustment periods for the calendar. Posting is directly tied to the ledger group's calendar. Transactions are posted to the open period that corresponds to the journal date and to the adjustment period that you specify on the journal header. You can have any number of periods or years open at any time. If you use Asset Management, you can set up your depreciation allocations based on the detail calendars that you define.
Summary Calendar	(Optional) Use summary calendars to group detail calendar periods for inquiries and reporting, such as quarterly reports and semiannual reviews. While you must use detail calendars to control the posting of journals to a detail ledger, you use summary calendars with a summary ledger to further collapse your data across detail calendar periods. The accounting period on your summary ledger data corresponds to the summary calendar periods that you define. While you can associate a detail calendar with your summary ledger, you *cannot* use a summary calendar with your detail ledger.

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Term	*Definition*
Business Calendar	(Optional) Use to create the business (or working) calendar that identifies holidays and nonworking days. Once you define one or more of these calendars, link it to the business unit in the **Holiday List ID** field on the General Ledger Definition - Definition page. The only ledgers that recognize the business calendar are those with a default ledger type of Standard ledger template set up on the Ledger Template - Record Definitions page. When you enter journals on the journal entry pages or run the Journal Generator process (FS_JGEN), the system edits the journal date to ensure that it falls on a working day. The Journal Edit process (GL_JEDIT) checks the journal date to verify that it falls on a working day in that business calendar. If the process finds that the journal date is not a working day, it marks the journal as an error. Because you cannot change the journal date, copy the journal to another date using the Copy Journal function, and delete the original journal (the one marked as in error). For reversals, the Journal Edit process, not the Journal Post process (GL_JP), populates the reversal date. If you selected either *End of Next Period* or *Beginning of Next Period* for the reversal date on the journal header, the Journal Edit process changes the date if the date is not a working date. If you selected *Beginning of Next Period,* it uses the first valid working day in the next period. If you selected *End of Next Period,* it uses the last valid working day in the next period. You can enter a specific journal date for reversals only when you enter journals using the Journal Entry pages. If you specify a date, the system edits the date at that time and requires you to enter a valid working date. Used to manually define fiscal and nonfiscal detail budget period calendars for use with Commitment Control budgets.
Budget Period Calendar	Use to manually define fiscal and nonfiscal detail budget period calendars for use with Commitment Control budgets.
Budget Period Calendar Builder	Use to automatically define budget period calendars for use with Commitment Control budgets.
Summary BP Calendar (summary budget period calendar)	Use to create a summary budget period calendar, based on a predefined detail budget period calendar, for use with Commitment Control budgets.
Scheduling Options	Use to define scheduling options for various activities.

Related Links

Schedules Page

“Defining Commitment Control Budget Period Calendars” (PeopleSoft Commitment Control)

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Adjustments and Other Special Periods

You can have as many adjustment periods (up to 3 digits) as necessary to capture adjustments according to your business practices. Define these adjustment periods on your detail calendars. For example, you can set up adjustment periods to capture adjustments for different parts of the year: one to capture adjustments for the first half of the year, one for the second half of the year, and one for the full year. You can set up adjustment periods to capture different types of adjustments: one for supervisor-related adjustments to that supervisor's department journals, one for adjustments based on internal audits, one for adjustments based on external audits, and one for adjustments related to a tax authority.

General Ledger maintains the following special periods that are not stored in normal calendar periods, so that they do not distort the period-to-period or year-to-year results. You can include them when you run reports, inquiries, or other processes such as summary ledgers.

Term	***Definition***
Period 0	Use to store the balance forward amounts or the balance at the beginning of each year. For balance sheet accounts, this represents the opening balance. Although normally zero for profit and loss accounts, this period can contain inception-to-date totals for the ChartFields that you specify on the P/L Roll Forward Options page in your closing rule. General Ledger updates this period only during the closing process.
Period 998	Use to store adjustment entries. You can create other adjustment periods to use instead of, or in addition to, the default adjustment period. Indicate an adjusting entry when you enter journals by selecting the **Adjustment Entry** check box on the Journal Entry - Header page.
Period 999	Use to store the results of year-end closing. The year-end closing entry to book the current year net income to retained earnings is posted here. General Ledger updates this period during the closing process only.

Note: Set up adjustment periods *sequentially*—for example, 901 through 912, corresponding to accounting periods 1 to 12.

Related Links

“Adjustments in ADB” (PeopleSoft General Ledger)

“Performing Year End Closing” (PeopleSoft General Ledger)

“Performing Interim Closing” (PeopleSoft General Ledger)

Open Periods

General Ledger stores in its ledgers the activity for each accounting period defined in the calendar for the business unit and ledger group. Determine the beginning and end date of each period according to the calendar associated with each business unit and ledger group. Additionally, identify which periods are open (periods in which transactions can be posted) for each business unit, transaction type, ledger group, and ledger code.

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Many PeopleSoft applications identify their open periods from the associated General Ledger business unit's calendar and open periods. When General Ledger closes periods for a business unit, all applications associated with that business unit are closed at the same time and transactions cannot be entered into the closed period. This is to ensure that no entries are recorded after financial statements are created.

You can also book accounting transactions according to different and often conflicting accounting principles for one business unit in one ledger and maintain these entries in compliance with the various rules promulgated by governments and regulatory organizations. To use multiple generally accepted accounting principles (GAAP), the PeopleSoft system uses book codes and ledger codes to create subsets of a ledger that enable you to simultaneously enter transactions into the subsets while maintaining their balances according to the accounting principles applicable to each subset. These book codes and ledger codes facilitate making prior period adjustments.

Transaction types as defined by the PeopleSoft system enable you to control which transactions are open and closed for further processing within a business cycle for both General Ledger journal entries and individual application transactions.

The following PeopleSoft applications can require open period date ranges independently of General Ledger and each other. For the applications that can have separate open period ranges, the open periods are defined for each business unit. Date ranges for open periods in an application can be the same as the open period date ranges for the associated general ledger business unit or they can be different. You can change these dates for applications by entering lag days or by changing the beginning and ending dates for the open period:

- Asset Management
- Billing
- Expenses
- Payables
- Accounts Receivable
- Project Costing
- Inventory

Lag days can be at the beginning of the period, at the end of the period, or both. When you enter beginning lag days, the system calculates the first open date based on the from open period and year plus the lag days. For example, suppose that the from open period and year is second period 2003, and the first date of that period (as defined for the associated general ledger business unit) is April 1, 2003. If you enter *-3* lag days for Accounts Payable (AP), the system calculates the first date of the open period for accounts payable as March 29, 2003. The system calculates end lag days in a similar manner.

Begin lag days enables you to enter transactions in an accounting period before the General Ledger start date of that accounting period. End lag days closes the accounting period before the General Ledger close date for the accounting period. Application transactions that you enter after the application-calculated close date are applied to the next period, even though the period is still open in General Ledger.

Lag days can be zero or a negative number only. This prevents you from inadvertently defining an application's open period end date (that is, the period closing date) as later than the period closing date as assigned for the associated General Ledger business unit.

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Some customers have many legal entities that require their own set of books. The resulting number of ledgers and business units require the ability to perform mass updates rather than individually updating each business unit and ledger group's open periods. Mass updates enable you to change the open periods for a number of business units and ledger groups at the same time. Additionally, you can migrate mass changes that you make for General Ledger to other applications.

Individual and Mass Updating of Open Periods

Once you identify open periods, you can update them using any of the following methods:

- Individual updates by business unit (for applications) or by business unit and ledger group (for General Ledger) using the Open Period Update page or the Open Periods Mass Update page.
- Mass updates across business units (for applications) or across business units and ledger groups (for General Ledger) using the Open Periods Mass Update page.
- Mass updates to applications' open periods using the migrate feature on the Open Periods Mass Update page.

  This feature migrates open period changes from General Ledger to other applications.

Post journal entries to the open periods defined on the Open Periods Mass Update page or the Open Period page only.

An advantage of using lag days to define date ranges for an application's open period is evident when you perform mass updates. You enter period beginning and end dates, which are applied to each of the business unit and transactions types within the application. If you have lag days defined for each of the business units, the lag days remain the same, and the application date range is calculated relative to the date range for the associated general ledger business unit. For example, suppose that the first date of the open period is April 1, 20X3 with –3 lag days making the application's period start date March 29, 20X3. When you change the period start date to April 5, 20X3, the –3 lag days still apply, and the period start date for the application becomes April 2, 20X3. With lag days, you can make one change that affects many business units but still results in different period start and end dates for each business unit.

Unit	***General Ledger Period Start***	***Lag Days***	***Calculated Application Period Start***	***Changed GL Period Start (Mass Update)***	***Lag Days (Same)***	***New Application Period Start (After Mass Update)***
US004	April 1, 20X3	–3	March 29, 20X3	May 1, 20X3	–3	April 28, 20X3
US005	April 1, 20X3	0	April 1, 20X3	May 1, 20X3	0	May 1, 20X3
US006	April 1, 20X3	–2	March 30, 20X2	May 1, 20X3	–2	April 29, 20X3

Note: This assumes that there is no business calendar associated with the business unit.

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Another way to define period start and end dates for an application business unit differently from the associated general ledger business unit is to enter different period start dates and period end dates. The result is the same, but you lose the advantage of mass updates.

Note: If you must make adjustments to a closed period, reopen the closed period, and if the ledgers or journals for that period have been archived, restore the archived ledgers or journals before you make adjustments.

Related Links

Book Code Page

Adjustment Type Page

"Understanding Multiple GAAPs and Prior Period Adjustments" (PeopleSoft Global Options and Reports)

Setting Up Calendar Builder

Use the base calendar to define other calendars, such as a detail daily calendar for average daily balances or a detail monthly calendar.

To set up Calendar Builder, use the Calendar Builder component (CALENDAR_BUILDER).

Page Used to Set Up Calendar Builder

Page Name	*Definition Name*	*Usage*
Calendar Builder Page	CALENDAR_BUILDER	Define a calendar for use as the base for other calendars. The calendar that you first create becomes by default a detail calendar.

Calendar Builder Page

Use the Calendar Builder page (CALENDAR_BUILDER) to define a calendar for use as the base for other calendars.

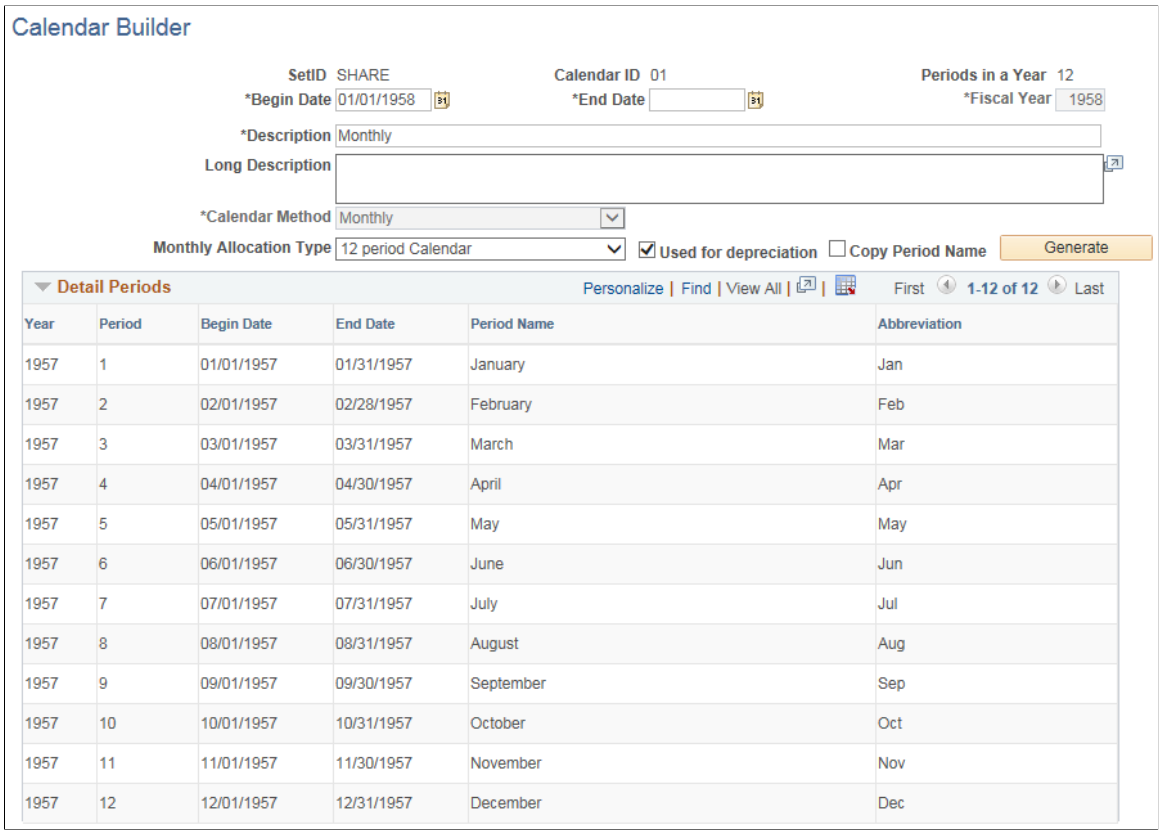
The calendar that you first create becomes by default a detail calendar.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Calendar/Schedules** > **Calendar Builder**

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This example illustrates the fields and controls on the Calendar Builder page (1 of 2). You can find definitions for the fields and controls later on this page.



Calendar Builder

SetID SHARE Calendar ID 01 Periods in a Year 12

*Begin Date 01/01/1958 *End Date *Fiscal Year 1958

*Description Monthly

Long Description

*Calendar Method Monthly

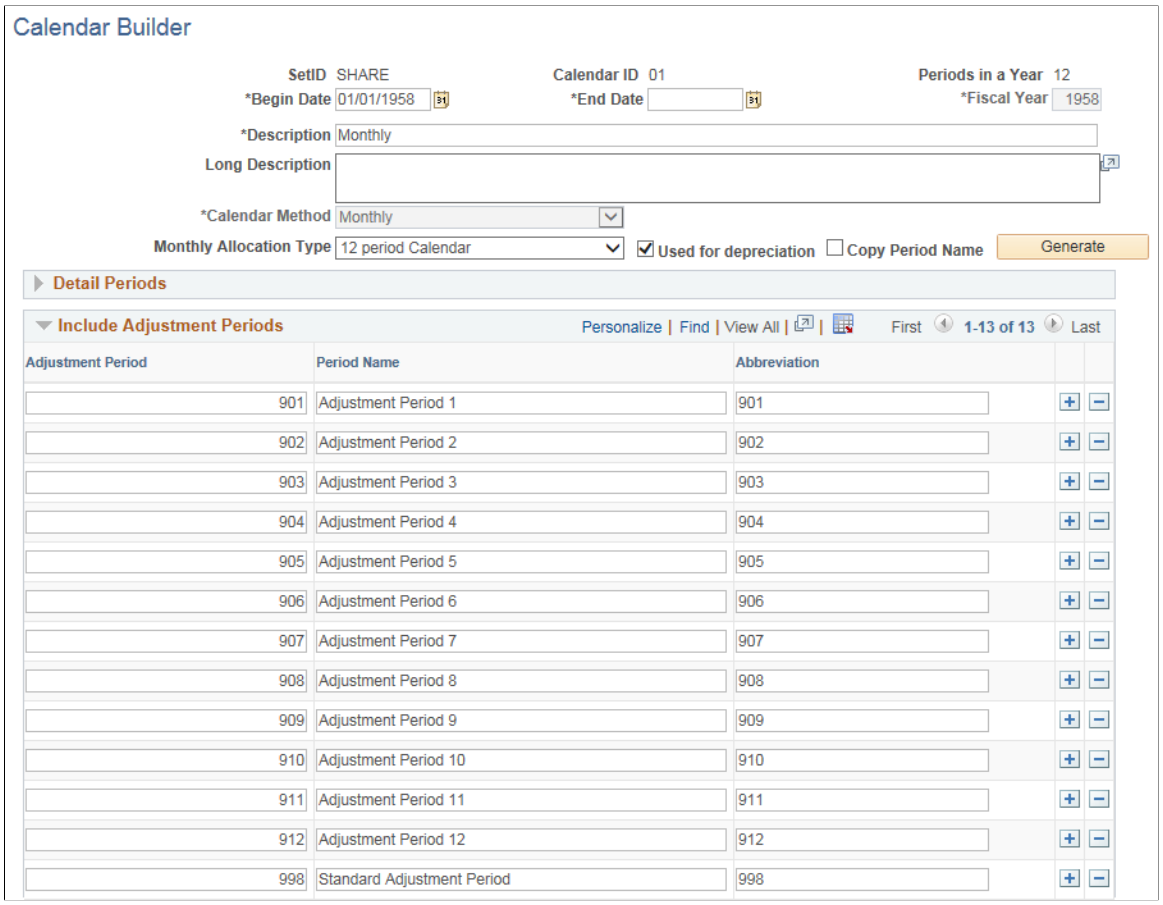
Monthly Allocation Type 12 period Calendar Used for depreciation Copy Period Name Generate

Detail Periods Personalize | Find | View All | First 1-12 of 12 Last

Year	Period	Begin Date	End Date	Period Name	Abbreviation
1957	1	01/01/1957	01/31/1957	January	Jan
1957	2	02/01/1957	02/28/1957	February	Feb
1957	3	03/01/1957	03/31/1957	March	Mar
1957	4	04/01/1957	04/30/1957	April	Apr
1957	5	05/01/1957	05/31/1957	May	May
1957	6	06/01/1957	06/30/1957	June	Jun
1957	7	07/01/1957	07/31/1957	July	Jul
1957	8	08/01/1957	08/31/1957	August	Aug
1957	9	09/01/1957	09/30/1957	September	Sep
1957	10	10/01/1957	10/31/1957	October	Oct
1957	11	11/01/1957	11/30/1957	November	Nov
1957	12	12/01/1957	12/31/1957	December	Dec

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This example illustrates the fields and controls on the Calendar Builder page (2 of 2). You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Calendar ID	Enter the calendar identifier to appear on prompt lists, inquiries, and reports.
Description	Enter a value, such as *Fiscal Year* or *Monthly.*
Begin Date and **End Date**	Enter a range of periods for the generated calendar.
Fiscal Year	Displays the year based on the beginning date of the period. You can change this year.

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Field or Control	*Description*
Periods in a Year	Displays a value based on the option that you select: • **Daily** • **Weekly** • **Bi-weekly** • **Monthly** • **Bi-Monthly** • **Quarterly** • **Semi-Annual** • **Yearly Calendar**
Monthly Allocation Type	Select from the following values to account for the different period allocations for a monthly calendar period: • *12 period Calendar* • *13 period Calendar* • *445 Calendar (4 weeks, 4 weeks, 5 weeks)* • *454 Calendar (4 weeks, 5 weeks, 4 weeks)* • *544 Calendar (5 weeks, 4 weeks, 4 weeks)*
Used for Depreciation	Select only if you have Asset Management installed and are defining a detail calendar to create the depreciation allocation period. Assign a period and year for depreciation.
Copy Period Name	Select to copy the period name from the previous fiscal year. **Note:** If not selected, the system generates a new period name basis the date specified.
Generate	Click to generate the calendar and display the detail periods. You can make changes and regenerate the calendar.

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Field or Control	*Description*
Adjustment Period	You can have as many adjustment periods as you need to capture adjustments according to your business practices. The value *998* is the default period for fiscal year-end adjustments. If you have only one adjustment period, accept the default. If you have other adjustment periods, enter them as additions to or as a replacement for the default adjustment period. Enter an adjustment period name and abbreviation for each adjustment period. A period (for example, 901 or 902) identifies an adjustment period. A period cannot be an actual period (such as 1 through 12 for a monthly calendar) or any of the system-maintained periods (such as 0 or 999).

Note: Calendar Builder enables you to modify the calendar name and description only, and to generate prior fiscal year periods. To define a calendar further, use the other calendar options such as Detail or Summary. You can use the other calendar pages to display and modify a calendar created on the Calendar Builder page.

Related Links

Adjustments and Other Special Periods

Defining Detail Calendars

To define Detail Calendars, use the Detail Calendar component (DETAIL_CALENDAR).

Pages Used to Define Detail Calendars

Page Name	*Definition Name*	*Usage*
Calendar Periods Page	DETAIL_CALENDAR1	Detail calendars, each identified by a unique alphanumeric code, define how many accounting periods are in your fiscal year and the beginning and ending dates for each period. They determine the accounting period to which you post journal entries and other transactions.
Calendar Periods - Depreciation Page	DETAIL_CALENDAR2	Set up depreciation allocations per calendar period.

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Calendar Periods Page

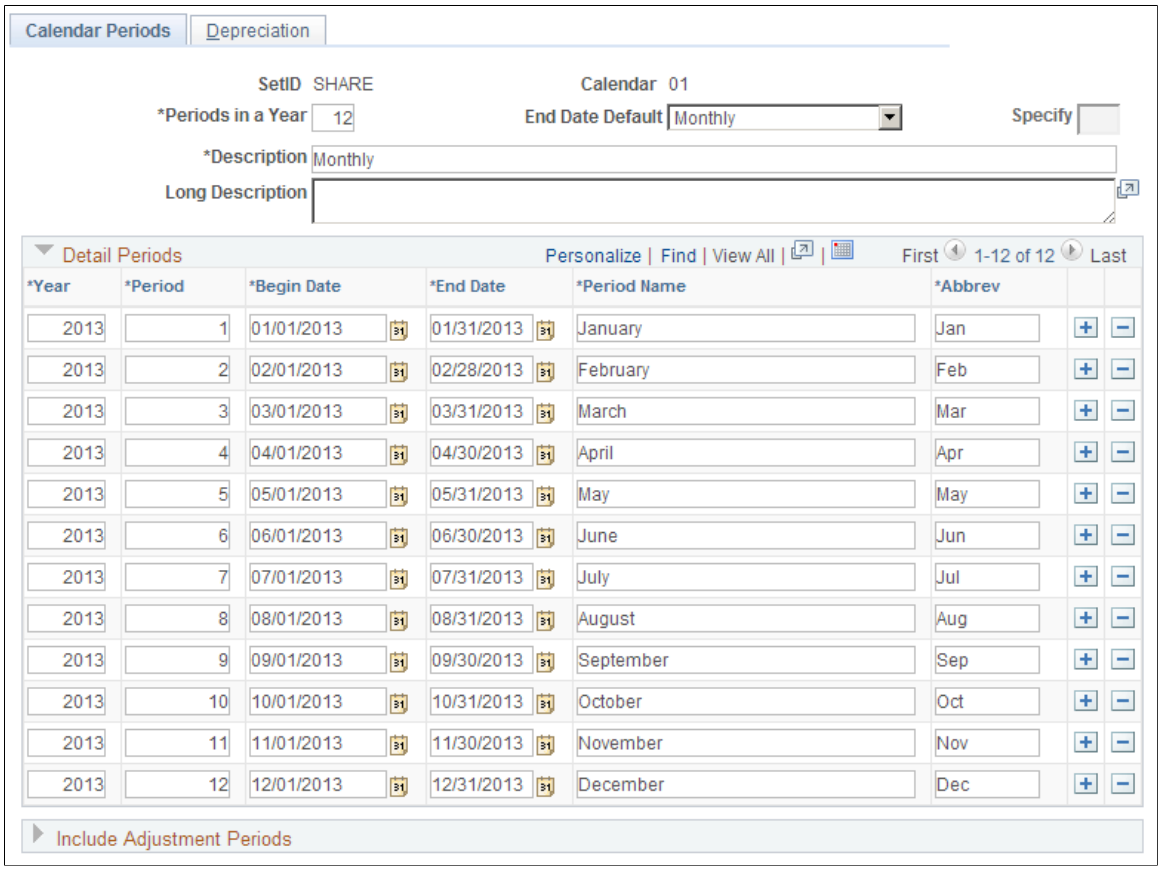
Use the Calendar Periods page (DETAIL_CALENDAR1) to define detail calendars, each identified by a unique alphanumeric code, and specify how many accounting periods are in your fiscal year and the beginning and ending dates for each period.

They determine the accounting period to which you post journal entries and other transactions.

Navigation:

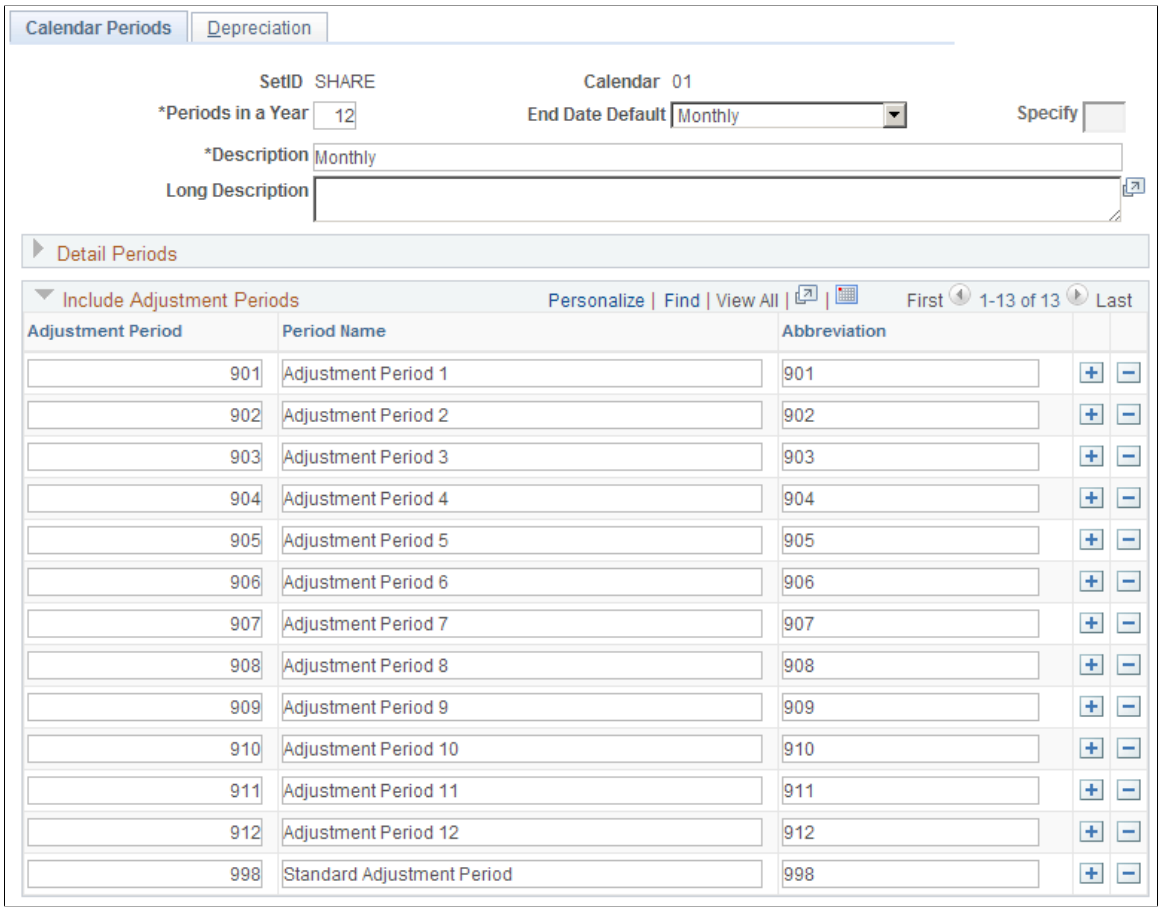
Set Up Financials/Supply Chain > Common Definitions > Calendar/Schedules > Detail Calendar > Calendar Periods

This example illustrates the fields and controls on the Calendar Periods page (1 of 2). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Calendar Periods page (2 of 2). You can find definitions for the fields and controls later on this page.



You can define a detail calendar from scratch, or you can use a base calendar, defined in Calendar Builder, to create a detail calendar and further define it using the Calendar Periods page.

Field or Control	***Description***
Calendar	Enter the calendar ID or name to appear on prompt lists, inquiries, and reports. If you select a calendar that you built using Calendar Builder, you can change the name.
Periods in a Year	Enter the number of periods based on the type of calendar. Do not count adjustment periods or special system-maintained periods (0, 998, 999). PS/nVision reporting uses the number of periods that you enter here to identify TimeSpans that roll from one year into another, such as a *rolling* 12-month report.
End Date Default	Select an end date default. Options are: **Year, Month, BiMonth, Quarter, SemiAnnual,** and **Days.**
Specify	Enter the number of days to include on your calendar if you select **Days** in the **End Date Default** field. For example, enter *365*.

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Field or Control	*Description*
Detail Periods	To create a new detail calendar rather than set one up in Calendar Builder, enter the first row of detail and include the **Year, Period, Begin Date, End Date, Period Name,** and **Abbreviation** values for period 1. When you add one or more rows, the system updates each row with the correct year, period, begin, and end dates. Enter the period name and abbreviation for each new row only. Every day of the year must be included in a period; *do not* leave gaps between period dates, and *do not* allow dates to overlap.
Adjustment Period	The period 998 is the default period for fiscal year-end adjustments. If you have only one adjustment period, accept the default. If you have other adjustment periods, enter them in addition to or as a replacement for the default adjustment period. Enter an adjustment period, period name, and abbreviation for each adjustment period. Adjustment period (for example, 901 or 902) identifies the adjustment period. The adjustment period *cannot* be an actual period (such as 1 through 12 for a monthly calendar) or any of the system-maintained periods (such as 0 or 999).

Related Links

Adjustments and Other Special Periods
Using TimeSpans
Defining Ledgers for a Business Unit

Calendar Periods - Depreciation Page

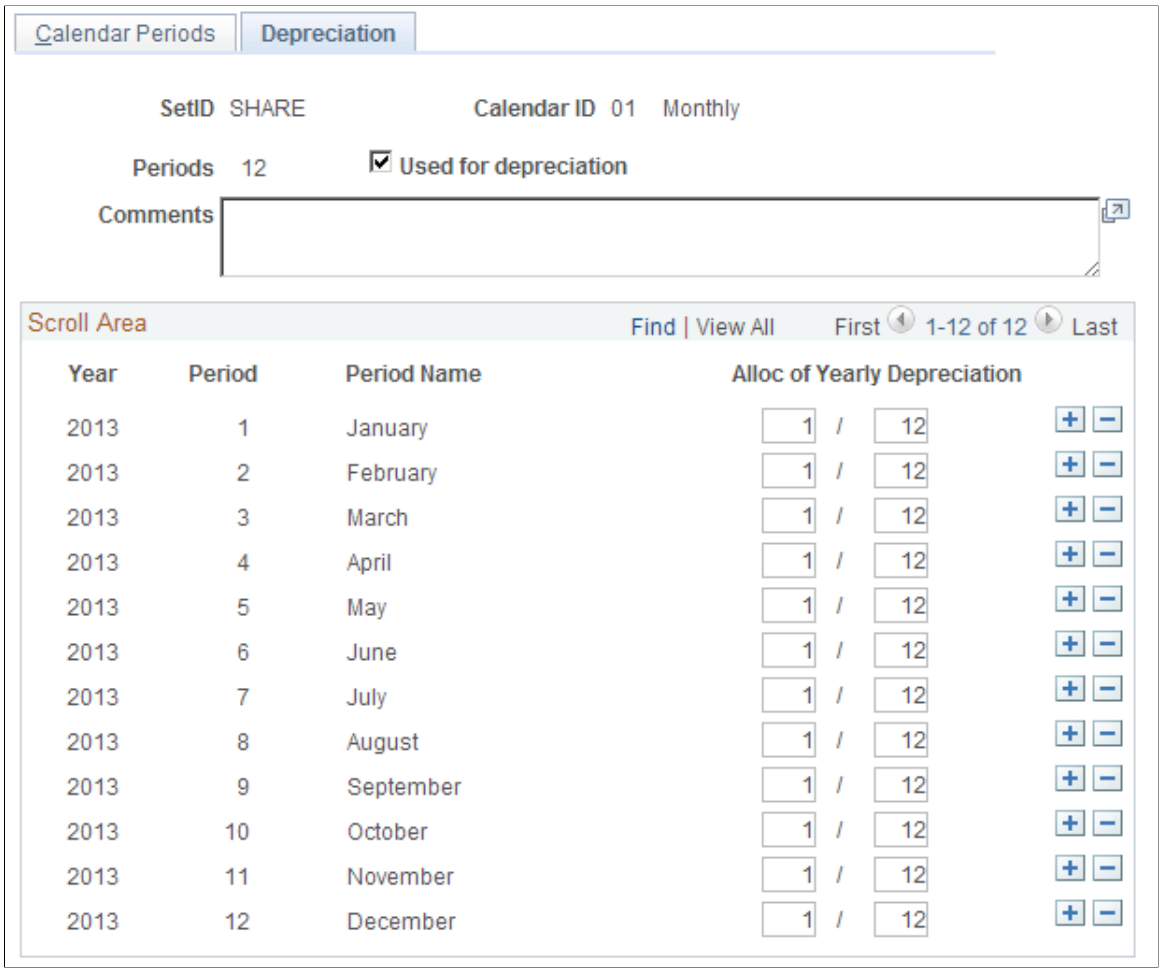
Use the Calendar Periods - Depreciation page (DETAIL_CALENDAR2) to set up depreciation allocations per calendar period.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Calendar/Schedules** > **Detail Calendar** > **Calendar Periods** > **Depreciation**

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This example illustrates the fields and controls on the Depreciation page. You can find definitions for the fields and controls later on this page.



Use this page of a detail calendar if you are using Asset Management. In each calendar that you establish, define the number of periods across which to allocate annual depreciation.

Field or Control	*Description*
Alloc of Yearly Depreciation (allocation of yearly depreciation)	The depreciation allocation period that you establish here is used to determine how much of the annual depreciation calculated in Asset Management for each asset is allocated to each defined period. You can set up as many periods for as many years as you want by adding lines to the detail calendar. You can also modify the depreciation allocation on this page.

Defining Summary Calendars

To define Summary Calendars, use the Summary Calendar component (SUMMARY_CALENDAR).

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Page Used to Define Summary Calendars

Page Name	*Definition Name*	*Usage*
Summary Calendar Page	SUMMARY_CALENDAR	Summarizes the detail calendar into a specified number of periods used with summary ledgers to produce summary reports.

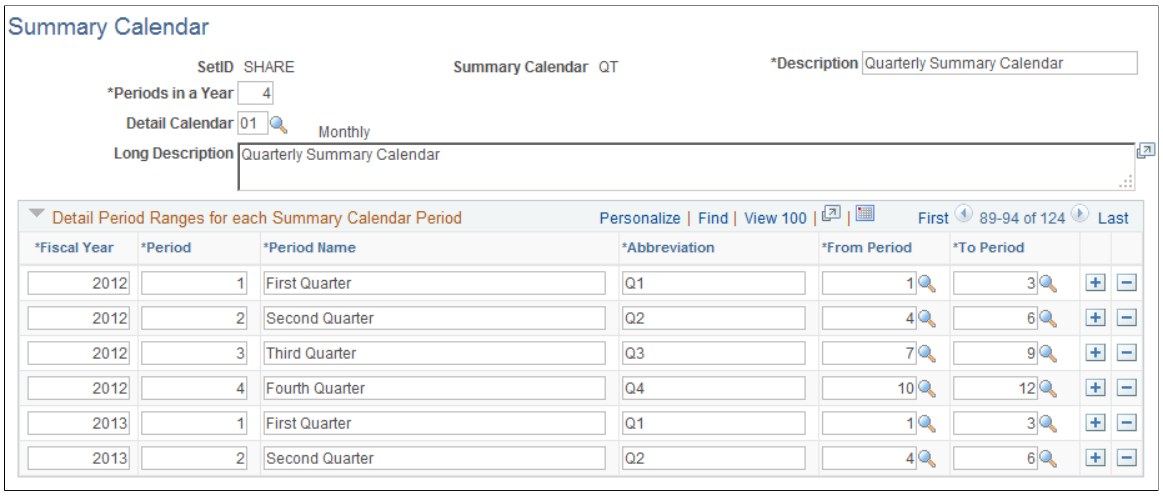
Summary Calendar Page

Use the Summary Calendar page (SUMMARY_CALENDAR) to summarizes the detail calendar into a specified number of periods used with summary ledgers to produce summary reports.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Calendar/Schedules > Define Summary Ledger Calendar

This example illustrates the fields and controls on the Summary Calendar page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Summary Calendar	Enter the calendar's name or title to appear on pages, reports, and online inquiries.
Periods in a Year	Specify the number of periods in the accounting year for this calendar. PS/nVision reporting uses the number of periods to identify TimeSpans that roll from one year into another, such as a rolling 12-month report.
Detail Calendar	Select a detail calendar. Every summary calendar must be based on a detail calendar.

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Field or Control	*Description*
Fiscal Year, Period, Period Name, and **Abbreviation**	Enter the information for each summary fiscal year, each summary period in that year, and a period name and abbreviation for each period. You can define as many years on a calendar as necessary, including years for storing historical information.
From Period and To Period	Enter the detail calendar periods to summarize in each summary period. In addition to grouping periods, such as combining monthly accounting periods into quarterly results, you can specify a from period of *1* in all ranges, and use this to store year-to-date balances in each summary period on your summary ledger. Your year-to-date summary periods can match your detail calendar periods. For example, a monthly detail calendar is summarized into a monthly year-to-date calendar. You can also combine detail periods such as a monthly detail calendar summarized into a quarterly year-to-date calendar.

Related Links

Using TimeSpans

“Posting to the Summary Ledgers Table and the Summary Ledger Staging Table” (PeopleSoft General Ledger)

“Ledger Inquiry Page” (PeopleSoft General Ledger)

Defining Business Calendars

To define business calendars, use the Business Calendar component (BUS_CALENDAR_HOL).

Page Used to Define Business Calendars

Page Name	*Definition Name*	*Usage*
Business Calendar Page	BUS_CALENDAR_HOL	Create a list of holidays and nonworking days for PeopleSoft applications. General Ledger uses the business calendar to verify that the journal date is a working day. You also assign business calendars to bank accounts to identify the normal working week and bank holidays.

Business Calendar Page

Use the Business Calendar page (BUS_CALENDAR_HOL) to create a list of holidays and nonworking days for PeopleSoft applications.

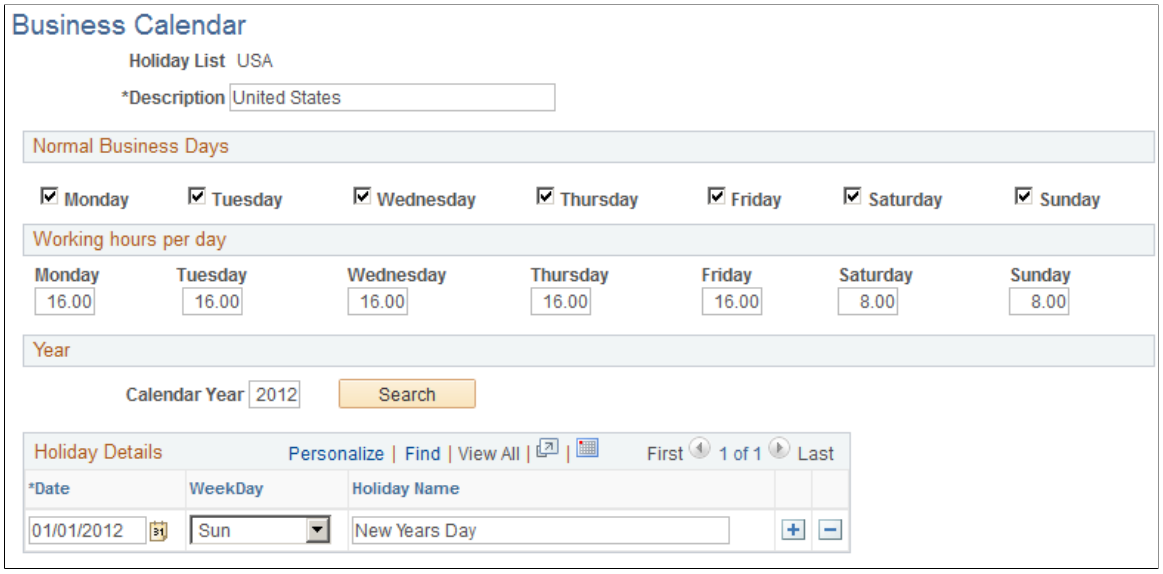
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General Ledger uses the business calendar to verify that the journal date is a working day. You also assign business calendars to bank accounts to identify the normal working week and bank holidays.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Calendar/Schedules** > **Business Calendar** > **Business Calendar**

This example illustrates the fields and controls on the Business Calendar page. You can find definitions for the fields and controls later on this page.



Setting Up a Business Calendar

To set up a business calendar:

1. Enter a description of the calendar, such as the name of a country or business unit.
2. Select the normal business days of the week to include.
3. Enter the total hours worked each day of the week.
4. Enter the calendar year of the holidays.
5. Click the **Search** button to enter, delete, or display holidays for the entered year.
6. Add rows with the date and holiday name for each holiday in that year.

   The system displays the day of the week.

Defining and Updating Open Periods and Adjustment Periods

To define and updated an Open Period, use the Open Period Update component (OPEN_PERIOD_UPDATE) and the Open Periods Mass Update component (OPEN_CLOSE_PERIODS).

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Pages Used to Define and Update Open Periods and Adjustment Periods

Page Name	*Definition Name*	*Usage*
Open Period Update Page	OPEN_PERIOD_SINGLE	Define open periods for a general ledger business unit and ledger group where you can set periods by transaction types, and then define these periods by ledger code and adjustment types.
Open Period Display Page	OPEN_PERIOD_SINGLE	View existing open periods and adjustment periods for a business unit and ledger group.
Open Period Mass Update Page	OPEN_CLOSE_PERIODS	Make mass changes to open periods for general ledger business units and ledger groups or an application's business units, and migrate General Ledger open period changes to specified applications. You can also make changes to the open periods for a single business unit and ledger group or business unit and transaction group.
Adjustment Period Mass Update Page	OPEN_ADJ_MASS_UPD	Make mass changes to adjustment periods for general ledger business units and ledger groups.

Open Period Update Page

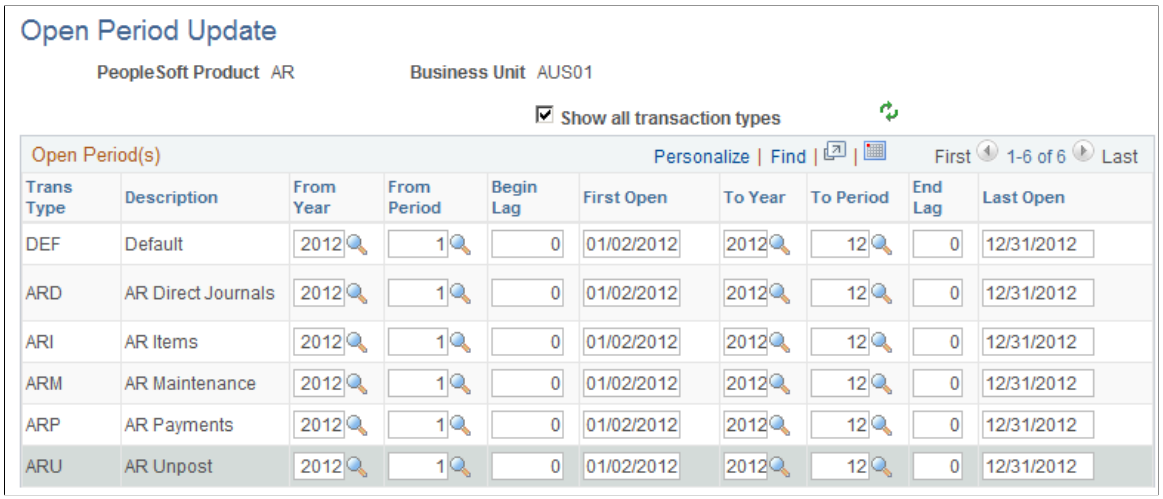
Use the Open Period Update page (OPEN_PERIOD_SINGLE) to define open periods for a general ledger business unit and ledger group where you can set periods by transaction types, and then define these periods by ledger code and adjustment types.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Open Periods** > **Open Period Update** > **Open Period Update**

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This example illustrates the fields and controls on the Open Period Update page for PeopleSoft Receivables. You can find definitions for the fields and controls later on this page.



Open Period Update

PeopleSoft Product AR Business Unit AUS01

Show all transaction types

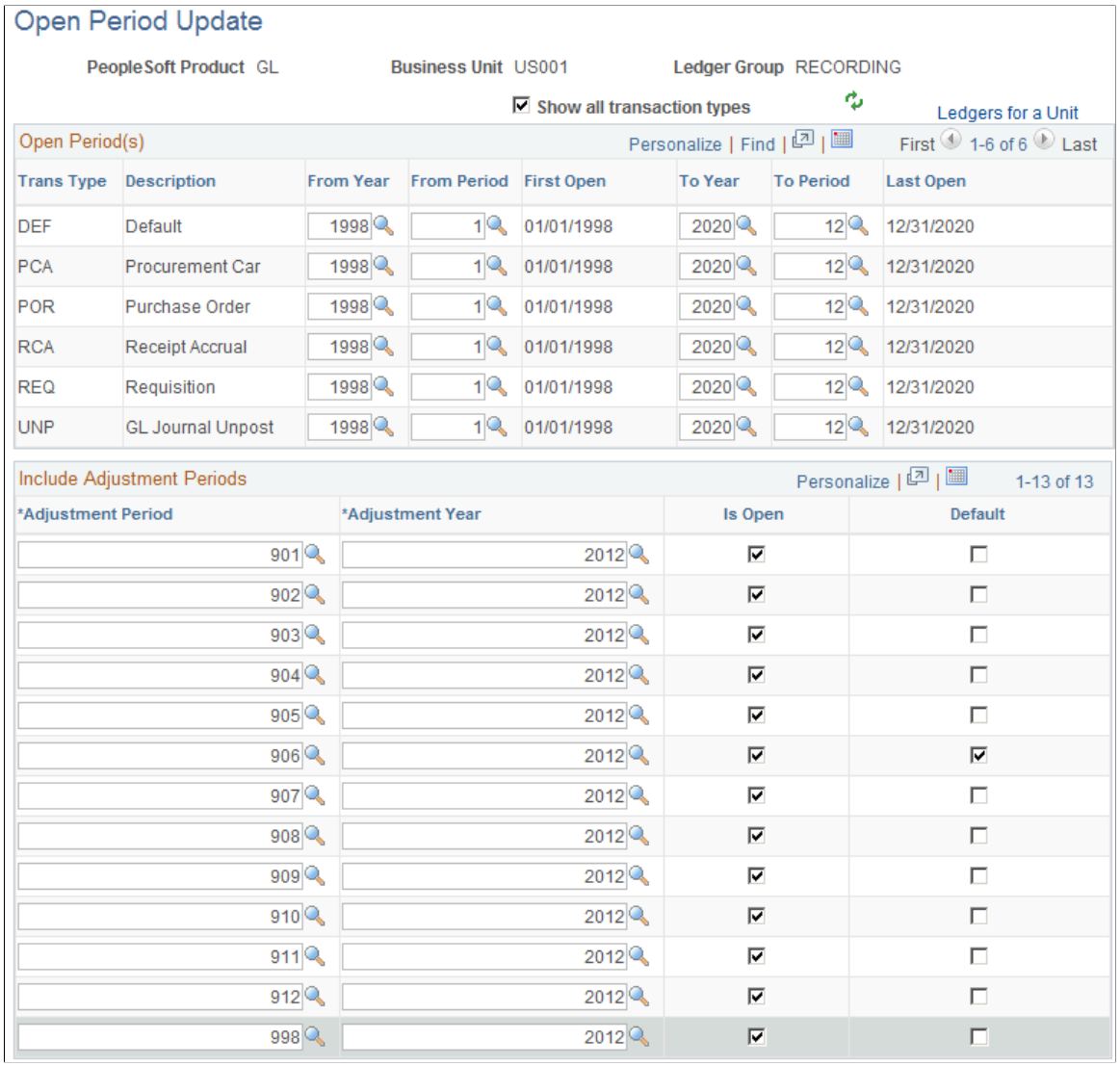
Open Period(s) Personalize | Find | First 1-6 of 6 Last

Trans Type	Description	From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
DEF	Default	2012	1	0	01/02/2012	2012	12	0	12/31/2012
ARD	AR Direct Journals	2012	1	0	01/02/2012	2012	12	0	12/31/2012
ARI	AR Items	2012	1	0	01/02/2012	2012	12	0	12/31/2012
ARM	AR Maintenance	2012	1	0	01/02/2012	2012	12	0	12/31/2012
ARP	AR Payments	2012	1	0	01/02/2012	2012	12	0	12/31/2012
ARU	AR Unpost	2012	1	0	01/02/2012	2012	12	0	12/31/2012

Note: Adjustment periods are applicable only to General Ledger.

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This example illustrates the fields and controls on the Open Period Update page. You can find definitions for the fields and controls later on this page.



You can post journal entries only to the open periods that you specify on the Open Period Update page.

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Field or Control	*Description*
PeopleSoft Product, Business Unit, and **Ledger Group**	When you set up a ledger group and ledger for a general ledger business unit, on the Ledgers For a Unit page, you can click **Update Open Periods** to access the Open Period page. You can set up the periods for this general ledger business unit and ledger group. For general ledger business units and ledgers, you can also set up open periods by ledger code and then define the open periods for general ledger transaction types by ledger code and adjustment types. When you set up a business unit for an application, such as Receivables, click the **Update Open Periods** link on the Accounting Options 1 page to access the Update Periods page. You can enter the open period parameters for the application's business unit, display all of the application's transaction types, and set up the open periods for each type by using lag days.
Show all transactions types	Select this option for a subsystem application business unit and a list of all the transaction types defined for the specific application becomes available.
Ledgers for a Unit	Select this link to access the Ledgers For A Unit page to setup or to modify data for such things as Ledger Code, adjustment types, and open periods.
Trans Type (transaction types)	Define the beginning and ending period dates for each transaction type to control which transactions and subsystems are open and closed for further processing within a business cycle. Transaction types are system defined and cannot be accessed by the user. When you enter a transaction with a specific business unit and ledger group in a journal entry in General Ledger or a transaction in one of the subsystem applications, and you save the transaction, the system looks at the date of the transaction and the transaction type. It checks that the transaction date is within the open period set up for that transaction type. If the date is within the open period, processing can continue. If the date is outside the open period, an error message appears, and you cannot continue processing until you change the date.

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Field or Control	*Description*
Ledger Code	Select ledger codes for general ledger business unit transaction types only. You can set up open periods for detail ledgers by ledger code instead of ledger group on the Ledgers For A Unit Definition page. When you click **Update Open Periods by Ledger Code** for a general ledger business unit ledger, select the ledger code and adjustment type that you want this business unit to use. Ledger codes group one or more book codes to create a subset of a ledger. Each subset can represent a balance maintained according to specific GAAP imposed on either a local or corporate entity or both. Each ledger code represents the balances for one particular GAAP reporting. Book codes and ledger codes enable you to set up open and close periods for multiple GAAPs. The **Ledger Code** field becomes available when you activate the book code at the installation level and choose to update by ledger code on the Ledgers For a Unit page. **Note:** Once you have decided to use the Book Code feature, do not change it from on to off in the normal course of operations. However, this might occur at installation or first use of the feature. The update open periods function and book code options work together (ledger code and adjustment type); if you change the book code option, then a corresponding change and *save* for the open period is necessary. See “Understanding Multiple GAAPs and Prior Period Adjustments” (PeopleSoft Global Options and Reports).
Adjust Type (adjustment type)	If you select Update Open Periods by Ledger Code on the Ledger For A Unit Definition page, when you select a ledger code, select an adjustment type value for your General Ledger transaction types. Specify an adjustment type for a selected ledger code, when the specified ledger code's period closes earlier than the periods of other ledger codes within the same ledger. (The ledger code that closes the latest should not have an adjustment type.) Adjustment types are defined for each combination of ledger code and book code that share accounts with other ledger code and book code combinations. These codes are used when working with multiple GAAPs and prior period adjustments that specify different rules regarding different closing dates and prior period adjustments.
From Year and **From Period**	Enter the beginning open year and period for each transaction type. You can open multiple fiscal years, but define the years in the calendar that this ledger uses.

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Field or Control	*Description*
Begin Lag	Enabled only for subsystem applications, not General Ledger. Use lag days to calculate accounting period start and end dates relative to General Ledger accounting period start and end dates. For example, if an application's period start date is defined in terms of –3 lag days, then the application's period start date is always 3 days earlier than the associated General Ledger open period start date. Enter lag days expressed as a negative number. **Important!** Be careful when you enter lag days. For example, if you enter *-3* in the **End Lag** field, but *0* in the **Begin Lag** field, one period ends three days before the next period starts. **Note:** If you have a business calendar associated with your business unit, the system calculations treats lag days as working days. For example, if the start date for a General Ledger period is June 1, 2004 (a Tuesday), and you enter *-3* lag days for the application, the system considers this to be –3 *working days.* The resulting close date for the application is May 27 (a Thursday).
First Open	The system calculates the first open date based on the information that you enter. For General Ledger, the first open date is taken from the beginning date for the opening accounting period as defined on the detail calendar. For other applications, first open is based on the beginning date for the from year and from period, plus lag days. For example, suppose that the period starts on April 1 and you specify *-3* as the begin lag value; the system calculates that the first open date of the period is March 29. You can change this date for each transaction type. Changing this date does not change the lag days. This enables you to override the calculated period start date for an application's period for one time only. When the next mass update occurs, the first open date is calculated as defined.
To Year and **To Period**	Select to indicate the last year and period that are currently open for the ledger or ledger code. You can open across multiple fiscal years, but you must define the years in the calendar that this ledger uses.
End Lag	Enabled only for subsystem applications, not General Ledger. Enter lag days expressed as a negative number. When you enter an end lag number such as –4, it subtracts the number of days from the to year and to period and displays the new date in the **Last Open** date field. For example, suppose that the to year and to period is December 2004, and you enter *−4* for the end lag value; when you save, the last open date becomes December 27, 2004.

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Field or Control	*Description*
Last Open	The system calculates this date similarly to the way that it calculates first open date. For products other than General Ledger, you can change this date. Changing the date does not change the lag days.
Adjustment Period	Set up adjustment periods on your detail calendars for a business unit. They are available for General Ledger open periods only. This enables you to selectively indicate that specific adjustment periods are either open or closed during the selected adjustment year and to select a default adjustment period.
Adjustment Year	Enter an adjustment year for each adjustment period. The year must be previously set up as a calendar. Identify the calendar on the Ledgers For A Unit Definition page.
Is Open	Select to indicate that each adjustment period is open. If deselected, the adjustment period is closed. This option gives you control over each adjustment period to prevent users from performing adjustments in the wrong period.

Field or Control	*Description*
Default	Select to indicate the default adjustment period for this ledger. A default adjustment period must be selected and there can be only one.

Note: If you do not enable **Use Book Code** on the Ledgers For A Unit - Definition page, the **Update Open Periods by Ledger Code** option is removed and you can open and close periods by ledger group only.

Related Links

Adjustments and Other Special Periods

"Understanding Multiple GAAPs and Prior Period Adjustments" (PeopleSoft Global Options and Reports)

Open Period Display Page

Use the Open Period Display page (OPEN_PERIOD_SINGLE) to view existing open periods and adjustment periods for a business unit and ledger group.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Open Periods** > **Open Period Display**

See also the Open Period Update Page.

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Open Period Mass Update Page

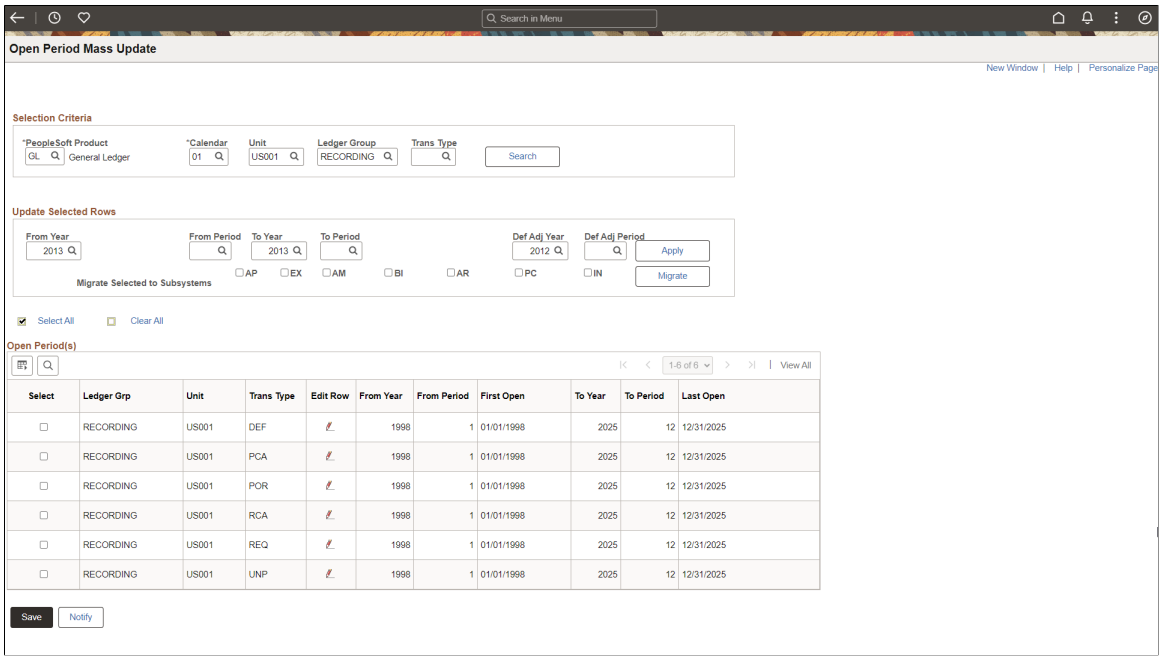
Use the Open Period Mass Update page (OPEN_CLOSE_PERIODS) to make mass changes to open periods for general ledger business units and ledger groups or an application's business units, and migrate General Ledger open period changes to specified applications.

You can also make changes to the open periods for a single business unit and ledger group or business unit and transaction group.

Navigation:

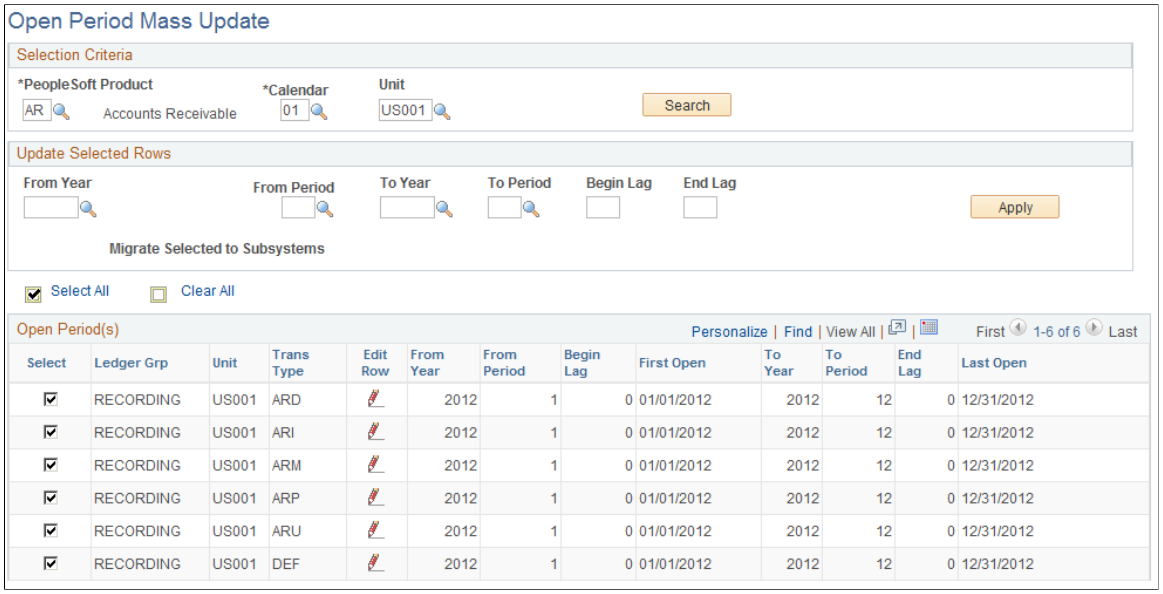
Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Open Periods** > **Open Periods Mass Update** > **Open Period Mass Update**

This example illustrates the fields and controls on the Open Period Mass Update page for General Ledger.



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This example illustrates the fields and controls on the Open Periods Mass Update page for Receivables. .



Performing a Mass Update

To perform a mass update:

1. Enter the selection criteria for General Ledger on the Open Periods page.

   Use a wildcard (%) to select all business units and all ledger groups, or select a specific business unit and enter a wildcard for all ledger groups, or enter a wildcard for all business units and a specific ledger group. Click the **Search** button. A list of open periods appears based on your selection criteria.

2. Click the **Select All** button to select every open period on the list for mass update.

   Click the **Clear All**button to reverse this action and select rows individually.

3. Enter the open period changes in the **Update Selected Rows** group box, and click the **Apply** button.

   The system applies the changes to each selected business unit and ledger group.

Migrating Mass General Ledger Open Periods to Subsystems

To migrate mass General Ledger open periods to selected subsystems:

1. Enter *GL* as the product on the Open Periods page, complete the selection criteria, and click the **Search** button.

2. Select the business units and ledger groups whose changes you want to migrate to other applications.

   Note: When you activate the book code, multiple open periods exist for a general ledger business unit ledger group. If you select more than one during migration, the one in the lower row overrides the one in the higher row.

   ---

3. Select the applications in the **Migrate Selected to Subsystems** group box to which you want to migrate the current open period setup for General Ledger, and click the **Apply** button.

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The system migrates the open period changes to the selected subsystems associated with the selected business units and ledger groups.

Changing an Open Period for a Specific Business Unit and Ledger Group

To change an open period for a specific business unit and ledger group:

1. Enter selection criteria on the Open Periods page, and click the **Search** button.
2. Select the business unit and ledger group for General Ledger or a business unit for other applications that you want to change.
3. Click the **Edit Current Row** button, to make changes to the fields.

   When you enter a new from year, the system calculates the to year and the first open and last open dates. You can change these.
4. Click the **Save** button.

   The system calculates the first open and last open dates based on your change.

Adjustment Period Mass Update Page

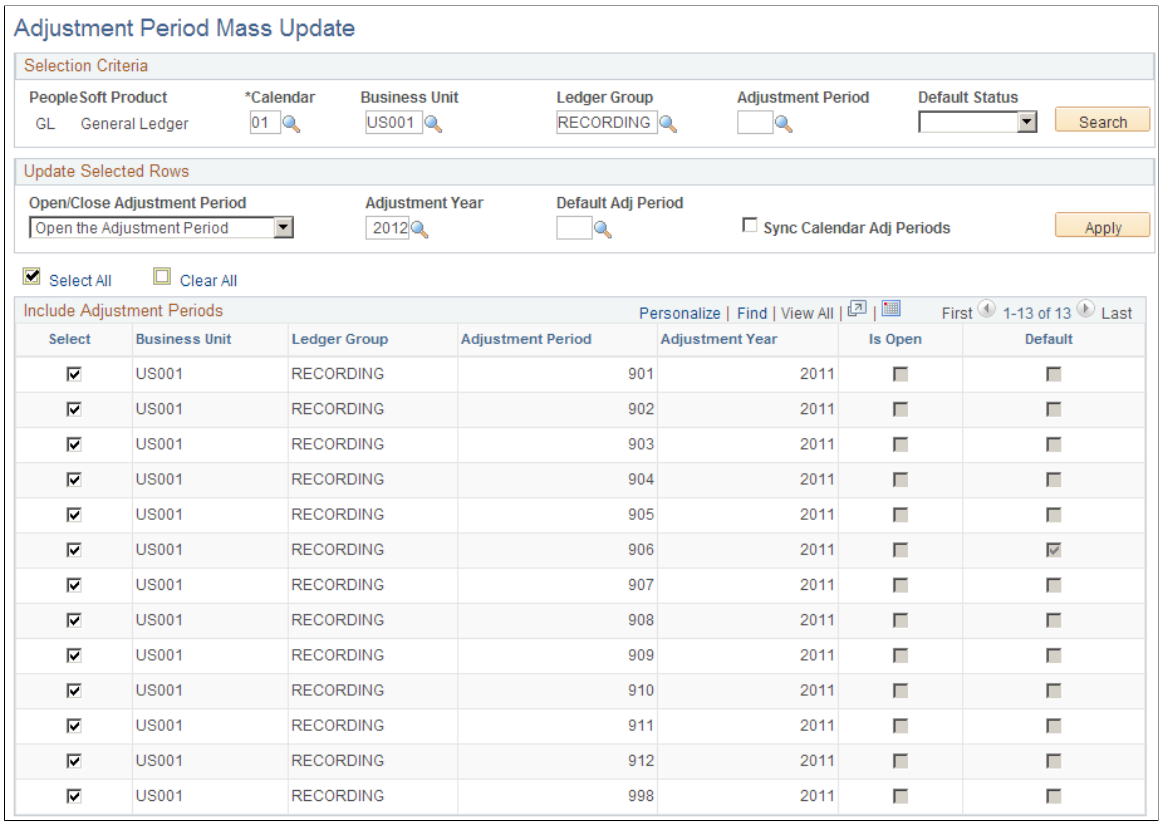
Use the Adjustment Period Mass Update page (OPEN_ADJ_MASS_UPD) to make mass changes to adjustment periods for general ledger business units and ledger groups.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Open Periods** > **Mass Update Adjustment Periods**

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This example illustrates the fields and controls on the Adjustment Period Mass Update page. You can find definitions for the fields and controls later on this page.



Selection Criteria

The page is applicable only to General Ledger. You must select a calendar code for the **Calendar** field. All other criteria fields are optional and serve to narrow the range of adjustment periods returned in the adjustment periods section at the bottom of the page after you select the **Search** button.

Update Selected Rows

In this section you can choose to:

- Open or close an adjustment period or periods.
- Change the adjustment year for an adjustment period or periods.
- Change the default adjustment period to another period.
- Synchronize the adjustment periods for the selected business unit and ledger group with the adjustment periods from an updated detail calendar.

  While you can add and remove adjustment periods using the Detail Calendar component (DETAIL_CALENDAR), this type of change is not automatically reflected, or synchronized with the GL business unit and ledger group adjustment periods. You can synchronize this type of change by selecting the **Sync Calendar Adj Periods** check box, and then selecting the check box for each Business Unit and Ledger Group to be change. If you added an adjustment period to the detail

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calendar, it is added to the business unit and ledger group you selected. If you deleted an adjustment period from the detail calendar it is removed from the business unit and ledger group.

After selecting the **Select** check boxes for the rows you want to change, click the **Apply** button to update the selected rows.

See Understanding Accounting Calendars Based on Open and Close Periods.

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Chapter 21

Setting Up Ledgers

Understanding Ledgers

A *ledger* consists of posted balances that represents a set of books for a business unit. Ledgers store the posted net activity for a set of ChartField values by accounting period and by fiscal year. Because a ledger supports a single chart of accounts, separate ledgers are defined for business units having a unique chart of accounts. Ledgers are maintained primarily through journal entries, and can store actual, budget, forecast, statistical, or other types of data at many levels.

PeopleSoft General Ledger supports detail, multiple, and summary ledgers. You can define as many ledgers as necessary to record financial, budget, and nonfinancial transactions to maintain historical data.

This topic discusses:

- Ledger templates
- Ledger tables
- Detail ledgers
- Ledger groups
- Ledgers for a unit
- Ledger error processing
- Multibook ledgers
- Summary ledgers
- TimeSpans
- Import and export ledgers

Note: Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledgers for a unit and the ledger template page.

Prerequisites

Before you set up ledgers:

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- Deselect the check boxes on the Installation Options - Products page for all products that you have not licensed.

  See Installation Options - Overall Page.

- Set up general ledger business units.
- Set up ChartField values.
- Set up accounting calendars.

Ledger Templates

PeopleSoft provides several ledger templates, each of which defines the physical attributes of a ledger. A ledger template is linked to multiple ledgers that you can then add to a *ledger group.* This template relationship ensures that all ledgers within a ledger group share the same physical layout. General Ledger uses these templates to identify all of the records and fields required to update and to report on their associated ledgers.

To store debit amounts separately from credit amounts in your ledgers, create the fields, modify the tables, and identify the fields in the ledger template according to the configuring instructions provided for the PeopleSoft Separate Debit/Credit feature.

Note: Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledger template.

Ledger Tables

Ledgers are stored in tables within a database. The key fields in a ledger table are **Business Unit, Ledger, ChartFields, Fiscal Year,** and **Accounting Period; Net Period Activity** is not a key field.

Before posting, General Ledger validates data posted to the ledger table against other tables in the system. You set up the tables used for validation to enable the system to post transactions to the ledger. Remember:

- When you post journal entries, the system stores net period activity (debits and credits combined) for each ChartField combination.
- The system does not store year-to-date balances, but calculates these balances for reports.
- The calendar for a ledger determines whether the amount of time in an accounting period is a week, a month, a quarter, or other period.
- You can store multiple ledgers (such as actuals, budgets, or statistics) with identical ChartFields on a single table.
- You can balance debits and credits for ledgers at the ledger level, business unit, or at the ChartField level.

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Detail Ledgers

A *detail ledger* is used to store a journal's accounting transaction details. After setting up ledger templates, define detail ledgers and associate them with a ledger group. They are termed detail ledgers to distinguish them from summary ledgers, which are used to record summarized activity.

Ledger Groups

You combine ledger templates and detail ledgers in an appropriate ledger group. A ledger group can have one primary ledger and zero to nine secondary ledgers. Each ledger within the ledger group shares a common physical structure based on the ledger template, and also has unique characteristics, such as its own base currency. General Ledger posts to the ledgers within the group according to the rules that you establish. The application can also manage multibook transactions that post to all ledgers within a group simultaneously.

The ledger group name can be descriptive of the purpose or ledgers it contains (such as, ACTUALS or BUDGETS). The name is unique across all ledger groups defined for a business unit and forms a unique key on the ledger table. Typically, the names of the individual ledgers within the group describe the type of currency or use of the ledger within the group, such as local, functional, and reporting. The name of the ledger group can also be the name of the primary ledger. For example, if you are not using the multibook feature, you might name your ledger ACTUALS and also name the ledger group ACTUALS.

Non commitment control ledger group types include Average Daily Balance, Standard, Budget, and Translation. Commitment control only uses the ledger group types Commitment Control Expense and Commitment Control Revenue.

Average Daily Balance, Budget, and Translation ledger groups have only one primary ledger and no secondary ledgers, while Standard ledger groups have one primary ledger and from zero to nine secondary ledgers.

The Commitment Control Expense ledger group type typically contains a budget, pre-encumbrance, encumbrance, and expense ledger. The Commitment Control Revenue ledger group type typically contains a budget, recognized revenue, and collected revenue ledger.

The **Keep Ledgers in Sync** check box in combination with the **AutoGenerate Lines** option determines how the system posts transactions. If you select the Keep Ledgers in Sync option or the Auto-Generate Lines option, the system posts transactions to every ledger in the group. When you select either option, the Journal Edit process generates additional journal lines for the other ledgers within the ledger group. For example, when you enter a two line journal entry for a ledger group that contains three ledgers, the system creates four additional lines, two lines for each additional ledger. If you do not select the Keep Ledgers in Sync or the Auto-Generate Lines options, the system posts transactions only to those ledgers with transaction entries, and does not generate secondary lines for other ledgers in the ledger group.

The **Inherit Base Currency of Business Unit** option determines if the ledgers in the group use the base currency of the business unit for conversions. This feature adds the flexibility for sharing ledger groups across business units with different base currencies. For example, a multinational organization based in Canada has five subsidiaries located in different countries around the world. If the subsidiaries select the**Inherit Base Currency of Business Unit,** option, they can each have a ledger group with a secondary ledger that has a currency code of CAD (Canadian dollars) for the Reporting ledger. The primary ledger shares the base currency of the business unit and represents the functional currency of each country where the business unit is located. If the organization does not select the **Inherit Base Currency of**

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Business Unit option, it must define five different ledger groups, each with a primary ledger that has a base currency that matches the base currency of the business unit.

You can define a secondary ledger as a translation ledger by selecting the **Translation** check box for ledger groups. This option is applicable only when you select the **Keep Ledgers in Sync** option (KLS) for the ledger group. You cannot define a primary ledger as a Translation ledger. You often use Translation ledgers for multibook ledgers.

Ledgers for a Unit

After you define your ledgers and calendars, specify in the Ledgers For A Unit component which detail ledgers, ledger groups, and calendars each general ledger business unit uses.

For each detail ledger to which a business unit posts, specify:

- Whether it is a balanced ledger.
- The periods that are currently open.
- The year and adjustment period for posting any adjustments.
- The rules for handling journal processing, currency, and approval options.

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By associating calendars to ledgers, to business units, and by sharing calendars and ledgers across business units, you can efficiently and effectively capture accounting data.

Ledger Error Processing

When you define a ledger in the Ledgers For A Unit component, you determine how to process a journal entry entered with errors for that ledger. In General Ledger, you can specify these error processing options in the following locations:

- For the business unit level, access the General Ledger Definition - Journal Options page.
- For the ledger and ledger group level, access the Ledgers For A Unit - Journal Edit Options page.
- For the source level, access the Journal Source Journal Options page.

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

When you enter and edit a journal entry, the system identifies any errors.

General Ledger cannot post a journal if one or more of the following error conditions exist:

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Error	*Cause*
Closed Accounting Period	The journal entry date does not fall within an open period.
Journal Balance Errors	There is an invalid ChartField value or ChartField combination.
Journal Amount Errors	The foreign amount has a different sign than the monetary amount (base amount).
Control Total Errors	The journal line totals do not match the control totals that you entered at the journal header level.

Multibook Ledgers

The PeopleSoft *Multibook* feature enables you to maintain multiple ledgers, sharing the same physical structure, in different base currencies, resulting in a real-time balance in multiple currencies. This functionality is also called *dual-book* due to the requirement for a company to carry one set of books in its local currency (functional currency) and another set of books in the currency of its parent company (reporting currency).

Multibook supports multiple base currencies, each in the form of a ledger, defined for a business unit. Optionally, you can post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (an individual ledger). With multibook, the system automatically converts transactions to the applicable base currency and then posts to the corresponding ledger. This gives you full drill-down support and cross-currency comparisons at both the summary and the transaction levels.

You can use a secondary multibook ledger within a ledger group as a currency translation ledger. This ledger can function as your reporting ledger because it maintains real-time balances for all accounts in the specified currency during the accounting period. At the end of the accounting period, you can run the Translate Within Ledger process to generate a translation gain or loss adjustment within the multibook translation ledger for any selected account.

PeopleSoft maintains translation ledgers differently from other secondary ledgers within a multibook ledger group. Typically, when the system posts a transaction to a multibook ledger group, it uses the transaction currency amount of the primary ledger as the transaction amount of the secondary ledger. However, translation ledgers use the base currency amount of the primary ledger as the transaction amount. For multibook translation ledgers, the system generates lines with the transaction currency and foreign amount equal to that of the base currency and base amount of the primary ledger.

Within a ledger group, an *in-sync accounting entry* is a group of accounting entries for one transaction that the system distributes to different ledgers. These accounting entries have the same ChartFields, transaction currency, and foreign amounts. PeopleSoft applications support multibook and generate in-sync accounting entries to most ledgers within a ledger group. For the currency translation ledger, the Journal Edit process adds the in-sync entries before posting and creates completely in-sync journals. The Journal Generator recognizes these lines as in-sync accounting entries and generates the in-sync journal entries in General Ledger. You can specify the field order on the Journal Generator Accounting Entry Definition page. When generating the journal entry, the Journal Generator process uses these fields to determine how to group accounting entries for one transaction and generates an in-sync journal.

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Note: Some PeopleSoft products may not include the currency translation ledger. Refer to the individual product documentation to see if this feature is available.

Summary Ledgers

Summary ledgers store combined account balances from detail ledgers. You use summary ledgers primarily in PS/nVision reporting. Summary ledgers increase reporting speed and efficiency by eliminating the need to summarize detail ledger balances each time that you request a report. Instead, General Ledger summarizes detail ledger balances in a background process according to the criteria that you select and stores them in summary ledgers.

You can incrementally update summary ledgers with changes made since the summary ledgers were last created or updated in one of two ways:

- Update the summary ledgers at the same time that you post changes to the detail ledgers as part of the Journal Post process.

  This updates only preexisting summary ledgers, which include business unit, summary ledger name, fiscal, and accounting period information.

- Start the Build Summary Ledger process using PeopleSoft Process Scheduler with an increment option to update summary ledgers.

TimeSpans

TimeSpans enable you to select and retrieve ledger balances for use in allocations, inquiries, and PS/nVision reporting. TimeSpans control the number of periods that you can extract and summarize data from the ledger table. Typical TimeSpans in General Ledger include activity for the current period, year-to-date amounts for the selected items, and balance forward amounts for balance sheet accounts.

You can express many TimeSpans relative to the current period, so that they automatically adapt the content of a report to the as of date that you specify when you execute the report. You can define other TimeSpans for specific periods.

General Ledger uses the calendar to validate absolute periods and years that you enter for a TimeSpan. These periods and years must exist on the calendar that you specify. Use TimeSpans to retrieve balance forward amounts and adjustments that the system stores in special calendar periods.

General Ledger includes many commonly used TimeSpans; however, you can define as many additional TimeSpans as necessary. Generate the FIN0003 report to list and display information about these TimeSpans.

Import and Export Ledgers

You can import and export flat file ledgers to and from third-party reporting software. A process in General Ledger enables you to import a flat file from another product or external system that contains rows of ledger data. This functionality is often used to combine distributed ledger data from different General Ledger systems to perform consolidation, summarization and corporate reporting.

You can also select or add a flat file format and create flat file ledgers using a general ledger process that exports them to third-party reporting software systems. This functionality is often used in those countries

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requiring delivery of ledger data in a particular format for use in producing statutory reports in a required format.

You can also exchange ledger data between distributed General Ledger systems using the Ledger Publish Enterprise Integration Point (IP) and Ledger Load processing. This functionality is designed to work together with Consolidation.

Related Links

Application Fundamentals Reports: General Description
“Understanding Multiple GAAPs and Prior Period Adjustments” (PeopleSoft Global Options and Reports)
Understanding Oracle's PeopleSoft Allocations Process (FS_ALLC)
“Understanding Interim and Year End Closing” (PeopleSoft General Ledger)
Adjustments and Other Special Periods
Journal Source - Definition Page
“Defining General Ledger Business Units” (PeopleSoft General Ledger)
Defining Ledgers for a Business Unit
“Preparing for the Translate Within Ledger Process” (PeopleSoft General Ledger)
Using TimeSpans
“Using the Ledger Interface Utility” (PeopleSoft General Ledger)

Defining a Ledger Template

To define ledger templates, use the Ledger Template component (LEDGER_TEMPLATE).

Pages Used to Define a Ledger Template

Page Name	*Definition Name*	*Usage*
Templates - Record Definitions Page	LEDGER_TEMPLATE1	Specify the record names for a ledger template. Do this only if you are adding a new template or modifying the default records of the templates delivered with the system.
Templates - Field Definitions Page	LEDGER_TEMPLATE2	Specify the field names for a ledger template. Do this only if you are modifying the default fields or if you are adding the fields to store debit amounts separate from credit amounts.

Understanding How to Define a Ledger Template

PeopleSoft provides several ledger templates that include default records and fields that support the ChartFields and other field and record definitions delivered with the system. Do not change the system-generated set of default values unless you modify your system or if you have multiple sets of ChartFields.

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To define ledger templates:

- Create or modify ledger template record definitions.
- Create or modify ledger template field definitions.
- Modify tables to store separate debit and credit balances.

Note: Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledger template.

Related Links

"Understanding Basic Commitment Control Setup" (PeopleSoft Commitment Control)

Templates - Record Definitions Page

Use the Templates - Record Definitions page (LEDGER_TEMPLATE1) to specify the record names for a ledger template.

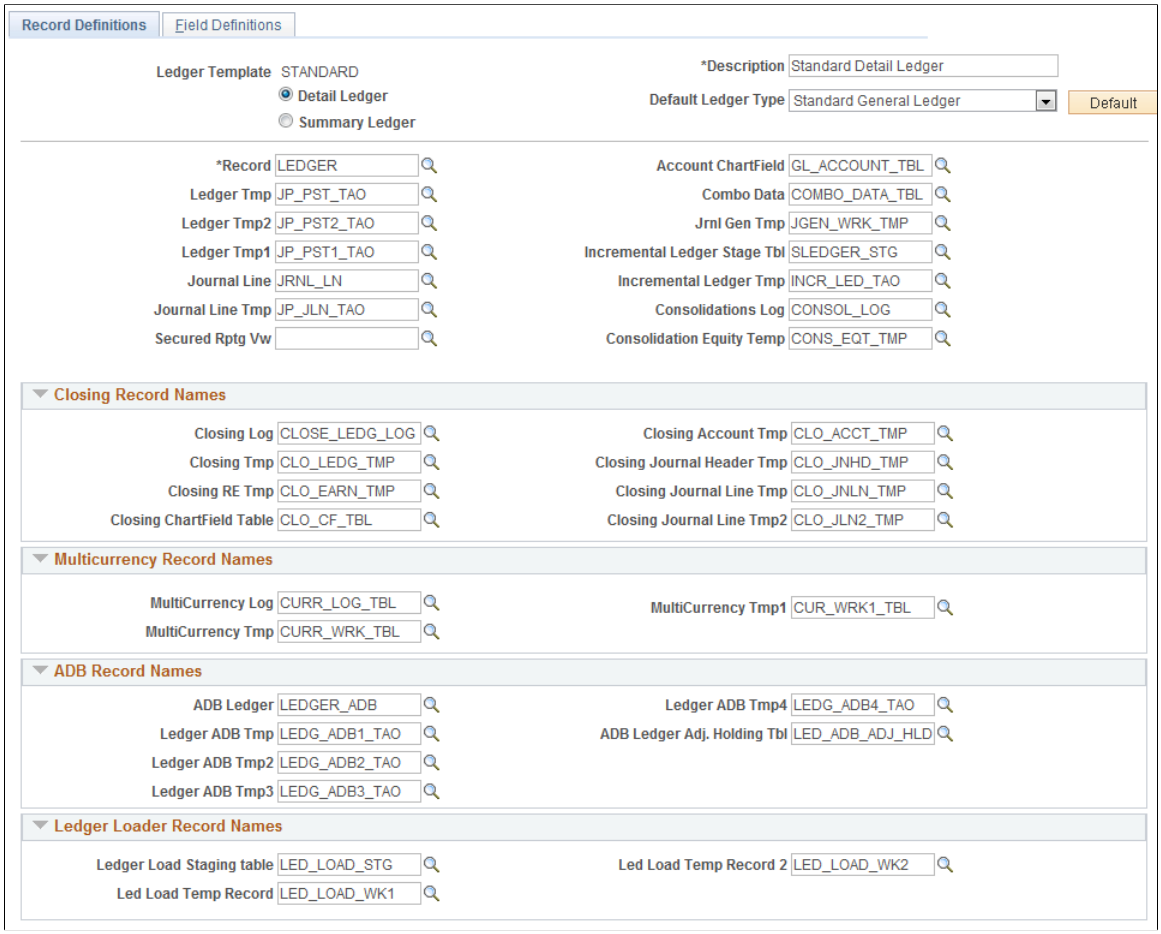
Do this only if you are adding a new template or modifying the default records of the templates delivered with the system.

Navigation:

General Ledger > **Ledgers** > **Templates** > **Record Definitions**

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This example illustrates the fields and controls on the Templates - Record Definitions page.



Note: Create or modify ledger template record definitions only if you are adding a new template or modifying the default records of the templates delivered with the system.

Field or Control	***Description***
Description	Enter a description of this ledger template to appear on pages, inquiries, prompt lists, and reports.
Detail	Select if this ledger template represents a detail ledger.
Summary	Select if this ledger template represents a summary ledger.
Default Ledger Type	Select a default ledger type closest to the type of ledger template that you are creating. This selection determines the default record definitions that the system generates.

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Field or Control	*Description*
Default	Click the **Get Template Default** button to apply a set of default records to every template in the system. You can modify these values. If you select *Commitment Control* as the default ledger type, the system automatically populates the record and field names. These are required fields and cannot be modified. **Note:** The **Get Template Default** button is not available to a Commitment Control ledger type.
Record (Table) Name	Represents the ledger record that you use to store the balances for each ChartField combination that has posted activity.
Ledger Tmp (ledger temporary)	Indicates a worktable used in ledger processing. Detail and Summary templates both require this worktable.
Ledger Tmp2 (ledger temporary 2)	Indicates a worktable used in ledger processing.
Journal Line	Stores detail lines containing the monetary and statistical amounts for each journal entry.
Journal Line Tmp (journal line temporary)	Indicates a worktable used in journal processing.
Secured Rptg Vw (secured reporting view)	(Optional) Specifies a ledger reporting view (LED_RPTG _VW for General Ledger and LED_RPTG_KK_VW for Commitment Control) to secure access to the ledger by authorized user IDs during PS/nVision reporting. Because this is an optional security field, if you do not specify a ledger reporting view, PS/nVision provides reporting directly against the ledger. **Note:** Use the Ledger Security page to specify which user IDs have access to this ledger data. If you specify a reporting view and an unauthorized user tries to access the ledger, PS/nVision displays all zeros for ledger amounts on the report. See PeopleTools: PS/nVision, Setting Up PS/nVision Security, Implementing PS/nVision Ledger-Based Data security
Account ChartField	Identifies the record that stores the account ChartField values. In the standard PeopleSoft General Ledger system, this is the GL_ACCOUNT_TBL.
Combo Data (combination data)	Stores the data used for ChartField combination editing.
Jrnl Gen Tmp (journal generator temporary)	Indicates a worktable used by Journal Generator process.

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Field or Control	*Description*
Incremental Ledger Stage Tbl (incremental ledger stage table)	Enter the table that acts as a temporary holding table for ledger rows. When the system posts journals to the ledger, the posing process stored additional rows in this table. This allows processes such as the Summary Ledger and Multi-Currency Translation process to run incrementally, and to pick up additional ledger entries from this table. This field is only required on Detail templates. It is not required on Summary templates. Previous to Update Image 13, this field was Summary Ledger Stage Tbl.
Consolidations Log	Identifies the record to update for the consolidations log during the consolidation process.
Consolidation Equity Temp (consolidation equity temporary)	Identifies the worktable used to calculate equity elimination in the consolidation process.

Closing Record Names

The following fields apply to the closing process.

Field or Control	*Description*
Closing Log	Identifies the record to update for the close log during the closing process.
Closing Tmp (closing temporary)	Identifies a worktable that is used in the closing process. This table and the Closing RE Tmp table have the same structure, and both are required for the closing process.
Closing RE Tmp (closing retained earnings temporary)	Identifies a retained earnings worktable that is used in the closing process. This table and the Closing Tmp table have the same structure; both are required for the close process.
Closing ChartField Table	Identifies the table that stores the closing ChartFields values.
Closing Account Tmp (closing account temporary)	Identifies a worktable that stores account information for the business unit being closed.
Closing Journal Header Tmp (closing journal header temporary)	Identifies a worktable that stores the header of the source journal that results from the interim closing process or the yearn end closing process.

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Field or Control	*Description*
Closing Journal Line Tmp (closing journal line temporary) and **Closing Journal Line Tmp2** (closing journal line temporary 2)	Identifies worktables that store the lines of the source journal that results from the interim closing process or the year end closing process.

Multicurrency Record Names

The following fields apply to multicurrency processing.

Field or Control	*Description*
MultiCurrency Log	Identifies the record to update for the currency log during the multicurrency process.
MultiCurrency Tmp (multicurrency temporary) and **MultiCurrency Tmp1** (multicurrency temporary 1)	Identifies worktables that are used in multicurrency processing.

ADB (Average Daily Balancing) Record Names

The following fields apply to ADB ledger processing.

Field or Control	*Description*
ADB Ledger	Stores the balances in a daily ledger when ADB is activated.
Ledger ADB Tmp (ledger average daily balance temporary), **Ledger ADB Tmp2** (ledger ADB temporary 2), and **Ledger ADB Tmp3** (ledger ADB temporary 3)	Identifies a worktable that Ledger ADB Posting uses during ADB processing to post daily balances.
ADB Ledger Adj. Holding Tbl (ADB ledger adjustments holding table) and **ADB Ledger Adj. Holding Tbl 2** (ADB ledger adjustments holding table 2)	Stores adjustments to daily balances from the Journal Post process. During ADB processing, the system posts the balances from these tables to the ADB ledger table.

Ledger Loader Record Names

The following fields apply to ledgers loaded from another PeopleSoft or third-party system.

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Field or Control	*Description*
Ledger Load Staging Table	Stores values used in ledger load processing (ChartField value mapping) and Ledger Publish Enterprise Integration Point, which Consolidations uses.
Led Load Temp Record (ledger load temporary record) and **Led Load Temp Record 2** (ledger load temporary record 2)	Identifies work records used in ledger load processing

Related Links

"Understanding Consolidation and Equitization" (PeopleSoft General Ledger)
"Adjustments in ADB" (PeopleSoft General Ledger)
"Understanding Average Balance Calculation" (PeopleSoft General Ledger)
"Understanding Archiving for Ledgers and Journals" (PeopleSoft General Ledger)

Templates - Field Definitions Page

Use the Templates - Field Definitions page (LEDGER_TEMPLATE2) to specify the field names for a ledger template.

Do this only if you are modifying the default fields or if you are adding the fields to store debit amounts separate from credit amounts.

Navigation:

General Ledger > **Ledgers** > **Templates** > **Field Definitions**

The system populates fields on the Field Definitions page with default values based on the default ledger type that you select on the Templates - Record Definitions page. You can modify these values and add fields to store debit amounts separate from credit amounts.

Field or Control	*Description*
Account	Contains the field name of the account ChartField. The system uses this field name only for background processing. The online PeopleCode still refers to the Account field name.
Monetary Amount	A required field that contains the monetary (base currency) amount of the journal line.
Statistical Amount	(Optional) Contains the statistical amount of the journal line.
Posted Total Amount	Contains the net balance of the debit and credit amounts for each ChartField combination that has been posted to the ledger.

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Field or Control	*Description*
Posted Total Debits	If populated, and if you selected the **Separate Debit/Credit** option for the ledger on the Ledgers For A Unit - Definition page, the system populates these fields and tracks separate debit and credit balances.
Posted Total Credits	If populated this means that you selected the **Separate Debit/Credit** option for the ledger on the Ledgers For A Unit page, resulting in the tracking of separate debits and credits.
Combination Edit Template	Required for journal edit processing. Select *JOURNALS*.

Warning! Even if you are not using ChartField combination editing, select the *JOURNALS* combination template. You must populate this field to run the journal edit process.

Related Links

Understanding ChartField Combination Editing

Defining a Detail Ledger

General Ledger posts journal entries directly to detail ledgers (usually in a background process). There is no limit to the number or types of ledgers that you can define.

To define detail ledgers, use the Detail Ledger component (DETAIL_LEDGER).

Page Used to Define a Detail Ledger

Page Name	*Definition Name*	*Usage*
Detail Ledger Page	LEDGER_DETAIL1	Define a detail ledger ID and name, and link the detail ledger to a ledger template.

Detail Ledger Page

Use the Detail Ledger page (LEDGER_DETAIL1) to define a detail ledger ID and name, and link the detail ledger to a ledger template.

Navigation:

General Ledger > **Ledgers** > **Detail Ledgers** > **Detail Ledger**

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Field or Control	*Description*
Ledger Description	Enter a description of the selected detail ledger.
Ledger Template	Link the detailed ledger to an appropriate ledger template.

Linking Ledgers to a Ledger Group

To link ledgers to a ledger group, use the Detail Ledger Groups component (DETAIL_LEDGER_GROU).

Pages Used to Set Up Ledger Groups

Page Name	*Definition Name*	*Usage*
Ledger Groups - Definition Page	LEDGER_GROUP	Define a ledger group, link it to a ledger template, assign ledger details to the group, and identify the unique attributes of each ledger within the group.
Ledger Groups - ChartField Page	LEDGER_GROUP2	Define ChartFields for this ledger group. The system generates a set of default edit tables, which you can modify.
Ledger Groups - Balancing Page	LEDGER_GROUP3	Specify the ChartField balancing options for the journals generated to the detail ledger.

Ledger Groups - Definition Page

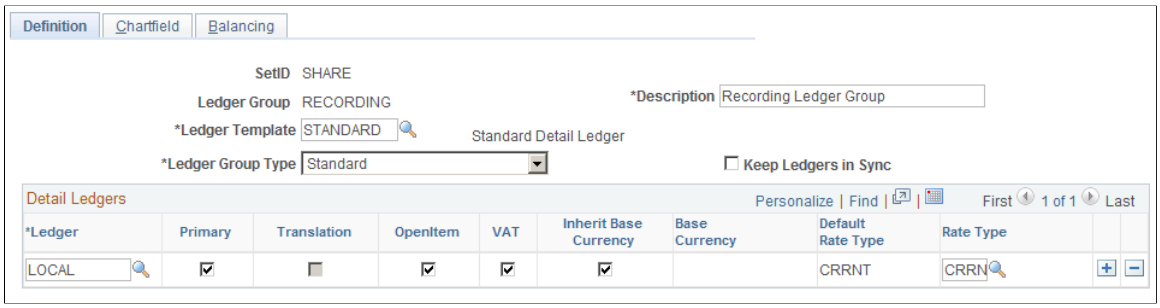
Use the Ledger Groups - Definition page (LEDGER_GROUP) to define a ledger group, link it to a ledger template, assign ledger details to the group, and identify the unique attributes of each ledger within the group.

Navigation:

General Ledger > **Ledgers** > **Ledger Groups** > **Definition**

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This example illustrates the fields and controls on the Ledger Groups - Definition page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Description	Enter a description for this detail ledger group to appear on pages, inquiries, prompt lists, and reports.
Ledger Template	Select a ledger template to link to this ledger group.
Ledger Group Type	The values are: *Average Daily Balance:* Allows a primary ledger and no secondary ledgers. *Budget:* Allows a primary ledger and no secondary ledgers. *Standard:* Allows a primary ledger and up to nine secondary ledgers. *Translation:* Allows a primary ledger and no secondary ledgers. *Commitment Control Expense:* Used for Commitment Control budgets. *Commitment Control Revenue:* Used for Commitment Control budgets. The selection that you make here affects the choice of attributes in the Ledger Details grid. It also affects the set of ChartFields that appear on the Chartfield page.

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Field or Control	*Description*
Keep Ledgers in Sync	Select to have the system post journal entries to all ledgers in the ledger group. Select the **Balance by all Currencies** option on the General Ledger Business Unit Definition - Currency Options page and the Journal Source - Currency Options page. Deselect to have the system post journal entries to all ledgers in the ledger group or to a single ledger based on your choices on the journal entry's Header page and on the Journal Generator Template - Defaults page. Do not select if you need to distinguish prior period adjustments. For example, suppose that you keep one ledger to store entries for local reporting and another ledger for corporate reporting. Local regulations require that you post adjusting entries dated through the 15th of the month to the prior period, and corporate books require that the period closes on the 5th. When you make an adjusting entry dated the 10th, post the adjustment to different periods in the two ledgers—prior period for the local ledger, current for the corporate—resulting in an out-of-sync scenario.
Ledger	Select the ledgers that you want to link to this ledger group from the list of detail ledgers associated with the ledger template (as you identified on the Detail Ledger page). You can specify one primary ledger and up to nine secondary ledgers for ledger groups that have a group type of *Standard.* **Note:** You can select only one ledger for Average Daily Balance, Translation, and static Budget ledger group types (this does not refer to commitment control ledgers).
Primary	Select if the ledger is the primary ledger in a group or if it is the only ledger in the ledger group.
Translation	Select if this is a currency translation ledger. This option is available only when you select **Keep Ledgers in Sync.** You can define any non-primary ledger as a translation ledger. **Note:** Journal processing and multicurrency processing handle currency translation ledgers differently from normal secondary ledgers.
OpenItem	Select to enable the OpenItem accounting feature and to track OpenItem transactions in the ledger.
VAT	Select to maintain VAT balances in the ledger.
Inherit Base Currency	You can define a base currency for the ledger, or you can select this option to inherit the base currency of the business unit to use in the ledger.

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Field or Control	*Description*
Base Currency	If you did not select Inherit Base Currency, specify the base currency to apply to this ledger.
Default Rate Type	When you select Keep Ledgers in Sync for a ledger group, and you enter a journal against the primary ledger, the system automatically generates the journal entry lines for the secondary ledgers. The Default Rate Type influences the rate type that is used for the secondary lines. The following hierarchy applies: 1. The system checks for a value in rate type for the ledger. If a value exists, the system populates the Default Rate Type with the Rate Type value and uses it for the secondary lines. 2. The system checks for a rate type on the primary journal line. If one exists, it uses that type for the secondary line. 3. If there is no value in **Rate Type** or on the primary journal line, the system uses the **Default Rate Type** value.
Rate Type	Identifies the currency exchange rate type that is always used in the auto-generated journal lines for the secondary ledgers. (See the explanation under **Default Rate Type** for more information.)

Note: The setup for commitment control detail ledger groups differs slightly from other ledger types. See the commitment control documentation for additional instructions.

Related Links

“Establishing Commitment Control Ledgers” (PeopleSoft Commitment Control)
“Preparing to Translate Ledger Balances” (PeopleSoft General Ledger)
“Understanding Open Item Accounting” (PeopleSoft General Ledger)

Ledger Groups - ChartField Page

Use the Ledger Groups - Chartfield page (LEDGER_GROUP2) to define ChartFields for the ledger group.

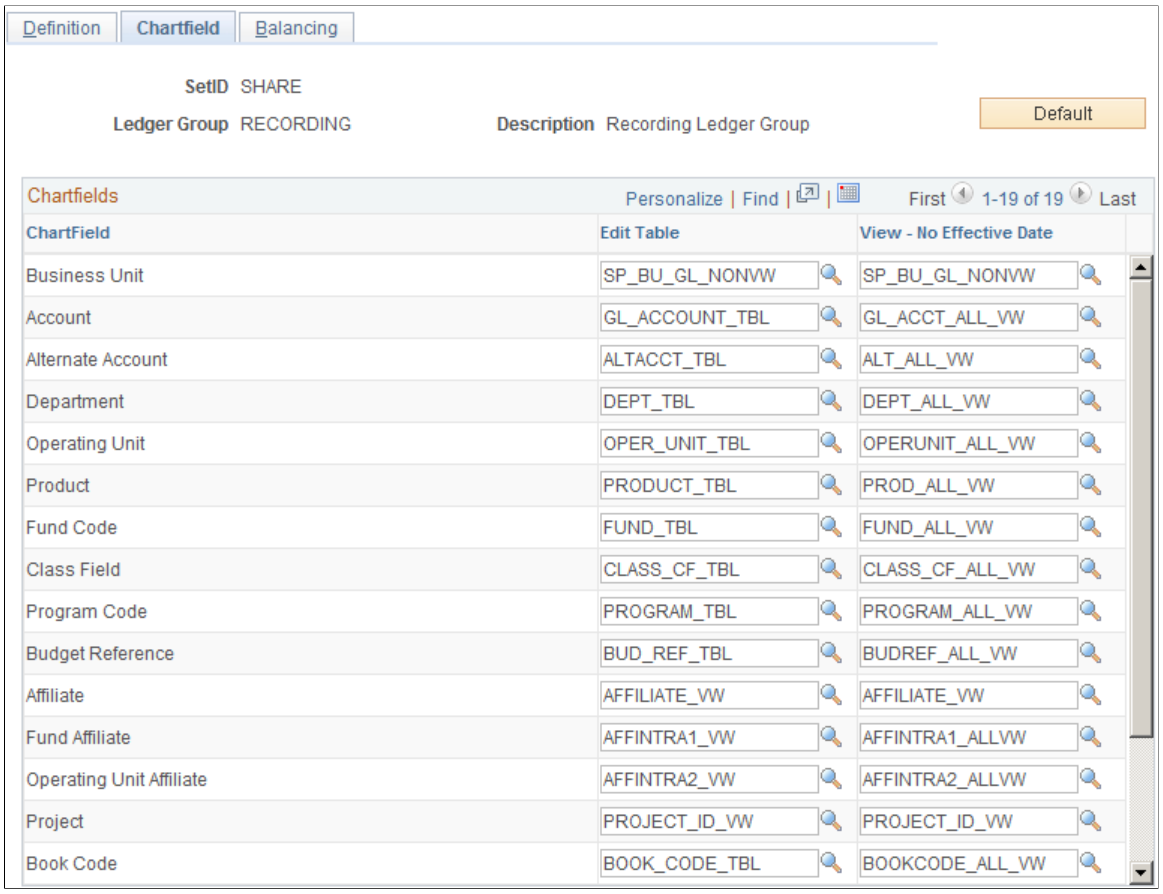
The system generates a set of default edit tables, which you can modify.

Navigation:

General Ledger > **Ledgers** > **Ledger Groups** > **Chartfield**

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This example illustrates the fields and controls on the Ledger Groups - Chartfield page. You can find definitions for the fields and controls later on this page.



The set of ChartFields is based on the ledger group type that you select on the Ledger Group - Definition page.

Click the **Use the Default ChartFields** button to generate a set of default edit-table names and reporting views for the ChartFields in the ledger. The **Edit Table** field value comes from the effective-dated edit table that you specify on the Design ChartFields - Dynamic Edit Tables page. Use the **View – No Effective Date** fields for reporting prompts when you do not want to limit the selection by effective date, because historical rows might contain ChartFields that are no longer active. To change these values, click the **Lookup** button.

Ledger Groups - Balancing Page

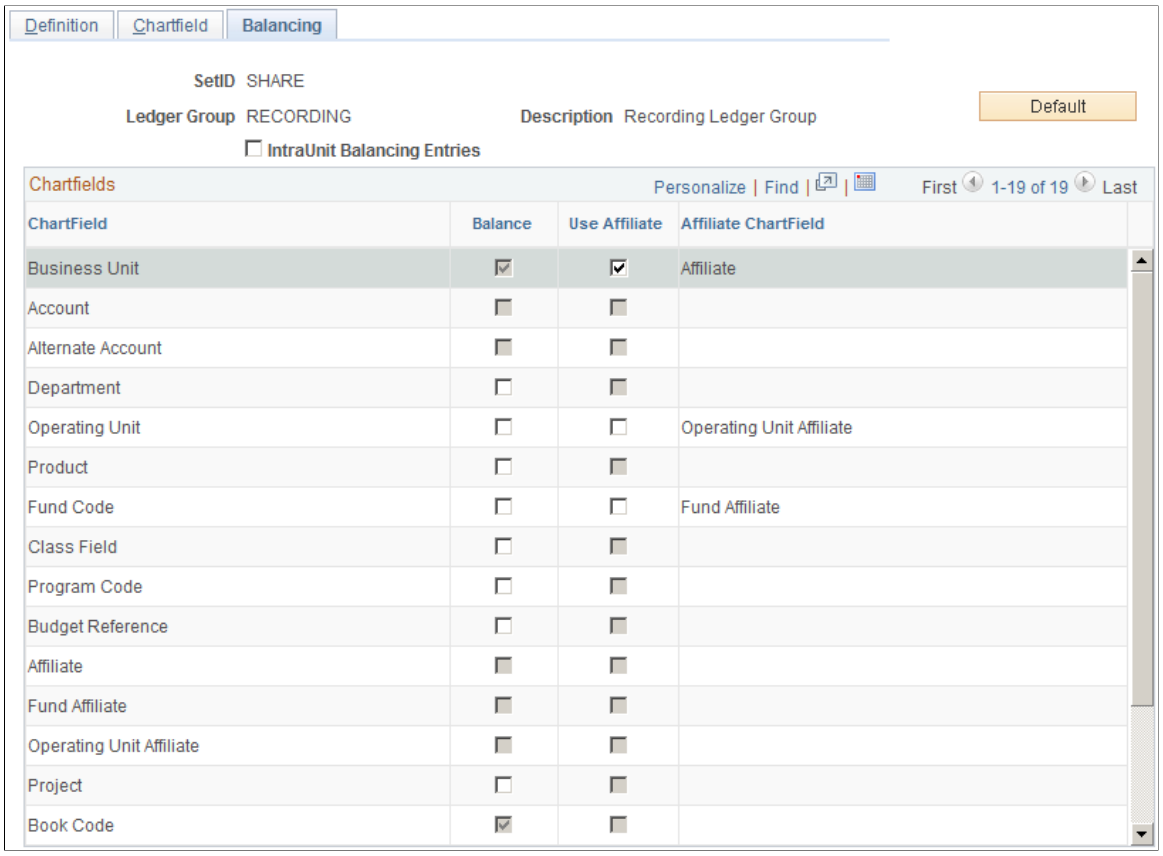
Use the Ledger Groups - Balancing page (LEDGER_GROUP3) to specify the ChartField balancing options for the journals generated to the detail ledger.

Navigation:

General Ledger > **Ledgers** > **Ledger Groups** > **Balancing**

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This example illustrates the fields and controls on the Ledger Groups - Balancing page. You can find definitions for the fields and controls later on this page.



Balancing fields control the totals on the Journal Entries - Total page. The Journal Edit process also requires that the amounts entered for these ChartFields be in balance.

When you select additional ChartFields for balancing, all unique occurrences of the combination of values must balance. If they do not, the Journal Edit process uses the rules set up for balancing journals (for example, suspend or recycle) on the Journal Edit Options page.

Field or Control	***Description***
Default	Click the **Use Default ChartFields** button to update and clear the current **ChartFields** group box information.
IntraUnit Balancing Entries	Select to indicate that the selected balancing ChartFields for the detail ledgers in this ledger group include intraunit entries.
Balance	Select to indicate that you want this ChartField to balance for the ledgers in this ledger group.

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Field or Control	*Description*
Use Affiliate	Select to indicate that you want to use an affiliate ChartField, which identifies intercompany activity by tracking the business unit associated with the transaction. This provides a method to map transactions between business units while using a single intercompany account.
Business Unit	Always selected to balance because General Ledger always balances detail ledgers by business unit.
Currency Code	Always selected because General Ledger always balances detail ledgers by currency code.
Account	You cannot select this ChartField because PeopleSoft cannot balance a ledger by account.
Alternate Account	You cannot select this ChartField because cannot balance a ledger by alternate account.
Statistics Code	You cannot select this ChartField to balance a ledger by statistics code.
Book Code	This is a default ChartField for balancing because General Ledger always balances detail ledgers by book code, even if you do not enable the Book Code feature.
Adjustment Type	This is a default ChartField because General Ledger always balances detail ledgers by adjustment type, even if you do enable **Book Code.**

Defining Ledgers for a Business Unit

To define ledgers for a business unit, use the Ledger For A Unit component (BUSINESS_UNIT_LED). Use the EM_BUS_UNIT_LED component interface to load data into the tables for this component.

Pages Used to Define Ledgers for a Business Unit

Page Name	*Definition Name*	*Usage*
Ledgers For A Unit - Definition Page	BUSINESS_UNIT_LED1	Identifies the detail ledgers, ledger groups, and calendars used by this business unit and identifies specific characteristics for each ledger.

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Page Name	*Definition Name*	*Usage*
Open Period Update Page	OPEN_PERIOD_SINGLE	Click the **Update Open Periods** link to identify open periods and adjustment periods based on the ledger group and transaction type. See the Ledgers For A Unit - Definition Page.
Include Account Types posted to ADB Ledger Page	BU_LED_ADBACCT_SEC	Click the **Filter** link to select account types to post to the ADB ledger. See the Ledgers For A Unit - Definition Page.
Ledgers For A Unit - Journal Edit Options Page	BUSINESS_UNIT_LED2	Define how the system processes journal error processing for the ledger.
Balance Suspense ChartFields Page	BUL_JE_BS_CFS_SEC	If you select Suspend for journal balance error, specify the suspense account for journal balance errors here. See the Ledgers For A Unit - Journal Edit Options Page.
Edit Suspense ChartFields Page	BUL_JE_ES_CFS_SEC	If you select Suspend for journal edit error, specify the suspense account for journal edit errors here. See the Ledgers For A Unit - Journal Edit Options Page.
Amount Suspense ChartFields Page	BUL_JE_AS_CFS_SEC	If you select Suspend for journal edit error, specify the suspense account for journal amount errors. See the Ledgers For A Unit - Journal Edit Options Page.
Ledgers For A Unit - Currency Options Page	BUSINESS_UNIT_LED3	Specifies the currency default options for the specified ledger for this business unit.
Ledgers For A Unit - Journal Post Options Page	BUSINESS_UNIT_LED6	Specifies journal post options for posting and unposting the journals that apply to the specified ledger.
Ledgers For A Unit - Approval Options Page	BUSINESS_UNIT_LED4	Specifies default journal approval options for the specified ledger.

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Page Name	*Definition Name*	*Usage*
Ledgers For A Unit - Commitment Control Ledger Options Page	BUSINESS_UNIT_LED5	Specifies the default ledger options for the specified Commitment Control ledger.

Understanding Defining Ledgers for a Business Unit

Because ledgers and calendars are stored in tables, you can share them with business units. This enables business units to share common ledger definitions while retaining their own unique calendars and closing schedules.

When you define ledgers for a business unit, you can:

- Define journal edit error options for a ledger group.
- Define default currency options for a ledger.
- Define default journal post options for a ledger.
- Define default approval options for a ledger.
- Define default Commitment Control ledger options.

Note: Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledgers for a unit page.

Ledgers For A Unit - Definition Page

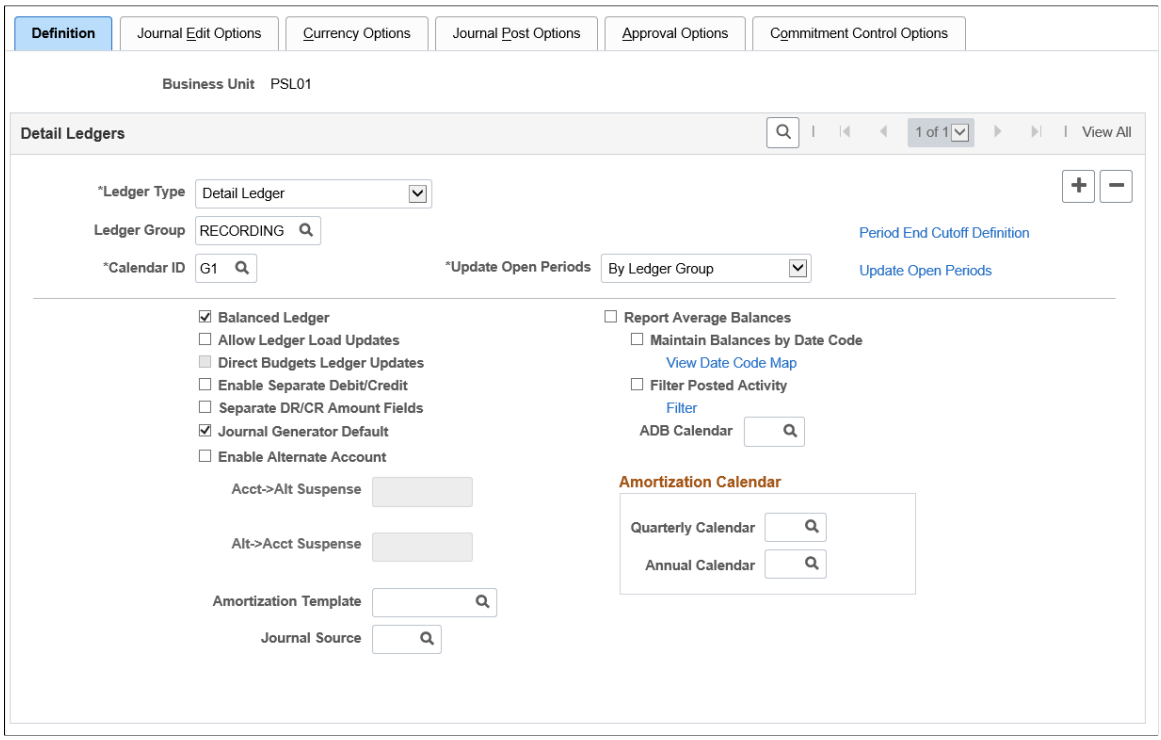
Use the Ledgers For A Unit - Definition page (BUSINESS_UNIT_LED1) to identify the detail ledgers, ledger groups, and calendars used by this business unit and identify specific characteristics for each ledger.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Ledger For A Unit** > **Definition**

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This example illustrates the fields and controls on the Ledgers For A Unit - Definition page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Ledger Type	Select the ledger type for this business unit. Values are: *Detail Ledger:* Select to associate detail ledgers to this business unit. *Summary Ledger:* Attach to business units using the Ledger Set for Summary Ledgers - Ledger Set page. *Commitment Control Ledger:* Select to set up Commitment Control ledgers.
Ledger Group	If you select *Detail Ledger* as the ledger type, select a ledger group from a list you defined in the Ledger Group component.
Ledger	If you select *Summary Ledger* as the ledger type, this field becomes available. Although summary ledgers are listed in this field, you attach summary ledgers to business units using the Ledger Set for Summary Ledgers - Ledger Set page.
Calendar ID	Select the calendar for this ledger from a list of calendars on the Calendar Period page.

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Field or Control	*Description*
Period End Cutoff Definition	Click to open the “Period End Cutoff Definition Page” (PeopleSoft General Ledger) where the period end cutoff schedule for associated Business Unit, Ledger, and Fiscal Year is defined. If Period End Cutoff Definition has not been setup then the user can create a new definition.
Update Open Periods	You can elect to Update Open Periods by selecting a ledger group or ledger code for detail ledgers. *By Ledger Group* is used to identify open periods and adjustment periods based on the ledger group and transaction type. *By Ledger Code* is used when working with multiple generally accepted accounting principles (GAAP) and prior-period adjustments. If you do not perform this activity, all periods in the ledger are closed and no journal posting is permitted. If you specify an adjustment period, the Journal Entry page uses it as the default for adjusting journals. You can post year end adjustments to special adjustment periods separate from the last accounting period of the year. Typically, you want your adjustments year to match your fiscal year.
Balanced Ledger	Select to indicate that this ledger is balanced ledger (debits equal credits) and to make available the journal balance error processing options on the Journal Options page.
Allow Ledger Load Updates	Select to have the Flat File Ledger Import and Ledger Load (ChartField Value Mapping) processes to update detail ledgers, and Ledger Publish Enterprise Integration Point to subscribe and update summary ledgers. **Note:** Ledger Publish processing always publishes ledger data into the IP regardless of this option. However, you must select this option for summary ledgers to enable the IP subscription process to update the target table. For detail ledgers, the IP subscription process always processes detail ledger data and stores it in a staging table. Afterward, the Ledger Load process selects the detail ledger data for ledgers that have this option selected.
Direct Budgets Ledger Updates	Select to update a standard budget ledger (not commitment control related) directly by using online pages and using the general ledger posting process. If deselected, the system will not perform online adjustments to standard budget ledgers.
Enable Separate Debit/Credit	Select to enable the storing of credit and debit balances separately on the ledger. Normally, General Ledger posts net balances for all posted ChartField combinations to the ledger. When you enable this feature, PeopleSoft automatically performs the necessary table modifications to store debits and credits separately without customization.

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Field or Control	*Description*
Separate DR/CR Amount Fields (separate debit and credit amount fields)	Select to indicate upon journal entry whether a journal amount is a debit or credit. You must have previously selected the **Enable Separate Debit/Credit** option. Normally, General Ledger determines whether a journal is a debit or a credit based on its sign. If the journal entry amount is positive, the system treats it as a debit; if negative, as a credit. If you select this option , the system displays separate debit and credit entry fields on the Create/Update Journal Entries - Lines page. A negative entry in either of the amount fields is considered a reversal of that type of amount. For example, a negative 5.00 EUR in the debit amount field causes the ledger debit amount to be reduced by 5.00 EUR. If you do not select Separate DR/CR Amount Fields but you select **Enable Separate Debit/Credit,** the Journal Entry - Lines page displays an **N/R** (normal/reversal) field, in which you indicate whether the amount entered is normal (positive is a debit, negative is a credit) or a reversal (positive is a credit reversal, negative is a debit reversal). **Note:** The **Separate DR/CR Amount Fields** check box enables you to enter debits and credits only in their own fields on the journal entry pages. However, you cannot store these debits and credits and post them separately to the ledger. To store the fields separately in the ledger, select **Enable Separate Debit/Credit.**
Journal Generator Default (journal generator default ledger group)	Select to indicate that this is the default ledger group for this business unit. When the system generates journals from other PeopleSoft applications, it uses this ledger group when no ledger group is specified on an accounting entry line.
Enable Alternate Account	Select to enable the **Acct -> Alt Suspense** and **Alt -> Acct Suspense** fields.
Acct -> Alt Suspense (suspense alternate account for unmapped account)	Select to accommodate a transaction with an account that is not mapped to an alternate account.
Alt -> Acct Suspense (suspense account for unmapped alternate account)	Used if a transaction is entered with an alternate account that is not mapped to an account.
Amortization Template	Select the amortization template to be used while creating an Amortization style voucher in AP.
Journal Source	Select the source from which amortization journals are created. This field is mandatory if you have selected an Amortization template.

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Field or Control	*Description*
Amortization Calendar	Select from the list of summary calendars – Quarterly Calendar or Annual Calendar. The lookup displays only those summary calendars set up on the Summary Calendar page, which are defined for the specific Calendar ID: • Quarterly Calendar • Annual Calendar
Amortization Document Type	Select the amortization document type. This field is available only if you have enabled document sequencing within the Installation Options component and on the General Ledger Definition page for the business unit. **Note:** Amortization document type requires sequence type of automatic numbering.
Report Average Balances	If selected, enables the Average Daily Balance (ADB) feature for this ledger.
ADB Calendar	If you selected **Report Average Balances,** select a detail calendar (typically the daily calendar) to use for calculating your average balance.
Maintain Balances by Date Code	Select to maintain separate balances for journal date, settlement date, and ADB date. The date code can be selected on the journal entry for capturing multiple transaction dates for compliance with International Accounting Standards (IAS). The journal edit process balances journals by date code when selected. ***Warning!*** Selecting this option increases processing demand on the system.
View Date Code Map	Click this link to access the Date Code Map page and view the listing of available date codes: *Journal Date, Settlement Date,* and *ADB Date.*
Filter Posted Activity	Select to enable specifying of account types (such as asset, liability, expense, and so on) that you want to post to the ADB ledger.
Filter	After you select **Filter Posted Activity,** click this link to access the Include Account Types Posted to ADB Ledger page, where you select the account types that you want to post to the ADB ledger.

Warning! While you can also use the Ledgers For A Unit - Definition page to remove ledgers for a given business unit, you cannot remove a ledger if journal entries have already been posted for that business unit.

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Related Links

"Setting Commitment Control Options" (PeopleSoft Commitment Control)
Adjustments and Other Special Periods
Understanding Alternate Accounts
"Understanding Average Balance Calculation" (PeopleSoft General Ledger)

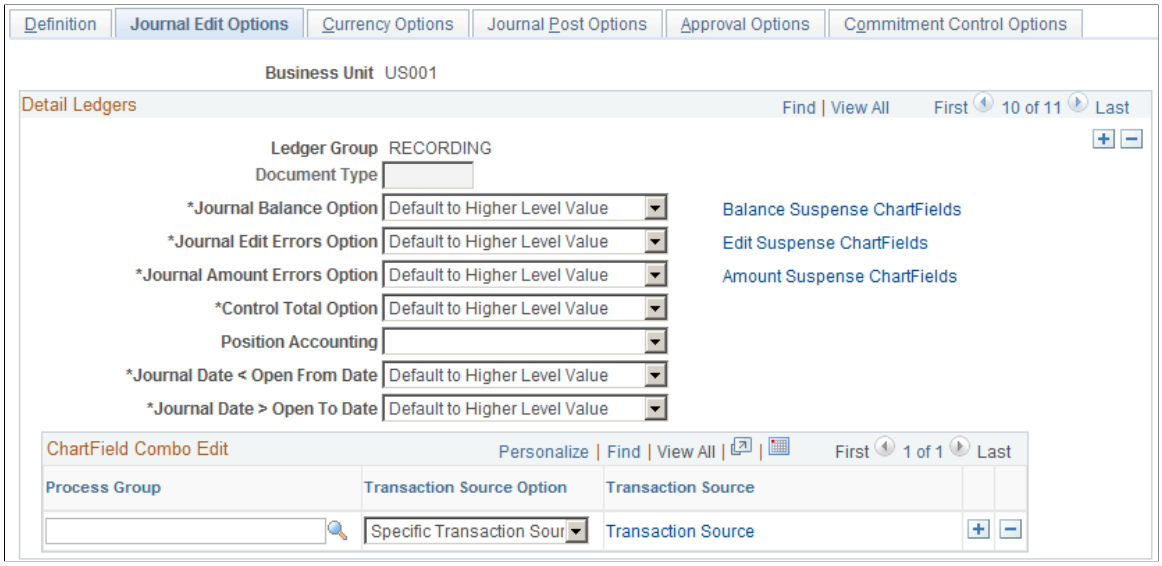
Ledgers For A Unit - Journal Edit Options Page

Use the Ledgers For A Unit - Journal Edit Options page (BUSINESS_UNIT_LED2) to define how the system processes journal error processing for the ledger.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Ledger For A Unit** > **Journal Edit Options**.

This example illustrates the fields and controls on the Ledgers For A Unit - Journal Edit Options page. You can find definitions for the fields and controls later on this page.



Note: If you define error processing at the ledger level, it overrides all error handling that you specify at the business unit level for journals using only the selected ledger.

Field or Control	*Description*
Document Type	If you use PeopleSoft Document Sequencing, specify a document type for every journal that you enter. If you specify a document type in this field, the system sets to this document type all journals for this ledger group entered through a journal entry.

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Field or Control	*Description*
Journal Balance Option	Available only if you selected the Balanced Ledger option on the Ledgers For A Unit - Definition page. When you define ledgers, specify them as balanced or unbalanced. Journal entries for balanced ledgers (such as an actuals ledger) must be in balance before you can post them. A journal balance error occurs when an unbalanced journal is targeted to a balanced ledger. You can post unbalanced journals only to ledgers that have been set up as unbalanced ledgers (such as a standard budget ledger). Select from the following values to correct the balance error: *Default to Higher Level Value:* Uses the error-processing options that you defined on the General Ledger Business Unit - Definition page. *Recycle:* Marks journal entries containing errors as invalid and does not allow them to be posted. After you make the corrections and re-edit the journal, you can post the journal successfully. *Suspend:* For journal balance and journal amount errors, posts the amount required to bring each journal into balance (if it is out of balance) to a suspense account. For journal edit errors, it posts the amounts from those lines that reference invalid ChartFields. This value is not available for control total errors.
Journal Edit Errors Option	As you enter journal lines, General Ledger verifies that all ChartField values are valid as of the journal entry date. Select from the following values to correct the edit error: • *Default to Higher Level Value* • *Recycle* • *Suspend*

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Field or Control	*Description*
Journal Amount Errors Option	As you enter journal lines, General Ledger verifies that the foreign amounts and the monetary amounts are the same sign. A journal amount error occurs if the foreign amount has a different sign than the monetary amount (for example, if the journal has a foreign amount that is 10 and a monetary amount that is –200). Select from the following values to correct the amount error: • *Accept:* Indicates that you want the Journal Edit process to accept the monetary and foreign amounts as correct and continue processing, even though the amounts have different signs. • *Default to Higher Level Value* • *Recycle* • *Suspend*
Control Total Errors	(Optional) As you enter journal lines, General Ledger displays a running total of the number of lines, debits, credits, and units that you entered in the journal. A control total error occurs if the journal line totals do not match the control totals that you entered at the journal header level. Select from the following values to correct the control total error: • *Default to Higher Level Value* • *N/A:* Ignores any previously set control totals. This value can be used to ignore control total errors when there are journal amount errors. • *Recycle*
Position Accounting	Select to enable Position Accounting, which uses the options that you created on the Position Accounting - Position Account page. The Position Accounting feature enables the Journal Edit process to generate position accounting entries, which track profits and losses due to holding assets in multiple currencies.

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Field or Control	*Description*
Journal Date < Open From Date	The Accounting Period Closed error message appears if the journal date is outside of the date range that you set up. The journal date determines the period to which a journal is posted and must be within the range of the current open periods before it can be posted. You can define the beginning and ending dates for each period in the Detail Calendar - Calendar Periods page. Use the Open Period Updates page to define the range of periods that are currently open for each ledger group. The only exception to using the journal date to determine the period to which the journal should be posted is adjusting entries, which fall into special adjustment periods as defined on the detail calendar. If the journal date is less than the open-from date, select from the following values to correct the error: • *Change to Open From Date* • *Default to Higher Level Value* • *Recycle*
Journal Date > Open To Date	The Accounting Period Closed error message also appears if the journal date is greater than the open to date. Select from the following values to correct the error: • *Change to Open To Date* • *Default to Higher Level Value* • *Recycle*
Balance Suspense ChartFields	If you select *Suspend* for **Journal Balance Option,** click this link to access the Balance Suspense ChartFields page, where you specify the suspense account for journal balance errors for the ledger group. Define the entire ChartField combination.
Edit Suspense ChartFields	If you select *Suspend* for **Journal Edit Errors Option,** click this link to access the Edit Suspense ChartFields page, where you specify the suspense account for ChartField journal edit errors for the ledger group. Define the entire ChartField combination.
Amount Suspense ChartFields	If you select *Suspend* for **Journal Amount Errors,** click this link to access the Amount Suspense ChartFields page, where you specify the suspense account for journal amount errors for the ledger group. Define the entire ChartField combination.

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Field or Control	*Description*
Process Group	Select the process group that contains the multiple combination edit rules for this ledger group. Define process groups on the Combination Group page. During combination editing, the system references the ledger group indicated on a transaction to see which rules apply. It then applies these rules during the Journal Edit process. Journal lines that fail validation using one of the rules in the group are marked in error.
Transaction Source Option	Select to limit the combination edit process for a transaction source by process group. This effectively reduces processing time as it targets only those transactions of a given transaction source, avoiding unnecessary processing of data. Select one of the following options: *Specific Transaction Source* - Select this option to specify the transaction source (or sources) of the transactions to be edited by the combination edit process. This option increases processing efficiency by validating only those transactions with sources that are applicable for the rules defined in the process group. *All Transaction Sources (default value)* - Select this option to edit all transactions against the process group during the combination edit process.
Transaction Source	This link appears if you select the *Specific Transaction Source* option. Click the link to access the Combo Edit Transaction Source Page where you define the transaction source (or sources) of the transactions to process for a given process group. The combination edit program only processes those sources that are defined for the process group.

Related Links

“Setting Up Position Accounting” (PeopleSoft Global Options and Reports)
“Correcting Journal Errors” (PeopleSoft General Ledger)
Understanding ChartField Combination Editing

Ledgers For A Unit - Currency Options Page

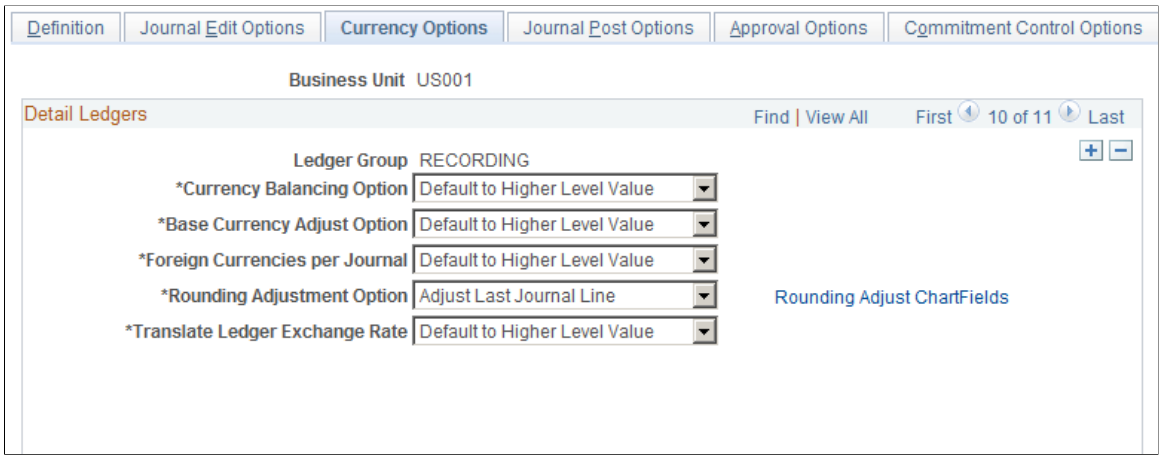
Use the Ledgers For A Unit - Currency Options page (BUSINESS_UNIT_LED3) to specify the currency default options for the specified ledger for this business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Ledger for a Unit** > **Currency Options**.

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This example illustrates the fields and controls on the Ledgers For A Unit - Currency Options page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Rounding Adjustment Option	Select an option that determines how the system handles an out of balance situation due to rounding. This can happen when the amount of each line is individually converted and base currency totals are out of balance. Depending on the option you select the difference for each foreign currency is: • *Adjust Last Journal Line* - Applied to the last line for the currency. • *Add Adjusting Journal Line* - Entered as a new base currency adjustment line. • *Skip Rounding Adjustment* - Not created. The system does not make an adjustment. For additional information, see the Rounding Adjustment Options section below.
Rounding Adjust ChartFields	Select this link to access the Rounding Adjustment ChartFields page. When there is an unbalanced condition between the debit and credit rows due solely to rounding on conversion form foreign Amount to Base Amount, select a default balancing group, ChartField, and ChartField Value to be used during the editing process.
Translate Ledger Exchange Rate	Select to control the exchange rate default of the translate ledger consistently for all processing. Select *Default to a Higher Level Value, Inherit from Primary Ledger,* or *Retain Exchange rate.* See “General Ledger Definition - Currency Options Page” (PeopleSoft General Ledger).

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Rounding Adjustment Option

When a ledger group contains multiple ledgers with a secondary ledger, or ledgers that have the same base currency as the primary ledger, and if journals contain multiple foreign currency transactions, the following applies:

If you choose to use different rate types for currency conversion in primary and secondary ledgers that have the same base currency and in a single ledger group, or if imbalances occur because of rounding and truncation of foreign currency conversions, when you have journals with multiple currencies posting to the ledger group, you cannot use *Add Adjusting Journal Line* to handle the balancing of journals. If you attempt to do so, the journal edit process errors out the journal and issues an error message.

For example, assume you have a primary ledger and a secondary ledger in the same ledger group that use GBP as the base currency. You have KLS selected and require that journal entries balance by base currency. If you then generate a journal in various currencies and a journal edit returns the result that the base amount of the secondary ledger in GBP is out of balance, you must select *Adjust Last Journal Line* for that journal to be balanced by the system.

The system cannot use *Add Adjusting Journal Line* under the circumstances described in the example. Under these conditions, when you must use *Adjust Last Journal Line*, the system selects the last line in a balancing set for balance by base currency where the transaction currency is not equal to the base currency to add or subtract the amount necessary to balance the base currency of the secondary ledger.

The last line is not necessarily the last line of the journal. The system groups all lines in balancing sets when balancing the journal. The journal edit selects the last line for a balancing set where the transaction currency does not equal the base currency and calculates the amount necessary to balance the set. Each set must balance for the total journal to be in balance.

Related Links

“Rounding Adjustment ChartFields Page” (PeopleSoft Global Options and Reports)

“Defining Currency Options for a Business Unit” (PeopleSoft General Ledger)

Ledgers For A Unit - Journal Post Options Page

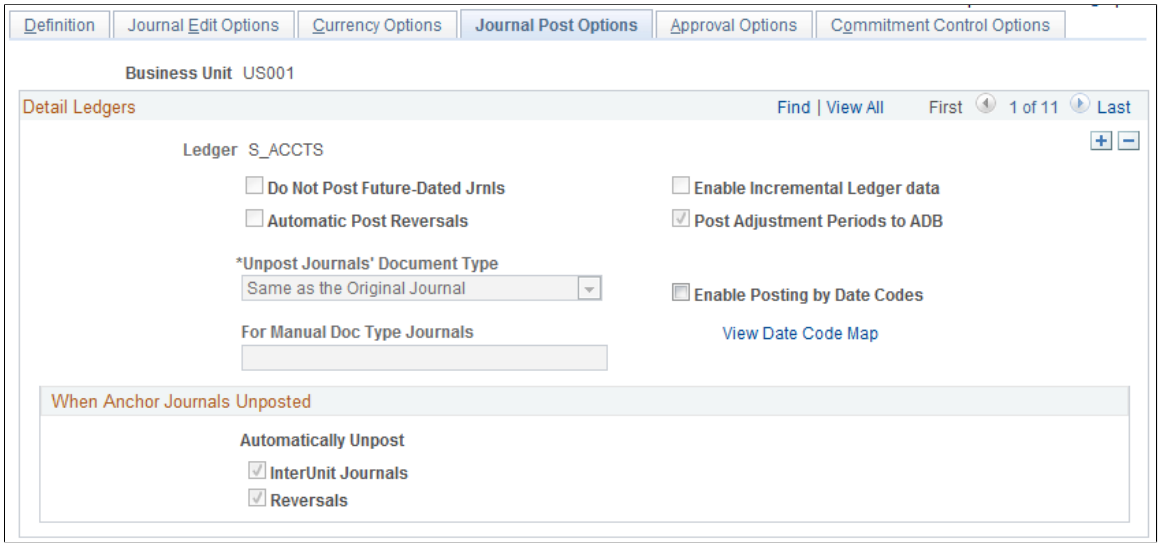
Use the Ledgers For A Unit - Journal Post Options page (BUSINESS_UNIT_LED6) to specify journal post options for posting and unposting the journals that apply to the specified ledger.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Ledger For A Unit** > **Journal Post Options.**

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This example illustrates the fields and controls on the Ledgers For A Unit - Journal Post Options page.



Field or Control	*Description*
Do Not Post Future-Dated Jrnls (do not post future dated journals)	Select to not post journals with a journal date past the journal process date. Define the journal process date on the General Ledger Business Unit Definition - Journal Options page.
Automatic Post Reversals	Select to post accrued reversals automatically when you post the original journal entry. If you select **Do Not Post Future-Dated Jrnls** and the accrued reversals are for a future date, the system does not post them. If you do not select this check box, mark the reversals for posting separately from the original journals.
Enable Incremental Ledger data	Select to enable this ledger group to maintain incremental changes during the Journal Post process.

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Field or Control	*Description*
Post Adjustment Periods to ADB	This option defines whether to post adjustment journal entries to the ADB (average daily balance) ledgers using an adjustment period (as defined for the ledger group) or using a regular accounting period that is derived from the ADB calendar. Options are as follows • Select this check box (default option) to post adjustment balances to the ADB ledgers with the same adjustment periods that are used in the detail ledger posting as defined on the Update Open Periods page (for example, 901, 902, and so on). There is an option on the ADB definition to include the adjustment periods in the calculated ADB balances as of the last or first day of the balance period. See “Journal Adjustments (998, 901, 902...) in ADB” (PeopleSoft General Ledger). • Deselect this check box to post adjustment balances to the ADB ledgers using a regular accounting period as derived from the ADB calendar (for example, 01, 02, and so on). This is typically a daily accounting period.
Unpost Journals' Document Type	Select *Same as the Original Journal* to keep the same document type. (Select a manual document type from the **For Manual Doc Type Journals** field.) Select *Specify a New Document Type* to assign a new document sequencing number. (Select a new document type from the **Unpost Journals' Document Type** field.)
For Manual Doc Type Journals (for manual document type journals)	If you selected *Same as the Original* in the **Unpost Journals' Document Type** field, this field appears. Select a document type to use if you manually assigned the original journal's document type. This new document type must be set up for automatic numbering. If the system automatically assigned the original document type, the same document type that was in your original journal is used here.
Unpost Document Type	If you selected *Specify a New Document Type* in the **Unpost Journals' Document Type** field, this field appears. Select a new document type that is set up for automatic numbering.
Enable Posting by Date Code	Select to enable dual posting of the journal by journal date and by settlement date for the ledger group. When journal date and settlement date are the same, the journal post process posts the transaction to the ledger and the ADB ledger using the journal date. When the journal date and settlement date are different, the journal post process posts two rows in the ledger, differentiated by the Date Code field. The Date Code indicates whether the posting date is derived from the settlement date or the journal date.

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Field or Control	*Description*
View Date Code Map	Click this link to access the Date Code Map page.

When Anchor Journals Unposted

Field or Control	*Description*
InterUnit Journals	System selected to automatically unpost related InterUnit journals when you unpost the anchor journals.
Reversals	System selected to automatically unpost related accrued reversal journals when you unpost the anchor journals.

Related Links

“Posting to the Summary Ledgers Table and the Summary Ledger Staging Table” (PeopleSoft General Ledger)

“Consolidating Across Summary Ledgers” (PeopleSoft General Ledger)

Updating Summary Ledgers Incrementally Through Posting

“Performing Consolidation” (PeopleSoft General Ledger)

“Unposting Journals” (PeopleSoft General Ledger)

Ledgers For A Unit - Approval Options Page

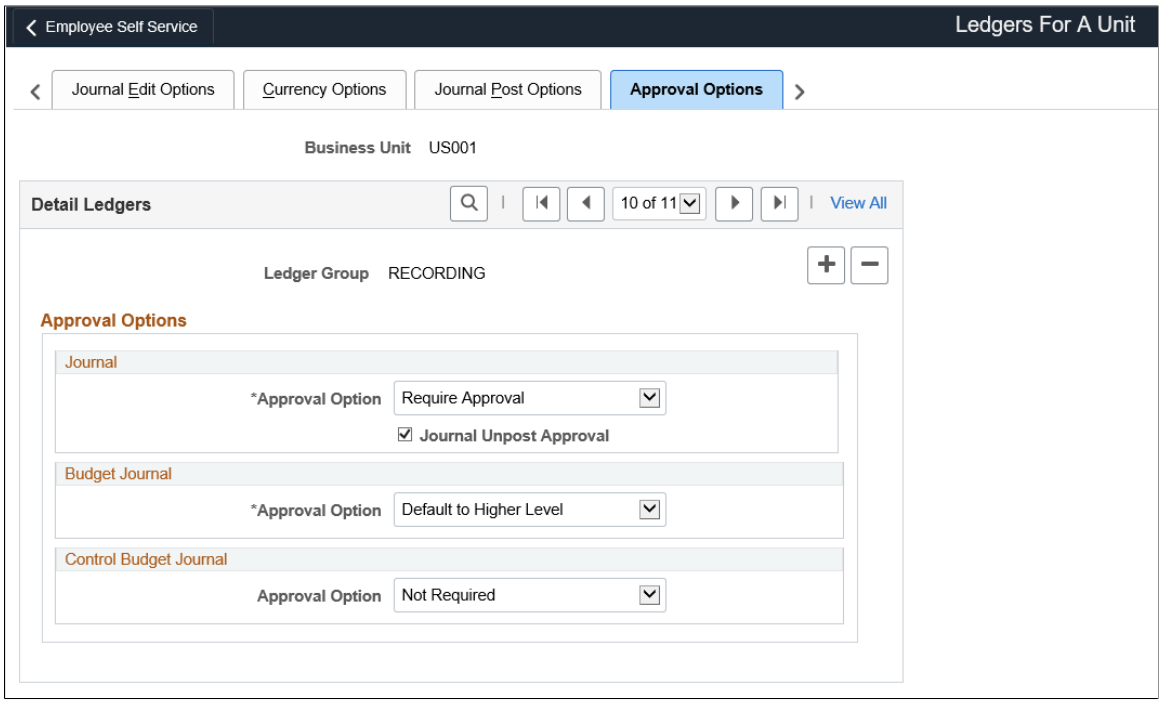
Use the Ledgers For A Unit - Approval Options page (BUSINESS_UNIT_LED4) to specify default journal approval options for the specified ledger.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **General Ledger** > **Ledger For A Unit** > **Approval Options.**

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This example illustrates the fields and controls on the Ledgers For A Unit - Approval Options page. You can find definitions for the fields and controls later on this page.



You have the option to use either the Approval Framework method (recommended) or Virtual Approver method for the journal approval and standard budget journal approval processes. You select the approval methodology for the respective journal approval on the Installation Options - General Ledger Page. The selection choices on the Approval Options page depend on which approval method you selected:

- Approval Framework method (recommended), the Approval Framework provides its own Business Process and Approval Rule Set to communicate with PeopleTools.
- Virtual Approver method, the **Business Process Name** and **Approval Rule Set** fields appear on this page.

See “Understanding Configurable Workflow” (PeopleSoft General Ledger).

See “Understanding the Journal Entry Approval Process” (PeopleSoft General Ledger).

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

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Field or Control	*Description*
Journal - Approval Option and **Budget Journal - Approval Option** (standard budget journals)	Select one of the following values: • *Default to Higher Level:* Uses the approval options that you define on the “General Ledger Definition - Approval Options Page” (PeopleSoft General Ledger). • *Pre-Approved:* Allows journal entry without approval through PeopleSoft Workflow. This allows you to select *Post* in the Process field on the Journal Entry - Lines page. • *Require Approval:* Requires approval through PeopleSoft Workflow.
Journal Unpost Approval	Select check box for approving journal unposting. If Journal approval option is set to *Default to Higher Level* or *Pre-Approved* for posting, then same is applicable for unposting. Also, if approval is not required for posting then same is applicable for unposting. If approval is required for posting then approval can be enabled for unposting by selecting this check box.
Business Process Name	Select a workflow business process with which you approve journal entries. This field appears only when you select the Virtual Approver method from the Installation Options - General Ledger page.
Approval Rule Set	Select a workflow approval rule set of the previously specified business process with which you approve journal entries. This field appears only when you select the Virtual Approver method from the Installation Options - General Ledger page.

Control Budget Journal

Enable the Approval Framework approval workflow process for Commitment Control budget journals at the ledger level, You can also define the approval options at the business unit or source level. Options are:

- *Default to Higher Level:* Select to use the approval option that you define on the business unit General Ledger Definition - Approval Options page.
- *Not Required:* (default) Select if you do not want to enable approval workflow for Commitment Control budget journals at the ledger level.
- *Required:* Select to enable approval workflow for Commitment Control budget journals at the ledger level.

For more information, see Note ID 1369486.1 on Oracle's My Oracle Support (https://support.oracle.com).

Related Links

“Defining General Ledger Business Units” (PeopleSoft General Ledger)

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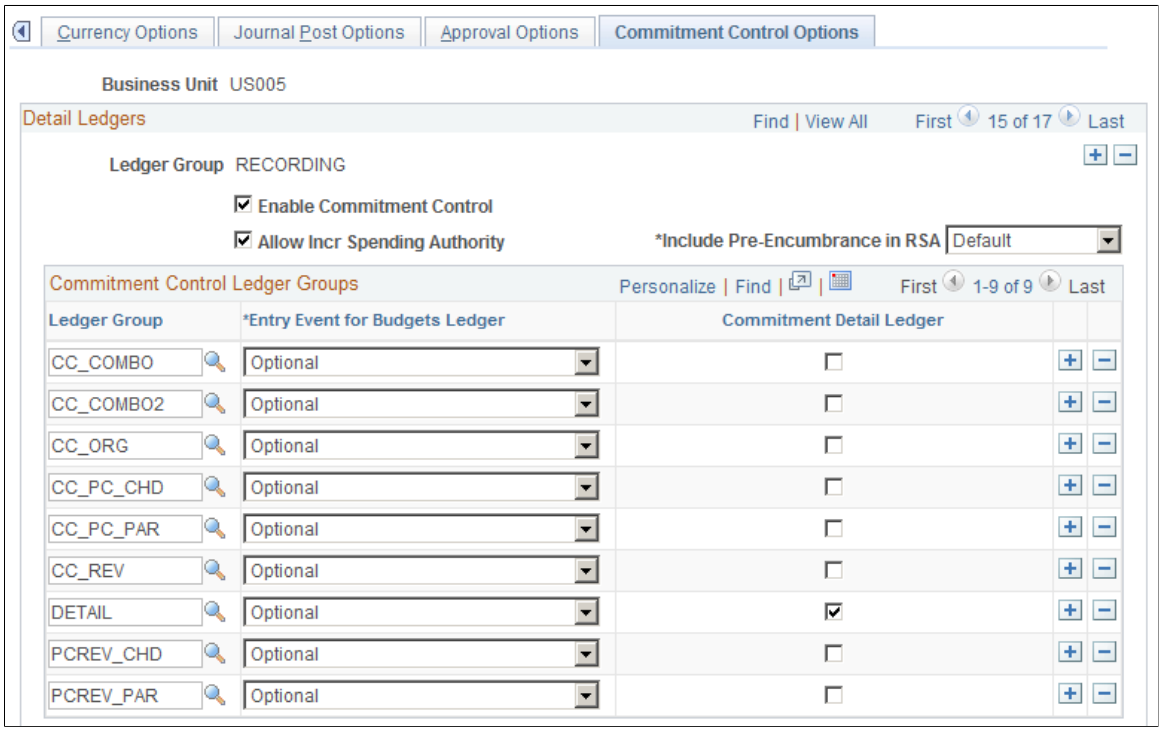
Ledgers For A Unit - Commitment Control Ledger Options Page

Use the Ledgers For A Unit - Commitment Control Options page (BUSINESS_UNIT_LED5) to specify the default ledger options for the specified Commitment Control ledger.

Navigation:

Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Ledger For A Unit > Commitment Control Options

This example illustrates the fields and controls on the Ledgers For A Unit - Commitment Control Options page. You can find definitions for the fields and controls later on this page.



Use this page to enable Commitment Control for the ledger group and associate commitment control ledger groups with the ledger group. This page is described in the PeopleSoft Commitment Control documentation.

Related Links

“Setting Up Commitment Control for a Business Unit and GL Ledger Group” (PeopleSoft Commitment Control)

Setting Up and Using Multibook Ledgers

To set up multibook ledgers, use the following components:

- Installation Options (INSTALLATION)
- Ledger Template (LEDGER_TEMPLATE)

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- Detail Ledger (DETAIL_LEDGER)
- Detail Ledger Group (DETAIL_LEDGER_GROU)

Pages Used to Set Up and Use Multibook Ledgers

Page Name	*Definition Name*	*Usage*
Overall Page	INSTALLATION_FS1	Select the Create Multibook Accounting Entries in Subsystems option.
Templates - Record Definitions Page	LEDGER_TEMPLATE1	You can create or modify the record names for a ledger template; however, do this only if you are adding a new template or modifying the default records of the templates delivered with the system.
Templates - Field Definitions Page	LEDGER_TEMPLATE2	You can create or modify the field names for a ledger template; however, do this only if you are modifying the default fields or if you are adding the fields to store debit amounts separate from credit amounts (separate debit and credit configuration).
Detail Ledger Page	LEDGER_DETAIL1	Define a detail ledger ID and name, and link the detail ledger to a ledger template.
Ledger Groups - Definition Page	LEDGER_GROUP	Define a ledger group, link it to a ledger template, assign ledger details to the group, and identify the unique attributes of each ledger within the group.
Ledger Groups - ChartField Page	LEDGER_GROUP2	Define default ChartFields for this ledger group. The system generates a set of default values, which you can modify.
Ledger Groups - Balancing Page	LEDGER_GROUP3	Specify the ChartField balancing options for the journals generated to the detail ledger.
Create/Update Journal Entries - Header Page	JOURNAL_ENTRY1	Select the multibook transaction ledger group.
Create/Update Journal Entries - Lines Page	JOURNAL_ENTRY2_IE	Enter transaction amounts and currency codes for one or more ledgers included in the multibook ledger group.

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Prerequisite

Before you set up and process multibook ledgers, set up base currencies.

Overall Page

Use the Overall (INSTALLATION_FS1) page to select the create Multibook Accounting Entries in Subsystems option.

Navigation:

Setting Up Financials/Supply Chain > **Install** > **Installation Options**. Click the **Overall** link

To set up your system for multibook processing:

1. Select the **Multibook Accounting Entries in Subsystems** check box only if you want other PeopleSoft applications to create in-sync accounting entries.
2. Review ledger templates and define detail ledgers.
3. Link multiple detail ledgers to a ledger group using the Ledger Group - Definition page.

Related Links

Defining a Ledger Template
Defining a Detail Ledger
Linking Ledgers to a Ledger Group

Create/Update Journal Entries - Header Page

Use the Create/Update Journal Entries - Header page (JOURNAL_ENTRY1) to select the ledger group that you set up for multibook transactions, or select the ledger group and a specific ledger within that group.

Navigation:

General LedgerJournalsJournal EntryCreate/Update Journal EntriesHeader

When you select **Keep Ledgers in Sync** on the Ledger Group - Definition page, the system automatically selects the AutoGenerate Lines option.

When you enter a transaction for the entire group, the system converts the transaction amount to the base currency of each ledger in the group and posts it to each ledger within the group. The conversion rate is determined at the transaction level. If the transaction is for one specific ledger in the group, the system posts the transaction only to that ledger.

Create/Update Journal Entries - Lines Page

Use the Create/Update Journal Entries - Lines page to enter transaction amounts and currency codes for one or more ledgers included in the multibook ledger group.

Navigation:

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General Ledger > **Journals** > **Journal Entry** > **Create/Update Journal Entries** > **Lines.**

The **Ledger** field in the journal line record is an addition to the existing key fields: **Business Unit, Journal ID, Journal Date,** and **Unpost Sequence.** Based on the ledger group that you enter, the system determines how many secondary ledgers are in the ledger group; it creates one journal line for each ledger. The ChartField values and transaction amounts are the same on each of these lines, with the exception of the translation ledger. The translation ledger has different amounts that populate the **Monetary (Base Currency) Amount, Currency Code, Exchange Rate Type,** and **Exchange Rate** fields; the base currency in the ledger determines these values.

After you enter all of the transaction lines, select the Journal Edit process, which automatically generates journal lines as supporting transaction details for each ledger.

Example 1: Multibook Transaction

Assume that you have a Local ledger with NOK as the base currency and a Reports ledger with EUR as the base currency. Both are part of the ledger group Actuals. You enter the transaction in CHF with a CHF 100 debit to rent expense (account 1000) and a CHF 100 credit to accounts payable (account 2000). You enter the local lines, and the system automatically generates the reports lines. The four journal lines appear as follows:

Jrnl Ln	*Ledger Group*	*Ledger*	*Acct*	*Frgn Amt*	*Frgn CC*	*Mntry Amt*	*CC*	*Rate Type*	*Excg Rate*
1	ACTUALS	LOCAL	1000	100	CHF	50	NOK	CURR	0.5
1	ACTUALS	REPORTS	1000	100	CHF	25	EUR	CURR	0.25
2	ACTUALS	LOCAL	2000	<100>	CHF	<50>	NOK	CURR	0.5
2	ACTUALS	REPORTS	2000	<100>	CHF	<25>	EUR	CURR	0.25

Example 2: Translation Ledger

In this example, Reports is defined as a translation ledger. Both Local and Reports are part of the ledger group Actuals. The transaction was entered in CHF with the same amount as above. The four journal lines appear as follows:

Jrnl Ln	*Ledger Group*	*Ledger*	*Acct*	*Frgn Amt*	*Frgn CC*	*Mntry Amt*	*CC*	*Rate Type*	*Exchg Rate*
1	ACTUALS	LOCAL	1000	100	CHF	50	NOK	CURR	0.5
1	ACTUALS	REPORTS	1000	50	NOK	25	EUR	CURR	0.5
2	ACTUALS	LOCAL	2000	<100>	CHF	<50>	NOK	CURR	0.5

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Jrnl Ln	Ledger Group	Ledger	Acct	Frgn Amt	Frgn CC	Mntry Amt	CC	Rate Type	Exchg Rate
2	ACTUALS	REPORTS	2000	<50>	NOK	<25>	EUR	CURR	0.5

When you enter the Local lines, the system automatically generates the Report lines. For a translation ledger, the foreign amount and transaction currency of Reports are the monetary (base currency) amount and currency code of the primary ledger, Local.

The header record for the journal lines contains summary information including ledger, total debits, total credits, edit status, and posted status. The amounts carried on the header are in the denomination of the base currency for the business unit.

Related Links

"Creating Journal Entries" (PeopleSoft General Ledger)
Linking Ledgers to a Ledger Group
"Understanding Journal Processing" (PeopleSoft General Ledger)
"Multibook" (PeopleSoft Global Options and Reports)

Combining Accounts Using Summary Ledgers

To combine accounts using summary ledgers, use the Summary Ledger component (SUMMARY_LEDGER) and the Ledger Set for Summary Ledgers component (LEDGER_SET_SLED).

Pages Used to Combine Accounts Using Summary Ledgers

Page Name	Definition Name	Usage
Summary Ledger Page	LEDGER_SUMMARY1	After you define a summary ledger table that stores the summary balances, use this page to specify the ledger template that defines the records and fields for the summary ledger and specify the ChartFields to summarize.
Ledger Set Page	LEDGER_SET	Sets up the business unit and ledgers to use to build the summary ledger.
Build Summary Ledger Request Page	SUMMARY_REQUEST	Either creates a new summary ledger or performs the incremental update process.
Review Incremental Process Status Page	SLED_STAT_INQ	View the status of an incremental process.

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Understanding Combining Accounts Using Summary Ledgers

General Ledger has default summary ledgers in which you can store balances without additional modification. However, you can create additional summary ledgers and modify existing ledgers.

Using the Summary Ledger component (SUMMARY_LEDGER) and the Ledger Set for Summary Ledgers component (LEDGER_SET_SLED), you can:

- Create a summary ledger table.
- Define a summary ledger.
- Set up ledger sets.
- Generate or update a summary ledger.
- Update summary ledgers incrementally through posting.
- View a summary ledger status table.

Prerequisites

Before you set up a summary ledger record and create a summary ledger table:

1. Decide how to summarize your data either directly from the detail ledger or from data that is rolled up in trees.

   Note: When you summarize data directly from the detail ledger, the field lengths for the summary ledger ChartFields must be the same as the detail ledger ChartFields that you summarize.

2. If you obtain summary ledger data from roll up trees, set up a tree for each ChartField that you want to summarize.

   For example, to create a table for a summary ledger that summarizes accounts by departments, set up one tree that rolls up the departments that you want to summarize and one tree that rolls up accounts. Also, when you summarize data using trees, the field lengths for summary ledger ChartFields must be exactly 20 characters long to accommodate the maximum length of a tree node name.

3. Determine which summary ledger record definitions are required fields.

Required Fields	***Possible ChartFields to Summarize***	***Field Type***
BUSINESS_UNIT		CHARACTER
LEDGER		CHARACTER
At least one ChartField to summarize. See next column.	ACCOUNT	CHARACTER
	OPERATING_UNIT	CHARACTER

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Required Fields	*Possible ChartFields to Summarize*	*Field Type*
	DEPTID	CHARACTER
	PRODUCT	CHARACTER
	PROJECT_ID	CHARACTER
	STATISTICS_CODE	CHARACTER
FISCAL_YEAR		NUMBER
ACCOUNTING_PERIOD		NUMBER
POSTED_TOTAL_AMT		SIGNED NUMBER
DTTMSTAMP_SEC		DATETIME
PROCESS_INTSTANCE		NUMBER

Note: When you set up your summary ledger record definition, position all ChartFields to be summarized between the **LEDGER** and **FISCAL_YEAR** fields to ensure that the system populates the summary ledger table correctly. This order is applicable only to the PeopleSoft Application Designer, not the physical storage of the table.

4. Define all of the ChartFields to summarize.

   Use unique naming conventions that differentiate them from detail ledger ChartFields, so that you can modify field specifications (such as field length) to accommodate the summary ledger without affecting tables that already use the detail ledger ChartField. This also creates a unique set of summary ledger fields that you can reuse in other summary ledger record definitions.

   For example, *ACCOUNT* might be *ACCOUNT_SUM.*

   Note: Any modifications that you make to a detail ledger field's type, length, format, and description affects *every* table that uses the field.

5. Define all of the required fields, including new ones that you want to add to the table.
6. Determine whether you want to summarize balances in currencies other than the base currency.

   To summarize, include the *CURRENCY_CD* field in your summary ledger record definition.

7. Determine whether you want to summarize data based on the statistics code ChartField.

   To summarize, include the *STATISTICS_CD* field in your summary ledger record definition.

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Note: If you do not include the *STATISTICS_CD* field in your summary ledger record definition, by default the system summarizes only detail ledger rows where the *STATISTICS_CD* field contains blank values and does not generate summarized balances for the ChartField.

8. Determine whether you want to use drill-down during PS/nVision reporting.

   To use drill-down, include the account ChartField in your summary ledger record definition. Although this ChartField is not required, summarize this ChartField to enable drill-down during PS/nVision reporting.

9. Determine whether you want to track the date and time of each summary ledger update.

   To track, include the *DTTM_STAMP_SEC* field.

Related Links

Using Trees to Summarize ChartFields

Creating a Summary Ledger Table

To create or modify summary ledgers, create a summary ledger table in which to store summary ledger data.

To create a summary ledger table:

1. Create a new record for the summary ledger record definition.
2. Add summary ledger fields to the record.

   In the new record, add the required ChartFields and amount fields to the record definition, and to the ChartFields that you want to summarize. Ensure that you add the fields in the correct order.

3. Position the ChartFields that you want to summarize between the **LEDGER** and **FISCAL_YEAR** fields, and rename them.

   For example, if you are creating a summary ledger table that summarizes accounts by operating unit and department, add these fields:

   - **BUSINESS_UNIT**
   - **LEDGER**
   - **ACCOUNT** (a ChartField to be summarized that you should name *ACCOUNT_SUM*)
   - **OPERATING_UNIT** (a ChartField to be summarized that you should name *OPERATING_UNIT_SUM)*
   - **DEPTID** (a ChartField to be summarized that you should name *DEPTID_SUM)*
   - **FISCAL_YEAR**
   - **ACCOUNTING_PERIOD**
   - **POSTED_TOTAL_AMT**

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- **POSTED_BASE_AMT** (for multicurrency purposes)
- **POSTED_TRAN_AMT** (for multicurrency purposes)
- **BASE_CURRENCY** (for multicurrency purposes)

Note: If you are using multicurrency in General Ledger, include all ledger amount fields **(POSTED_TOTAL_AMT, POSTED_BASE_AMT,** and **POSTED_TRAN_AMT)** for reporting in the summary ledgers. The summary ledger process definition and request reads the summary ledger table, and it summarizes amount fields that you include.

---

4. Insert existing fields (such as **BUSINESS_UNIT** and **LEDGER)** into the record definition.

   In the new file, select each field required for your summary ledger. PeopleSoft Application Designer adds the field with the correct parameters to your record definition.

5. Add the required fields exactly as they appear in the detail ledger.

   Do not rename or change the required field parameters.

6. Define new fields, and add them to the record definition.

7. Define the field in PeopleSoft Application Designer, add the new field to the record definition for the ChartFields that you want to summarize, and enter properties for the field.

8. Save the record definition frequently.

9. Specify which fields in your summary ledger record definition are key fields that uniquely identify rows of data.

   Designate **BUSINESS_UNIT, LEDGER, FISCAL_YEAR, ACCOUNTING_PERIOD, CURRENCY_CD,** and all of the ChartFields as key fields by selecting the **Key** check box. All key fields should be at the top of the record as defined in PeopleSoft Application Designer. Designate all ChartFields as *Summarized.*

10. Save the summary ledger record definition.

11. Create the table using PeopleSoft Application Designer's Build feature.

See the product documentation for *PeopleTools: Application Designer Developer's Guide*.

Summary Ledger Page

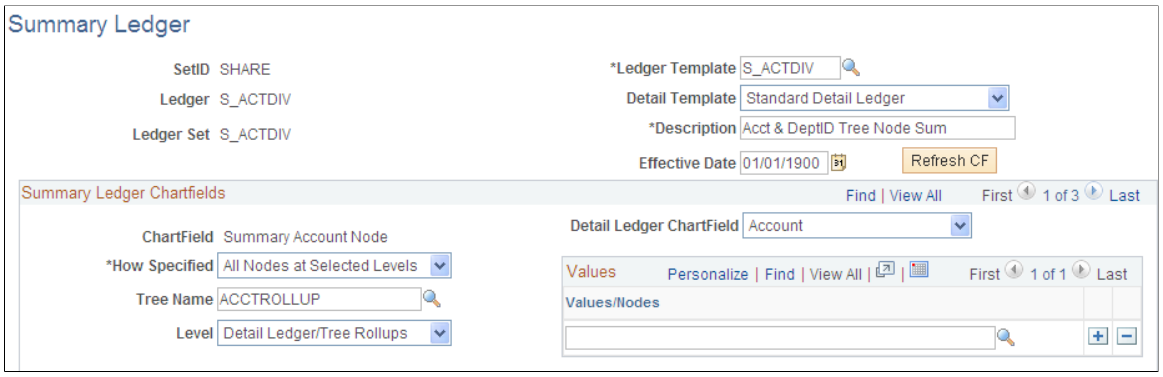
Use the Summary Ledger page (LEDGER_SUMMARY1) to specify the ledger template that defines the records and fields for the summary ledger and specify the ChartFields to summarize (after defining a summary ledger table that stores the summary balances).

Navigation:

General Ledger > **Summary Ledgers** > **Define Summary Ledger** > **Summary Ledger**

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This example illustrates the fields and controls on the Summary Ledger page. You can find definitions for the fields and controls later on this page.



Note: Summary ledgers support summarization of ADB (average daily balance) target ledgers. However, summarizing daily ledgers is not supported.

Note: You can define Summary Ledgers across Commitment Control Ledgers using the associated detail template. Incremental updates though are not supported for Summary Ledgers.

Field or Control	***Description***
Ledger Template	Select the summary ledger template.
Detail Template	Select the template that contains the detail ledgers that you are summarizing.
Refresh CF	Click this button to reset the summary ledger ChartFields.
Detail Ledger ChartField	Identify the detail ledger ChartField that you want to summarize. **Note:** Be sure to define Currency Code as one of the fields to summarize as well as Statistics Code if you want to summarize statistics.

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Field or Control	*Description*
How Specified	Select from the following values: *All Detail Values:* Retain detail ChartField values in that ChartField. *All Nodes at a Level:* Summarizes every node at a selected tree level. *Children at a Level:* Includes all tree nodes at a given tree level that are children of the specified tree nodes. In this case, you select the parent node names in the **Values** scroll area. *Detail - Selected Parents:* and *Selected Tree Nodes:* Enter the tree to use (in **Tree Name.)** You can then select tree nodes (in **Values/Nodes**) that contain the detail values that you want to include in the summary ledger on the tree. The ledger includes all detail values summarized by that node. If you select a tree that uses levels, the system displays an optional **Level** edit box, enabling you to limit prompting in this field to selected levels. *Selected Detail Values:* Select certain detail values (such as USA and Canada Sales departments, or all P&L accounts) in the **Values/Nodes** field.

Note: The field length for the summary ledger ChartFields is a critical factor in defining a summary ledger. It is dependent on whether you specify the summary ledger ChartFields by using detail values or tree nodes.

Related Links

Journal Entry Template - ChartField Page
Using Trees to Summarize ChartFields

Ledger Set Page

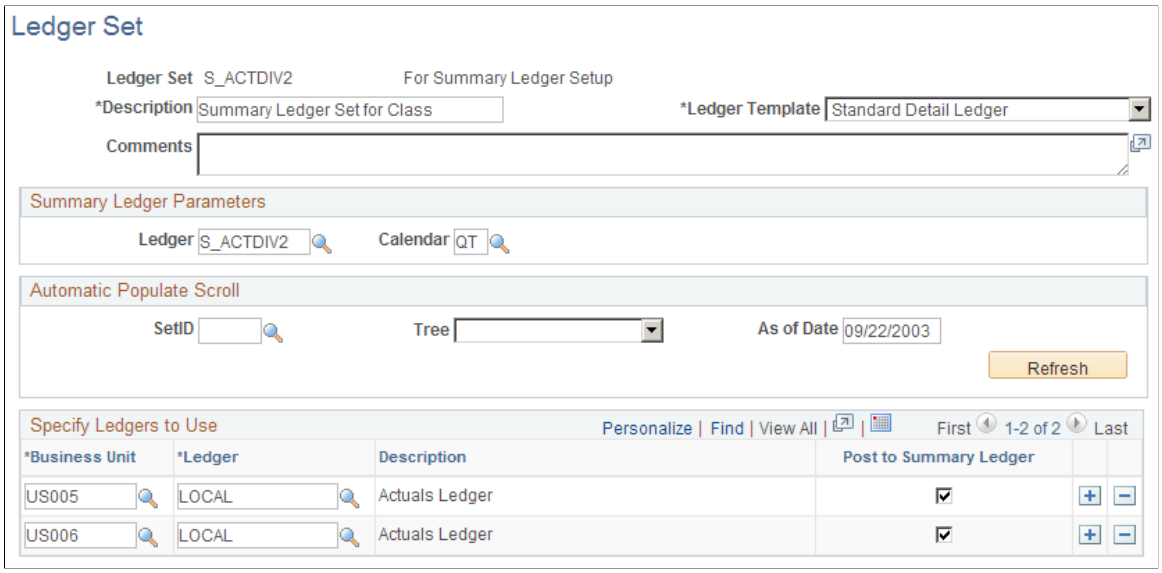
Use the Ledger Set page (LEDGER_SET) to set up the business unit and ledgers for building the summary ledger.

Navigation:

General Ledger > **Summary Ledgers** > **Associate Summary Ledger to BU**

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This example illustrates the fields and controls on the Ledger Set for Summary Ledgers - Ledger Set page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Ledger Template	Select the Detail Ledger template that you identified on the Define Summary Ledger - Definition page with the summary ledger entered in **Summary Ledger Parameters.** You need only one ledger set for each defined summary ledger.
Summary Ledger Parameters	Select a summary ledger for this ledger set, and select the calendar to associate with this summary ledger. The selected calendar applies to all business units that share this summary ledger definition.

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Field or Control	*Description*
Automatic Populate Scroll	Select a tree value, enter an as-of (effective) date, and click **Refresh.** The system populates the Specify Ledgers to Use scroll area with the selected tree's business units that are valid as of the effective date and with their associated detail ledgers. You can modify the business unit or detail ledger on each row, and you can delete or add a row. Select the **Post to Summary Ledger** check box to update the incremental summary ledger update during the Journal Post process. If you do not select this check box, run the summary ledger incremental process only from the Build Summary Ledger - Request page. **Note:** Make sure that you select **Enable Incremental Sum Ledgers** on the Ledgers For A Unit - Journal Post Options page for the specific business unit and detail ledger. If you enter an as-of date and click **Refresh** but *do not* select a tree value, the **Specify Ledgers to Use** scroll area displays only one row with one business unit; no detail ledger is selected. In this case, you can: • Select a detail ledger to associate with the business unit. • Select a different business unit and ledger. • Add or delete data rows. • Select or leave blank the **Post to Summary Ledgers** check box. The same rules apply as stated for the summary ledger set. Click **Save** to associate the selected business units and detail ledgers with this summary ledger set.

Related Links

Using Trees to Summarize ChartFields

Build Summary Ledger Request Page

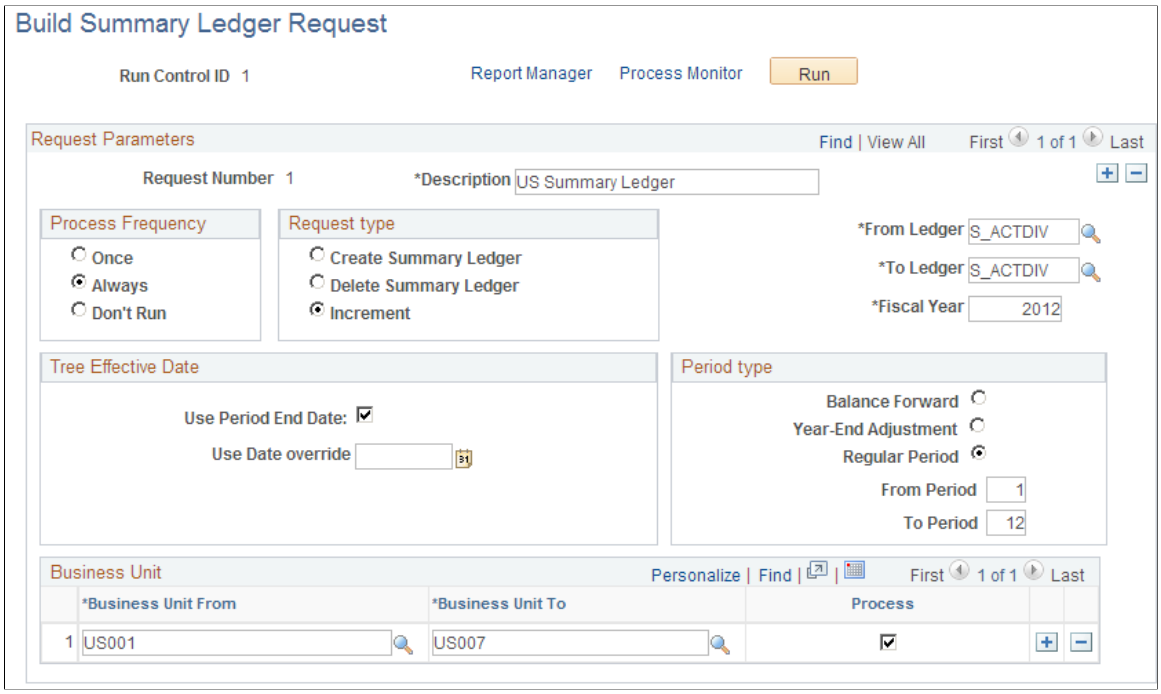
Use the Build Summary Ledger Request page (SUMMARY_REQUEST) to either creates a new summary ledger or performs the incremental update process.

Navigation:

General Ledger > **Summary Ledgers** > **Build Summary Ledger** > **Build Summary Ledger Request**

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This example illustrates the fields and controls on the Build Summary Ledger Request page. You can find definitions for the fields and controls later on this page.



General Ledger uses the information that you entered on the Define Summary Ledger - Definition page and on the Ledger Set for Summary Ledgers - Ledger Set page to update summary ledger balances. After you define all of your requests, run the background process each time that you want to generate or update a summary ledger. Each time the system processes a summary request, it erases the results of any earlier summary request of the same period.

The Build Summary Ledger Request page enables you to specify one or more business units for summary ledger processing. This facilitates processing and improves performance, whether you process your business units by group or by individual business unit.

Field or Control	***Description***
Fiscal Year	The year that the detail calendar uses to determine the summarized accounting periods.

Request Type

These options determine what you want the background process to do with the summary ledger.

Field or Control	***Description***
Create	Select to first delete any existing summary ledger and then create a new summary ledger.
Delete	Select to delete an existing summary ledger.

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Field or Control	*Description*
Increment	Select to update the summary ledgers incrementally with changes made since the summary ledger was last created or updated. The process checks the status table for an appropriate entry in which to apply the increment. If an entry is found, the process performs the increment action and updates the status row. If no row is found, the Create process runs and inserts a status row. **Note:** To use the **Increment** option, select **Enable Incremental Sum Ledgers** option on the Ledgers For A Unit - Journal Post Options page for the detail ledger group.

Tree Effective Date

These fields determine the use of the effective date.

Field or Control	*Description*
Use Period End Date	Select to have the system use the version of the tree that is effective as of the end date of each period summarized.
Use Date override	Select any past or future date. You typically run summary ledgers for a single period as part of your monthly closing, but you can also use this field to select a range of periods. The periods are determined by the summary or detail calendar associated with this ledger. If you select a range of ledgers and not all of the ledgers contain the requested periods, only the valid combinations run. On the message log, the system identifies the successful completion or an error for each combination that you select. For example, suppose that you select a range of ledgers where the first two use a monthly calendar and the third is based on a quarterly calendar. If you select period 6, the first two summary ledgers run successfully, and the system indicates that an error occurred while processing the third ledger because there is no period 6 in a quarterly calendar. Refer to the Ledgers For A Unit page or to the summary ledger set to verify which calendar the system uses for each summary ledger.

Business Unit

Identify the business units or range of business units for which to process the summary ledger.

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Field or Control	*Description*
Business Unit From and Business Unit To	Select a business unit or range of business units for summary ledger processing for a given request.
Process	Select the business units or groups of business units for summary ledger processing. Those business units or range of business units that are not selected will not be processed.

Period Type

You identify the period and whether its period is a balance forward period or a year end adjustment period.

Field or Control	*Description*
Balance Forward	Select after each annual close to prepare for the new year's processing. General Ledger uses Period 0 to store balance-forward amounts. Summarize the beginning balances loaded during the implementation process so that they are available for summary reporting.
Year-End Adjustment	Select to summarize any adjustments that you entered. You typically summarize the year end adjustments before you run an annual close. If you select this option, you can specify the adjustment periods to include. Adjustment periods are not combined.

Related Links

Adjustments and Other Special Periods

Updating Summary Ledgers Incrementally Through Posting

General Ledger provides the option to update summary ledgers incrementally. This reduces system processing time.

To update summary ledgers incrementally through posting:

1. On the Ledgers For A Unit - Journal Post Options page, select Enable Incremental Sum Ledgers for each business unit and detail ledger combination for which you want defined summary ledgers to be updated incrementally.
2. On the Ledger Set for Summary Ledgers - Ledger Set page for the appropriate ledger set, select Post to Summary Ledger for any combinations that you want to run through the posting process.

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Note: This option only allows summary ledger incremental updates. Whether the incremental updates actually occur depends on what you select for the Skip Summary Ledger Update option (see step 3).

3. Verify that the Skip Summary Ledger Update option on the User Preferences - General Ledger page is *not* selected.

   If you run posting through the Journal Post Request page, be sure that this option on that page is not selected.

   Note: Select the Skip Summary Ledger Update option on the User Preferences - General Ledger page when you run the Journal Post process and you do *not* want to incrementally update summary ledgers at the same time. You can always update the summary ledger incrementally later through posting or from the Build Summary Ledger - Request page.

   You can run posting through a remote call (clicking the Go button on the Create/Update Journal Entries - Lines page), as part of the Journal Edit process, or directly from other background processes that create and post journals (such as the Journal Generator process or the Currency Translation process). Do not select the Skip Summary Ledger Update option on the User Preferences – General Ledger page.

4. Run the posting process.

   Posting calls the summary ledger process for each business unit and ledger group requested. This process adds all defined summary ledgers that meet the following criteria:

   - The Post to Summary Ledger option on the Ledger Set for Summary Ledgers - Ledger Set page is selected.
   - There is a row in the status table, as determined by the BUSINESS_UNIT, LEDGER, FISCAL_YEAR, and ACCOUNTING_PERIOD fields.

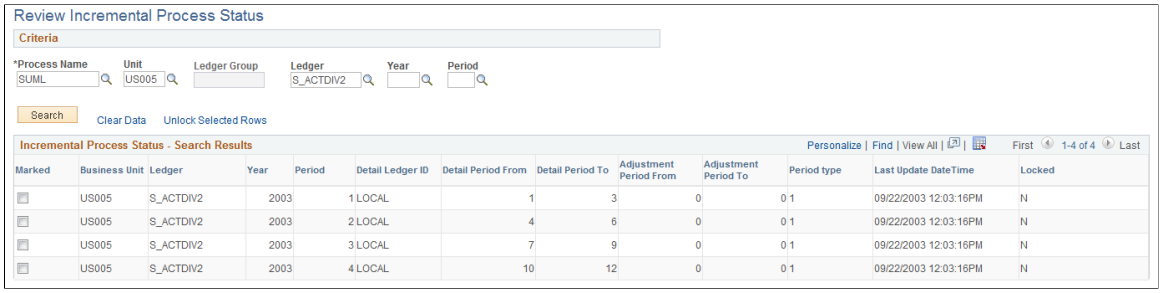
Review Incremental Process Status Page

Use the Review Incremental Process Status page (SLED_STAT_INQ) to view the status of an incremental process.

Navigation:

General Ledger > **Monitor Background Process** > **Review Incremental Led Status**

This example illustrates the fields and controls on the Review Incremental Process Status page.



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Use this page to view incremental ledger status and search results for the criteria you select.

Field or Control	*Description*
Process Name	Select an incremental process to review. Options are: GLCLOSE (Closing), MCURR (Multi-Currency), and SUML (Summary Ledger)
Clear Data	Click this link to clear and archive incremental record data for the selected rows.
Unlock Selected Rows	Click this link to unlock selected rows.
Marked	Select this check box to indicate which rows you want to clear or unlock.
Locked	Displays *Y* or *N* to indicate whether the record is locked and being used by an incremental process.

Using TimeSpans

To define TimeSpans, use the TimeSpans component (TIME_SPAN).

Page Used to Set Up TimeSpans

Page Name	*Definition Name*	*Usage*
TimeSpans Page	TIME_SPAN	Define TimeSpans for ledger reports or inquiries.

TimeSpans Page

Use the TimeSpans page (TIME_SPAN) to define TimeSpans for ledger reports or inquiries.

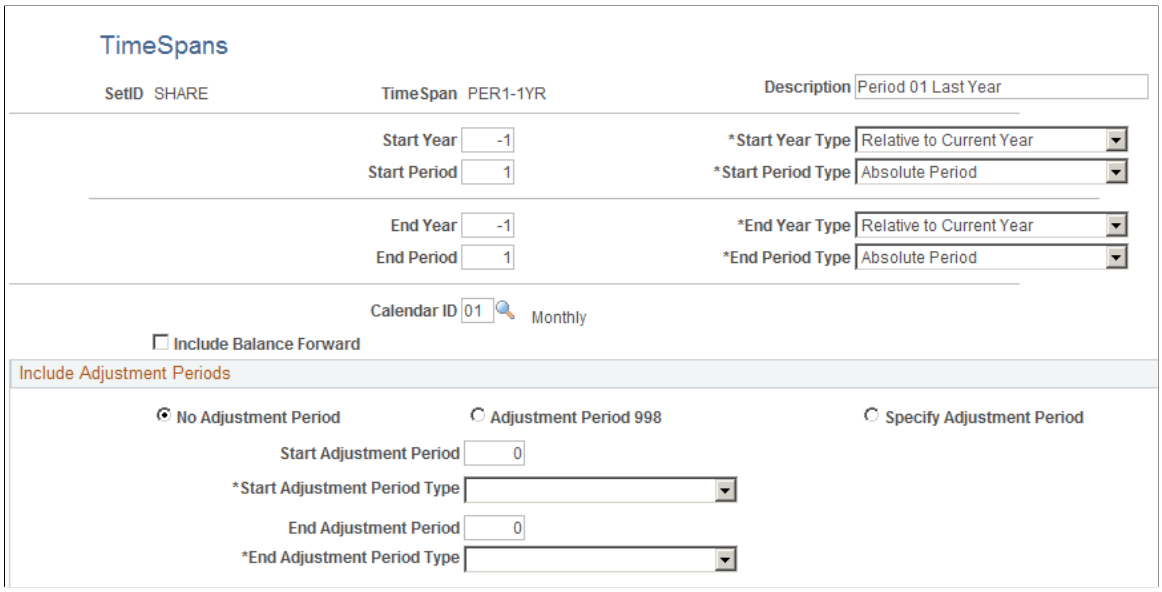
When you select and retrieve ledger balances for use in allocations, inquiries, and PS/nVision reporting, TimeSpans control the number of periods for which data is extracted and summarized from the ledger table.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Calendars/ Schedules** > **TimeSpans** > **TimeSpans**

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This example illustrates the fields and controls on the TimeSpans page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Start Year and **End Year**	Specify years based on the value that you select in the adjacent **Type** field.
Type	Select from the following values: *Absolute Year:* Enter any year defined in the calendar that you select for **Calendar ID.** *Relative to Current Year:* Enter *0* to select the current year, *–1* to indicate the previous year, *1* to indicate the next year, and so forth.

Field or Control	*Description*
Start Period and **End Period**	Specify the period based on the value that you select in the adjacent **Type** field.
Type	Select from the following values: *Absolute Period:* Enter any period defined in the calendar that you select for **Calendar ID.** *Relative to Current Period:* Enter *0* to select the current period, *−1* to indicate the previous period, *1* to indicate the next period, and so forth.

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Field or Control	*Description*
Include Balance Forward	Select to include beginning balance amounts when using this TimeSpan. Because TimeSpans represent contiguous periods, if you include balance-forward amounts, you must also select period *1* and *Absolute Year* (the first period of the year) as the start period.
No Adjustment Period	Select to exclude adjustment amounts from this TimeSpan.
Adjustment Period 998	Select to include adjustment amounts if you have only one adjustment period, the default period 998, defined for the selected calendar.
Specify Adjustment Period	Select to include adjustment amounts if you have created multiple adjustment periods for the calendar selected in Calendar ID.

Field or Control	*Description*
Start Adjustment Period and **End Adjustment Period**	Specify the start and end adjustment periods for the TimeSpan. The values that you enter here depend on which values that you select in the adjacent **Type** fields: *Relative to Current Period* or *Absolute Period.* To include specific adjustment periods such as the first quarter, enter *901* and *903* in these fields, and *Absolute* in the **Type** fields.

Related Links

Understanding Accounting Calendars Based on Open and Close Periods

Importing and Exporting Ledgers

To import a flat file from another product or external system that contains rows of ledger data, use the Flat File Ledger Import component (LOAD_LED_PNL).

To export flat file ledgers, use the Export Ledger Data component (RUN_GLS7500) and Ledger File Formats component (LED_FILE_FORMATS).

Pages Used to Import and Export Flat File Ledgers

Page Name	*Definition Name*	*Usage*
Flat File Ledger Import Request Page	LOAD_LED_PNL	Import a flat file ledger.

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Page Name	*Definition Name*	*Usage*
Ledger Flat File Formats Page	LEDGER_FILE_TBL	Add flat file export formats to be used by the Ledger File Creation process (GLS7500).
Export Ledger Data Request Page	RUN_GLS7500	Export a ledger file to another system.

Understanding Importing and Exporting Ledgers

You can import a flat file from another product or external system that contains rows of ledger data using the Flat File Ledger Import component (LOAD_LED_PNL). This functionality is often used to combine distributed ledger data from different General Ledger systems to perform consolidation, summarization and corporate reporting.

You can also select or add a flat file format and export flat file ledgers to third-party reporting software systems. To export flat file ledgers, use the Export Ledger Data component (RUN_GLS7500) and Ledger File Formats component (LED_FILE_FORMATS). This functionality is often used in those countries requiring delivery of ledger data in a particular format for use in producing statutory reports in a required format.

Use these components to:

- Import ledger data from a flat file.
- Add flat file ledger export formats.
- Export ledger data to a flat file.

In addition to flat file import and export, you can also exchange ledger data between distributed General Ledger systems using the Ledger Publish Enterprise Integration Point and Ledger Load processing. This functionality is designed to work together with Consolidation. Please see Consolidation documentation for details of this process, and "Integrating and Transferring among Applications" documentation for integration details.

Flat File Ledger Import Request Page

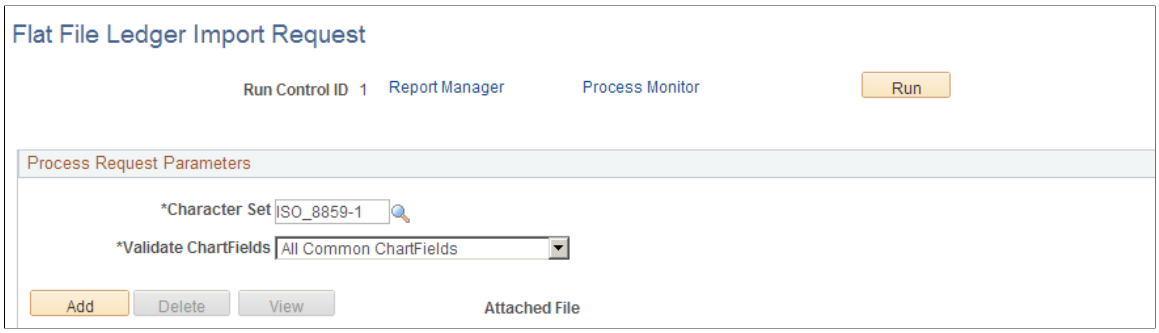
Use the Flat File Ledger Import Request page (LOAD_LED_PNL) to import a flat file ledger.

Navigation:

General Ledger > **Ledgers** > **Import Ledger from Flat File** > **Flat File Ledger Import Request**

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This example illustrates the fields and controls on the Flat File Ledger Import Request page. You can find definitions for the fields and controls later on this page.



The PeopleSoft Application Engine process (GL_LED_IMP) imports detail ledger data from a flat file directly into a standard detail ledger or a standard budget ledger. This process imports data only into ledgers with **Allow Ledger Load Updates** option selected on the Ledgers for a Unit - Definition page.

Warning! The PeopleSoft Application Engine Flat File Ledger Import process performs minimal validation on the imported data. It does not check against combination editing or Commitment Control budgets during import.

To import data from a flat file ledger:

1. Click **Add** to upload and attach the ledger file.
2. Click **View** to review the file's contents online (or you can download the file to your computer).
3. Click **Delete** to remove the ledger file attached to this run control.
4. Select a **Character Set** for the flat file being imported. For example, you might specify ISO_8859-6 for Arabic or JIS_X_0208 for Japanese Kanji if the file was prepared in that character set.
5. Select the desired **Validate ChartFields** option for your import processing.

   You can choose to validate none of the ChartFields or you can choose to validate All Common ChartFields.
6. Click **Run** to import the flat file using the PeopleSoft Application Engine process.
7. Click **Process Monitor** to access the Process List page, where you can view the status and progress of the PeopleSoft Application Engine process.
8. Click **Report Manager** to access the Administration page, where you can view the process report online, check the status of the process, and see content details of the report and the distribution list.

File Format for the Flat File Ledger Import Process

The File Layout object (GL_LED_IMPORT) determines the file format.

The following table shows the file format for the Flat File Ledger Import process. The layout varies depending on the first column with the following meaning:

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Field or Control	*Description*
#	Comments.
S	Standard detail ledger. Data is imported into PS_LEDGER.
B	Standard budget ledger. Data is imported into PS_LEDGER_BUDG.

Note: The File Layout GL_LED_GL is predefined as shown below. If you prefer the CSV format, you may customize it by changing the file format from FIXED to CSV using Application Designer. This change of format without modifying the fields will not affect the ledger import process.

Column	*Length*	*Description*
Column	Length	Description
1	1	#
2	100	Comments
Standard Detail Ledger		
Column	Length	Description
1	1	S
2	5	Business Unit
7	10	Ledger
17	10	Account
27	10	Alternate Account
37	10	Department
47	8	Operating Unit
55	6	Product

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Column	*Length*	*Description*
61	5	Fund Code
66	5	Class Field
71	5	Program Code
76	8	Budget Reference
84	5	Affiliate
89	10	Fund Affiliate
99	10	Operating Unit Affiliate
109	10	ChartField 1
119	10	ChartField 2
129	10	ChartField 3
139	15	Project ID
154	4	Book Code
158	4	Adjustment Type
162	3	Transaction Currency Code
165	3	Statistics Code
168	4	Fiscal Year
172	3	Accounting Period
175	28	Posted Total Amount
203	28	Posted Base Currency Amount

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Column	*Length*	*Description*
231	28	Posted Transaction Amount
259	28	Posted Total Debit Amount This field is only used in a separate Debit/Credit ledger
287	28	Posted Total Credit Amount This field is only used in a separate Debit/Credit ledger
315	28	Posted Transaction Debit Amount This field is only used in a separate Debit/Credit ledger
343	28	Posted Transaction Credit Amount This field is only used in a separate Debit/Credit ledger
Standard Budget Ledger		
Column	Length	Description
1	1	B
2	5	Business Unit
7	10	Ledger
17	10	Account
27	10	Alternate Account
37	10	Department
47	8	Operating Unit
55	6	Product

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Column	*Length*	*Description*
61	5	Fund Code
66	5	Class Field
71	5	Program Code
76	8	Budget Reference
84	5	Affiliate
89	10	Fund Affiliate
99	10	Operating Unit Affiliate
109	10	ChartField 1
119	10	ChartField 2
129	10	ChartField 3
139	15	Project ID
154	8	Budget Period
162	10	Scenario
172	4	Book Code
176	4	Adjustment Type
180	3	Transaction Currency Code
183	3	Statistics Code
186	4	Fiscal Year
190	3	Accounting Period

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Column	*Length*	*Description*
193	28	Posted Total Amount
221	28	Posted Base Currency Amount
249	28	Posted Transaction Amount

Related Links

Defining Ledgers for a Business Unit

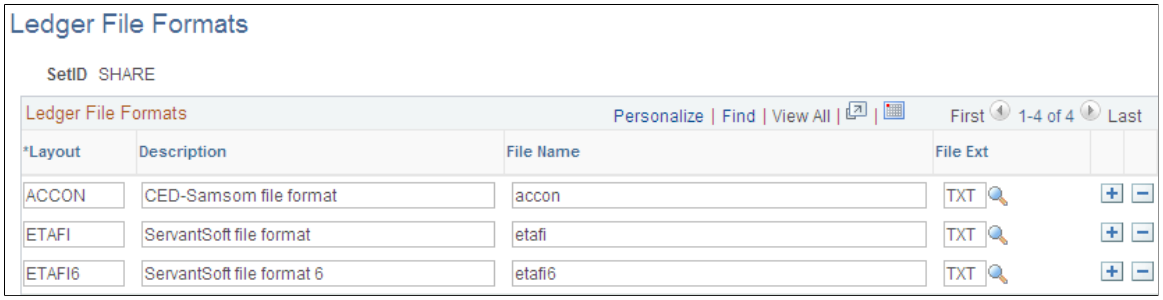
Ledger Flat File Formats Page

Use the Ledger File Formats page (LEDGER_FILE_TBL) to add flat file export formats to be used by the Ledger File Creation process (GLS7500).

Navigation:

General Ledger > **Ledgers** > **Ledger File Formats** > **Ledger File Formats**

This example illustrates the fields and controls on the Ledger File Formats page. You can find definitions for the fields and controls later on this page.



PeopleSoft delivers ledger file formats for a group of financial regulatory reports that are required by organizations in France and Belgium. However, you can add new formats.

To add new formats:

1. Modify the Map-Output-File procedure of GLS7500.SQR.

   Typically you clone the code of the three other delivered formats in the Map-Output-File procedure and use a new layout of your own. This requires some SQR programming knowledge to write a few lines of code.

2. Add a ledger file format for the correct SetID on the Ledger File Formats page.

   Ensure that the layout matches the one that you added to the SQR code in Step 2. Enter a description of the file, enter the name of the ledger export output file, and enter or select the file extension.

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Export Ledger Data Request Page

Use the Export Ledger Data Request page (RUN_GLS7500) to export a ledger file to another system.

Navigation:

General Ledger > **Ledgers** > **Export Ledger Data** > **Export Ledger Data Request**

To create a ledger file for export:

1. Enter the business unit, ledger, fiscal year, and period.

   Select the appropriate flat file in the Layout field to create the flat file.

2. Click **Run** to initiate the Ledger File Creation process.

3. Click **Report Manager** to view the report; click **Process Monitor** to monitor the status of the Ledger File Creation GLS7500 process.

Note: The Ledger File Creation process works only for ledgers on whose Ledgers For A Unit - Definition page you selected **Enable Separate Debit/Credit.**

Related Links

Defining Ledgers for a Business Unit
“Using the Ledger Interface Utility” (PeopleSoft General Ledger)
“Transferring Ledgers for Consolidation” (PeopleSoft General Ledger)

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Chapter 22

Using Journal Generator

Understanding Journal Generator

The Journal Generator process (FS_JGEN) creates journals from accounting entries from the following data sources:

- Non-PeopleSoft systems.
- Oracle's PeopleSoft applications in the same database, such as PeopleSoft Payables, Contracts, and Purchasing.
- Oracle's PeopleSoft applications from another database, such as PeopleSoft Payroll and Student Financials.

Journal Generator does the following:

- Transforms accounting entries into PeopleSoft General Ledger journals.
- Optionally edits and posts the journals created in Journal Generator.
- Supports journals for multiple general ledger (GL) business units as well as multiple ledgers.
- Supports debit and credit entries and negative correcting entries.

For non-PeopleSoft systems, the following examples are provided to interact with Journal Generator:

- A generic accounting entry definition named GENERIC.
- A journal generator template named GENERIC.
- A generic accounting entry table (PS_JGEN_ACCT_ENTRY) used as an interface between external systems and Journal Generator.

  It is not used by delivered PeopleSoft subsystems.

  Use it or clone it to load transactions to be processed by Journal Generator. Create journal entries using these generic definitions, or use your own modified definitions.

Related Links

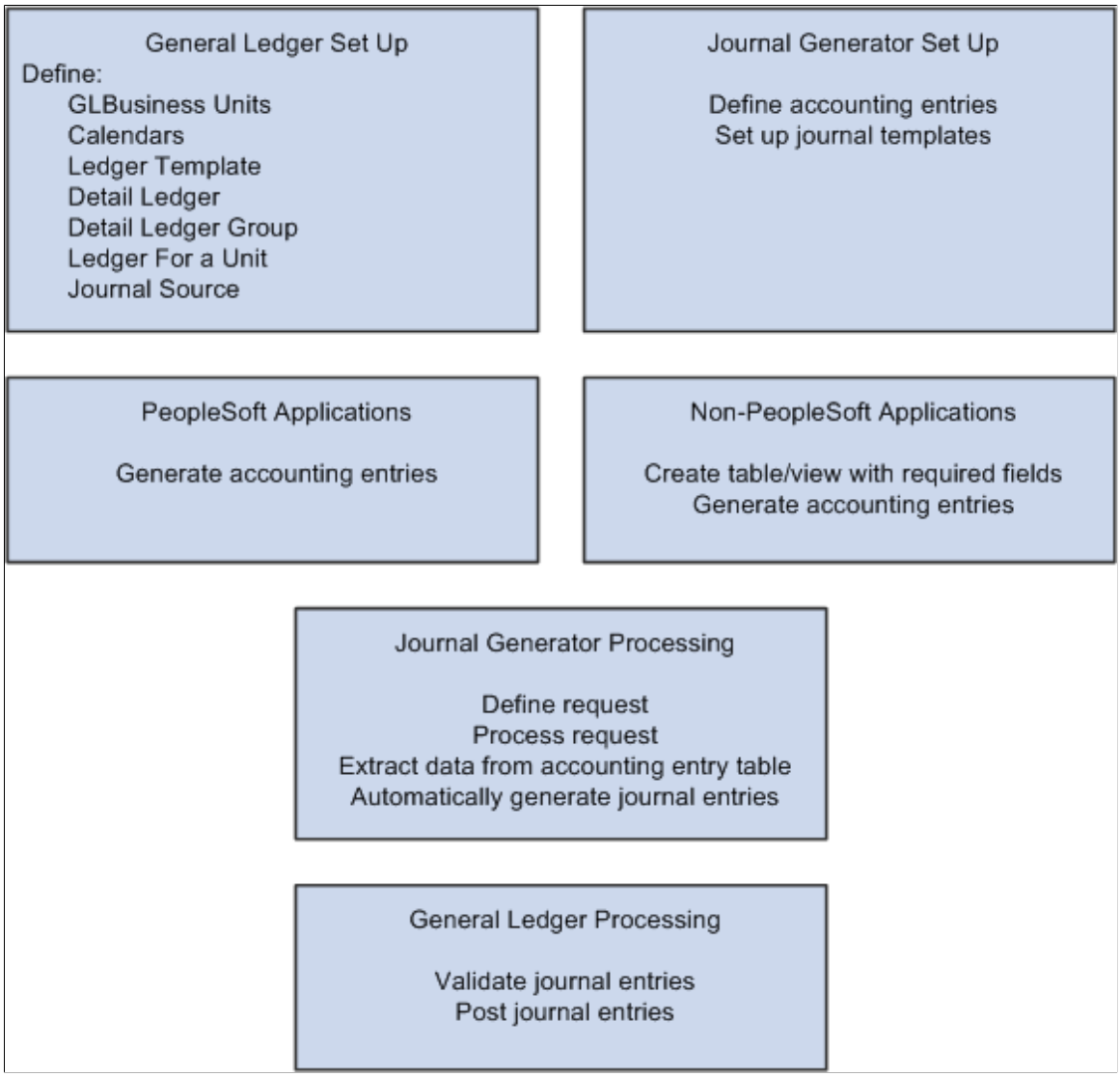
“Creating Journal Entries from Accounting Entries Using Journal Generator” (PeopleSoft General Ledger)

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Convert Accounting Entries to PeopleSoft Journals

This diagram summarizes how Oracle's PeopleSoft applications and non-PeopleSoft applications are used in creating journal entries using the Journal Generator and how journals are prepared for General Ledger processing:

How PeopleSoft applications create journal entries



Accounting entries are created in other application systems, both PeopleSoft and non-PeopleSoft.

PeopleSoft entry event and interunit and intraunit processes also create accounting entries that can be processed by Journal Generator.

If you have installed Commitment Control, budget checking can be done with journal edit and validation.

The Journal Generator process transforms accounting entries into general ledger journals. Subsystem applications can create journals from the application business unit to different general ledger business units, as well as to different ledger groups and ledgers for a General Ledger business unit.

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General Ledger validates journals according to the criteria that you set up in your general ledger system. It automatically validates a journal when you request a journal edit. The Journal Entry Errors page displays any errors that the system encountered; you can then access the appropriate Journal Entry page to correct the errors. After the system validates the journals with no error, you can request posting to your general ledger. You can initiate the Journal Edit and Budget Check (GL_JEDIT2) and Journal Post (GL_JP) processes from Journal Generator, or initiate them later in a separate process.

Related Links

Accounting Entry Definition Page

Journal Generator Required Field Names

This table lists the fields that must be in the Accounting Entry table to run Journal Generator. Fields shown in upper case are exact field names that are required in the table. Mixed-case field names indicate that you can specify the field name on the Accounting Entry Definition page:

Field Name	***Description***
Accounting Date	Reflects the date of the accounting entry recognized in general ledger.
Foreign Amount	Foreign (transaction currency) amount.
Monetary Amount	Base currency amount.
ACCOUNTING_PERIOD and FISCAL_YEAR	The Journal Generator process populates the accounting period and fiscal year after it distributes the accounting entry to a general ledger journal based on the journal date.
APPL_JRNL_ID	Journal generator template ID. Identifies the journal defaults and summarization options for the accounting entry.
BUSINESS_UNIT	Application business unit.
BUSINESS_UNIT_GL	General Ledger business unit for the entry.
CURRENCY_CD	Currency code for the base currency amount.
FOREIGN_CURRENCY	Currency code of the foreign amount.
GL_DISTRIB_STATUS	General Ledger Distribution Status indicates the posting status for the distribution lines. The value is *N* (none) when the accounting entry is created and ready for the Journal Generator process. The Journal Generator process changes the value to *D* (distributed) when it distributes the accounting entry to a general ledger journal. The Journal Generator ignores any other values.

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Field Name	*Description*
JOURNAL_ID and JOURNAL_DATE	The Journal Generator process populates the journal ID and journal date fields after it distributes the accounting entry to a general ledger journal.
JOURNAL_LINE	Populated by the Journal Generator after it distributes the accounting entry to a general ledger journal if the Cross Product Drill Down option on the Accounting Entry Definition page is selected.
LEDGER	Specific ledger to which an accounting entry posts. If this field is blank, Journal Generator uses by default the primary ledger of the ledger group.
LEDGER_GROUP	Ledger group to which an accounting entry posts. If this field is blank, the Journal Generator creates the journal to the default ledger group specified on the Ledger for a Unit - Definitions page.
PROCESS_INSTANCE	Populated by Journal Generator when it distributes the accounting entry to a general ledger journal.

This table lists optional fields for the Journal Generator process. Uppercase fields are exact field names that are used in the Accounting Entry table. Mixed-case names indicate that you can specify the field name on the Accounting Entry Definition page:

Field Name	*Description*
Statistical Amount	Statistical amount.
Journal Ref (journal reference)	Journal line reference used to track the source of the transaction.
Journal Descr (journal description)	Journal description used to describe a transaction.
Open Item Key	Open item key provides the link between related open item entries.
ChartFields	ChartFields that map directly to the General Ledger ChartFields. The Journal Generator process uses these ChartFields when it summarizes the accounting entries and creates journals.
KK_AMOUNT_TYPE	Commitment Control Amount Type provides commitment control accounting entries for budget checking in General Ledger on the journals created.

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Field Name	*Description*
DOC_TYPE	Use document type for document sequencing. Use this field and the Document Type mapping feature on the journal generator template to group accounting entries according to the general ledger document type into different journals.
DOC_SEQ_NBR	Sequence number of the document.
DOC_SEQ_DATE	Date the document sequence number was assigned or validated.
MOVEMENT_FLAG	Defines the sign of the amount if you enabled the Separate Debit/Credit option. Otherwise Journal Generator ignores this flag. The values are: *N:* Natural sign of the monetary amount of the transaction. This is the default. For suspense balancing, base currency rounding adjustments, currency position, and interunit from and to lines, this field is always N. *R:* Reverse sign of the monetary amount of the transaction. If the Enable Separate Debit/Credit option is selected on the Ledgers For A Unit - Definition Page and you enabled separate debits and credits for your system, you can toggle this field to represent a reversing debit or credit amount.
ADB_DATE	If the Average Daily Balance Date field exists on the accounting entry table, Journal Generator uses it to populate the ADB date of the journal header.
BOOK_CODE	If the Book Code field exists in the accounting entry table and if Book Code has been activated on the Overall Installation Options page, Journal Generator groups accounting entries into different journals according to the Book Code.

Using Journal Generator with Commitment Control

Whether Journal Generator processing includes budget checking depends on the system source and the *Skip Commitment Control in GL* option in the accounting entry definition.

Accounting Entry Definition System Source with an Application Subsystem That Supports Commitment Control

General Ledger does not perform commitment control budget checking when journals are created with this type of definition because the entries are budget checked in the feeder, or subsystem.

The *Budget Check* option on the Journal Generator request page is not applicable for these entries.

Journal Generator processing occurs under these conditions:

- If KK_AMOUNT_TYPE exists on the accounting entry table:

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Journal Generator processes only those entries with a KK_AMOUNT_TYPE value of *1,* indicating actuals.

- If KK_AMOUNT_TYPE is not in the accounting entry table:

  Journal Generator assumes that all entries are actuals, and processes them.

Accounting Entry Definition System Source Without an Application Subsystem That Supports Commitment Control

The *Skip Commitment Control in GL* option determines if General Ledger performs budget checking for journals created from this definition.

The Budget Check option on the Journal Generator request page specifies if Journal Edit includes budget checking as part of its edit process, which is called by Journal Generator after it creates journals. This is applicable only to journals generated from an accounting entry definition with Skip Commitment Control in GL deselected.

Journal Generator processing occurs under these conditions:

- If KK_AMOUNT_TYPE exists on the accounting table:

  Only those entries specified in the accounting entry definition are processed. If you specify *Actualize,* then Journal Generator processes only those entries with KK_AMOUNT_TYPE = *1* for actuals. If you leave the option blank (which means all entries), then Journal Generator processes all entries. Journal Generator creates a journal for each different KK_AMOUNT_TYPE value that it finds in the source table.

- If KK_AMOUNT_TYPE is not in the accounting table:

  Journal Generator assumes that all entries are actuals, and processes them all.

Prerequisites

Before you begin:

- Define the date range for extracting accounting entries on the Open Period page.
- Review your record definitions for the ledger on the Ledger Template - Record Definitions page.

  Journal Generator uses the following record names to create the journals:

  - Journal line record (JRNL_LN).
  - Journal generator temporary record (JGEN_WRK_TMP).
  - Journal header record (JRNL_HEADER).

JRNL_HDR_REC is a field on LED_TMPLT_TBL to specify the journal header record. The JRNL_HDR_REC field is not on the Ledger Template - Record Definitions page because General Ledger does not support a journal header record name other than JRNL_HEADER. However, Journal Generator can support a dynamic journal header record name. You can use the recommended SQL tools to update

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LED_TMPLT_TBL.JRNL_HDR_REC with another journal header record name for the specified ledger template.

Warning! If you install General Ledger, do not change the journal header record name. Otherwise, the journals that you create will not post to General Ledger.

- On the Ledger Template - Field Definitions page, review the field definitions.

  For third-party system transactions, Journal Generator summarizes debits together and credits together instead of summarizing them to the net amount if the following conditions are true:

  - Posted Total Debits and Posted Total Credits fields contain values.
  - You selected the Enable Separate Debit/Credit option for the ledger on the Ledgers For A Unit page.

    Additionally, you can make adjustment entries for reversing debit and reversing credit in the accounting entries. Journal Generator summarizes these reversing entries separately.

- On the Detail Ledger - Definition page, verify :

  - That the ledger template and the detail ledger are linked.
  - That multiple ledgers within the same journal belong to the same ledger group, as shown on the ledger group page.

    When Journal Generator creates journals, it posts accounting entries based on the settings for the ledger group. It creates a distinct journal header for each ledger group.
  - That the Keep Ledgers in Sync field setting. The Keep Ledgers in Sync option determines if journal entries post to all ledgers in the ledger group or only to a single specified ledger.

    The journals that the Journal Generator process creates depend on whether this option is selected or deselected and whether the Accounting Entry in Sync option in the journal generator template is selected.

- Which journals Journal Generator creates depends on these settings:

  - The Keep Ledgers in Sync option, on the Detail Ledger Group - Definition page, decides if journal entries post to a single specified ledger (deselected) or to all ledgers in the ledger group (selected).
  - The Accounting Entry in Sync option in the journal generator template, used for multibook, has many implications.
  - Whether you specified the ledger group and ledger for the accounting entry lines.

- Review the Ledgers For a Unit pages.

  - On the Definitions page, verify the ledger groups for the business unit. The Journal Generator process generates journals for different ledger groups for the same general ledger business unit. If the ledger group field is blank in the Accounting Entry table, Journal Generator uses the default

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ledger group defined on the Ledgers For a Unit - Definitions page for the journals of this general ledger business unit.

- On the Definitions page, verify the ledger definitions for the business unit.
- On the Journal Edit Options page, verify the journal edit option definitions.

  The journal balance option, journal edit errors option, journal amount errors option, and control total option determine the journal error processing.
- On the Currency Options page, verify the currency option definitions.

  The currency options determine the balancing, base currency adjustments, and rounding adjustments for the journals. The Foreign Currencies per Journal option determines if the Journal Generator process creates separate journals for each foreign currency. If you select Only One Foreign currency or No Foreign Currencies, the system creates one journal for each foreign currency.
- On the Journal Post Options page, verify the journal post options.
- On the Approval Options page, verify the approval options, which determine the approval rules for standard journals and budget journals.
- On the Commitment Control Options page, verify the commitment control options.

Related Links

Accounting Entry Definition Page
Defining Ledgers for a Business Unit

Setting Up for Journal Generator

To set up the journal generator, use the Accounting Entry Definition component (JRNLGEN_DEFN), Journal Generator Template - Defaults component (JRNLGEN_APPL_ID) and the Journal Generator Template - Summarization component (JRNLGEN_APPL_ID).

Pages Used to Set Up for Journal Generator

Page Name	*Definition Name*	*Usage*
Accounting Entry Definition Page	JRNL_GEN_ACCTG_DEF	Identify the system source that distributes data to your general ledger and identify the record and field names for the Accounting Entry table.
Journal Generator Template - Defaults Page	JRNL_GEN_DEFAULTS	Specify Journal Generator defaults.

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Page Name	*Definition Name*	*Usage*
Journal Generator Template - Summarization Page	JRNL_GEN_SUM	Define how Journal Generator summarizes accounting entries when it generates journals. Summarize at the account or ChartField level. The generator creates a distinct journal header for each ledger group; multiple ledgers can be in one journal as long as they belong to the same ledger group.

Understanding Journal Generator Setup

The Journal Generator process creates general ledger journals for any application. The process uses the record and field names from the accounting entry definition to extract data from the Accounting Entry table and create journals.

It extracts data from any table in the database as long as the table contains the required fields listed in the Reviewing Journal Generator Required Field Names.

Your application may contain field names that are different from the required fields in the Accounting Entry table but have the same attributes. If this is the case, create a view in your system's distribution line table and point the Journal Generator to it by specifying its name in the Accounting Entry Record field on the Accounting Entry Definition page.

If you changed or added fields and want to pass values associated with these fields to journals—that is, retain detail—you insert the new fields in five tables: Accounting Entry, Journal Generator Work (JGEN_WRK_TMP), Journal Generator Dynamic State Records (FS_JGEN_UPD_AET and FS_JGEN_PRV_AET), and Journal Line. The fields must have the identical field names and attributes in each table. Finally, in the journal generator template select Retain Detail.

Non-PeopleSoft systems can use the GENERIC accounting entry definition or create their own modified accounting entry definition.

Related Links

Journal Generator Required Field Names

Accounting Entry Definition Page

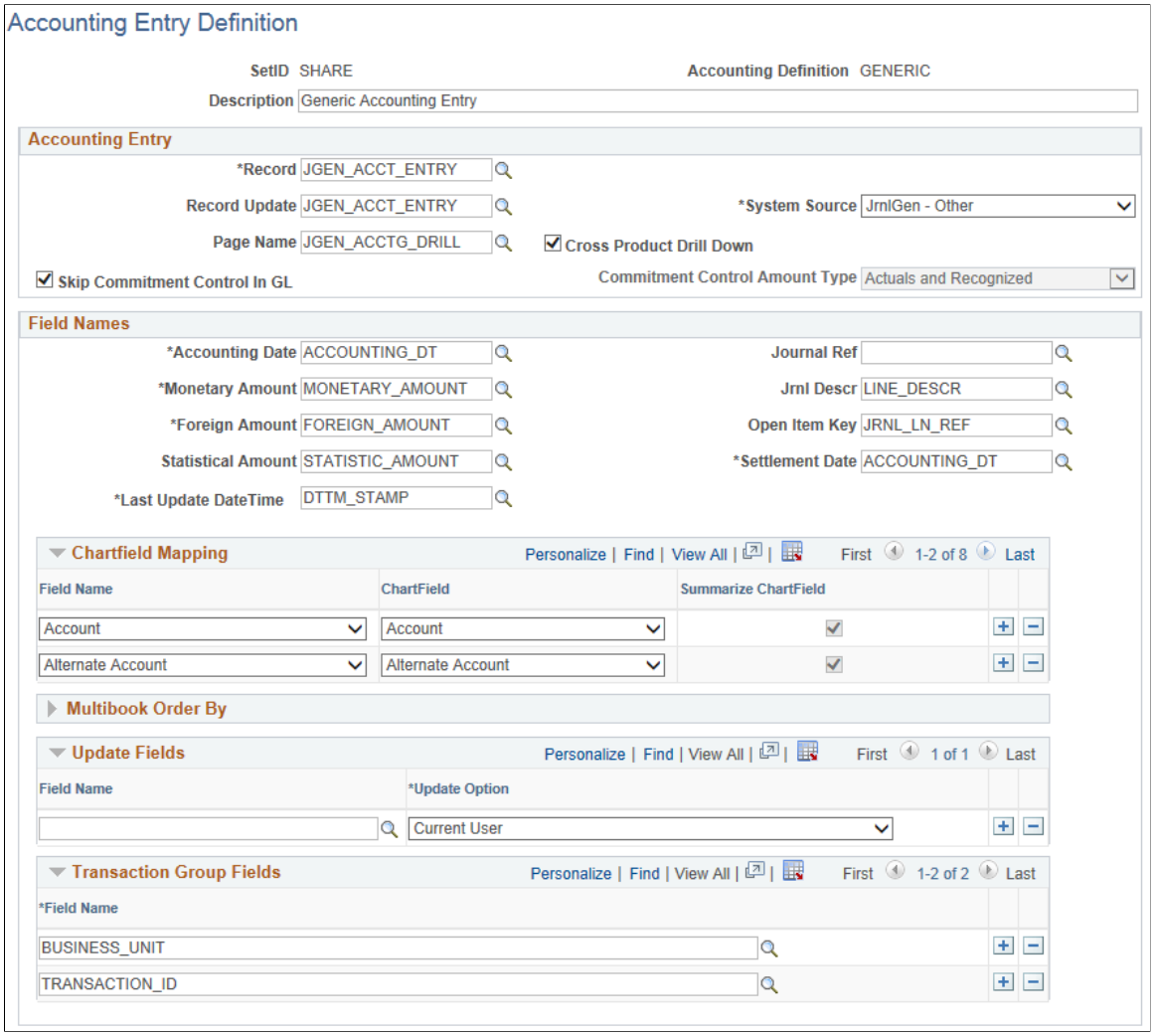
Use the Accounting Entry Definition page (JRNL_GEN_ACCTG_DEF) to identify the system source that distributes data to your general ledger and identify the record and field names for the Accounting Entry table.

Navigation:

General Ledger > **Journals** > **Subsystem Journals** > **Accounting Entry Definition** > **Accounting Entry Definition**

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This example illustrates the fields and controls on the Accounting Entry Definition page.



Field or Control	*Description*
Accounting Definition	Use this unique name on the Journal Generator Request page to tie your request to an accounting entry table and field definition.

Accounting Entry

Field or Control	*Description*
Record	Select the record from which Journal Generator gets the information needed to create journals. This is the data source (accounting entry) table to be used when creating a journal. If you created a view of a third-party system table, enter its name here.

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Field or Control	*Description*
Record Update	Select an accounting entry record update name. This is the record that Journal Generator updates. It is the accounting entry table that Journal Generator updates with journal information after it creates the journal.
System Source	Identifies the source of an accounting entry from which a transaction arises. For example, the source of receivables transactions is Accounts Receivable. Journal Generator uses system source to: • Derive the prompt table for the application business units when it defines the request. • Format the system source field on the journal header. • Determine whether general ledger enables you to perform commitment control budget check for journals created from this system source. This works in conjunction with the **Skip Commitment Control in GL** check box. For a non-PeopleSoft application, select the JrnlGen - Other value. For a PeopleSoft application, select one of the other System Source values.
Page Name	For cross-product drilldown, each product that generates journals to General Ledger can supply a drill page for each of its accounting line tables. In the **Page Name** field, enter the names of the drill pages to display the corresponding accounting line table.
Cross Product Drill Down	Select this check box to enable cross product drilldown. This feature enables you to identify the source of accounting transactions across product lines. This option causes Journal Generator to populate the journal line number and other journal key fields in the Accounting Entry table. Using these field values, the system enables you to drill down from account balances in General Ledger to specific transactions in other PeopleSoft applications for detailed supporting information. **Note:** The accounting line table must have a unique index if you use the cross-product drilldown feature.

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Field or Control	*Description*
Skip Commitment Control in GL	When the system source supports commitment control, the system selects the **Skip Commitment Control in GL** check box and makes it unavailable for deselecting, because commitment control functions are done at the application level. When the system source does not support commitment control, you can choose to do a commitment control budget check in general ledger by leaving this deselected, or choose not to do so by selecting this option. Some of the applications that do not support commitment control include: Asset Management, Contracts, Global Payroll, Cash Management, and any external systems.

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Field or Control	*Description*
Commitment Control Amount Type	The values that appear for this field depend on the contents of the accounting entry record. When you enter a value for the accounting entry record name, the system looks at that record's record definition to see if it contains a field named KK_AMOUNT_TYPE. Only if the system finds KK_AMOUNT_TYPE in the record definition, does the **Commitment Control Amount Type** field become enabled for you to enter data. If KK_AMOUNT_TYPE does not exist in the record table, then the system assumes that all accounting entries are actuals transactions. Select one of the following values: *(none):* All values are selected. *Actuals:* The actual amount of the expenditure or the recognized revenue. *Collected:* The amount of revenue collected. *Reg/Col:* Combination of actuals and collected. For an expense transaction, the actual amount of the expenditure. For a revenue transaction, the actual amount of the recognized revenue and the amount of revenue collected. *Dynamic:* Specify this amount type when you enter the transaction. Not applicable to generic transactions. *Encum:* Encumbrance is often the second step in the procurement life cycle, and usually takes the form of a purchase order or contract. It is used to record the legal obligation to spend funds. *Planned:* The amount that you plan to spend. This amount is only an estimate and the process does not use it to determine if you have exceeded the budgeted amount. *Pre-Encum:* Preencumbrance is often the first step in the procurement life cycle, and usually takes the form of a requisition. It often precedes an encumbrance (purchase order), although it is not mandatory that a preencumbrance exist in order to create an encumbrance. The requisition is used to indicate the intent to consider, not the legal requirement, to make a purchase or to obligate funds.

Field Names

Enter the field names to identify the columns in the Accounting Entry table that the Journal Generator uses to create the journal.

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Field or Control	*Description*
Accounting Date	Reflects the date of the accounting entry to be recognized in general ledger. **Note:** ACCOUNTING_DT appears by default, but it can be changed to another field name from the Accounting Entry table.
Monetary Amount	The base currency amount.
Foreign Amount	The foreign (transaction currency) amount.
Statistical Amount	(Optional) The statistical amount.
Journal Ref (journal reference)	(Optional) The journal line reference used to track the source of the transaction. The journal line reference is populated from the defined field name if you select the **Retain Detail** option on the Journal Generator Template - Summarization page. If no field name is defined, the system takes the journal line reference from the Journal Generator template defaults.
Journal Descr (journal description)	(Optional) Describe a transaction. This is populated from the defined field name if you select the **Retain Detail** option on the Journal Generator Template - Summarization page. If no field name is defined, the system takes the journal line description from the Journal Generator template defaults.
Open Item Key	If the open item key is mapped to a field in the subsystem table, then the Open Item value carries over to General Ledger if you select the **Retain Detail** summarization option on the Journal Generator Template - Summarization page. If no field name is defined, the system does not create an open item record even if the account of the transaction is an open item account.
Settlement Date	Reflects the date of the accounting entry to be recognized (in addition to the Accounting Date) if the Date Code is enabled for tracking and posting. See Ledgers For A Unit - Journal Post Options Page.
Last Update Date Time	Includes the Date Timestamp field that reflects when the journal has been generated through the Journal Generator process.

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ChartField Mapping

Expand this grid to perform mapping.

Field or Control	*Description*
Field Name	Specify the accounting entry field names that map directly to the General Ledger ChartField names.
ChartField	Specify general ledger ChartField names. If you select the **Summarize to All ChartField Level** option on the Journal Generator Template - Summarization page, Journal Generator uses the listed ChartFields when it summarizes the accounting entries and creates journals. The ChartFields that are not listed have a blank value in the newly created journals.
Summarize ChartFields	Specifies the ChartFields that are summarized if the **Summarize by Selected ChartFields** on the Journal Generator Template - Summarization page is selected. The ChartFields that are not selected have a blank value in the newly created journals.

Note: Journal Generator limits you to mapping a field once. For example, you cannot map **Journal Ref** and **Open Item Key** to the same field name. They must be mapped to different field names.

MultiBook Order By

Specify the field names for in-sync multibook accounting.

Within a ledger group, the accounting entries for one transaction that are distributed to different ledgers are referred to as *in-sync* accounting entries. These accounting entries have the same ChartFields, foreign currency, and foreign amounts. PeopleSoft applications that support multibook generate in-sync accounting entries to all ledgers within a ledger group.

If the **Accounting Entry In Sync** option is selected in the journal generator template, Journal Generator recognizes the in-sync accounting entries and marks them for the Journal Edit process to create any missing in-sync journals. When it generates the journal, Journal Generator uses the **MultiBook Order By** fields to determine how to group accounting entries for one transaction.

If the application subsystem supports multibook in sync, it sends in-sync entries, including those for the translation ledger, to the Journal Generator process. Journal Generator uses the **MultiBook Order By** fields to determine multibook entries for the same transaction.

Field or Control	*Description*
Field Name	If you create new accounting entries from third party systems, you can enter field names in the sort order required to group the new accounting entries.

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Warning! Do not change any of the values in these fields as delivered. The values are set for the delivered accounting entries and any changes can cause serious data problems.

Note: PeopleSoft Purchasing does not support multibook entries.

Transaction Group Fields

Use this section to indicate that you want to hold, purge, and reload entire transactions if the transaction has an error against the accounting line. Enter the field names that are required to define a 'whole transaction'. The system considers a 'whole transaction' to have all field names, specified in this section, within the transaction.

This section is only displayed when the System Source value is *JrnlGen – Other*.

These fields are used when the system preprocesses transactions prior to the Journal Generator (FS_JGEN) process.

Note: PeopleSoft delivers system data in these fields, but you should verify that they are valid for your organization.

For additional information about required field names for Journal Generator, see Journal Generator Required Field Names.

Related Links

Journal Generator Required Field Names

Journal Generator Template - Defaults Page

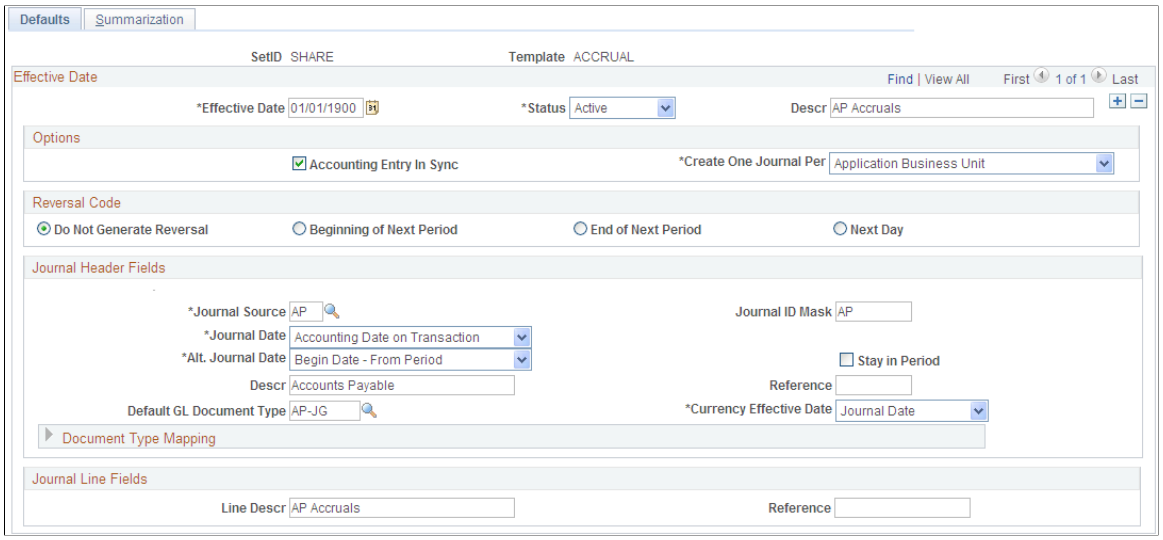
Use the Journal Generator Template - Defaults page (JRNL_GEN_DEFAULTS) to specify Journal Generator defaults.

Navigation:

General Ledger > **Journals** > **Subsystem Journals** > **Journal Generator Template** > **Defaults**

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This example illustrates the fields and controls on the Journal Generator Template - Defaults page . You can find definitions for the fields and controls later on this page.



The defaults and summarization options that you set up using the journal generator templates determine how journal generator summarizes accounting entries and creates journals. Typically, you set up Journal Generator templates for each application system source that distributes to the general ledger, as well as each *type* of transaction. For example, you can have a template for depreciation expense from Asset Management. For systems other than PeopleSoft systems, you can use the GENERIC journal generator template or create a modified journal generator template.

Journal Generator groups accounting entries together that share the same general ledger business unit, ledger group, book code (the field BOOK_CODE exists in the accounting entry table and Book Code has been activated on the Overall Installation Options page), journal template, journal date, general ledger document type, average daily balance date (the field ADB_DATE exists in the accounting entry table), and the commitment control amount type (field KK_AMOUNT_TYPE exists in the accounting entry table). Accounting entries with different foreign currencies might not be grouped in the same journal, depending on the currency balancing option for the:

- Source.
- Business unit ledger group.
- General ledger business unit.

Options

If a PeopleSoft application that supports the multibook feature has generated in-sync accounting entries for this template, select the **Accounting Entry In Sync** check box. PeopleSoft applications that support multibook generate in sync accounting entries to most ledgers within a ledger group. The exception is that some products may not include the currency translation ledger. See the individual product documentation to determine if this feature is available for your product. If the **Accounting Entry In Sync** check box is selected, Journal Generator recognizes in-sync accounting entries and generates in-sync journals. The journals created by Journal Generator depend on the following:

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Field or Control	*Description*
Accounting Entry In Sync	If **Accounting Entry In Sync** is selected, the following occurs: • Journal Generator recognizes in-sync accounting entries and generates in-sync journals. It groups in-sync accounting entries by the multibook accounting entries order by fields specified on the Accounting Entry Definition page if you select the **Retain Detail** option on the Journal Generator Template - Summarization page. It also groups in-sync accounting entries by the ChartFields and foreign currency if you select the summarized option (ChartField Account) on the Journal Generator Template - Summarization page. • The system sets the Auto-Gen flag to *Yes* on the journal header. If Journal Generator creates journal lines to all the ledgers within the ledger group from the accounting entries, then the Journal Edit process (GL_JEDIT2) does not create new journal lines. However, if Journal Generator does not create journal lines to all the ledgers within the ledger group, then the Journal Edit process creates journal lines to ledgers that do not have matched journal lines. • The default ledger group of the general ledger business unit is used by the system if the LEDGER_GROUP field on the Accounting Entry lines is blank. The system uses the primary ledger of the ledger group if the **Ledger** field on the accounting entry line is blank. You must select the **Accounting Entry In Sync** check box if the subsystem is creating multibook in-sync accounting entries for Journal Generator. If **Keep Ledgers in Sync** is selected and **Accounting Entry In Sync** is deselected, the following occurs: • The lines in the Accounting Entry table are the entries from the primary ledger or another ledger. The Auto-Gen flag is set to *Yes* on the journal header. Journal Edit creates the lines for the rest of the ledgers within the ledger group. • The system uses the default ledger group of the general ledger business unit if the ledger group on the accounting entry lines is blank.

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Field or Control	*Description*
	The primary ledger of the ledger group is used by the system if the ledger on the accounting entry line is blank. If the **Keep Ledgers in Sync** check box is not selected, and the **Accounting Entry In Sync** field is also deselected, the following occurs: • The Journal Generator process creates journal lines for the specified ledgers as *not* in-sync journals. • The Journal Generator process sets the **Auto-Gen** field to *No* on the journal header and does not create new journal lines. The Accounting Entry In Sync check box should not be used with the RECPTACCRL journal generator template (PeopleSoft Purchasing).
Create One Journal Per	This controls how the source accounting entries are grouped into journals. Values are: *Application Business Unit:* Creates one journal per general ledger business unit, per application business unit. This means that accounting entry lines with different application business units go into different journals. *General Ledger Business Unit:* Creates one journal per general ledger business unit. This means that accounting lines with different values for the general ledger business unit go into different journals. Accounting lines having the same value in the **BUSINESS_UNIT_GL** field but different values in the **BUSINESS_UNIT** field (as in Accounts Payable or Accounts Receivable) results in one journal for the general ledger business unit.

For example, as this table shows, the following accounting entries go into the same business unit journal for US003:

Application BU	*Voucher ID*	*BU_GL*	*Foreign Amount*
US001	VCHR1200	US003	300
US003	VCHR1202	US003	-300

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Reversal Code

Select a **Reversal Code** option to specify when reversing entries are to be automatically generated. Reversal options become effective at the time this entry is posted.

Field or Control	*Description*
Do Not Generate Reversal	Journal Generator does not create the reversal entry, but it marks the journals with the reversal code. When the journals are posted later in a separate process, the system creates the reversal entry.
Beginning of Next Period	Creates a reversing entry dated the first business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day.
End of Next Period	Creates a reversing entry dated the last business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the last business day.
Next Day	Creates a reversing entry dated the next business day. It uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day.

Journal Header Fields

Field or Control	*Description*
Journal Source	Identifies the originating entity responsible for the journal entries, and also determines how the foreign currencies are grouped for each journal.
Journal ID Mask	Enter a *unique* journal ID mask to identify information such as the source or purpose of journal entries. Spaces are not allowed. A 10-character alphanumeric ID identifies PeopleSoft-system journals. The system automatically generates IDs based on the number or letter that you enter here. For example, if you enter *AP,* the system supplies the remaining eight characters based on the next available journal ID number. If you do not specify a journal ID mask, you can let the system automatically assign the journal IDs by accepting the default : *NEXT.*

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Field or Control	*Description*
Journal Date	Determines the journal date for the journals created and indirectly the number of journals created. From the *Journal Date* options, select the source of the header and line date for journals that use a business calendar. See Defining Business Calendars. *Accounting Date on Transaction:* Uses the accounting date on the accounting entries as the journal date. This selection may result in multiple journals. *Begin Date - From Period:* Uses the first open date of the From (year) Period set up on the Open Period page. *Begin Date - To Period:* Uses the beginning date of the open To (year) Period set up on the Open Period page. *Current Date:* Accepts the current system date when the process is run. *End Date − From Period:* Uses the ending date of the open From (year) Period set up on the Open Period page. *End Date − To Period:* Uses the last open date of the To (year) Period set up on the Open Period page. *Period End − Accounting Date:* Uses the period-end date that corresponds to the accounting date. This selection might result in multiple journals. *Process Date:* This refers to the Journal Process Date option specified on the General Ledger Business Unit Definition - Journal Options page. On that page, you can specify the process date defined for the business unit, or the current date. *Specify Date:* If you select this, the Date field is available for you to enter a specific date.

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Field or Control	*Description*
Alt. Journal Date (alternate journal date)	Determines the journal date for the journals created if the journal date determined from the journal date option is not within the open accounting period's range. Select one of these values: *Begin Date - From Period:* Uses the first open date of the From (year) Period set up on the Open Period page. *Begin Date - To Period:* Uses the beginning date of the open To (year) Period set up on the Open Period page. *End Date − From Period:* Uses the ending date of the open From (year) Period set up on the Open Period page. *End Date − To Period:* Uses the last open date of the To (year) Period set up on the Open Period page. *Retain Primary Journal Date:* The system uses the date that you specify as the journal date in this journal generator template.
Stay in Period	Journal Generator derives the journal date according to the journal date options previously described. However, if you select the **Stay in Period** check box and the derived journal date is a not a working day, Journal Generator uses the next working day for the journal date. If the next working day is not in the same period, Journal Generator uses the day prior to the derived journal date for the journal date. If you deselect the **Stay in Period** check box, Journal Generator changes journal dates that fall on nonworking days to the next working day, regardless of the accounting period.
Descr (description)	(Optional) Identifies information about the journal. It is useful for explaining any abnormalities in the journal.
Reference	Tracks the source of the transaction for the journal.
Default GL Document Type	The system uses the default GL document type to assign a document type on the journal header when you create journals through Journal Generator. Select a default GL document type.

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Field or Control	*Description*
Currency Effective Date	If you want to set the currency effective date on the journal header to be the average daily balance (ADB) date, select *ADB Date* in the template. Otherwise, the default is the journal date. If the ADB date does not exist on your accounting entry table, or if it is null, then the ADB date on the Journal Header will default to journal date. In this instance, selecting a currency effective date option does not make any difference because the currency effective date is always equal to the journal date. However, when the ADB date exists on your accounting table and it is not null, then Journal Generator can populate the ADB date from the accounting lines even if this date is different from the journal date. In addition to other existing groupings, Journal Generator also groups accounting lines into different journals by ADB date.

Document Type Mapping

If you use document sequencing, expand the **Document Type Mapping** grid to map application document types to general ledger document types. Document type mapping applies to all journals generated, whether they are summarized or retain detail.

If the application document type is not found on this mapping, it is assigned to the default GL document type. You can map multiple application document types to one GL document type, but you cannot map multiple general ledger document types to a single application document type. Each of the different GL document types results in a different journal.

Field or Control	*Description*
Document Type	Select the application document type. **Note:** The document type on the journal line is blank if you selected summarization. If you choose to retain detail, the document type on the journal line is the application document type. Otherwise, the document type on the journal line is the default general ledger document type.
GL Document Type (general ledger document type)	Select the GL document type that corresponds to the value that you selected for the application document type.

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Journal Line Fields

Field or Control	*Description*
Line Descr (line description)	Describes the transaction in more detail. Journal Generator uses the value entered here to populate the journal line description if one of the following is true: • You selected the **Retain Detail** option on the Journal Generator Template - Summarization page and the **Journal Descr** field is blank on the Accounting Entry Definition page. • You selected the **Summarize to Account Level** option, the **Summarize to all ChartField Level** option, or the **Summarize by Selected ChartFields** option on the Journal Generator Template - Summarization page.
Reference	Refers each journal line back to a document, person, invoice, date, or any other information that helps to track the source of the transaction. Spaces are not allowed. Journal Generator uses the value entered here if one of the following is true: • You selected the **Retain Detail** option on the Journal Generator Template - Summarization page and you left the **Journal Ref** field blank on the Accounting Entry Definition page. • You selected the **Summarize to Account Level** option, the **Summarize to All ChartField Level** option, or the **Summarize by Selected ChartFields** option on the Journal Generator Template - Summarization page.

Related Links

Defining Business Calendars
"Defining Sequencing Options for Accounting Entries" (PeopleSoft Global Options and Reports)
Understanding Ledgers

Journal Generator Template - Summarization Page

Use the Journal Generator Template - Summarization page (JRNL_GEN_SUM) to define how Journal Generator summarizes accounting entries when it generates journals.

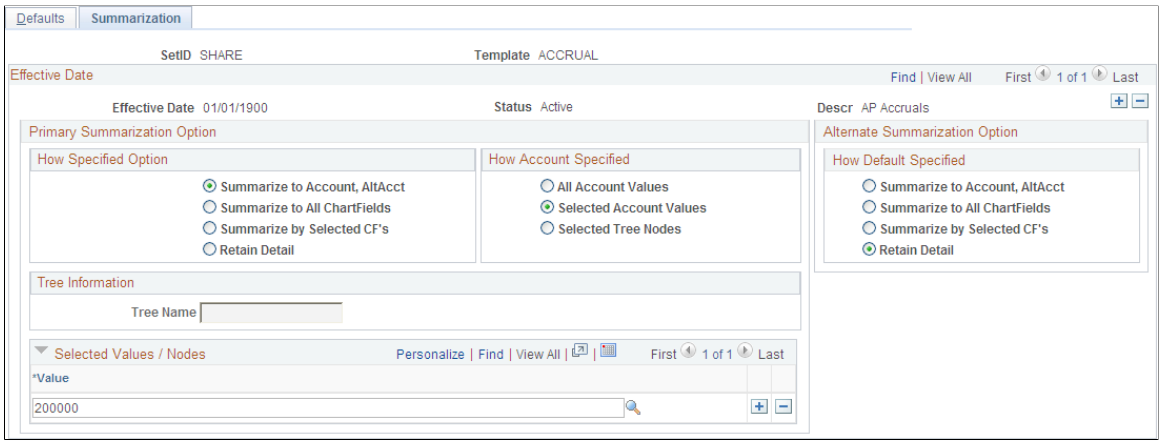
Summarize at the account or ChartField level. The generator creates a distinct journal header for each ledger group; multiple ledgers can be in one journal as long as they belong to the same ledger group.

Navigation:

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General Ledger > Journals > Subsystem Journals > Journal Generator Template > Summarization

This example illustrates the fields and controls on the Journal Generator Template - Summarization page. You can find definitions for the fields and controls later on this page.



Primary Summarization Option

These options identify how Journal Generator distributes account values from the application system source to General Ledger. In addition to the specified options, Journal Generator summarizes by entry event whenever that field exists on the accounting entry table and the summarization option is not **Retain Detail.**

Field or Control	*Description*
How Specified Option	Select to retain full details, or select a summarization level from the following values: **Summarize to Account, AltAcct:** Summarizes accounting entries at the account and alternate account level. All other ChartFields are blank. If alternate account is disabled at the ledger group level, it summarizes to account level only. **Summarize to All ChartFields:** Summarizes accounting entries to the level of all ChartFields that are listed on the Accounting Entry Definition page. **Summarize by Selected CF's:** Summarizes accounting entries by ChartFields that have the Summarize ChartField check box selected on the Accounting Entry Definition page. **Retain Detail:** Distributes accounting entries in full detail. When this is selected, the Project ChartFields can be mapped on the Accounting Entry Definition page and Journal Generator populates the Project ChartFields in the journals that it creates.

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Field or Control	*Description*
How Account Specified	Your selection in the **How Specified Option** group box affects the accounts selected in this option. You can specify accounts or a tree to indicate the accounts that you want. It is recommended that you use trees whenever possible to reduce future maintenance should ChartField values change. Select an option for How Account Specified from the following values: **All Account Values:** Distributes all the accounting entries according to the how specified option. **Selected Account Values:** Distributes the selected account values according to the how specified option. Activates the Selected Values/Nodes and the Alternate Summarization Option fields. **Selected Tree Nodes:** Distributes the account values that are defined by the tree name, tree level, and selected nodes according to the how specified option. Activates the **Selected Values/Nodes** and **Alternate Summarization Option** fields, as well as the **Tree Name** and **Level** fields. Enter the name of the tree and the level to use for summarization.
Tree Name	Specify the name of the tree to use for summarization.
Selected Values/Nodes	Enter either accounts or tree nodes depending on the **How Account Value Specified** option.

Alternate Summarization Option

The **Alternate Summarization Option** check boxes provide the same options as the **Primary Summarization** option for the accounts that are not selected in the **Selected Values/Nodes** field. Select the **How Default Specified** value. Choose to retain detail, or to summarize one of three ways.

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Field or Control	*Description*
How Default Specified	Select one of these values: **Summarize to Account, AltAcct:** Summarizes accounting entries at the account and alternate account level if alternate account is selected for the ledger group. All other ChartFields are blank. **Summarize to All ChartFields:** Summarizes accounting entries at the full ChartField level defined in the ChartField mapping fields on the Accounting Entry Definition page. **Summarize by Selected CF's:** Summarizes accounting entries by ChartFields that have the **Summarize ChartField** check box selected on the Accounting Entry Definition page. **Retain Detail:** Distributes accounting entries in full detail.

Generating Journal Entries

To generate journal entries, use the Generate Journals Request component (JRNLGEN_REQUEST).

Page Used to Generate Journal Entries

Page Name	*Definition Name*	*Usage*
Generate Journals Request Page	JRNL_GEN_REQUEST	Initiate Journal Generator processing.

Understanding Generating Journal Entries

This topic discusses:

- Journal Generator Preprocesses
- Journal Generator Process

Journal Generator Preprocesses

The ISO Currency Control Project and ISO 4217:2008 require organizations that have multicurrency transaction to show the decimal relationship between business units and currency. PeopleSoft has three processes to the FS_JGEN (Journal Generator) process:

- PS_FS_JGEN_PRE – Journal Generator Precheck
- PS_FS_JGEN_PRG – Journal Generator Purge

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- PS_FS_JGEN_RPT – Journal Generator Report

When the Journal Generator process is initiated and the system source is JrnlGen – Other, these process automatically run based on the Business Process Weaver (BPW) for FS_JGEN . The purpose of these preprocesses is to check currency precision:

- If the currency precision is not equal to what is specified on the Currency Code page (CURRENCY_CD_TBL), then the Precheck process identifies transactions that have a precision issue and holds all related entries so that they are not processed when the FS_JGEN process runs
- If the currency precision is valid, then those transactions are processed through the FS_JGEN process.

When currency precision errors are found, the Journal Generator Error Accounting Lines (FSX6001) report is generated for you to correct the transactions. This report provides application business unit and the key fields for all accounting entry lines and an error description. Only the accounting lines that have a currency precision error appear on this report. The key fields are determined from your accounting entry record.

After the transactions have been corrected, you should run the Journal Generator Purge process to remove the error accounting lines and reload the corrected ones. Then you should rerun the Precheck process to check the newly loaded transactions again. If the new transactions pass the Precheck process, then Journal Generator process creates journals for these accounting lines

Two Business Process Weaver (BPW) definitions support this feature:

- FS_JGEN combines the Precheck and Journal Generator processes so that Precheck automatically runs before Journal Generator.
- FS_JGEN_PRG combines the Report and Purge processes so that the Purge process automatically runs after the Report process.

To setup your system for the Journal Generator Pre-processes:

- You must be on PeopleSoft 9.2.005 or higher.
- You must complete the Transaction Group Fields section on the Accounting Entry Definition page.

Journal Generator Process

Selecting journals for Journal Generator processing is the final step required to process accounting entries.

After the system runs the Preprocesses, Journal Generator extracts accounting entries (for transactions that pass the Precheck process) from the accounting entry tables. These accounting entries are used to generate the actual journal entries for editing and posting.

Each time you run Journal Generator, it creates journals for all (or one) application business unit as well as all (or one) ledger group, and all (or one) Journal Generator template set up for those business units, depending on the options that you define on the Journal Generator Request page.

Using the Generate Journals Request component (JRNLGEN_REQUEST), you can:

- Run Journal Generator processing.
- Change journals created by Journal Generator.

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- Delete journals created by Journal Generator.

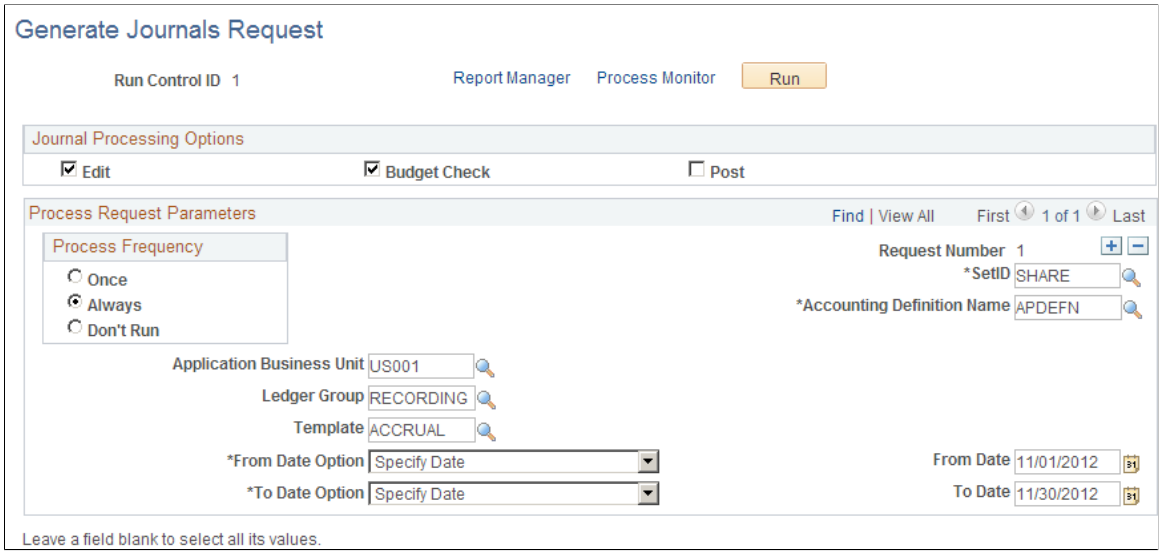
Generate Journals Request Page

Use the Generate Journals Request page (JRNL_GEN_REQUEST) to initiate Journal Generator processing.

Navigation:

General Ledger > **Journals** > **Subsystem Journals** > **Generate Jrnl From Subsystem**

This example illustrates the fields and controls on the Generate Journals Request page. You can find definitions for the fields and controls later on this page.



Journal Processing Options Group Box

Field or Control	*Description*
Edit	Select this check box to run the Journal Edit process. No prerequisites are required.
Budget Check	Select this check box to run the Budget Check process. You must run the Journal Edit process before running this budget check.
Post	Select this check box to run the Post process. You must run edit and budget check before posting.

Note: If you select none of these check boxes, no additional processes are run.

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Process Request Parameters

Field or Control	*Description*
Request Number	To identify the process request, the system assigns this unique number to each run. You can create multiple requests. Use the scroll arrows to view requests already set up for the current user ID and run control ID.
SetID	This is required to extract the accounting entry definition for the request.
Accounting Definition Name	Identify which accounting entry definition the system should use when it creates the journal header and lines.
Application Business Unit	Journal Generator: • Extracts accounting entries for the request according to the option that you select. • Creates journal entries for one or all application business units. The application business unit can be other than the general ledger business unit. The prompt for this field depends on the system source of the accounting definition name. For example, if the system source of the accounting definition is JrnlGen-AP, Journal Generator uses the Payables business unit table. If the system source is JGen-Other, no prompt table is available.
Ledger Group	Journal Generator creates journal entries for the specified General Ledger ledger group.
Template	Journal Generator creates journal entries for the specified journal generator template. The SetID of the prompt values is derived from the SetID entered earlier on the page.

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Field or Control	*Description*
From Date Option	Select a value to further define which accounting entries Journal Generator extracts with this request. Journal Generator compares these dates to the accounting dates associated with each accounting entry. Select from the following values: *Specify Date:* Uses the date specified to identify the period. *Current Date:* Uses the date on which Journal Generator is run. *Begin Date - From Period:* Uses the beginning date of the from period in the ledger. *Begin Date - To Period:* Uses the beginning date of the to period in the ledger. *No From Date:* Uses all open dates of the ledger before the chosen to date. This means that the system processes all dates up to the date in the **To Date** field. *Process Date:* Date specified on the business unit journal process date option. It can be a specified date defined on the business unit, or it can be the current date.
From Date	Enter a to date if *Specify Date* is selected in the **From Date Option** field.
To Date Option	Select a value to further define which accounting entries Journal Generator extracts with this request. Journal Generator compares these dates to the accounting dates associated with each accounting entry. Select from the following values: *Specify Date:* Uses the date specified to identify the period. *Current Date:* Uses the date on which Journal Generator is run. *End Date - From Period:* Uses the ending date of the from period in the ledger. *End Date - To Period:* Uses the ending date of the to period in the ledger. *Process Date:* Date specified on the business unit journal process date option. It can be a specified date defined on the business unit, or it can be the current date.
To Date	Enter a to date if *Specify Date* is selected in the **To Date Option** field.

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Note: The application business unit and general ledger business unit that exist in the Accounting Entry table can differ. One business unit must be designated to derive the SetIDs for the control records during the batch processing. The control records are ledger group and ledger definition tables, calendar tables, journal source table, and journal generator template table. The general ledger business unit is the business unit to derive the SetIDs for these control records. In one particular request, whether all or one business unit is selected, Journal Generator might have multiple general ledger business units to process and cannot determine the associated SetID at the point at which the request is defined. Therefore, the prompt SetID that you see in the **Ledger Group** field and Journal Generator template may not necessarily be the same as the SetIDs used by the batch programs.

Changing Journals Created by Journal Generator

When a journal comes from a subsystem, you can enable a specific user to change a journal that the Journal Generator process creates. On the Define User Preferences - General Ledger page, select this option, which allows a specific user to update the ChartField and amounts on the Journal Entry page for a journal that was created by the Journal Generator process. The ChartFields can be changed, even though the budget status is valid for the journal. Otherwise, all the fields are unavailable and the user can only edit and post the journal.

However, the business unit field is unavailable and cannot be changed on journal lines created from Journal Generator.

Warning! If you select Change Journal from Journal Generator and then change the ChartField values and re-edit the journal, you can create inconsistencies between the subsystem data and the general ledger data. Also, for journals that are generated for a subsystem that supported Commitment Control, the journal does not budget check again even though the ChartField values or the amount are changed.
For example, if the ChartField entered in the subsystem is Account 5011, Fund 100, Dept ID 200, and you change the ChartField to Account 5011, Fund 100, Dept ID 300, the accounting entry created in the subsystem is different from the one posted in the ledger. If the transaction is impacting the budget for department 200 initially, after the modification, it still impacts department 200 instead of 300 because it was budget checked in the feeder application, or subsystem.
The Journal Generator process always skips budget checking under the following circumstances:

- When journals are generated by a subsystem that supports commitment control.
- When you select the **Skip Commitment Control in GL** check box on the Accounting Entry Definition page.

  The system does not budget check again an altered journal generated journal, whether or not you select **Change Journal from Journal Generator** on the Define User Preferences - General Ledger page.

For subsystems that do not support commitment control, including external source non-PeopleSoft applications, you can select **Skip Commitment Control in GL** on the accounting entry definition page. In this case, the journal-generated journals must be budget checked in General Ledger.

Related Links

User Preferences - General Ledger Page

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Deleting Journals Created by Journal Generator

The Journal Generator process gets rows from the Accounting Entry table when the value in the GL_DISTRIB_STATUS field is N. The process changes this value to D when it distributes the accounting entry to a general ledger journal. When a journal that was created from Journal Generator has an error, you can delete the journal on the journal entry page, and the system changes the value in the GL_DISTRIB_STATUS field in the Accounting Entry table to N. Then you can correct the error at the accounting entry level and rerun the Journal Generator process to create a new journal.

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Chapter 23

Using Interunit and Intraunit Accounting and ChartField Inheritance

Understanding PeopleSoft Interunit and Intraunit Functionality

The PeopleSoft interunit and intraunit functionality includes common setup pages and shared processing to manage interunit and intraunit transactions across its products. You can create a transaction that crosses business units within the same ledger group, and entities, or balancing ChartFields without having to explicitly enter the interunit or intraunit balancing accounting entries. The interunit unit processor creates the interunit and intraunit balancing entries automatically when you have implemented this functionality.

With interunit and intraunit processing, the system uses the minimal number of accounting lines that you must provide and it automatically completes the entire transaction by generating the necessary balancing lines or entries for both the appropriate entities and accounts.

To use centralized interunit and intraunit processing effectively, your accounting environment must be such that you allow cross-entity entries directly to balance sheet, expense or to clearing accounts at some level or levels among the related entities in your organization. Once you establish the necessary accounting protocols to be used in conjunction with interunit and intraunit functionality, minimal input is required from you for the system to complete the cross entity balancing entries necessary when transactions occur between related entities or sets of balanced books.

Partial or minimal interunit and intraunit entries can be unbalanced or cross-entity and are created and processed by many procedures in the various PeopleSoft products.

This topic discusses:

- Balancing ChartFields.
- Affiliate ChartFields.
- Balancing methods.
- Anchor entity.
- Product interface and system transaction categorization.
- Organizational and legal categorization of transactions.
- Inter/IntraUnit templates.
- Interunit pairs.
- Summarization of interunit and intraunit journal lines.
- Products using interunit and intraunit processing.

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Balancing ChartFields

Balancing ChartFields and their relationship to a balanced set of accounts or books is central to interunit and intraunit processing and ChartField Inheritance.

Business unit and the ChartFields that you can designate to represent entities are said to be *balancing* when you require debit amounts to equal credit amounts for the purpose of maintaining a balanced set of accounts or books for a particular business unit and selected ChartField values. For example, if for a Business Unit, Department and Fund are Balancing ChartFields, then transactions involving values for any of these ChartFields must have debit amounts equal to credit amounts.

Affiliate ChartFields

You can use Affiliate ChartField values when interunit or intraunit transactions are maintained using the same Account ChartField value among several related entities (such as business units, funds or operating units). For example, each entity within your organization might use account 140000 as the common interunit receivable account and 201000 as the common interunit payable account. However, when using the same accounts for all entities, an Affiliate ChartField value must be assigned to the accounting line or journal line to readily identify the entity with which the receivable or payable is shared.

Affiliate ChartFields *cannot* be used as standard standalone ChartFields. They must be used in association with another *related* ChartField. This is because the Affiliate ChartField values are the values of the *related* ChartField. There is no separate Affiliate ChartField page where you enter Affiliate values as with the stand alone ChartFields, such as Account or Department.

For example, business unit is required as the InterUnit Related ChartField for Affiliate. It provides the values available in the drop down list box for the Affiliate field on the Journal Entry page. PeopleSoft also delivers intraunit affiliate ChartField functionality for the fund and operating unit ChartFields.

While you could assign each entity different accounts to identify entities among the various interunit or intraunit transactions, this probably entail a larger number of interunit or intraunit accounts having to be created and maintained. An advantage in using affiliate ChartFields is that you can have fewer accounts to maintain.

Balancing Methods

The Balancing Method is a means of ChartField value retrieval to complete *partial* or out of balance entries and is accomplished by the following methods:

Due To and Due From Balancing

In Due To and Due From Balancing the system generates additional interunit unit receivable and payable journal lines to bring the overall accounting transaction into balance from your partial cross-book interunit unit entry.

For example, assume that you create a cross-entity entry to transfer an asset from one business unit to another. The system generates the interunit receivable entry for the source or Anchor Business Unit and an interunit payable entry for the receiving or Non-Anchor Business Unit to bring the books for each business unit into balance.

There are three Due To and Due From Balancing methods for interunit transactions as follows:

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Term	*Definition*
Indirect Method	The Due To and Due From ChartFields used to balance each business unit in the transaction are retrieved from the affiliated business unit's Inter/IntraUnit Template definition.
Direct Method	The Due To and Due From ChartFields used to balance each business unit in the transaction are retrieved from the business unit's own Inter/IntraUnit Template definition.
Pairs Method	The Due To and Due From ChartFields used to balance each business unit in the transaction are retrieved from a definition for the pair of business units involved in the transaction. Pairs are defined on the InterUnit Pair Maintenance page.

Offset Inheritance Balancing

For transactions that include system-generated entries (often as offset entries), the system-generated entries can be defined to inherit ChartField values from the other entries in the transaction (such as the distribution lines you entered) to create an expanded balanced transaction and distribute offsets as needed.

For example, you enter a voucher that records expenses for two different funds. Using Offset Inheritance, the offsetting entries are properly distributed by the system to the appropriate payable accounts for the two funds.

Edit Only Balancing

Even if you have not implemented interunit and intraunit functionality, a journal might not be in balance for reasons other than interunit activity. The Journal Edit process uses the rules that you set up for balancing journals on the Journal Edit Options page to either recycle such journals or do Edit-Only Balancing and provide a suspense account to automatically balance the entry.

Edit-Only Balancing is primarily applicable when a transaction is out of balance due to rounding or an error. It is not applicable to interunit and intraunit processing.

Related Links

Understanding PeopleSoft ChartField Configuration
Defining and Using ChartField Value Sets
Using ChartField Inheritance

Anchor Entity

The following information describes an anchor entity and its purpose.

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Interunit

Anchor Business Unit typically refers to what is termed the *source, sending, initiating, or charging* entity. For example, if business unit US001 pays rents for US002 and US003, US001 can be designated as the Anchor Business Unit.

Intraunit

Anchor values for balancing ChartFields serve a similar purpose. For example, within business unit US001, if cash from Fund 100 is used to pay expenses attributable to funds 200 and 300, Fund 100 can be designated the anchor.

Purpose of the Anchor Entity

When transactions involve three or more entities, the anchor designation is essential for determining which entity serves as the central *hub* for the inter and intraunit balancing entries. The anchor designation also affects the transaction currency in a multicurrency situation for the due to and from lines that are generated by the processor.

See Reviewing Sample Parameters Provided at Run Time.

Designating an Anchor Entity

In most of the subsystem applications, the anchor entity is determined by the nature of the transaction. For example, for an accounts payable voucher the anchor entity is always the entity to which the supplier liability is recorded. If there are distribution lines that are booked to different business units, these trigger the generation of interunit balancing entries.

In general ledger journal entry, the anchor business unit is the unit entered on the journal header.

Unless you select the IntraUnit Balancing Entries check box on the Detail Ledger Group − Balancing page, inter and intraunit processing does not create *IntraUnit* balancing entries for balancing ChartFields, such as Fund, even if different fund values appear in the same journal.

The Anchor Business Unit is readily apparent in interunit transactions; however, determining which is the Anchor Fund and how journal lines should be grouped when a transaction involves multiple funds requires additional steps. You can indicate on the journal entry which fund values are Anchors and assign a Group Number to journal lines to assist the inter and intraunit processor in creating the balancing lines.

For General Ledger Allocations, the pool values are used as the anchor values.

Product Interface and System Transaction Categorization

PeopleSoft delivers one or more System Transactions for each product primarily to provide the following:

- An interface to the Inter/IntraUnit Central Processor for each product or application and its transactions that might require system generated inter and intraunit balancing lines.
- Segregation of inter and intraunit payables and receivables by type of System Transaction, such as accounts payable voucher or general ledger journal.
- Definition of options that are appropriate only to a particular System Transaction, such as whether to create an AP (accounts payable) Voucher and an AR (accounts receivable) Item for an InterUnit Bill.

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The System Transaction provides predefined information about the tables and fields involved in an application transaction and supplies run-time parameters to the Centralized Inter/IntraUnit Processor.

There are some cases where there are multiple System Transaction Codes for a product, even when all of the technical details for the interface to the central processor are the same, such as AP (accounts payable) Vouchers and AP (accounts payable) Payments. This allows you to associate each system transaction with a different user-defined Transaction Code, which is the key to how you set up ChartFields for InterUnit and IntraUnit payable and receivable entries.

Transaction Codes are defined on the Transaction Code page. Each Transaction Code that you define can be mapped to one or more of the System Transactions on the System Transaction Map page, but each System Transaction can have only one Transaction Code for all products with the exception of general ledger. Once mapped, System Transactions determine the Transaction Codes available to a product for further categorization. If your inter and intraunit accounting does not differ across products and transactions you can define a single Transaction Code and map it to all the System Transactions.

Only the General Ledger System Transaction *GLJ* (general ledger journal) allows the mapping of multiple Transaction Codes so you can create additional subset categorizations for an inter and intraunit transaction. For example, you could create the following Transaction Codes and map them both to the General Ledger System Transaction.

- ADVANCES (Intercompany cash advances)
- INTEREST (Interest on Intercompany advances)

This enables you to further segregate and categorize interunit transactions within General Ledger by maintaining all advances in a separate category of interunit activity and inter company interest on these advances in another category.

Note: When setting up business units across products, you must include all business units in the same ledger group to use the interunit processor functionality.

Organizational and Legal Categorization of Transactions

PeopleSoft provides functionality to distinguish between Inter Entity and Intra Entity transactions within the interunit category, enabling you to apply the required accounting treatment. However, while there may be different legal entities, all business units in an interunit transaction must share the same ledger group name to generate interunit entries.

The following terms define transactions between and within business units:

Term	***Definition***
InterEntity	A transaction involving two or more General Ledger business units, when each related business unit represents a separate legal entity.
IntraEntity	Transactions involving two or more General Ledger business units, when all business units are part of the same legal entity.

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Term	*Definition*
InterUnit	Any transactions involving two or more General Ledger business units within the same ledger group. These can be either InterEntity or IntraEntity, depending on how the business units are defined and how they are mapped in the legal entity hierarchy.
IntraUnit	A transaction within a single General Ledger business unit that involves more than one value in a lower level Balancing ChartField, such as a Fund or Department. The generic description of intraunit can be substituted with more specific terms, such as inter operating unit, inter department, or inter fund, depending on which ChartField requires balancing within a business unit.

For intraunit activity, the available Accounting Entry Types on the IntraUnit Template page are intraunit receivable and intraunit payable. Additional Accounting Entry Types are available only for Transaction Codes mapped to specific System Transactions. These include intraunit expense and intraunit revenue for the Billing Invoice System Transaction, and IntraUnit In Transit for the Cost Management InterUnit Transfer System Transaction.

For interunit activity, the available Accounting Entry Types on the InterUnit Template page depend on whether you choose to use the legal entity option for your installation. The following table is an example of possible organizational and legal relationships between several business units:

Business Unit	*Belongs to Legal Entity Unit*
USLE1	USLE1
USLE2	USLE2
US001	US001
US002	USLE1
US003	USLE1
US004	US001
US005	US001
US006	USLE2

In this example USLE1 and USLE2 represent two legal entities to which several of the business units belong. Note that US004 and US005 belong to the US001 legal entity.

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If you select the Use Legal Entity for InterUnit option on the Installation Options - Overall page, the following selected combinations illustrate possible Accounting Entry Types applicable to various combinations of inter and intraunit transactions for the business units involved:

Transactions Between	***Applicable Accounting Entry Types Using Legal Entity***
USLE1 and US003	IntraEntity Payable and Receivable
US004 and US005	IntraEntity Payable and Receivable
US001 and USLE2	InterEntity Payable and Receivable
US006 and US003	InterEntity Payable and Receivable

If you *do not* select the Use Legal Entity for interunit option, the following selected combinations illustrate the possible Accounting Entry Types applicable to various combinations of inter and intraunit transactions for the business units involved:

Transactions Between	***Applicable Accounting Entry Types Not Using Legal Entity***
USLE1 and US003	InterUnit Payable and Receivable
US004 and US005	InterUnit Payable and Receivable
US001 and USLE2	InterUnit Payable and Receivable
US006 and US003	InterUnit Payable and Receivable

Interunit and Intraunit Templates

Interunit ChartFields are determined by the InterUnit Template when you use either the Direct or Indirect interunit method.

Intraunit ChartFields are always determined by the IntraUnit Template.

Note: Interunit methods do not apply to *intra* unit transactions.

You provide the appropriate InterUnit and IntraUnit Template for a business unit in the General Ledger Definition component.

When the interunit method is Direct, the ChartFields for the balancing entries to one business unit are retrieved using its own SetID and InterUnit Template Code.

When the interunit method is Indirect, the ChartFields for the balancing entries to one business unit are retrieved using its own SetID, but the affiliate business unit's template. The prompting on the

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Business Unit Definition only ensure that the template is defined for the SetID of the business unit being maintained, so you must ensure that the template is defined for each related business unit.

Note: If you use the pairs interunit method, the ChartField values are not determined by the template but are determined by the values that you enter on the InterUnit Pairs page.

Using InterUnit and IntraUnit Templates you associate Transaction Codes with Accounting Entry Types for which you provide ChartField values to complete the partial inter and intraunit entries.

To accommodate different ChartField values across business units, the InterUnit and IntraUnit Template tables are keyed by SetID. The SetID entered for the template is used as the Set Control Value to determine which SetID is used to validate the ChartFields that you enter for the template.

When processing transactions, the general ledger business unit to which the entry is written is used as the Set Control Value to determine the SetID used to access the appropriate InterUnit or IntraUnit Template.

Business units should only share the same inter and intraunit SetID if they also share the same SetIDs for all their ChartFields and their Detail Ledger definitions.

For example, consider the source of receivable accounting entry ChartField values for a transaction from business unit US001 to business unit LE001, when legal entity is not a factor.

Balancing Method	*SetID*	*Template*
Direct	The InterUnit SetID of LE001, the To Unit.	The InterUnit Template on the Business Unit Definition for LE001, the To Unit.
Indirect	The InterUnit SetID of LE001, the To Unit.	The InterUnit Template on the Business Unit Definition for US001, the From Unit.

Note: The SetID used to retrieve the InterUnit Template is always the SetID of the business unit to which the accounting entry is written. Only the template source differs in that the Direct method retrieves the template from the business unit to which the entries are written but the Indirect method retrieves the template from the affiliate business unit.

Interunit Pairs

You must define ChartFields and other options used for interunit transactions on the InterUnit Pairs page when you choose to use the Pairs Method. The Direct or Indirect Method does not apply to pairs.

An InterUnit Pairs definition is keyed by the from business unit, the to business unit and Transaction Code. For each of these combinations you specify the interunit receivable and interunit payable ChartFields. Separate InterEntity and IntraEntity definitions are not necessary because any given pair of business units can only be one or the other.

All ChartField validation is based on the SetIDs associated with the business units. The business unit used as the Set Control Value for ChartField prompting and validation depends on the Accounting Entry Type. When maintaining interunit pair data, refer to the following table to determine which entry types belong to which business unit.

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From Business Unit	*To Business Unit*
Receivables	Payable
Revenue (for Billing Invoices)	Expense (for Billing Invoices)
In Transit (for interunit transfers if the Source is the Ownership Unit	In Transit (for interunit transfers if the Destination is the Ownership Unit)
Cost of Goods (for interunit transfers)	Accrued Payables (for interunit transfers) Customer Shipments (for interunit transfers)

Related Links

Using Mass Maintenance for Interunit Pairs

Summarization of Interunit and Intraunit Journal Lines

When you want to reduce the number of journal lines generated by interunit or intraunit processing and find that it is not necessary to maintain separate interunit or intraunit balancing, you can choose to use summarization on the Installation Options, Overall page. In addition, you must either not setup affiliates or deselect affiliates for account, fund or operating unit if you want to summarize interunit or intraunit journal lines.

All non-monetary fields on journal lines must be identical to successfully summarize them. Affiliate must not be used, otherwise journal lines cannot be identical and are not summarized by the system. This requirement enables you to selectively use summarization by specifying affiliates in some Ledger Groups but not in others.

You can use interunit with intraunit summarization together and interunit and intraunit journal lines are not combined. If you specify affiliate for business unit, you can summarize by business unit and not by fund or operating unit. Summarization can be selected at installation or at a later date. If selected at a later date, the result is that there will be additional and perhaps unnecessary journal lines.

Note: If you are using the Sybase database, there is a limitation of a maximum of 31 columns in a group by clause. For this reason system-generated lines even if sharing the same ChartField combination, will not be grouped or summarized together into a single journal line; but separate detail lines will be created.

MultiBook Considerations

When sequence numbers are assigned to lines generated by the interunit processor for multi-ledger ledger groups, it is normal for gaps to occur in the numbers. The happens because the sequence number calculated for a line is based on the number of lines that precede it, but it also gives secondary ledger lines the same sequence number as their corresponding primary ledger line. For example, if two interunit balancing lines are created for a multibook ledger group containing three ledgers, they are numbered as follows (assuming the first sequence number is 101):

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Ledger Group	*Ledger*	*Sequence Field*
LEDGRP1	LED1	101
LEDGRP1	LED2	101
LEDGRP1	LED3	101
LEDGRP1	LED1	104
LEDGRP1	LED2	104
LEDGRP1	LED3	104

The first three lines have the same sequence number (101) because they all represent the same transaction line. The second three lines start with 104 because there are three lines before them (101 + 3 = 104).

If you use a multi-ledger ledger group in your interunit transactions that does *not* have the **Keep Ledgers in Sync** check box checked , each line within a transaction (such as, a payable and receivable line) must specify the same ledger name. The ledgers may be defined under different set control values, but the ledger names must be the same for lines within a transaction.

Products Using Interunit and Intraunit Processing

The inter and intraunit processor is automatically called from the general ledger journal edit process and from each process in other products that generates accounting entries and feed transactions to General Ledger, such as PeopleSoft Accounts Payable Voucher Post and Receivables Update. The implementation of Centralized Inter/IntraUnit processing and ChartField Inheritance impacts the following PeopleSoft products:

- General Ledger
- Payables
- Receivables - Deduction Management
- Asset Management
- Inventory - Cost Management
- Billing
- Projects
- Expenses
- Treasury - Cash Management
- Contracts

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- Grants

Refer to documentation for the individual PeopleSoft products for specific information about setting up and using inter and intraunit processing and ChartField Inheritance for a particular product.

Setting Up Interunit and Intraunit Processing

To set up interunit and intraunit processing, use the following components:

- Installation Options (INSTALLATION)
- Detail Ledger Group (DETAIL_LEDGER_GROU)
- InterUnit Template (IU_INTER_TMPLT)
- IntraUnit Template (IU_INTRA_TMPLT)
- General Ledger Definition (BUS_UNIT_TBL_GL)
- InterUnit Pair Maintenance (IU_INTER_PR_BASIC)
- InterUnit Transaction Code (IU_TRAN_CD)
- Interunit Transaction Mapping (IU_TRAN_MAP)

Pages Used to Set Up Centralized Interunit and Intraunit Processing

Page Name	*Definition Name*	*Usage*
Installation Options - Overall Page	INSTALLATION_FS1	Select installation options to use legal entity for interunit, the interunit method and interunit summarization option for your system. See Setting Overall Interunit Installation Options. For more information, see the Installation Options - Overall Page.
Ledger Group - Balancing Page	LEDGER_GROUP 3	Elect to use intraunit balancing entries, select balancing ChartFields and affiliates for a ledger group.
Transaction Code Page	IU_TRAN_CD	Define transaction codes that enable you to categorize interunit and intraunit balances.
System Transaction Map Page	IU_TRAN_MAP	Map transaction codes to system transactions, define the default transaction code, and access the transaction Options page.

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Page Name	*Definition Name*	*Usage*
Transaction Options Page	IU_TRAN_OPT1	Enter interunit and intraunit options for Billing and Inter/IntraUnit Transfers.
InterUnit Template Page	IU_INTER_TMPLT	Provide ChartFields by transaction code for interunit balancing entries when using the direct or indirect interunit method.
InterUnit Template - Select Entries to Insert Page	IU_INTER_ENTRY	Select which entry types to insert into the page. An alternative to the Select all Applicable Entries button.
Intraunit Template Page	IU_INTRA_TMPLT	Provide ChartFields by transaction code for intraunit balancing entries.
Intraunit Template - Select Entries to Insert Page	IU_INTRA_ENTRY	Select which entry types to insert into the page. An alternative to the Select all Applicable Entries button.
Interunit Pair Page	IU_INTER_PR_BASIC	Define ChartFields by transaction code for interunit balancing entries when the interunit method is pairs. Override default options for interunit billing and interunit transfer transactions.
Interunit Pair - Select Entries to Insert Page	IU_PAIR_ENTRY	Select which entry types to insert into the page. An alternative to the Select all Applicable Entries button.
General Ledger Definition - Inter/IntraUnit Page	BUS_UNIT_TBL_GL6	Select interunit and intraunit templates. Enter the legal entity to which the business unit belongs. Specify options for interunit billing and interunit transfer transactions.

Setting Overall Interunit Installation Options

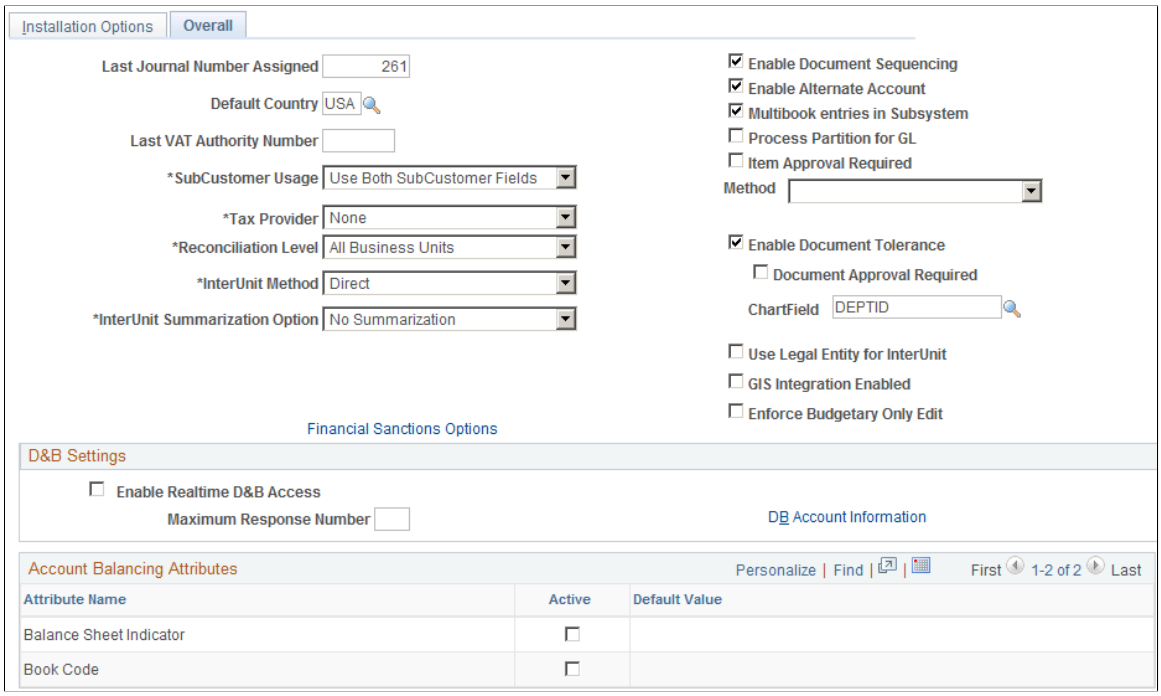
Use the Installation Options - Overall page (INSTALLATION_FS1) to select installation options to use legal entity for interunit, the interunit method and interunit summarization option for your system.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options** > **General Options** > **Overall**

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This example illustrates the fields and controls on the Installation Options - Overall page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
InterUnit Method	Select one of three due to and due from balancing methods as your system wide setting. Values are *Direct, ,Indirect,* or *Pairs.*
InterUnit Summarization Option	• *Summarize:* The Summarize option only affects processing if you are not using affiliate ChartFields . Selecting this option will cause the system-generated inter/intraunit offset lines to be summarized together whenever all the fields, except for the amount and line sequence fields, are equal. For example, if business unit A pays expenses for business units B and C, without interunit summarization, two interunit balancing lines are created for business unit A (one for B and one for C). However, with interunit summarization, interunit processing creates only one interunit receivable journal line for business unit A instead of two. If there is additional activity among business units A, B, and C, the interunit processor summarizes the activity to create a minimal number of interunit journal lines while maintaining the overall balance among the business units. • *No Summarization:* Select if you do not wish to summarize system-generated inter/intraunit offset lines or if you are using affiliate ChartFields.

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Field or Control	*Description*
Use Legal Entity for InterUnit	Select the check box if you want to use different ChartFields for interunit balancing entries depending on whether the two general ledger business units involved are part of the same or different legal entities. Do not select this field when the InterUnit Method is Pairs.

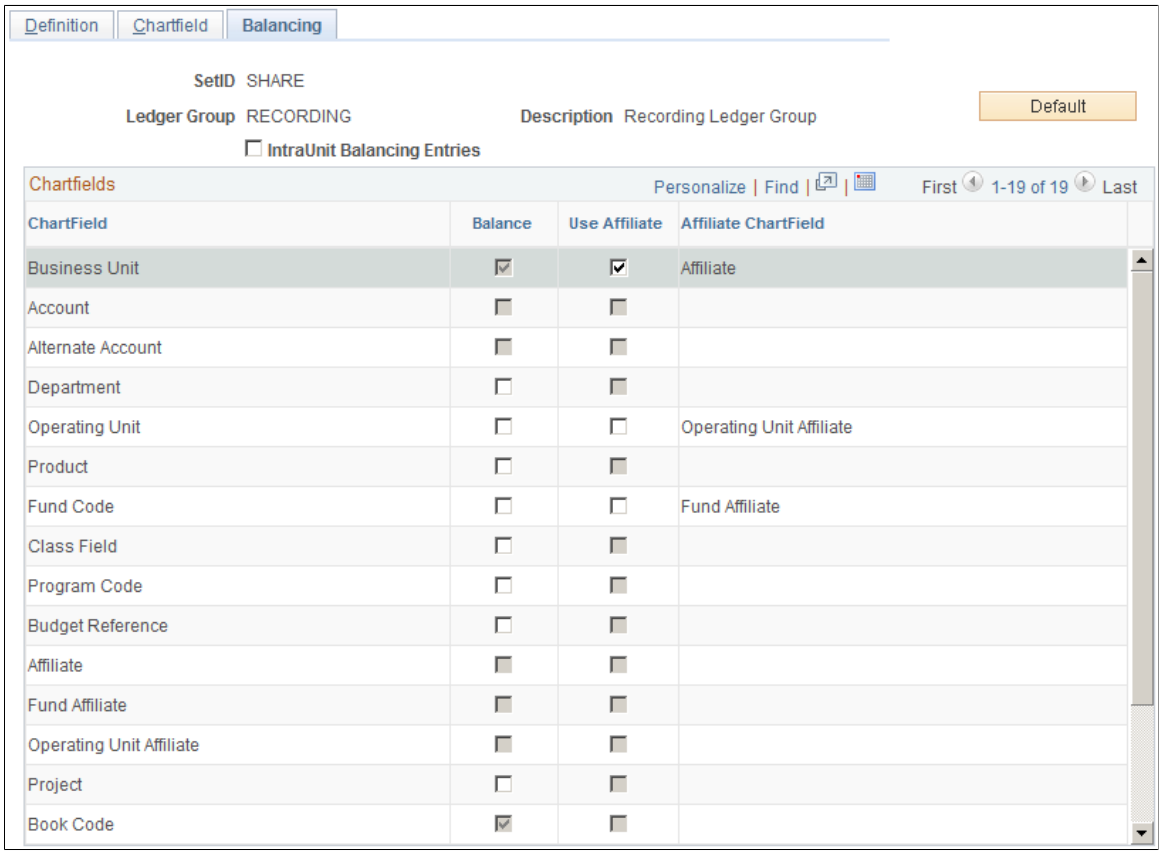
Ledger Group - Balancing Page

Use the Ledger Groups - Balancing page (LEDGER_GROUP 3) to elect to use intraunit balancing entries, select balancing ChartFields and affiliates for a ledger group.

Navigation:

General Ledger > **Ledgers** > **Ledger Groups** > **Balancing**

This example illustrates the fields and controls on the Ledger Group - Balancing page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
IntraUnit Balancing Entries	Select and the system automatically generates intraunit balancing entries for transactions that involve multiple values of a balanced ChartField. You cannot select this option unless at least one ChartField is balanced, that is, one **Balance** check box must be selected that is available. If you do not have this check box selected, or if the journal is not in balance for other reasons, then the journal edit process uses the rules that you set up for balancing journals on the Journal Edit Options page to either recycle or use a suspense account.
Balance	A balanced detail ledger requires that debit amounts equal the credit amounts for business unit, base currency code, book code and adjustment type. To choose additional balancing ChartFields for the ledger group select the check box if it is available for another ChartField. Some ChartFields such as account and alternate account cannot be balancing ChartFields and the check box is unavailable. When you change the value of this check box for a standard or translation ledger group, the system verifies that the new setting is valid for the existing ChartField inheritance groups. See Dealing with ChartField Inheritance Groups Requiring Special Validation with Balanced ChartFields. For balancing ChartFields, the system checks for business units that use the ledger group, as defined on the Ledgers for a Unit page in conjunction with the SetIDs that business units use for ledger groups. If a business unit that is tied to the ledger group has a blank inheritance value for the balancing ChartField, you receive a warning.

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Field or Control	*Description*
Use Affiliate	This field is available only if the ChartField has an affiliate associated with it on the Standard or Advanced ChartField Configuration page. Affiliate is used when it is not apparent from the ChartField account value which entities are involved in an interunit or intraunit transaction. For example business unit US001 uses the account ChartField value 114000 to designate interunit receivables from all other related business units. If US001 has elected to Use affiliate and it paid rent for US002 of 200.00 USD and for US003 rent in the amount of 300.00 USD, the interunit and intraunit processor creates two interunit receivables for the books of US001. A debit is created of 200.00 USD to the 114000 account labeled with the affiliate value US002 and it also creates a debit of 300.00 USD in the 114000 account with the affiliate value US003. The standard ChartFields shipped with PeopleSoft products include two intraunit affiliate ChartFields. One is associated with the Fund ChartField and the other with Operating Unit ChartField. You may add additional intraunit affiliate ChartFields and associate the standard ones with other related ChartFields using the Standard or Advanced ChartField Configuration page.
Affiliate ChartField	Displays and is derived from the Standard or Advanced ChartField Configuration page.

Related Links

Balancing ChartFields
Standard ChartField Configuration Page
Using Standard ChartField Configuration

Transaction Code Page

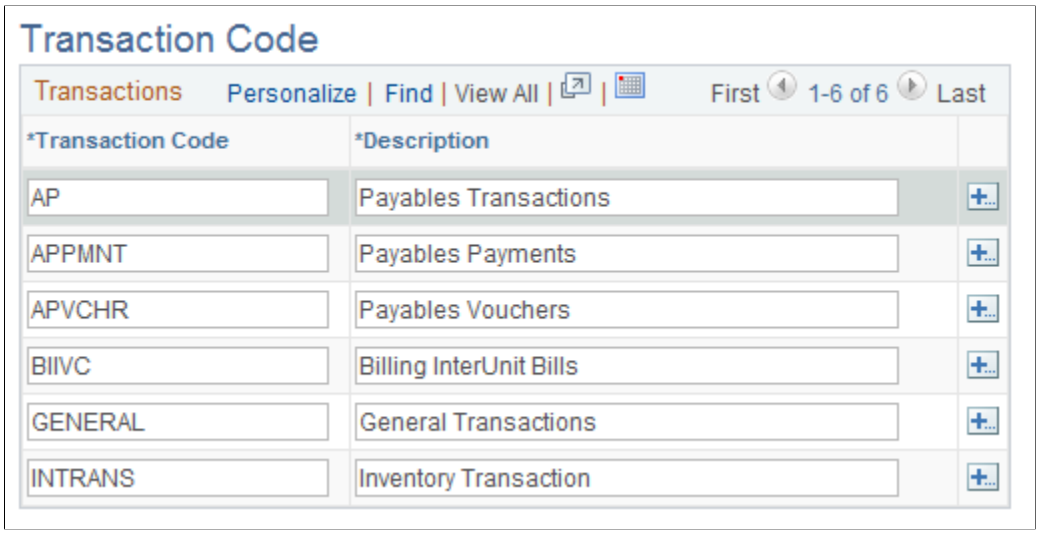
Use the Transaction Code page (IU_TRAN_CD) to define transaction codes that enable you to categorize interunit and intraunit balances.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **Define Transaction Code**

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This example illustrates the fields and controls on the Transaction Code page. You can find definitions for the fields and controls later on this page.



Note: PeopleSoft ships transaction codes and system transaction mapping as sample data only and not as system data. You must define transaction codes according to the level of segregation of InterUnit and IntraUnit balances that you require.

Field or Control	*Description*
	Click the **Add Multiple New Rows at Row** button to add additional rows for new transaction codes below the row selected. You can create one transaction code for each system transaction or create only as many as you need at the time to reflect the diversity of your interunit and intraunit accounting treatment. A transaction code can be associated with one or more system transactions. If you do not want to segregate transaction at this level of detail, you can use one transaction code and map it to all your system transactions.

System Transaction Map Page

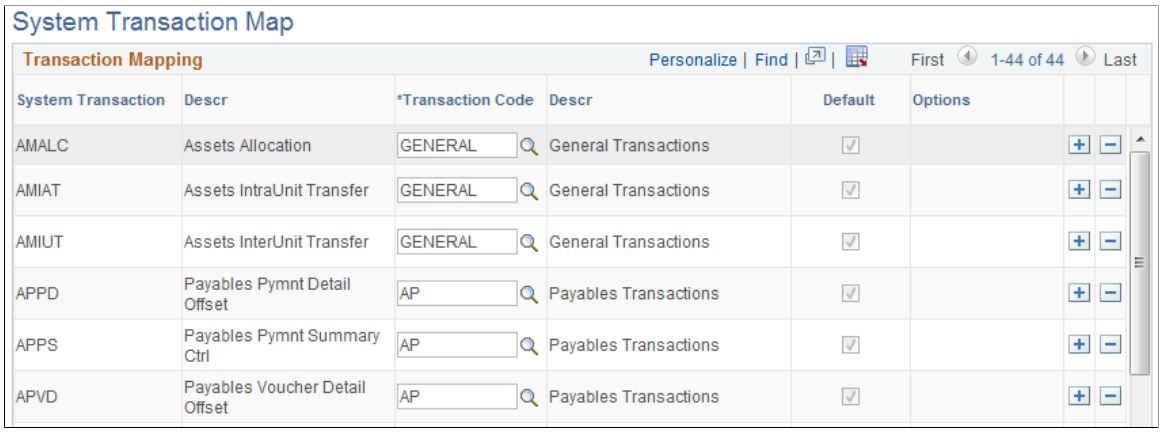
Use the System Transaction Map page (IU_TRAN_MAP) to map transaction codes to system transactions, define the default transaction code, and access the transaction Options page.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Inter/Intra Unit > System Transaction Map

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This example illustrates the fields and controls on the System Transaction Map Page. You can find definitions for the fields and controls later on this page.



There is one row on the page for each system transaction, based on the PeopleSoft products you have installed. If you have created a new system transaction, for third party transactions for example, it appear here as well. If you insert a row—the **System Transaction** field is input capable—you can only select a system transaction that allows multiple transaction code instances. The only system transaction that allows multiple transaction codes is general ledger journal. You can only delete a row if it is not the default. This also applies only to general ledger journal.

Note: PeopleSoft ships transaction codes and system transaction mapping as sample data only and not as system data. You must define transaction codes according to the level of segregation of interunit and intraunit balances that you require.

Field or Control	***Description***
System Transaction	All system transactions are listed on this page for the PeopleSoft products you have installed. When you add a new row, this field is input capable, but the only system transactions available to select are those whose **Allow Multiple Instances** check box is selected on the System Transaction page (that is *GL Journals* only).
Transaction Code	The first time you maintain this page, you must enter a default transaction code for every system transaction that is loaded onto the page. Additional transaction codes are only available if *Allow Multiple Instances* is selected on the System Transaction page. *Multiple Instances* is only available for the general ledger journal system transaction. However, the same transaction code can be used for multiple System Transactions.
Default	A default transaction code must be specified for each System Transaction that appears on this page. A row may not be deleted if the default option is selected.
Options	Click this link to provide additional settings for interunit billing and interunit transfer system transactions.

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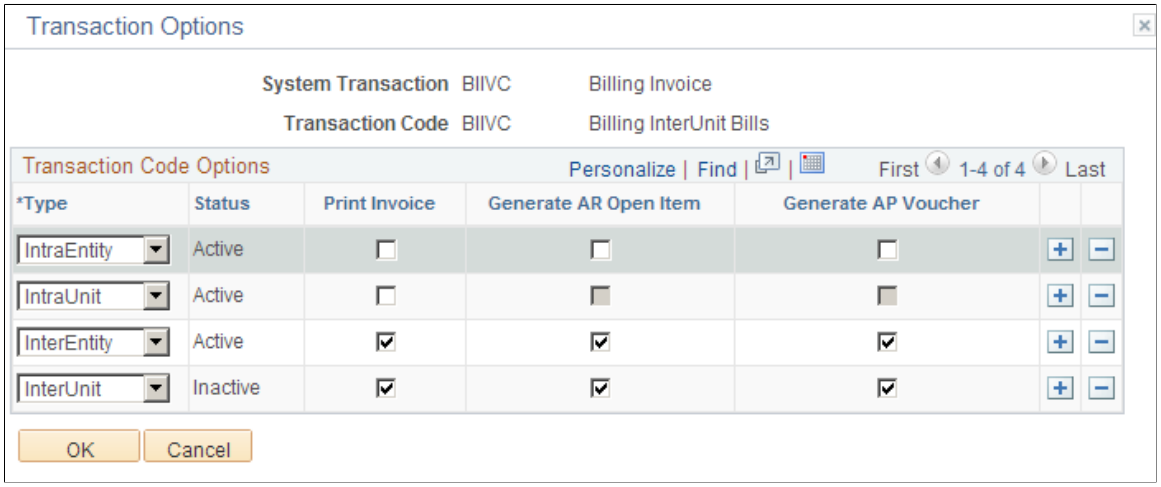
Transaction Options Page

Use the Transaction Options page (IU_TRAN_OPT1) to enter interunit and intraunit options for Billing and Inter/IntraUnit Transfers.

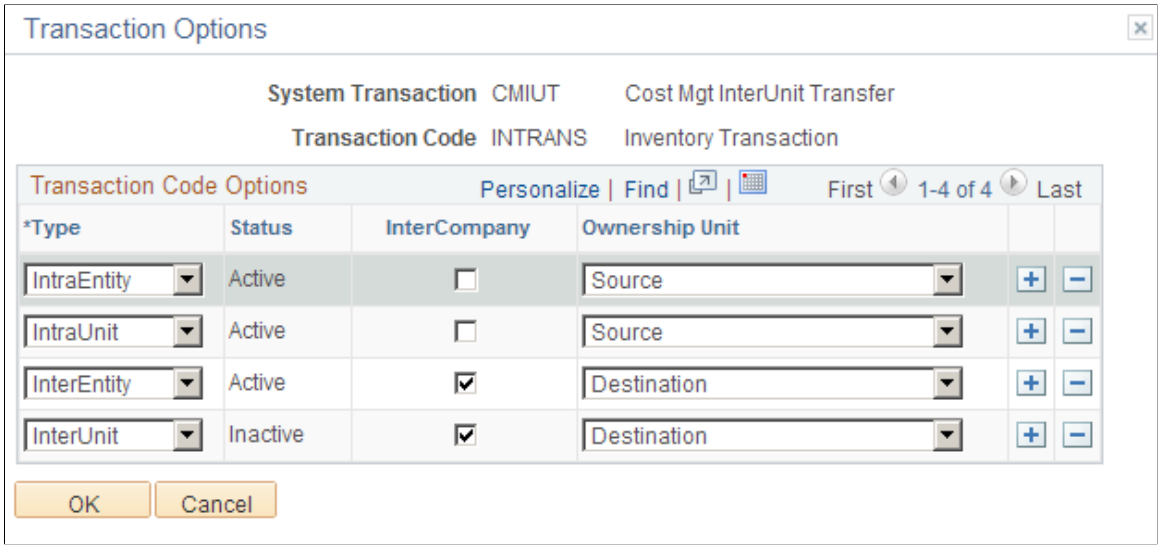
Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **System Transaction Map** > **Transaction Options.** Click an **Options** link.

This example illustrates the fields and controls on the Transaction Options for InterUnit Billing. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Transaction Options for InterUnit transfers. You can find definitions for the fields and controls later on this page.



The **Option** link to access the Transaction Options page is present on the System Transaction Map page for the Billing Invoice and InterUnit Transfer System Transactions only. You can define different supporting document requirements for the applicable accounting entry types. If the legal entity distinction is enforced at the installation level you see *InterEntity, IntraEntity and IntraUnit* but if legal entity is not used you see *InterUnit* and *IntraUnit*.

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These options govern the creation of supporting documents when the InterUnit Method is Direct or Indirect and ChartField values are derived from the InterUnit or IntraUnit Template. For the Pairs method, these options merely provide defaults when a new Interunit pair is defined. You can override any of them for a specific pair of business units.

For the transaction code mapped to the billing invoice system transaction you can choose to print an invoice, generate an accounts receivable open item, generate an AP (accounts payable) voucher, or any combination of the three. The accounts receivable option is available only if Receivables is installed. The accounts payable option is available only if Receivables and Payables are both installed. Both the accounts receivable and accounts payable options are not applicable for IntraUnit transactions.

For the transaction code mapped to the Cost Mgmt (management) InterUnit Transfer System Transaction you have the option to generate an intercompany bill, and define the ownership unit while the goods are in transit. The intercompany option is available only if Billing is installed, and if it is selected, the ownership unit must be the destination unit.

Creating Additional Transaction Codes for Costing InterUnit Transfers

Although the system allows new transaction codes to be created, Costing InterUnit Transfers are handled differently because of the additional entry types that are required to create appropriate accounting entries.

When a new inventory transaction code is added and mapped to one or more of the Cost Mgt InterUnit Transfer (CMIUT), Cost Mgt Deplete Transaction (CMDEP), or Cost Mgt Ship on Behalf (CMSHB) system transactions, besides the usual IU Payable and IU Receivable entry types, PeopleSoft delivers the following additional applicable entry types:

- In Transit
- Cost of Goods
- Accrued Payable
- Cost of Sales

InterUnit Template Page

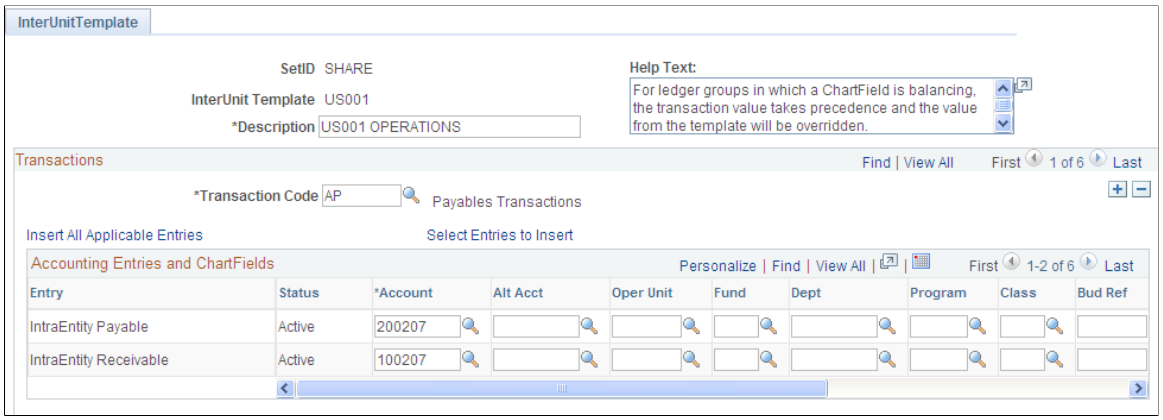
Use the InterUnit Template page (IU_INTER_TMPLT) to provide ChartFields by transaction code for interunit balancing entries when using the direct or indirect interunit method.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **InterUnit Template**

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This example illustrates the fields and controls on the InterUnit Template page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Transaction Code	Multiple transaction codes can be added to the interunit template and additional settings entered when applicable.
Default Balancing Group	This field is displayed only when one or more account attributes are active, such as book code and balance sheet indicator. When any account attributes are active, the data on this page is only for the default balance group displayed. See Setting Installation Options for Account Balancing Groups.
Additional Balancing Groups	Click to set up interunit ChartFields for additional Balance Groups for this Transaction Code. This link is available when one or more Account Attributes are active, such as Book Code and Balance Sheet Indicator.
Insert All Applicable Entries	Select this link to insert the Entry types that are applicable for your system settings. Two factors affect which entry types are active. They are the Use Legal Entity option on the Installation page (interunit versus Inter Entity and Intra Entity) and the System Transactions to which the Transaction Code is mapped (Revenue and Expense for Billing Invoice, Cost of Goods, Accrued Payable, Customer Shipments, and In Transit for InterUnit Transfer).
Select Entries to Insert	Click this link to manually select which Entry types are inserted into the page.

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Field or Control	*Description*
Entry Types	The applicable Entry Types for a given Transaction Code depends on to which System Transaction or System Transactions this Transaction Code is linked. The Entry types that are available also vary depending on the Legal Entity option selected. If you do not select the Use Legal Entity for InterUnit option on the Overall Installation options page, the following core Entry types are available: • InterUnit Receivable • InterUnit Payable If the Use Legal Entity for interunit option is selected, the following core Entry types are available: • InterEntity Receivable • InterEntity Payable • IntraEntity Receivable • IntraEntity Payable If the Transaction Code is mapped to the Billing Invoice System Transaction, then interunit or corresponding InterEntity and IntraEntity Revenue and Expense Entry types are also available. If the Transaction Code is mapped to the Cost Mgt (Inventory) InterUnit Transfer System Transaction, then interunit or corresponding InterEntity and IntraEntity Cost of Goods, Accrued Payable, Customer Shipments and In Transit Entry types are also available.
Status	Indicates whether the accounting entry type is Active or Inactive based on the current system settings. For example, you added a row for interunit payable while the Use Legal Entity option is turned off. You then activate the Use Legal Entity option. When you return to this page, you see that the status of the interunit payable entry is now inactive, because you should be defining InterEntity and IntraEntity Payable entries instead.

The following applies to the ChartField grid on this page:

- There can be multiple rows in the grid depending on the product, System Transaction, Transaction Codes and Legal Entity option selected; however, only two rows are displayed in the grid at a time, unless you select the View All option on the grid.
- Account, AltAccount, the configurable ChartFields (except for the Affiliates), DeptID and Project ID are available on the grid.
- Affiliate ChartFields are not available because their values are automatically populated by the Central Inter/IntraUnit Processor.

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- The SetID for the template is used as the Set Control Value to determine which SetID is used to prompt and validate each of the ChartFields in the grid.
- The Account ChartField is required. All other ChartFields are optional. If the ChartField is Balancing, its value on the Due To and Due From balancing entries is automatically inherited from the transaction without regard to the selection on this page.

InterUnit Template - Select Entries to Insert Page

Use the InterUnit Template - Select Entries to Insert page (IU_INTER_ENTRY) to select which entry types to insert into the page.

An alternative to the Select all Applicable Entries button.

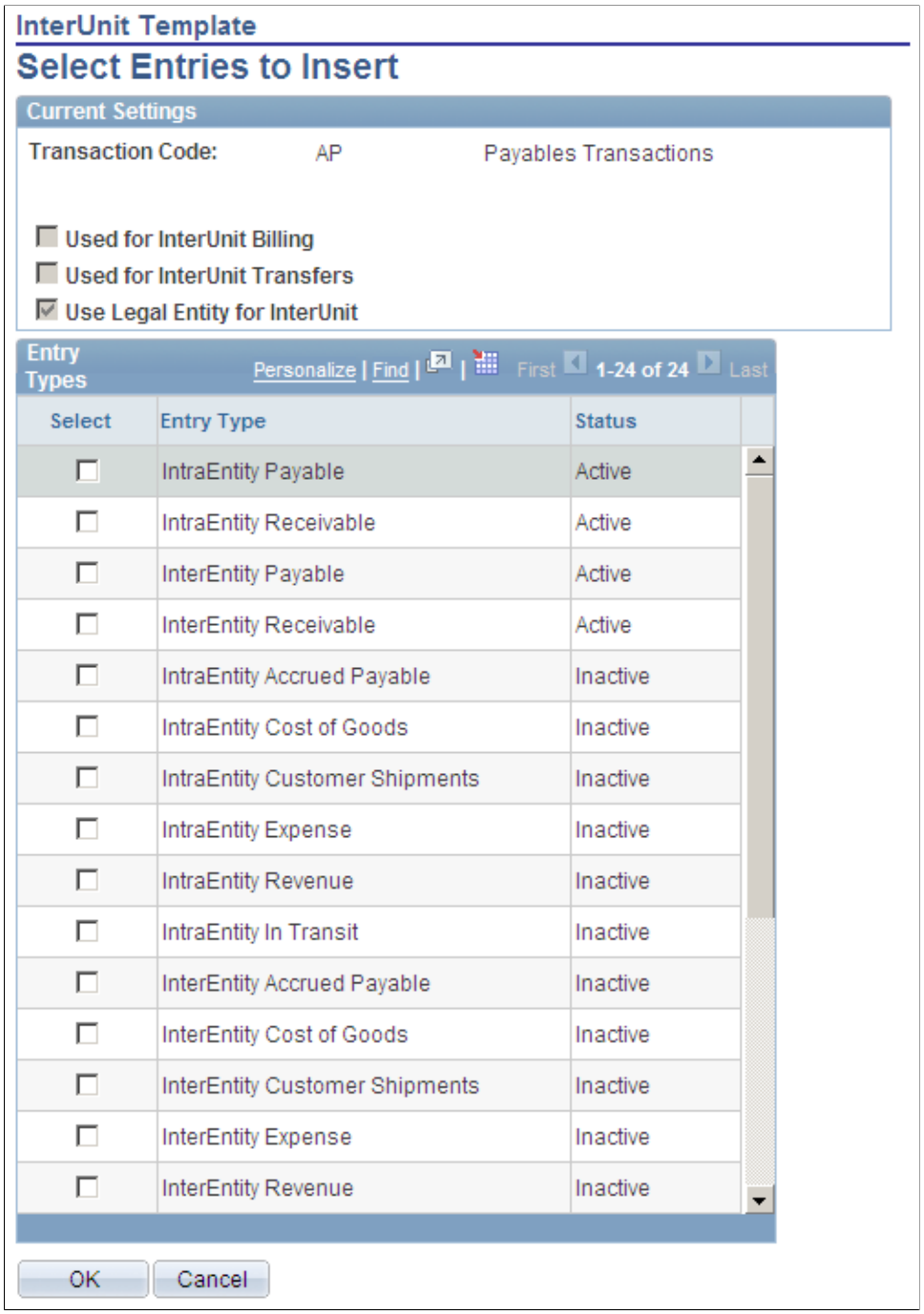
Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **InterUnit Template**

Click the **Select Entries to Insert** link.

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This example illustrates the fields and controls on the Select Entries to Insert page. You can find definitions for the fields and controls later on this page.



Current Settings

Displays all settings that affect the availability of entry types to the transaction code. If account attributes are active, such as book code and balance sheet indicator, the account balancing group is also displayed.

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Entry Types

Field or Control	*Description*
Entry Type	The *InterUnit, InterEntity,* and *IntraEntity* entry types are available for selection, regardless of their status. This enables you to assign ChartFields to entry types that are not currently active, but may become so in the future.
Status	The status reflects whether the entry type is *Active* or *Inactive* given the current system settings. You can select entry types with an inactive status, but they are not used unless you change the settings. For example, you might be setting up entries for a transaction code that is not currently mapped to the billing invoice system transaction, but you might still want to setup interunit revenue and expense entries in anticipation of changing the mapping at a later time.

Related Links

Intraunit Template Page

Intraunit Template Page

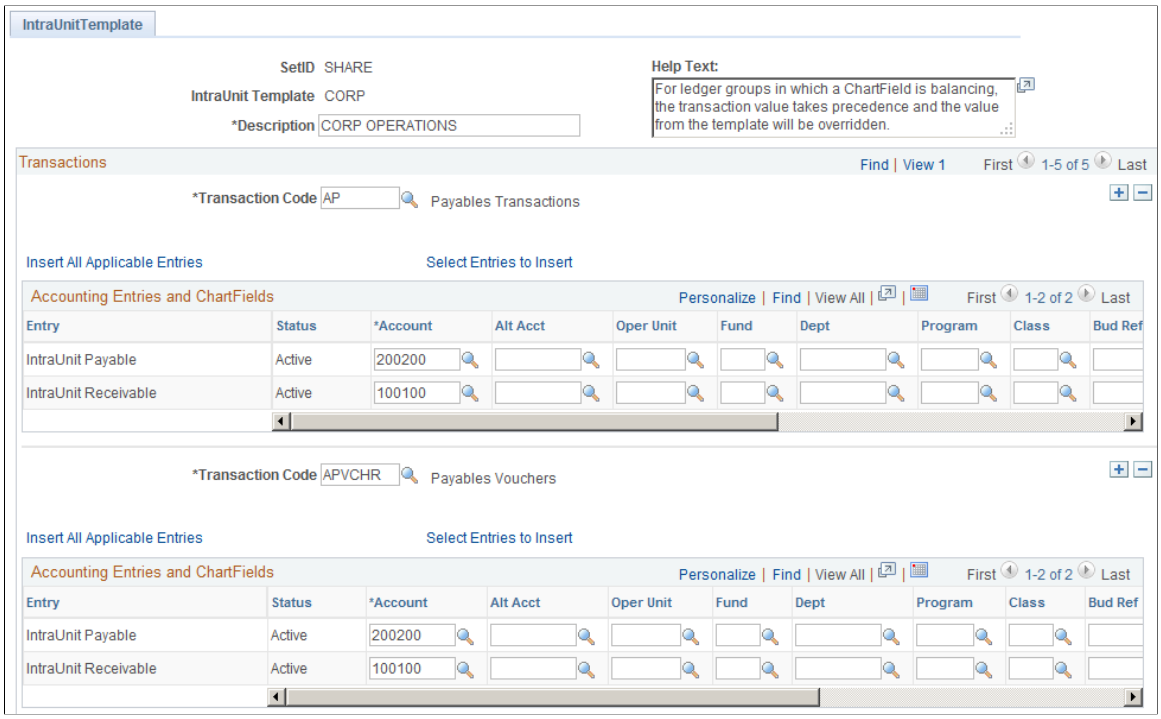
Use the IntraUnit Template page (IU_INTRA_TMPLT) to provide ChartFields by transaction code for intraunit balancing entries.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **IntraUnit Template**

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This example illustrates the fields and controls on the IntraUnit Template page. You can find definitions for the fields and controls later on this page.



Much of the set up information is the same as for the InterUnit Template. The following are exceptions:

Field or Control	*Description*
Entry	The core Entry types that are available *IntraUnit Payable* and *IntraUnit Receivable.* If the transaction code is linked to the billing invoice system transaction, the intraunit revenue and expense entry types are also available. If the transaction code is linked to the cost mgt (inventory) interunit transfer system transaction, then the intraunit in transit entry type is available.

Related Links

InterUnit Template Page

Intraunit Template - Select Entries to Insert Page

Use the IntraUnit Template - Select Entries to Insert page (IU_INTRA_ENTRY) to select which entry types to insert into the page.

An alternative to the Select all Applicable Entries button.

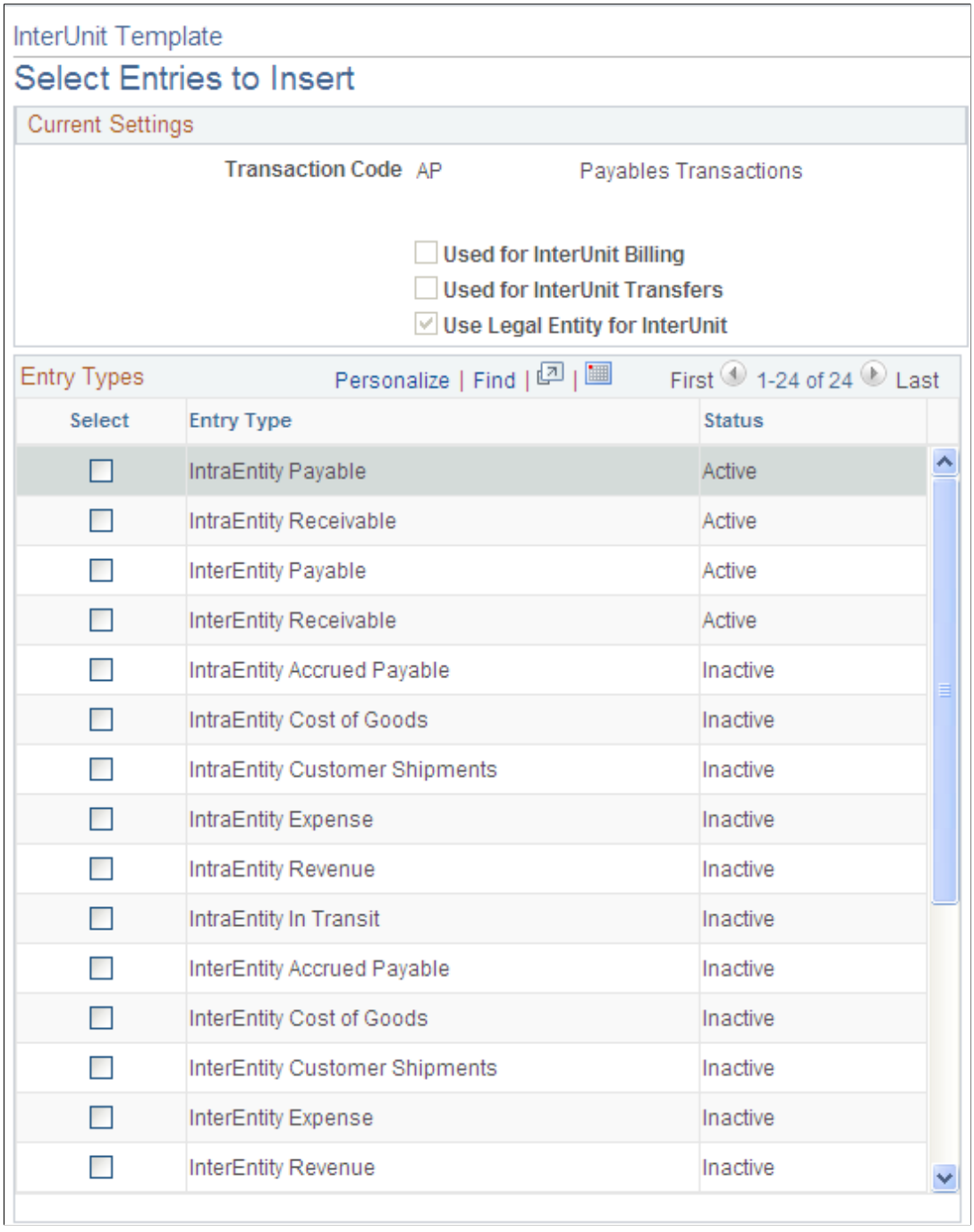
Navigation:

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Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **IntraUnit Template**

Click the **Select Entries to Insert** link.

This example illustrates the fields and controls on the IntraUnit Template - Select Entries to Insert page. You can find definitions for the fields and controls later on this page.



The **Current Settings** group box displays all settings that affect the availability of entry types to the transaction code. If account attributes are active, such as book code and balance sheet indicator, the account balancing group is also displayed.

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In the **Entry Types** group box all the intraunit Entry Types are available for selection, regardless of their status.

Field or Control	*Description*
Status	The status reflects whether the entry type is *Active* or *Inactive* given the current system settings. You may select entry types with an inactive status, but they will not be used unless you change the settings. For example, you might be setting up entries for a transaction code that is not currently mapped to the billing invoice system transaction, but you might still want to setup interunit revenue and expense entries in anticipation of changing the mapping at a later time.

Related Links

Intraunit Template Page

Reviewing Setup Examples Using the Interunit and Intraunit Templates

The following are three scenarios for setting up the interunit and intraunit template.

Scenario A

The organizational and operational assumptions are:

- You use a corporate chart of accounts for business units ranging from US001 to US050.
- You use unique account values, rather than the affiliate ChartField, to segregate interunit balances by business unit trading partner.
- There is no segregation of interunit balances by the type of transaction.

Installation level options are:

- Interunit balancing method is indirect when unique account values are used to segregate balances by business unit, the method must be either indirect or pairs.
- Do not use legal entity.

Other assumed options are:

- Because all business units share the same corporate chart of accounts, all fifty business units can share the same SetID.
- Because there is no segregation by type of transaction, only one transaction code is required and it can be mapped to all system transactions.
- A separate interunit template must be defined for each business unit because each requires a unique account value. On each template, the one transaction code is added, and all applicable entry types are defined for it.

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Under scenario A, if there is processing between US008 and US009, when the system generates the balancing entry for US008, it gets the appropriate ChartFields using the SetID for US008 and the InterUnit Template for US009 because the interunit balancing method is indirect.

Scenario B

The organizational and operational assumptions are:

- You use a corporate chart of accounts for business units ranging from US001 to US999.
- You want to segregate interunit balances into ten different accounts according to the type of transaction (AP (accounts payable) Voucher, GL (general ledger) Journal, for example).
- You use the affiliate ChartField, rather than unique accounts to segregate balances by business unit trading partner.

Installation level options are:

- Interunit balancing method is direct.
- Do not use legal entity.

Other assumed options are:

- Because all business units share the same corporate chart of accounts, all business units can share the same SetID.
- Ten transaction codes are created and are mapped to the appropriate system transactions to segregate transactions in the ten desired categories.
- One interunit template can be used for all business units. On the one template, each of the ten transaction codes is added, and all applicable entry types are defined for each transaction code.

Under scenario B, if there is processing between US008 and US009, when the system generates the balancing entry for US008, it gets the appropriate ChartFields using the SetID and the interunit template for US008 because the interunit balancing method is direct.

Scenario C

The organizational and operational assumptions are:

- You use a corporate chart of accounts for business units ranging from US001 to US989 but US990 through US999 share a different chart of accounts.
- You want to segregate interunit balances into ten different accounts according to the type of transaction (AP (accounts payable) Voucher, GL (general ledger) Journal, for example).
- You use the affiliate ChartField, rather than unique accounts, to segregate balances by business unit trading partner.

Installation level options are:

- Interunit balancing method is direct.
- Do not use legal entity.

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Other assumed options are:

- Two interunit SetIDs are required, one for each chart of accounts.
- Ten transaction codes are created and are mapped to the appropriate system transactions to segregate transactions in the ten desired categories.
- The same interunit template name can be used for all business units, but two interunit template definitions must be maintained, one for each SetID. On each of the template definitions, each of the ten transaction codes is added, and all applicable entry types are defined for each transaction code.

Under scenario C, if there is processing between US008 and US009, when the system generates the balancing entry for US008, it gets the appropriate ChartFields using the SetID and the interunit template for US008 because the interunit balancing method is direct.

Under scenario C, for example, if there is processing between US989 and US999 when the system is generating the balancing entry for US989, it gets the appropriate ChartFields using the SetID and the interunit template for US989 because the interunit balancing method is direct.

Interunit Pair Page

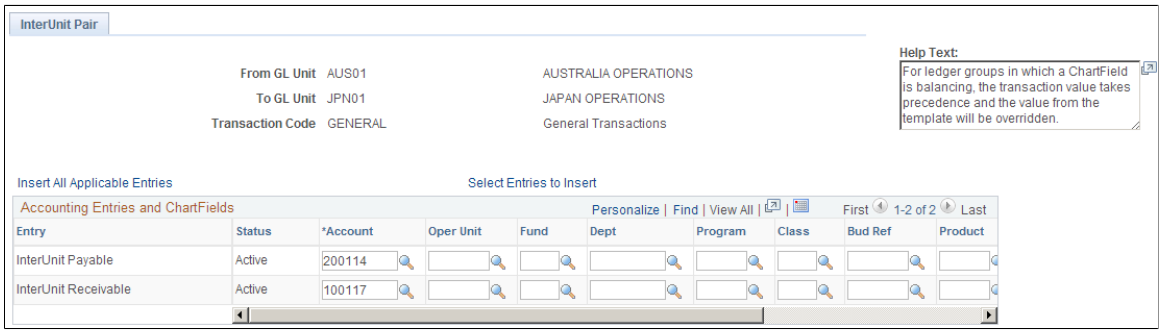
Use the InterUnit Pair page (IU_INTER_PR_BASIC) to define ChartFields by transaction code for interunit balancing entries when the interunit method is pairs.

Override default options for interunit billing and interunit transfer transactions.

Navigation:

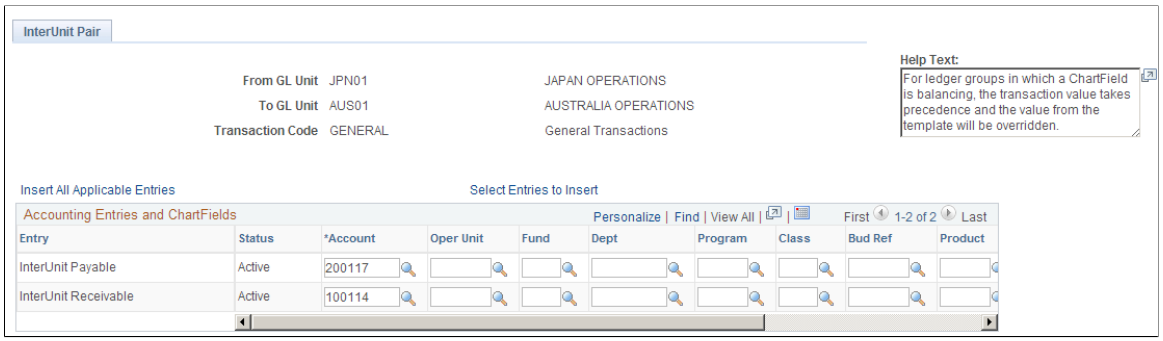
Set Up Financials/Supply Chain > Common Definitions > Inter/Intra Unit > Define InterUnit Pair

This example illustrates the fields and controls on the InterUnit Pair page - AUS01 to JPN01. You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the InterUnit Pair page - JPN01 to AUS01. You can find definitions for the fields and controls later on this page.



Interunit pairs are applicable if you choose to use the pairs balancing method. It requires a detailed level of setup because ChartField pairs must be established between all business units that may potentially have related transactions.

Note: If you have a large number of business units you may want to use the InterUnit Pair Mass Maintenance feature rather than this page to maintain your business unit pairs. See the section on Using Mass Maintenance for Interunit Pairs for more information.

See Using Mass Maintenance for Interunit Pairs.

This page displays the **Default Balancing Group** field and the Additional Balance Groups link if one or more account attributes are active.

Field or Control	***Description***
From GL Unit and **To GL Unit**	The **From GL Unit** field indicates the business unit to which the interunit receivable is recorded. The **To GL Unit** field indicates the business unit to which the InterUnit Payable is recorded. The business unit used as the set control value for ChartField prompting and validation depends on the entry type. For the Receivable, Revenue, and Cost of Goods Entry types, the **From GL Unit** field value is the set control value. For the Payable, Expense, Accrued Payable, and Customer Shipments Entry types, the **To GL Unit** field value is the set control value. For the In Transit Entry type, the **From GL Unit** field value is used if the **Ownership Unit** field value is *Source* and the **To GL Unit** field value is used if the **Ownership Unit** field value is *Destination.*

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Field or Control	*Description*
Accounting Entries and **ChartFields**	In the above example, AUS01 account 200114 is an interunit payable and its counterpart in JPN01, is account 100114 an interunit receivable. There is a similar relationship for accounts 200117 and 100117. Account 200114 represents due to JPN01 from AUS01 and account 200117 represents due to AUS01 from JPN01. So, for the AUS01:JPN01 pair, the receivable is the AUS01 account for due from JPN01 (100117) and the payable is the JPN01 account for due to AUS01 (200114). For the JPN01:AUS01 pair, the receivable is the JPN01 account for due from AUS01 (100114) and the payable is the AUS01 account for due to JPN01 (200117). If you enter a voucher in AUS01 for an expense booked to JPN01, the processor goes to the AUS01: JPN01 pair to get both the AUS01 receivable and the JPN01 payable.

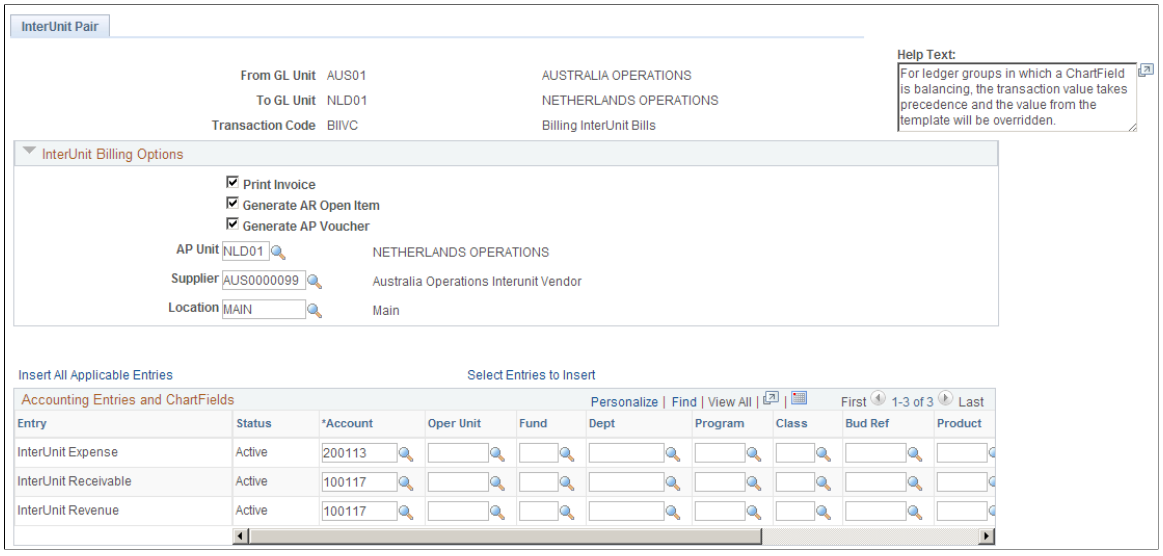
Defining Interunit Pairs Options for Interunit Billing and Interunit Transfers - Example

Access the InterUnit Pair page.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **InterUnit Pair** > **InterUnit Pair**

This example illustrates the fields and controls on the InterUnit Pair page - InterUnit Billing Options. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
	Click to expand the **Inter Unit Billing Options** group box and see the following section for explanations of the field values that become available.

Interunit Billing Options

If the transaction code is linked to the billing invoice system transaction, there are additional entry types of interunit revenue and interunit expense. You may also override the default supporting document options, such as:

- **Print Invoice**
- **Generate AR** (accounts receivable) **Open Item**
- **Generate AP** (accounts payable) **Voucher**
- **AP Unit** (accounts payable business unit)
- **Supplier** (ID)
- Supplier **Location**

Interunit Transfer Options

If the transaction code is linked to the Cost Management InterUnit Transfer System Transaction, there are additional entry types of InterUnit In Transit, Cost of Sales, and Accrued Payable. You must also establish InterUnit Billing Options, such as:

- **Ownership Unit**
- **InterCompany Processing flag**
- **BI Unit**
- **Customer**

The default values for these options come from the system transaction map and the GL (general ledger) business unit definition.

The options to Print an Invoice, Generate an AP Voucher and Generate an AR Item default from the options defined for the transaction code, which is mapped to the billing invoice system transaction.

The AP Unit (accounts payable unit) for the AP Voucher (accounts payable voucher) defaults from the GL Business Unit (general ledger business unit) definition for the **To GL Unit** field value of the pair. The supplier and location for the AP Voucher default from the GL Business Unit definition for the **From GL Unit** field value of the pair.

You can override any of these options here for this specific Pair. Changes made later to the **System Transaction Map** options or the **GL Business Unit** options do not affect existing interunit pair definitions.

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Interunit Pair - Select Entries to Insert Page

Use the InterUnit Pair - Select Entries to Insert page (IU_PAIR_ENTRY) to select which entry types to insert into the page.

An alternative to the Select all Applicable Entries button.

Navigation:

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair, Select Entries to Insert

Click the **Select Entries to Insert** link.

Current Settings

Displays all settings that affect the availability of entry types to the transaction code. If account attributes are active, such as book code and balance sheet indicator, the account balancing group is also displayed.

Entry Types

All interunit, interentity and intraentity entry types are available for selection, regardless of their status.

Field or Control	*Description*
Status	Indicates whether the accounting entry type is *Active* or *Inactive* based on the current system settings. For example, you add a row for interunit payable while the **Use Legal Entity** option is deselected. You then select the **Use Legal Entity** option. When you return to this page, you see that the status of the interunit payable entry is now inactive, because you should be defining interentity and intraentity payable entries instead. You might select entry types with an inactive status, but they will never be used unless you change the settings. For example, you may be setting up entries for a transaction code that is not currently mapped to the billing invoice system transaction, but you may still want to set up interunit revenue and expense entries in anticipation of changing the mapping at a later time.

Related Links

Using Mass Maintenance for Interunit Pairs

General Ledger Definition - Inter/IntraUnit Page

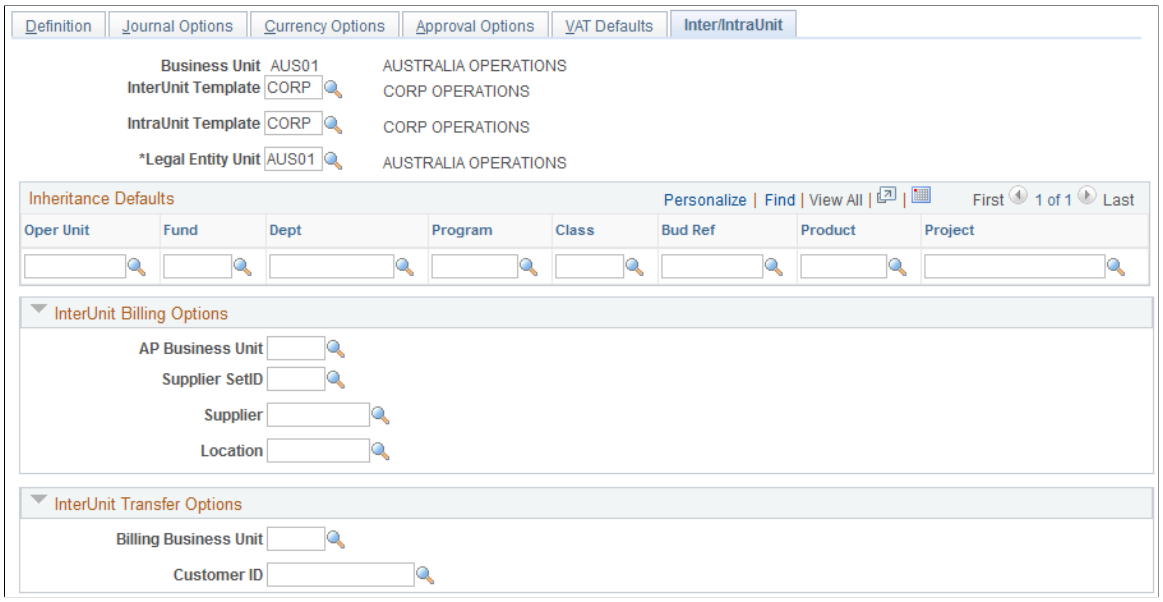
Access the General Ledger Definition - Inter/IntraUnit page.

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Navigation:

Set Up Financials/Supply Chain > Business Unit Related > General Ledger > General Ledger Definition > Inter/IntraUnit

This example illustrates the fields and controls on the General Ledger Definition - Inter/IntraUnit page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
InterUnit Template	If the interunit method specified on the installation Overall page is *Direct* or *Indirect,* specify an interunit template. Prompting and validation of your selection uses the *GL Business Unit* as the set control Value. If the interunit method is indirect, the template entered is used by the other GL Business Units involved in the transaction, using their own SetID. If this is the case, all business units with which this business unit might have transactions must either share the same interunit SetID, or the template must also exist in their interunit SetIDs.
IntraUnit Template	The field is required if there is at least one ledger group linked to this business unit that has intraunit balancing entries selected on the Detail Ledger Group − Balancing page. Prompting and validation of your selection uses the GL Business Unit as the set control Value.

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Field or Control	*Description*
Legal Entity Unit	If you select the **Use Legal Entity** for interunit option on the Installation Overall page, you must establish the legal entity hierarchy among your GL Business Units. Specify the legal entity unit to which the business unit belongs. interunit transactions between business units within the same legal entity unit are treated as *IntraEntity.* Transactions between business units in different legal entity units are treated as *InterEntity.* The valid values for the legal entity unit include the business unit being maintained, plus any other business unit that has itself as a legal entity unit
Inheritance Defaults	Used to establish default values for each ChartField to be used in product specific inheritance processing when the inheritance option is *Use Unit Default* or *Inherit Within Unit.* It is advisable (but not required) to provide an inheritance default for a ChartField under the following circumstances: • The business unit being maintained is linked on the Ledgers for a Unit page with a ledger group for which the ChartField is balanced. • A ChartField inheritance group in the SetID used by the business unit for ChartField inheritance has *Use Unit Default* or *Inherit Within Unit* as the inheritance option for the ChartField.

Interunit Billing Options

The following fields are used when supporting documents are created for an interunit bill, that is, when Generate an AP Voucher is selected on the System Transaction Map Options page. The fields provide default values for interunit pairs, but if these fields are changed they do not affect any existing InterUnit Pair definitions.

If both Billing and Payables are installed the following fields are displayed:

Field or Control	*Description*
AP Business Unit	The AP (accounts payable) Business Unit is used when this General Ledger Business Unit is the Bill To Business Unit in an InterUnit Billing Transaction. Only AP Business Units that are linked to this General Ledger Business Unit are valid.
Supplier SetID	Provides the SetID, Supplier ID and Address of the supplier you are paying.

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Field or Control	*Description*
Supplier and **Supplier Location**	The Vendor and Location are used when this General Ledger Business Unit is the Bill From Business Unit in an InterUnit Billing Transaction. The entered AP Business Unit is used as the Set Control Value for the Vendor and Location. If the AP Business Unit is changed after the Vendor or Location is entered, values must be re-entered based on the new AP Business Unit. The Vend and Location must be valid for the SetID of any AP Business Unit that is used to voucher invoices generated by the billing General Ledger Business Unit. Otherwise, the user must use the Pairs method to establish values at a more detailed level. The Supplier must be designated an InterUnit Supplier and the Affiliate code on the supplier must be the same as the General Ledger Business Unit being maintained.

Interunit Transfer Options

The following fields are used when supporting documents are created for an interunit transfer, that is, when Intercompany Processing is selected on the System Transaction Map Options page. The options provide default values for interunit pairs, but if these fields are changed they do not affect any existing interunit pair definitions.

If both Cost Management and Billing are installed, the following fields are displayed:

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Field or Control	*Description*
Billing Business Unit and **Customer ID** (customer identification)	Used when this General Ledger Business Unit is the source of an Intercompany Inventory Transfer. Only Billing Business Units that are linked to this General Ledger Business Unit being maintained are valid. Customer ID is used when this General Ledger Business Unit is the destination of an Intercompany Inventory Transfer. The entered Billing Business Unit is used as the Set Control Value for the Customer. The Customer ID entered must be valid for the SetID of any Billing Business Unit that is billing this business unit for an Intercompany transfer. Otherwise, you must use the Pairs method to establish values at a more detailed level. The Customer ID must be both a ship to and bill to customer, and must be designated as an InterUnit Customer. If the Billing Business Unit is changed after the Customer ID has been entered, the value must be re-entered based on the new Billing Business Unit.

For example:

- An InterUnit Billing transaction is record in which a billing business unit associated with general ledger business unit JPN01 is billing an interunit customer associated with general ledger business unit US001.
- The System Transaction Map for Billing Invoice has Generate an AP (accounts payable) Voucher selected on the InterUnit Billing Options, so a voucher must be created.
- The voucher is created in US001, so the US001 general ledger business unit definition provides the AP (accounts payable) Business Unit for the voucher.
- The Supplier and Location for the voucher come from the JPN01 general ledger business unit definition.

The supporting document options are independent of the interunit method. Whether you use the Direct or Indirect method, the options are derived from same sources, which are the Transaction Code and the GL Business Unit definitions.

Running the Centralized Interunit and Intraunit Processor

Use the System Transaction component (IU_SYS_TRAN), System Transaction Map component (IU_TRAN_MAP), and Transaction Code component (IU_TRAN_CD) to view pages.

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Pages Used to Process a Centralized Interunit and Intraunit Interface

Page Name	*Definition Name*	*Usage*
System Transaction Page 1 Page	IU_SYS_TRAN	Do not make changes to this page. Any change you make to this page is a customization of the system. Access to this page is for information only or in the rare event that you intend to implement a customization to your system. System Transactions are predefined and delivered with the system for transactions that can generate inter and intraunit entries
System Transaction Page 2 Page	IU_SYS_TRAN2	Do not make changes to this page. Any change you make to this page is a customization of the system. Access to this page is for information only or in the rare event that you intend to implement a customization to your system.

Understanding the Running of the Centralized Processor

In conjunction with centralized setup, PeopleSoft also provides centralized processing for inter and intraunit transactions. The centralized processor's primary function is the creation of due to and due from balancing entries for transactions that are not yet balanced from either or both an interunit and intraunit perspective.

Typically, a process in an individual PeopleSoft product generates an initial set of accounting entries that are functionally complete, but not yet balanced by business unit or any other balancing ChartField (this includes all system-generated entries as well as those created by the ChartField Offset Inheritance process). You can also create cross entity online journal entries directly in General ledger.

Running of the Centralized Inter/IntraUnit Process (IU_PROCESSOR) varies from product to product. For example, in General Ledger the inter and intraunit processor is called as a part of the Journal Edit (GL_ JEDIT) process, but in Payables, voucher post (AP_PSTVCHR) and payment post (AP_PSTPYMENT) call the central processor to create inter and intraunit balancing accounting entries.

The central processor evaluates the entries by reading directly from product— specific tables defined by the System Transaction and its interface definition. Additional information, such as the Transaction Code and Anchor ChartField values, are passed to the central processor by these product specific tables.

The central processor determines which ChartFields are to be balanced, whether the transaction is in balance, and if it is not balanced, generates any necessary due to and due from balancing lines. The processor writes balancing lines directly to the accounting entry table for the product or to an interface table as specified by the product interface definition. For feeder applications, the balanced accounting

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lines are passed back to the application for later journal generation and edit before finally being posted to the General Ledger.

Refer to the documentation on individual products for application specific information about running the centralized inter and intraunit processor.

Viewing Delivered System Transactions

Each PeopleSoft application delivers System Transactions for major types of activities that can be expected to generate inter and intraunit entries. The variety of System Transactions that are provided enables you to segregate your inter and intraunit payable and receivable accounts by type of transaction, for example AP (accounts payable) Voucher, AP (accounts payable) Payment, GL (general ledger) Journal and Expense Sheet.

System Transactions provide information to your system that is necessary to support the interface between various application processes and the common PeopleSoft Centralized Inter/Intra Unit Processor.

Note: System Transactions are delivered and are not to be changed. Any changes to the delivered System Transactions are customizations. You need not access or make changes to the System Transaction pages. They are to be used as delivered. The following is provided for information only or for the use of your MIS personnel or consultants in the event that you intend to implement a customization.

System Transaction Page 1 Page

Use the System Transaction Page 1 page (IU_SYS_TRAN) for customizing interunit and intraunit transactions. Do not make changes to this page unless you are customizing this process.

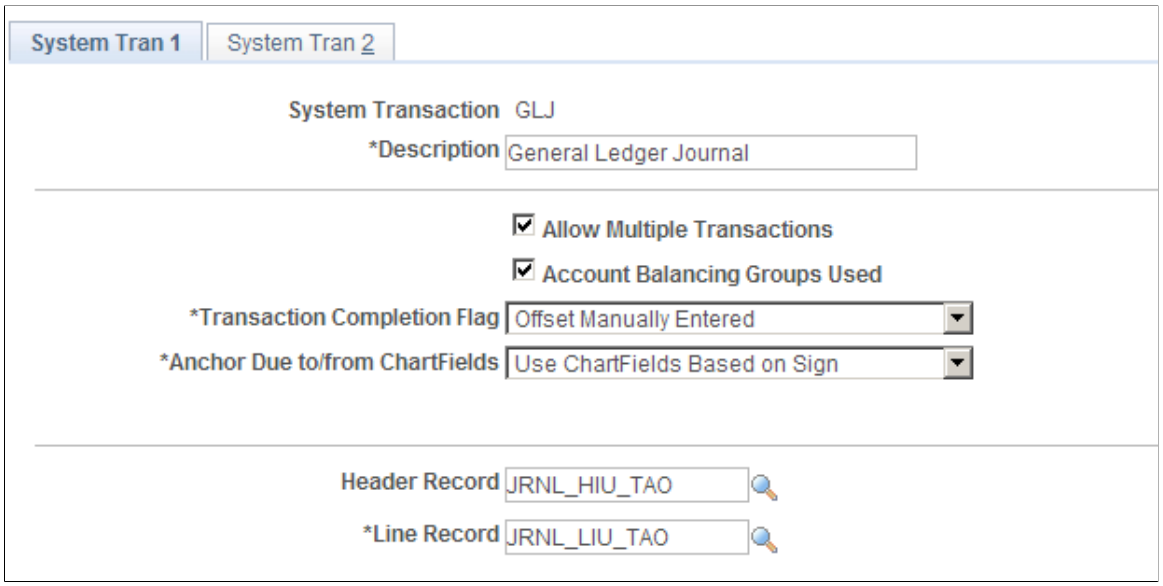
Any change you make to this page is a customization of the system. Access to this page is for information only or in the rare event that you intend to implement a customization to your system. System Transactions are predefined and delivered with the system for transactions that can generate inter and intraunit entries

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **System Transaction Definition** > **System Transaction Page 1**

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This example illustrates the fields and controls on the System Transaction Page 1. You can find definitions for the fields and controls later on this page.



Note: Do not make changes to any of the system transactions pages unless you intend to implement a customization.

Field or Control	*Description*
Allow Multiple Transactions	As delivered, this check box is selected for and is applicable only to General Ledger. It enables you to define additional Transaction Codes and associate or map them to the delivered System Transaction for the General Ledger product.
Account Balancing Groups Used	As delivered, this check box is selected for and is applicable only to General Ledger. It indicates to the processor that the accounting entries on the input record could include accounts with attributes other than the default values.
Transaction Completion Flag	This option determines how the processor calculates the base currency amounts on the interunit balancing entries for the anchor business unit when the corresponding nonanchor business unit has a different base currency. If the option is set to *Offset Manually Entered,* then the processor calculates the base currency amount by converting the foreign currency amount using the exchange rate retrieved from the market rates table. If the option is set to *Offset System Generated,* the processor assumes that the original entries were functionally balanced. It then calculates the base currency amount for the balancing entries for the anchor unit using an allocation of the total base currency amounts on all of the original entries for the anchor unit.

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Field or Control	*Description*
Anchor Due To/Due From ChartFields	There are three possible values: 1. *Use ChartFields Based on Sign*means that the balancing entry with the positive sign is booked to the receivable entry type and the balancing entry with the negative sign is booked to the payable entry type. 2. *Use Payable ChartFields*means that the balancing entry for the anchor entity is booked to the payable entry type and the balancing entry for the nonanchor entity is booked to the receivable entry type, regardless of the sign of the entry. 3. *Use Receivable ChartField*means that the balancing entry for the anchor entity is booked to the receivable entry type and the balancing entry for the non anchor entity is booked to the payable entry type, regardless of the sign of the entry.
Header Record and Line Record	The names are for prompting only. The actual record and line names are passed to the inter and intraunit processor at run time.

System Transaction Page 2 Page

Use the System Transaction Page 2 page (IU_SYS_TRAN2) to make customizations to interunit and intraunit transaction processing. Do not make changes to this page.

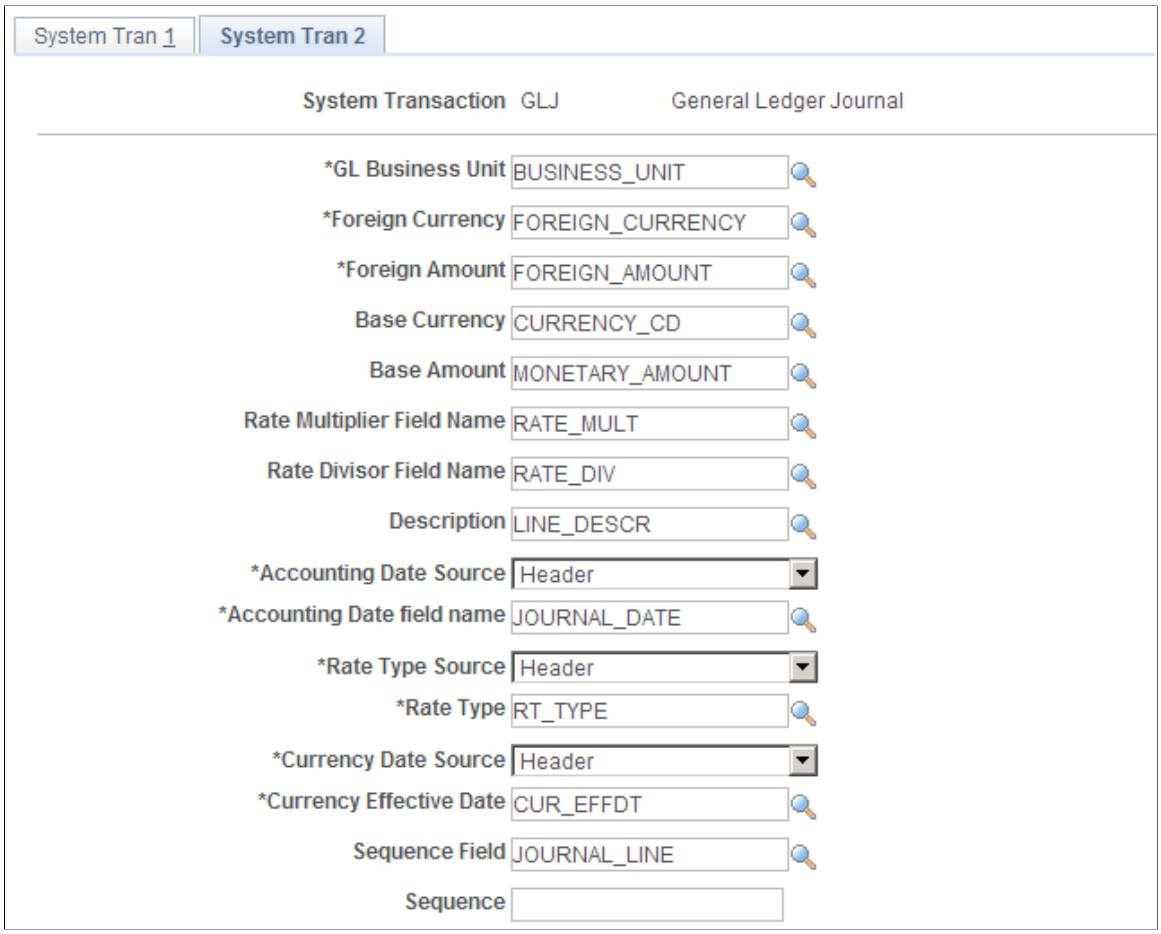
Any change you make to this page is a customization of the system. Access to this page is for information only or in the rare event that you intend to implement a customization to your system.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **System Transaction Definition** > **System Transaction Page 2**

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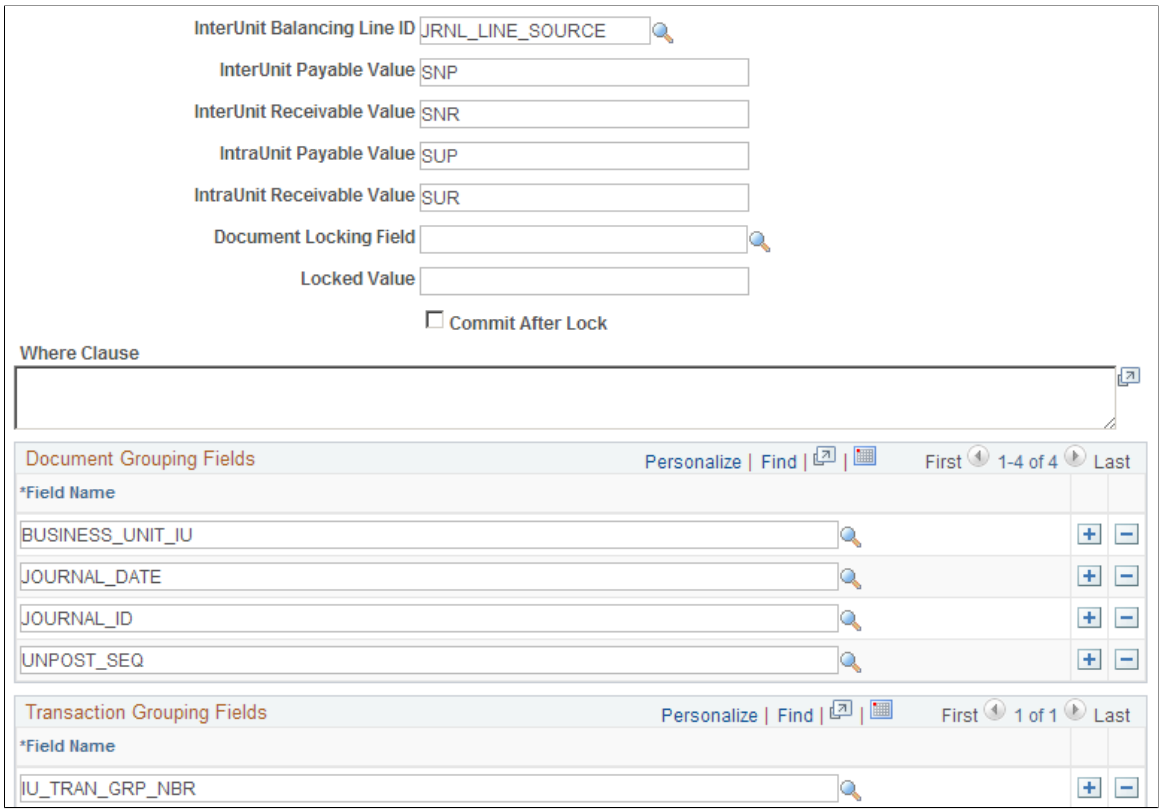
This example illustrates the fields and controls on the System Transaction Page 2 (1 of 4). You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Sequence Field	Name of the field on the line record that must be incremented for the new balancing entries created by the processor, if applicable.
Sequence	Leave this field blank if the Sequence Field is blank, or if you want the processor to continue numbering based on the last sequence number used on the original input entries for each document group. Specify a value if you want the inter and intraunit balancing entries to always begin sequencing with a fixed value. Sequence numbers assigned by the processor are typically consecutive. However, for multibook ledger group lines, it is normal to have gaps in the sequence numbers.

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This example illustrates the fields and controls on the System Transaction Page 2 (2 of 4). You can find definitions for the fields and controls later on this page.

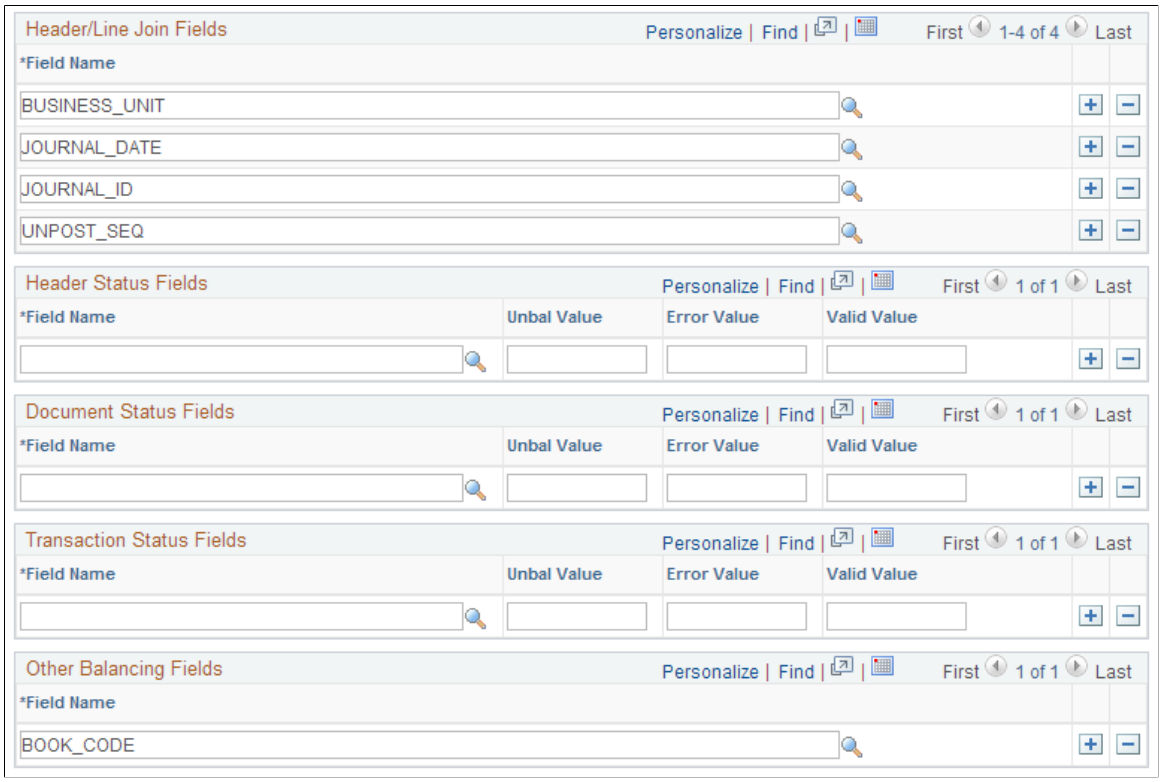


Field or Control	*Description*
InterUnit Balancing Line ID	The name of the field on the line record that identifies the type of entry, if applicable.
InterUnit Payable Value	The value to be populated in the InterUnit Balancing Line ID field for the intraunit (or InterEntity and IntraEntity) payable balancing entries generated by the processor.
InterUnit Receivable Value	The value to be populated in the InterUnit Balancing Line ID field for the intraunit (or InterEntity and IntraEntity) Receivable balancing entries generated by the processor.
IntraUnit Payable Value	The value to be populated in the InterUnit Balancing Line ID field for the intraunit payable balancing entries generated by the processor.
IntraUnit Receivable Value	The value to be populated in the InterUnit Balancing Line ID field for the intraunit (or InterEntity and IntraEntity) receivable balancing entries generated by the processor.
Document Locking Field	Name of the field that is used to logically lock the transaction while it is being processed.

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Field or Control	*Description*
Commit After Lock	Selected to commit the data after updating the Documenting Locking Field.
Where Clause	Static part of the selection criteria. The Where Clause can refer to fields on both the line record and the optional header record. All references to fields from the line record use the record alias LN_A and all fields from the header record use the record alias HDR.
Document Grouping Fields	The list of fields that together define a unique document, such as a general ledger Journal or an accounts payable voucher. If the optional Header Record is used, then the Document Grouping Fields must come from the Header Record. Otherwise, the fields come from the Line Record.
Transaction Grouping Fields	List of fields that identify unique transaction groups within a document. Transaction grouping fields are optional unless you want to use a transaction level status. You do not repeat the Document Grouping fields in this section.

This example illustrates the fields and controls on the System Transaction Page 2 (3 of 4). You can find definitions for the fields and controls later on this page.

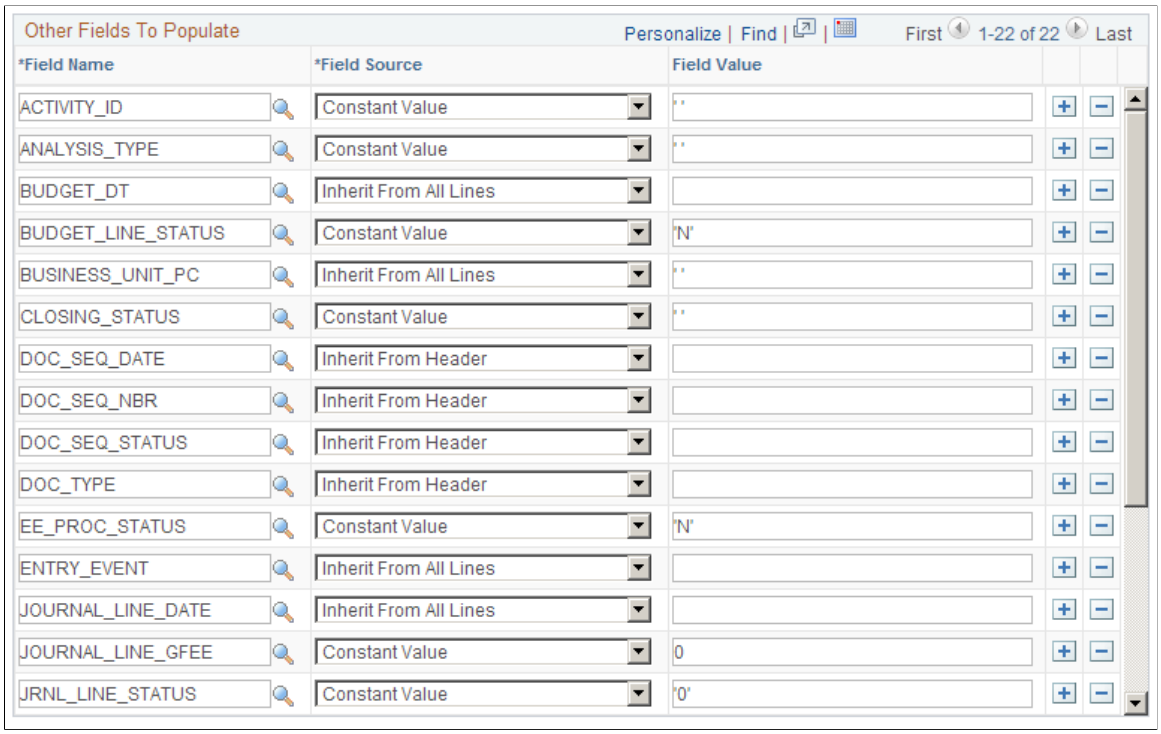


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Field or Control	*Description*
Header/Line Join Fields	If the System Transaction utilizes the optional header record, list the fields that are used to link the header record with its corresponding line record.
Header Status Fields	The field or fields on the header record that carry a status value for the document. You can specify different status values for Valid, Error (for example, setup related errors) or Unbalanced (non-setup related out of balance errors). The Valid value is optional, and the processor performs more efficiently if this value is set in the calling application.
Document Status Fields	The field or fields on the line record that carry a status value for the document. You can specify different status values for Valid, Error (for example, setup related errors) or Unbalanced (non-setup related out of balance errors). All of the accounting entry lines for the document, both the original entries and any balancing entries generated by the processor, are updated with the same status value. The Valid value is optional, and the processor performs more efficiently if this value is set in the calling application.
Transaction Status Fields	The field or fields on the line record that carry a status value for the transaction group within a document. You can specify different status values for Valid, Error (such as setup related errors) or Unbalanced (non-setup related out of balance errors). All of the accounting entry lines for the transaction group, both the original entries and any balancing entries generated by the processor, is updated with the same status value. The Valid value is optional, and the processor performs more efficiently if this value is set in the calling application.
Other Balancing Fields	Additional balancing fields can be specified; however the processor performs more efficiently if these values are set in the calling application.

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This example illustrates the fields and controls on the System Transaction Page 2 (4 of 4). You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Other Fields to Populate	List other fields on the line record that are not defined elsewhere on this page, and specify how they are to be formatted on the new inter and intraunit balancing entries created by the processor.

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Field or Control	*Description*
Field Name	The name of the field to be populated. Fields that are not be listed here include any field that is specified elsewhere on the System Transaction, including: • GL (general ledger) Business Unit • Foreign Currency and Amount • Base Currency and Amount • Description • Accounting Date • Rate Type • Rate Multiplier and Divisor • Sequence Field • InterUnit Balancing Line ID • Document Locking Field • Document Grouping Fields • Transaction Grouping Fields • Status Fields (both Document and Transaction) • ChartFields (those on standard subrecord, plus DeptID and Project ID) **Note:** Project ID is included in the PCADJ system transaction which is a valid exception. • Process Instance • Ledger Group • Ledger • IU Anchor Flag • IU System Transaction • IU Transaction Code

Note: Currency Effective Date can be specified in the Other Fields to Populate definition as long as it is not the same field as the Accounting Date.

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Field or Control	*Description*
Field Source	Specify how the field is to be populated. Valid values include: • *Constant Value* - use the value entered in the Field Value field on this page. • *Date Stamp* - use the current system date. • *DateTime Stamp* - use the current system date and time. • *Inherit from All Lines* - when writing the anchor balancing entry use the value from the original anchor entry and when writing the nonanchor balancing entry, use the value from the original nonanchor entry. • *Inherit from Header* - when writing either the anchor or nonanchor balancing entry use the value from the corresponding header record. • *Inherit from Non-anchor* - when writing either the anchor or nonanchor balancing entry use the value from the original nonanchor entry.
Field Value	When the Field Source is *Constant Value,* specify the value to be populated in the Field.

Reviewing Sample Parameters Provided at Run Time

The following section describes the sample parameters that you may select before running the process.

Technical Requirements for calling the Centralized Inter and Intra Unit processor

If you are implementing a customization in which you want to utilize the Centralized Inter/IntraUnit Processor, consider the following requirements.

Calling the Centralized Interunit Processor

The Centralized Inter/IntraUnit processor (IU_PROCESSOR) is an application engine program. In most cases it is called from within another application engine program, such as AP Voucher Post or GL Journal Edit. In some cases it is called directly from PeopleCode using the CallAppEngine built-in function.

When calling the processor, you must first populate the fields on the state record (IU_PROCESS_AET), as described in the following section. If you are calling the processor from another application engine program you must specify the Inter/IntraUnit Processor State Record in the list of state records for your program.

The inter and intraunit processor uses a temporary table (IU_TRAN_TAO) for some of its internal processing. If you call the processor from another application engine program you specify this record in the list of temporary tables for the calling application engine program. In this way, the dedicated instance is allocated at the beginning of the process. Please refer to the PeopleTools Application Engine documentation for additional information about allocating temporary tables.

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When control is passed back to your application from the processor, check the value in the processor status field (IU_STATUS) on the state record to determine if the processor encountered any errors during processing.

The InterUnit Processor State Record (IU_PROCESS_AET)

The Inter/IntraUnit Processor State record is used to pass parameters between the calling program and the inter and intraunit processor. In Contains the Following Fields, list in the order that they appear on the record.

Process Instance (PROCESS_INSTANCE)

Process Instance is required on every application engine state record. This field is populated automatically by PeopleSoft tools.

Business Unit (BUSINESS_UNIT)

Insert a general ledger business unit value in this field if you want the inter and intraunit processor to generate balancing entries for just one business unit.

Header (Input) Record (HEADER_RECORD)

The Header Record is used to send related data for unprocessed accounting entries to the inter and intraunit processor for balancing. It may be a SQL Table, SQL View, or a Temporary Table.

Header Update Record (UPDATE_HEADER_REC)

The Header Update Record is used to update the Header Status fields. It may be a SQL Table or a Temporary Table, and in most cases is the same as the Header (Input) Record, unless the Header (Input) Record is a SQL View.

Line (Input) Record (LINE_RECORD)

The Line Record is used to send unprocessed accounting entries to the inter and intraunit processor for balancing. It may be a SQL Table, SQL View, or Temporary Table. It must contain the following fields:

- GL (general ledger) Business Unit.
- Foreign Currency.
- Foreign Amount.
- Accounting Date (may be on line or optional header).
- Rate Type (may be on line or optional header).
- Currency Effective Date (may be on line or optional header; may be the same as the accounting date).
- ChartFields (those on standard subrecord, plus DeptID and Project ID).
- Ledger Group (LEDGER_GROUP).
- Ledger (LEDGER).

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- IU Anchor Flag (IU_ANCHOR_FLG).
- IU System Transaction (IU_SYS_TRAN_CD).
- IU Transaction Code (IU_TRAN_CD).

Note: Where a field name is not specified, any field name may be used because it is defined on the system transaction definition.

Line Update Record (UPDATE_LINE_REC)

The **Line Update Record** is used to update the Document and Transaction Status fields on the original accounting entries. It may be a SQL Table or a Temporary Table, and in most cases is the same as the Line (Input) Record, unless the Line (Input) Record is a SQL View.

Line Insert Record (INSERT_LINE_REC)

The **Line Insert Record** is the record to which the processor inserts the inter and intraunit balancing entries that it creates. It may be a SQL Table or a Temporary Table, and in most cases is the same as either the Line (Input) Record or the Line Update Record.

You may wish to use a different Line Insert Record if it is necessary for the calling application to perform additional manipulation of the inter and intraunit balancing entries prior to inserting them in the accounting entry table. For example, if the calling application has non-standard rules regarding sequence numbering, it might be better to perform this function after the processor creates the balancing entries, rather than having the processor assign sequence number.

Line Work Record (LINE_WRK_REC)

The Line Work Record is used internally within the Inter/IntraUnit Processor. It may be a SQL Table or a Temporary Table. It should contain all of the same fields as the Line Record, plus the following additional fields (if they are not already on the Line Record):

- Process Instance (PROCESS_INSTANCE).
- InterUnit Line Type (IU_LINE_TYPE).
- If the Account Balance Group option on the System Transaction is selected, then the work record must also contain the Account Balance Group (ACT_BAL_GRP) field.

Note: If there are fields on the Line Insert Record that should always be populated with the PeopleTools default value (the default specified on the record definition, or blank for character fields and zero for numeric fields), then these fields do not have to be included on the Line Work Record. If you do choose to leave the fields off the Line Work Record, then you should not specify them in the Other Fields to Populate section of the System Transaction definition.

Line Work Record #2 (LINE_WRK2_REC)

The Line Work Record #2 is used internally within the Inte/IntraUnit Processor. It may be a SQL Table or a Temporary Table. It should contain all of the same fields as the Line Work Record, plus the following additional fields (if they are not already on the Line Record):

Maximum Sequence Number (MAX_SEQ_NBR)

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Error Message Set and Number (MESSAGE_SET_NBR and MESSAGE_NBR)

If the Status returned by the processor is Complete with Errors (IU_STATUS = 1), these fields contain the message set and message number for the appropriate error message.

Inter/IntraUnit Processor Status (IU_STATUS)

The IU Processor Status has the following valid values:

0 - Complete without errors.

1 - Complete with errors.

2 - Incomplete.

It is best practice to set the Status equal to 2 - Incomplete when you populate the state record prior to calling the Inter/IntraUnit Processor. When the processor returns control to the calling program, the status is set to either 0 - Complete without Errors or 1 - Complete with Errors.

Dynamic Where Clause, part 1 (SQL_STMT_254)

The Dynamic Where Clause is used to specify selection criteria that changes each time the processor is called. Selection criteria that is constant or static is typically defined on the System Transaction definition, but can also be included here if desired.

The where clause can refer to fields on both the line record and the optional header record. All references to fields from the line record use the record alias LN_A and all fields from the header record use the record alias HDR.

If the where clause exceeds 254 characters, you can use the field IU_WHERE_SQL below instead of or in addition to this field.

System Transaction Code (IU_SYS_TRAN_CD)

If all of the transactions on your Line (Input) Record are for the same InterUnit System Transaction Code, or if you want to process entries for a System Transaction only, then you specify the System Transaction Code in this field in the state record. This makes the processor run more efficiently.

If your Line (Input) Record contains transactions for more than one System Transaction and you want to process them with one call to the processor, you can leave this field blank.

Dynamic Where Clause, part 2 (IU_WHERE_SQL)

Continuation of the Dynamic Where Clause, as described above. If your *where* clause exceeds 254 characters, you can use this long character field instead of or in addition to the SQL_STMT_254 field described above.

Specifying Anchor Values for the Inter/IntraUnit Processor

The Inter/IntraUnit Processor looks for the accounting entry line whose InterUnit Anchor (IU_ANCHOR_FLG) is set equal to *Y* to determine the anchor business unit and anchor values for other balancing ChartFields for each transaction group (or document group if transaction group by fields are not used).

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It is important that each transaction group (or document group if transaction group-by fields are not used) has one and only one accounting entry identified as the anchor entry per ledger.

The line marked as the *anchor* line (IU_ANCHOR_FLG = Y) affects how the due to and due from lines are formatted. For example, assume that you call the interunit and intraunit processor to process the following lines:

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US001	−100	Y	
US002	60	N	
US003	40	N	

Based on the processing of the preceding information, the processor creates the following lines:

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US002	−60	N	US001
US001	60	N	US002
US003	−40	N	US001
US001	40	N	US003

However, if you change the original assumption so that the second line and not the first line has the value *Y* and is the anchor, the due to and from lines created by the processor then appear as follows:

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US001	100	N	US002
US002	−100	N	US001
US003	−40	N	US002
US002	40	N	US003

The following example illustrates how the IU_ANCHOR_FLG determines the transaction (foreign) currency and amount of the due to and from lines for a cross currency transaction. The processor rule

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is that the due to and from lines have the transaction currency and amount of the non-anchor line. For example, assume the processor is run for the following transaction lines:

BUSINESS_UNIT	*FOREIGN_AMOUNT*	*BASE_AMOUNT*	*IU_ANCHOR_FLG*	*AFFILIATE*
US001	−100 USD	−100 USD	Y	
US002	150 CAD	100 USD	N	

The following lines are generated by the processor given the previous assumptions:

BUSINESS_UNIT	*FOREIGN_AMOUNT*	*BASE_AMOUNT*	*IU_ANCHOR_FLG*	*AFFILIATE*
US002	−150 CAD	−100	N	US001
US001	150 CAD	100 USD	N	US002

MultiBook entries and the Inter/IntraUnit Processor

If the calling application supports PeopleSoft MultiBook processing, then the application typically generate accounting entries for both the primary and secondary ledgers prior to calling the processor. In this case, one entry for the primary ledger and all of its corresponding secondary ledger entries are all flagged as anchor entries for each transaction group (or document group if transaction group-by fields are not used).

The following is an example from General Ledger of the type of parameters provided at run-time when calling the Central Inter/IntraUnit Processor:

Field or Control	*Description*
JRNL_HEADER	Header record name
JRNL_HEADER	Header Update record name
JRNL_LN joined with JRNL_HEADER	Line record name
JRNL_LN	Line Update record name
JRNL_LN or JRNL_LN_TMP	Line Insert record name Uses JRNL_LN_TMP if additional manipulation is needed. For example, re-assigning Journal Line numbers before inserting to JRNL_LN.

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Field or Control	*Description*
Additional WHERE clause for the journals.	Dynamic selection criteria
Process Business Unit	Process one business unit at a time

The JRNL_IU_ANCHOR table with the following fields maintains inter and intraunit anchor values:

Field or Control	*Description*
BUSINESS_UNIT, JOURNAL_ID, JOURNAL_DATE, and **UNPOST_SEQ**	These fields provide the keys that link multiple journals together. Journals within the unique set of keys provide by these fields are pulled together into the Journal Entry page.
IU_TRAN_GRP_NBR	The key that links unique inter and intraunit transaction groups under the set of interunit journals.
BUSINESS_UNIT_IU	The key Anchor business unit.
Configurable ChartFields	Excludes ACCOUNT, ALTACCT, CURRENCY_CD, STATISTICS_CODE, for example.

The table is also used to identify inter and intraunit journals because non-interunit journals have no entries in this table.

The following fields in the JRNL_HEADER table support calling of the interunit processor:

Field or Control	*Description*
IU_SYS_TRAN_CD	InterUnit System Transaction Code, for example *GLJ*.
IU_TRAN_CD	InterUnit Transaction Code, for example *JOURNAL* and *EXPALLOC*.

The following fields on the JRNL_LN table must be populated properly before calling the Iinter and intraunit processor:

Field or Control	*Description*
IU_ANCHOR_FLG	Indicates which journal line contains the Anchor Business Unit value or anchor ChartField value.

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Field or Control	*Description*
IU_TRAN_GRP_NBR	Groups a set of journal lines as a set of intraunit transactions.

Using Mass Maintenance for Interunit Pairs

Pages Used to Perform Interunit Pair Mass Maintenance

Page Name	*Definition Name*	*Usage*
Interunit Pair Mass Maintenance - Export Page	IU_PAIRS_EXPORT	Enter criteria to query the InterUnit Pairs Billing and Transfer Options and, if you choose, the ChartField Values tables to generate a Microsoft Excel worksheet to do interunit pairs mass maintenance.
URL Maintenance Page	URL_TABLE	As an option, you might want to change the storage location of the file attachment to another location. See Setting Up Your System for Importing the Excel Worksheets. See also the product documentation for *PeopleTools: System and Server Administration*, "Using Administration Utilities."
InterUnit Pair Mass Maintenance – Import Page	IU_PAIRS_IMPORT	Preview your interunit pairs mass maintenance for actions to be taken. Import the final revision of your interunit pairs mass maintenance files to update the database.

Understanding Mass Maintenance for Interunit Pairs

When the sheer number of GL business unit pairs makes it impractical to update interunit pairs online, PeopleSoft provides mass maintenance capabilities using Microsoft Excel worksheets. You can do the following:

- Export interunit pairs for mass maintenance.
- Make changes using Excel worksheets.
- Set up your system for import the Excel worksheets.
- Preview your changes and update the database.

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Using the Export to Excel feature you can export from one or both of the following InterUnit Pairs tables to Excel worksheets in the .xls file format to do your maintenance:

- IU_INTER_PR_TR contains interunit pairs with billing and transfer options.
- IU_INTER_PR_CF contains associated ChartField values.

After making your changes, save the worksheets in the CSV (comma delimited) file format. You can then preview the actions to be taken before updating your database tables using the Preview feature.

When you are ready to update your database, the changes are incorporated directly to the interunit pairs tables using the Application Engine process, IU_PAIRS_MAINT.

Warning! If a business unit pair has been exported for mass maintenance but not yet imported, no updates should be made to the pair using the online Interunit Pair page . Online updates made after the export are subsequently overwritten when data is imported with the same key values.

Prerequisites

Microsoft Excel 97 or a later version must be installed to use interunit pairs mass maintenance. Excel displays an error message when a worksheet exceeds 64k rows.

Because the Export page is subject to business unit row level security, you must have the appropriate level of security to access interunit pairs for mass maintenance.

Interunit Pair Mass Maintenance - Export Page

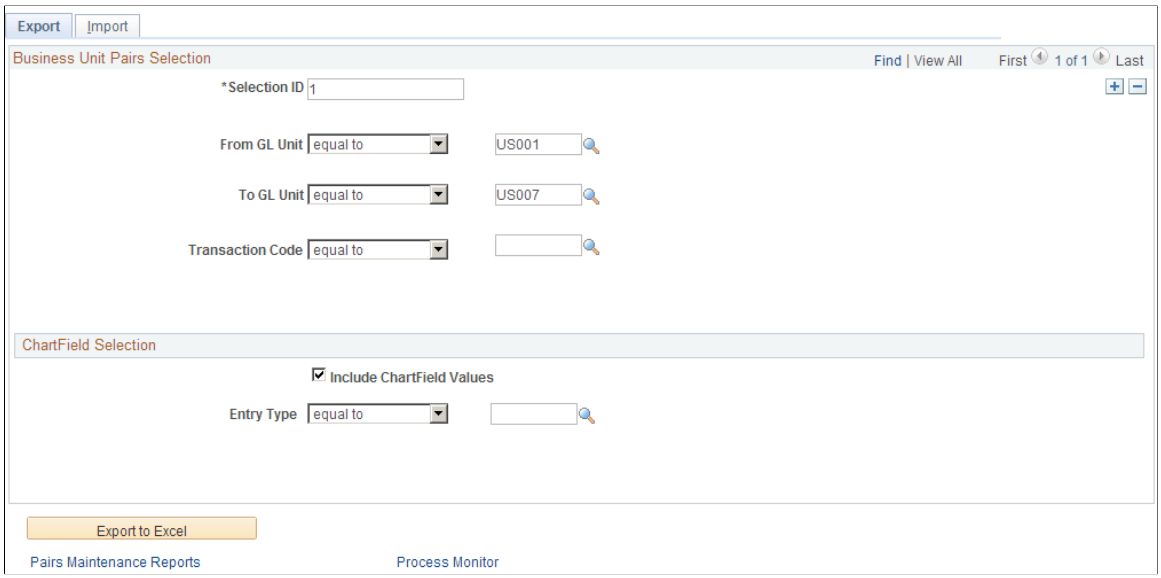
Use the Interunit Pair Mass Maintenance - Export page (IU_PAIRS_EXPORT) to enter criteria to query the InterUnit Pairs Billing and Transfer Options and, if you choose, the ChartField Values tables to generate a Microsoft Excel worksheet to do interunit pairs mass maintenance.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **InterUnit Pair Mass Maint** > **Export**

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This example illustrates the fields and controls on the InterUnit Pair Mass Maintenance - Export page. You can find definitions for the fields and controls later on this page.



Using the Business Unit Pairs Selection criteria you can create one or more files that contain the interunit pairs, associated transaction codes, billing options, and transfer options.

For each of the files created by your Business Unit Pairs Selection criteria, you can use the ChartField Selection criteria to optionally create an additional file to maintain the associated ChartField values.

Field or Control	***Description***
Selection ID	Enter a user-defined value to uniquely identify the set of selection criteria you specify for interunit pairs and associated ChartFields to be exported. One or two Excel worksheets are produced for each Selection ID depending on whether you elect to Include ChartField Values in the mass maintenance. You can affect the size of the resulting Excel worksheets by limiting the number of business unit pairs specified for a particular Selection ID. Do not define multiple Selection IDs which select the same pairs data or you may inadvertently overwrite previous updates when you import your data.

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Field or Control	*Description*
From GL Unit , **To GL Unit** , and **Transaction Code**	Using the following selection methods, enter a set or subset of your interunit pair criteria to produce a manageable worksheet. In the initial drop down edit box, if you select these fields: • *equal to* or *not equal to*- Select a specific value in the associated prompt edit box. If you leave this field blank, the system selects all values. • In or Not In – Enter a comma delimited list in the free form edit box. You cannot enter a range of values. Enter each value and separate it from any following value by a comma. If you leave this field blank, the system selects all values. • Like or Not Like – Enter a wildcard value in the free form edit box, for example FRA% to include all business units beginning with FRA. If you leave this field blank, the system selects all values.
Process Instance	After the export to Excel is completed, the process instance for the file produced from the Business Unit Pairs Selection criteria for this Selection ID is displayed here and is also incorporated into the Excel file name for ease of identification.
Include ChartField Values	If associated ChartField values are to be included in your pairs maintenance, select this check box and provide ChartField Selection criteria to produce a second worksheet for the same Selection ID and sharing the criteria specified in your Business Unit Pairs Selection criteria.
Account Balancing Group	Select or enter criteria to identify any associated Account Balancing Group. If you leave this field blank, the system selects all values.
Entry Type	Select or enter an associated Entry Type. If you leave this field blank, the system selects all values.
Process Instance	After the export to Excel is completed, a process instance for the file produced from the ChartField Selection criteria for this Selection ID is displayed here and is also incorporated into the Excel file name for ease of identification.

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Field or Control	*Description*
Export to Excel	When you select the Export to Excel button, the system returns an error message if the criteria you specify would result in a worksheet that exceeds the 64,000 row limit for Excel. This requires adjustment of the selection criteria to achieve the reduced worksheet size. One or two (if Include ChartField Values is selected) queries are run for each Selection ID specified. Each query generates a spreadsheet (.xls) that is posted to the Report Repository. Each field on the source pairs tables has an equivalent column on the worksheet. An additional column, labeled Delete, is added to each worksheet. Use it to specify that a row is to be deleted by the import process. Use Excel functionality to make other changes and additions to the data.
Pairs Maintenance Reports	Click to access the Excel worksheets in the report repository. The process instance is incorporated in the worksheet file name for ready recognition of specific worksheets.
Process Monitor	Access the Process Monitor to see the progress or status of the export process.

If your exported worksheet is empty this indicates no data met your selection criteria.

Note: Although data values may appear in fields that do not apply to particular transaction codes, these fields should be ignored for those transaction codes. For example, the Print Invoice field should be ignored for the *GENERAL* transaction code since it is not mapped to the Billing Invoice System Transaction.

Making Changes Using Excel Worksheets

Using the Pairs Maintenance Reports link on the Export page to access the report repository to locate and open the Excel (.xls) worksheet in which you want to make changes. You can manipulate the data using Excel worksheet functionality; however, to delete a row you must enter a *Y* in the Delete column, located to the far right of the worksheet after the interunit pairs data columns. Do not delete rows loaded from the interunit pairs source tables using the Excel row delete functionality.

Worksheets containing billing and transfer options (from the IU_INTER_PR_TR table) cannot be combined with worksheets containing ChartField values (from the IU_INTER_PR_CF table). If you select to create a Chartfield value worksheet, each row must have a corresponding row in a billing and transfer options worksheet with the same values for:

- From GL Unit
- To GL Unit
- Transaction Code

The following fields in the billing and transfer options worksheet apply to a Transaction Code only if it is mapped to the Billing Invoice System Transaction:

- Print Invoice

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- Generate AR Open Item
- Generate AP Voucher
- AP Unit
- Supplier
- Location

The following fields in the billing and transfer options worksheet apply to a Transaction Code only if it is mapped to the Cost Management InterUnit Transfer System Transaction:

- Ownership Unit
- InterCompany Processing
- BI Unit
- Customer

If values are specified in the fields above for Transaction Codes to which they do not apply, the import process will overwrite these values with either the field default (if one is defined) or blanks.

You can open, work on and save the worksheets in the file repository or copy the file to your local drive to do your changes in the .xls file format.

When you have completed your changes, save the worksheet either in the file repository or on your local drive as a CSV (comma delimited) Excel file.

Your can then either preview or immediately update your database using the Import page.

If further changes need to be made as a result of your preview, open the worksheet in the .xls format, make your changes and save the file in the CSV (comma delimited) format. You can again preview your changes and actions to be taken before updating your database.

Note: Do not modify column headings or insert/delete columns in the worksheet. The Import process requires that this column information remain unchanged.

Setting Up Your System for Importing the Excel Worksheets

Use the File Locations component (FILE_LOC) to setup file locations in conjunction with URL maintenance.

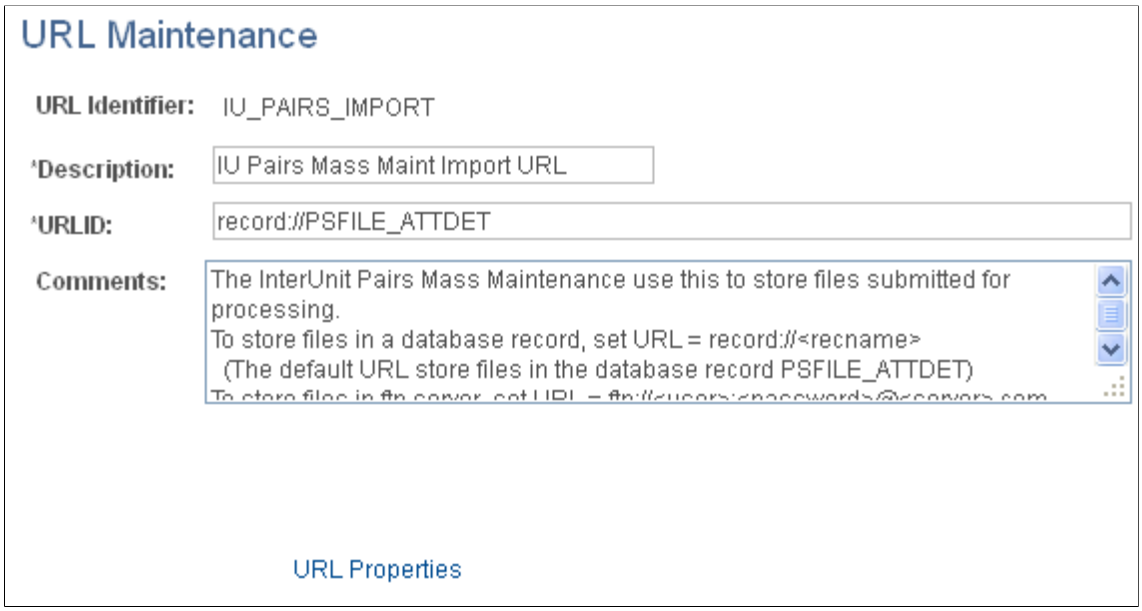
Use the URL Maintenance page (URL_TABLE) to maintain URL information; for example, change the storage location of the file attachment to another location.

Navigation:

PeopleTools > **Utilities** > **Administration** > **URLs** > **URL Maintenance**.

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This example illustrates the fields and controls on the URL Maintenance page. You can find definitions for the fields and controls later on this page.



The interunit pairs text file import process (IU_PR_IMPORT) may require the following setup:

- The storage location of the file attachment is defined by the URL definition IU_PAIRS_IMPORT. By default, it points to a database record. You may want to change the storage location of the file attachment to another location, such as an FTP server. This is optional.
- You are required to define an environmental variable, PS_FILEDIR. This variable defines the temporary flat file location on the process scheduler that runs the file import process. If you have a Unix or OS390 process scheduler, you define this in the psconfig.sh file. If you have an NT process scheduler, you define this in the control panel. Refer to the PeopleTools description for GetFile() PeopleCode for additional details, or consult your system administrator.
- If you are using Unicode, the CSV file needs to be in a Unicode format. Excel by default does not save CSV as a Unicode file. You can open in Notepad and save as a Unicode.
- If the file contains duplicate values, it does not process any information for that business unit.
- If there is an error in the import excel file, you need an error message indication.

See “Understanding File Attachments and PeopleCode”, *PeopleTools: PeopleCode Developer's Guide*.

InterUnit Pair Mass Maintenance – Import Page

Use the Import page (IU_PAIRS_IMPORT) to preview your interunit pairs mass maintenance for actions to be taken.

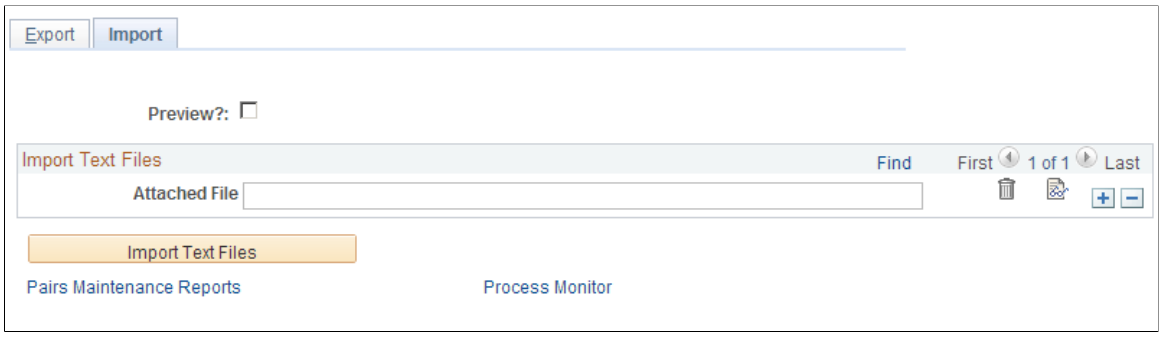
Import the final revision of your interunit pairs mass maintenance files to update the database.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **InterUnit Pair Mass Maint** > **Import**.

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This example illustrates the fields and controls on the InterUnit Pair Mass Maintenance – Import page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Preview	Select to preview the actions to be taken by the system as the result of your changes before actually updating the interunit pairs tables in your database. Preview loads your worksheets, which you attach in CSV format, to a worktable when you click the Import button. The system inserts an Action column to the right of the Delete column and assigns one of the following Action values to each row based on your changes: • Insert – The row does not exist in the original interunit source table and will be inserted. • Update – The row exists in the original interunit source table and the values in your worksheet will replace existing values in the source table. • Duplicate – One or more rows in your worksheet have the same key values. Duplicate rows are errors and must be resolved before importing to the database. • DUMMY TEXT for completeness check. The Action column is for information purposes only. The import process ignores this column. Rows to be deleted are identified by a 'Y' in the Delete column and are not identified in the Action column. When you are ready to update your database, deselect the Preview check box prior to selecting the Import button.
Attached Files	Attach worksheets in the CSV (comma delimited) file format. Enter a value or click Add Attachment to find your files. You can add multiple files to be processed in a single Import. Note: If you have already imported a CSV file in a previous run and are re-importing it, you must delete the previous CSV file row from the Import page and insert a new row for the updated file.

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Field or Control	*Description*
Import Text Files	When the Preview check box is not selected and you have attached files in the CSV (comma delimited) format, select this button to update the interunit pairs tables with your changes using the PeopleSoft Application Engine process, IU_PR_IMPORT.
Pairs Maintenance Reports	Click to access the system generated Excel worksheets in the report repository. The process instance is incorporated in the worksheet file name for ready recognition of specific worksheets.
Process Monitor	Access the Process Monitor to see the progress or status of the import process.

The import process (IU_PR_IMPORT) will produce an Excel worksheet as output for each worksheet imported. This worksheet will list up to 5 error messages for each row of data imported. These errors must be corrected before the data can be successfully imported. If no errors are listed for a row and the Preview check box was not checked for the import run, that row successfully updated the database.

The error message 'InterUnit Pairs transaction does not exist' occurs when importing a ChartField value worksheet row for a GL BU pair/Transaction Code that does not exist in the billing and transfer options (header) table nor in a billing and transfer options worksheet being imported.

Using ChartField Inheritance

To use and setup ChartField inheritance, use the ChartField Inheritance component (CF_INHERIT) and the Detail Ledger Group component (DETAIL_LEDGER_GROU).

Pages Used to Set Up ChartField Inheritance

Page Name	*Definition Name*	*Usage*
ChartField Inheritance Page	CF_INHERIT	Use to maintain the Inheritance Options for an Inheritance Group.
Ledger Groups - Balancing Page	LEDGER_GROUP3	Elect to use IntraUnit Balancing Entries, and select Balancing ChartFields and Affiliates for a Ledger Group. Navigate to **General Ledger** > **Ledgers** > **Detail Ledgers** > **Ledger Groups** > **Balancing**. See the ChartField Inheritance Page for more information.

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Understanding ChartField Inheritance

ChartField inheritance, in and of itself, does not generate additional entries to complete a transaction. Instead it drives how the ChartFields are determined for the system-generated entries that are normally created for the transaction. In many cases this is an offset, such as AP (accounts payable) Vouchers, where the user enters the distribution lines and the system generates the customer liability. Inheritance also applies to other system generated entries that are not offsets, like the VAT entries generated for a GL (general ledger) journal.

Note: Even if you do not want to inherit any ChartField values, you must access the ChartField inheritance page to setup Inheritance Groups for each SetID, setting all Inheritance Options to *Do Not Inherit.*

ChartField Inheritance uses the ChartField Offset Balancing Method to complete transactions by *inheriting* ChartField values from partial entries, accounting lines or voucher lines to generate complete accounting entries. It is used extensively in education and governmental accounting, and to a lesser extent in commercial accounting.

It enables you to select automatically the source for certain ChartField values to complete partial entries for a given number of system generated accounting entries that are predefined by Inheritance Groups.

Inheritance functionality does not necessarily relate to centralized inter and intraunit processing. This is because it may or may not involve inter or intraunit transactions, and inheritance processing is performed by the individual general ledger feeder systems, such as Receivables and Payables to arrive at offset accounts before any inter and intraunit processing is required.

For example, when posting accounts payable vouchers, you can choose to have the Fund Code on the Vendor Liability entry derived from the Voucher Distribution Line, the GL Business Unit Definition ChartField Defaults, or the Accounting Entry Template.

When you balance on ChartFields other than business unit, and inherit ChartField values onto the system generated offset entries, the transaction often self-balances, making additional intraunit balancing entries unnecessary. For this reason, applications use inheritance functionality before calling the inter and intraunit processor.

The following terms and concepts are important to an understanding of ChartField Inheritance and the examples provided:

Term	***Definition***
Fund	A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equity or balances. Inheritance is often used with this ChartField, but can also be used for any ChartField.

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Term	*Definition*
Pooled Bank Account	Pooled is a term used in education and governmental accounting to describe a single bank account that is used for multiple funds. When defining a pooled bank account, you do not associate it with any specific fund or funds. Instead, the fund from the item and or voucher being paid is carried forward (inherited) to the cash entry. The PeopleSoft equivalent of a Pooled bank account is one in which the Inheritance Option for the Fund ChartField is set to Always Inherit or Inherit Within Unit.
Non-pooled Bank Account	Non-pooled is a term used in education and governmental accounting to describe a bank account that is for a single fund, which is identified on the bank account definition. If a non-pooled bank account is used for payments of items or vouchers belonging to other funds, then InterFund entries must be generated to balance the transaction. The PeopleSoft equivalent of a Non-pooled bank account is one in which the Inheritance Option for the Fund ChartField is set to Do Not Inherit.
Offset Inheritance Balancing	For transactions that include system-generated entries (often as offset entries), the system generated entries can be defined to inherit ChartField values from the other entries in the transaction (such as the distribution lines you entered) to balance the transaction and distribute the offset as needed. For example, you enter a voucher that records expenses to two different funds. Using Offset Inheritance, the offsetting entries are properly distributed by the system to the appropriate accounts payable accounts for the two funds.

ChartField Inheritance Page

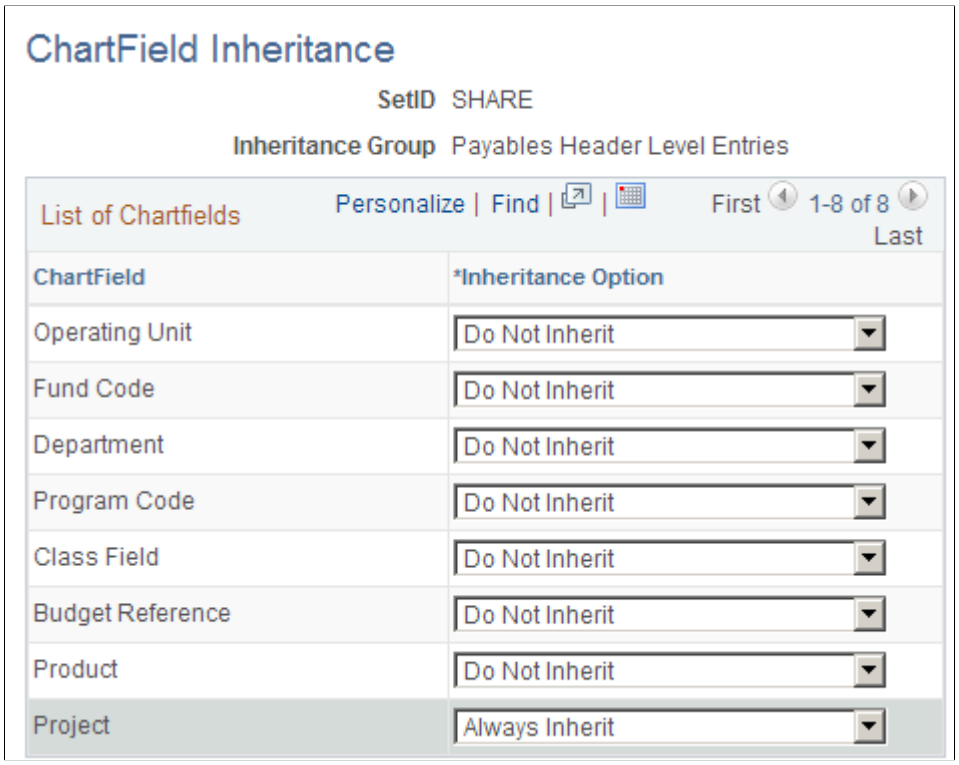
Use the ChartField Inheritance page (CF_INHERIT) to maintain the Inheritance Options for an Inheritance Group.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Design ChartFields** > **ChartField Inheritance** > **Define CF Inheritance Options**

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This example illustrates the fields and controls on the ChartField Inheritance page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Inheritance Group	Along with SetID, this it is a key field for the table. PeopleSoft delivers the following predefined Inheritance Groups for its various products: • Expense Control Accounts • Expenses Payroll Offset • Expenses Cash Advance Recon • Expenses VAT Non-Recoverable • GL Journal VAT Input Other • GL Journal VAT Non-Recoverable • GL Journal VAT Output • Payables Header-Level Entries • Payables Distrib-Level Entries (payables distribution - level entries) • Payables VAT Non-Recoverable • Promotions Mgmt (management) Accounts • Purchasing Control Accounts • Purchasing Expense Accounts • Purchasing VAT Non-Recoverable • Receivables Revaluation • Receivables and Billing • Treasury VAT Input Other • Treasury VAT Non-Recoverable • Treasury VAT Output
ChartField	The page is pre-populated with the fully and partially configurable ChartFields other than Account, Alternate Account and the Affiliates. Account and Alternate Account are not available for inheritance and Affiliate values are automatically supplied by the system.

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Field or Control	*Description*
Inheritance Option	The following ChartField Inheritance options apply to all Inheritance Groups: • *Do Not Inherit*– When this option is selected, you can specify a value for the ChartField on the product specific Accounting Entry Template or you can leave the value blank. This option would usually not be selected for a balanced ChartField, unless you select the Intra Unit Balancing Entries check box on the Detail Ledger Group - Balancing page. • *Use Unit Default*– When this option is selected, the ChartField value is the default value that you enter in the Inheritance Defaults for the business unit on the General Ledger Definition − Inter/IntraUnit page. With this option, you do not enter a value for this ChartField on a product specific Accounting Entry Template. • *Inherit within Unit*– If this option is selected, the ChartField value is inherited from one of the other entries on the transaction, but only if the other entry is in the same business unit. Otherwise, the business unit Default is used. You may want to select this option if the ChartField values are not shared across all business nits. With this option you do not enter a value for this ChartField on the product specific Accounting Entry Template page. • *Always Inherit*– If you select this option, the ChartField value is always inherited from one of the other entries that make up the transaction, regardless of whether it is in the same business unit. This option should only be selected if all business units share the same ChartField values; otherwise, the inherited value might be invalid. With this option, you do not enter a value for the ChartField on the product specific Accounting Entry Template or setup page. Some Inheritance Groups have edits that restrict which inheritance options are valid for each ChartField, often based on whether or not the ChartField is balanced. Refer to the next section for details.

Refer to the documentation for ChartField Inheritance for each product for variations in functionality or information specific to that product.

Dealing with ChartField Inheritance Groups Requiring Special Validation with Balanced ChartFields

For some Inheritance Groups, the Inheritance Options are restricted based on whether or not ChartFields are balanced ChartFields. For this reason, the Inheritance Options table shares the same Record Group control as the Ledger Group definition. There may be multiple Ledger Groups defined for a given SetID. If any one of these Ledger Groups, having a Ledger Group Type of Standard or Translation, defines a ChartField as balanced, the ChartField is considered balanced for Inheritance Option validation.

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This cross-validation occurs when you save the ChartField Inheritance page or the Detail Ledger Group page. If you change a ChartField from balancing to non-balancing or vice versa for a Ledger Group, the system checks whether the change has invalidated any existing ChartField inheritance groups. When you select Inheritance Options for an Inheritance Group, the system checks for balancing ChartFields that make the selected Option invalid.

The specific validation requirements for the individual product Inheritance Groups depends not only on whether balanced or non-balanced ChartFields are involved but in the case of accounts payable on whether the posting method is Summary Control or Detail Offset.

If you receive an error message when saving either the ChartField Inheritance page or the Detail Ledger Group - Inter/IntraUnit page, refer to the following table for correct settings:

Inheritance Group	***Valid Options for a Balanced ChartField***	***Valid Options for a Non-Balanced ChartField***
Payables (When the Post Method is Summary Control)		
APCA - Control	Use Unit Default	Use Unit Default, Do Not Inherit
APEA - Expense	Always Inherit	Any of the 4 options
APVN - Non-Recoverable VAT	Always Inherit, Inherit Within Unit	Any of the 4 options
Payables (When the Post Method is Detail Offset		
APCA - Control	Always Inherit, Inherit Within Unit	Any of the 4 options
APEA - Expense	Always Inherit	Any of the 4 options
APVN - Non-Recoverable VAT	Always Inherit, Inherit Within Unit	Any of the 4 options
Purchasing		
POCA - Control	Always Inherit	Any of the 4 options
POEA - Expense	Always Inherit	Any of the 4 options
POVN - Non-Recoverable VAT	Always Inherit	Any of the 4 options
Receivables		
ARRE - Revaluation Gain/Loss	Always Inherit	Any of the 4 options

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Inheritance Group	*Valid Options for a Balanced ChartField*	*Valid Options for a Non-Balanced ChartField*
Translate Gain/Loss	Always Inherit	Any of the 4 options
Promotions Management		
TDAC - Promotions Mgt Accounts	Always Inherit	Any of the 4 options

Verifying Interunit, Intraunit, and ChartField Inheritance Setup

Page Used to Verify Interunit, Intraunit and ChartField Inheritance Setup

Page Name	*Definition Name*	*Usage*
Inter/Intraunit - Setup Validation Page	IU_AUDIT	Run the application engine audit program and specify desired queries to review audit data.

Understanding Verification of Interunit, Intraunit, and ChartField Inheritance Setup

Verifying inter and intraunit setup is very important when first installing your system for inter and intraunit processing and it is also important when any of the following events occur:

- You add new business units.
- You change or restructure your chart of accounts.
- You migrate a subsidiary to your corporate chart of accounts.
- You add or remove Inter/IntraUnit Transaction Codes.

With these and any like events, you typically perform verification to indicate if and where inter and intraunit setup data might be missing. It is advisable to run inter and intraunit setup verification on a periodic basis to catch inadvertent errors as well as after any major maintenance activity.

Using the PeopleSoft Application Engine process (IU_AUDIT), you can identify missing setup data and run queries that download this data to Microsoft Excel worksheets to be printed, sorted or filtered as you choose.

The Application Engine program first validates inter and intraunit setup data and identifies missing setup data. It populates the following audit tables with the results:

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Audit Table	*Type of Audit*	*Summary of Missing Data Identified in Audit*
IU_AUDIT_BU	Business Unit Audit	Identifies business units that require an InterUnit or IntraUnit Template but do not have them defined. It also lists business unit pairs that are not defined when the interunit balancing method is pairs.
IU_AUDIT_TR	Inter/IntraUnit Template Audit	Identifies missing InterUnit/ and IntraUnit Templates, Transaction Codes, Account Balance Groups and Entry Types.
IU_AUDIT_CF	ChartField Value Audits	Identifies missing ChartField values for a combination of Transaction Code, Account Balance Group and Entry Type for the general ledger business unit pair or Inter/IntraUnit Template indicated.
IU_AUDIT_INH	ChartField Inheritance Audits	Identifies missing ChartField Inheritance Groups and, if also missing, their corresponding SQL Definitions based on installed products. Also lists missing bank account ChartField inheritance SQL Definitions.

The application engine program then runs the queries selected by the user to extract the audit data and writes it to Microsoft Excel worksheets. A separate Excel worksheet is generated by each query and is posted to the Report Repository.

The Run Control page for the application engine program indicates the names of the queries that are available to run.

Setup validation queries lend themselves to use on an adhoc basis. For example, you enter a voucher involving business units US001 and FRAE1 and the post process fails due to missing interunit setup. In this instance you can run the application engine program, select the queries desired to see the data that is set up for each business unit and, if there is any missing data, go to the setup pages and make corrections.

Note: If you are using the InterUnit Pairs Method, you can use the related Inter/IntraUnit Mass Maintenance feature to facilitate correction of audit errors.

Prerequisites

Microsoft Excel 97 or a later version must be installed to verify Inter/IntraUnit and ChartField Inheritance setup. Excel displays an error message when a worksheet exceeds 64,000 rows. If you receive this error message, it is necessary to correct some of the errors listed and rerun the application engine process (IU_AUDIT).

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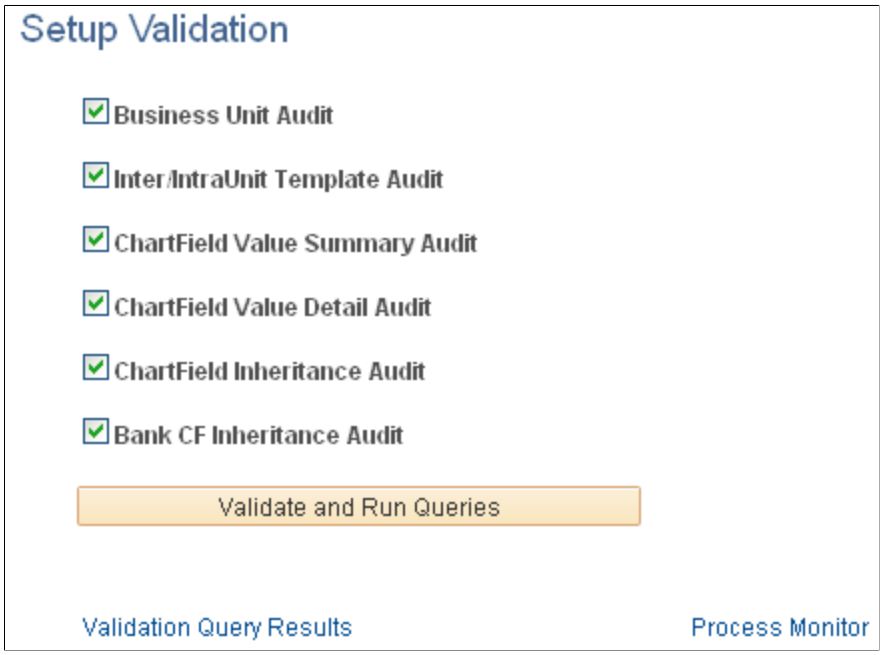
Inter/Intraunit - Setup Validation Page

Use the Setup Validation page (IU_AUDIT) to run the application engine audit program and specify desired queries to review audit data.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Inter/Intra Unit** > **Validate Inter IntraUnit Setup**

This example illustrates the fields and controls on the Setup Validation page. You can find definitions for the fields and controls later on this page.



Note: To preclude the same errors being reported multiple times in subsequent audits, you might begin by running the audits one at a time, in the following order and correct any errors prior to running the next audit:

1. **Business Unit Audit**—Identify business units that require an InterUnit or IntraUnit Template but do not have them defined. It also lists business unit pairs that are not defined when the interunit balancing method is pairs.

2. **Inter/IntraUnit Template Audit**—Identify missing InterUnit and IntraUnit Templates, Transaction Codes, Account Balance Groups and Entry Types.

3. **ChartField Value Summary Audit**—Identify missing SetID/ChartField values. Each SetID/ChartField value is listed only once.

4. **ChartField Value Detail Audit**—Identify missing SetID/ChartField values for a combination of Transaction Code, Account Balance Group and Entry Type for the GL BU (general ledger business unit) pair or Inter/IntraUnit Template indicated.

5. **ChartField Inheritance Audit**—Identify missing ChartField Inheritance Groups and, if also missing, their corresponding SQL Definitions based on installed products.

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6. **Bank ChartField Inheritance Audit**—Identify missing external bank account ChartField inheritance SQL Definitions.

The following provides an understanding the query results.

Query columns that do not apply based on the InterUnit Method selected are blank. For example, the From GL Unit and To GL Unit columns are blank if the InterUnit Method is not Pairs.

Field or Control	*Description*
Business Unit Audit	Select this query to verify the following: • InterUnit Setup, Direct and Indirect Method—Verify each business unit has an InterUnit Template defined on the general ledger business unit definition. Excludes elimination units. • InterUnit Setup, Pairs Method—Verify each business unit combination exists on the InterUnit Pairs definition. • IntraUnit Setup—Based on Ledgers for a Unit, if a business unit is tied to a Ledger Group with the IntraUnit Balancing Entries option selected and that ledger group is valid in the SetID specified under Record Group FS_04 for that business unit, verify that the business unit has an IntraUnit Template defined on the general ledger business unit definition. Excludes elimination units. The Business Unit Audit query produces a Microsoft Excel worksheet containing the following columns: • From GL Unit • To GL Unit • Business Unit (GL) • Missing InterUnit Template? (Y=Yes) • Missing IntraUnit Template? (Y=Yes) • Missing GL BU Pair? (Y=Yes)

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Field or Control	*Description*
Inter/IntraUnit Template Audit	Select this query to verify the following: • InterUnit Setup, Direct Method—Verify the InterUnit Template defined for each business unit is valid in the SetID specified under Record Group FS_59 for that business unit. Also verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined on the InterUnit Template. • InterUnit Setup, Indirect Method—For each business unit (called the *driving* business unit), verify the InterUnit Template defined for each other business unit is valid in the SetID specified under Record Group FS_59 for the *driving* business unit. Also verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined on each of the InterUnit Templates identified above. • InterUnit Setup, Pairs Method—Verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined for each BU pair defined on the InterUnit Pairs table. • IntraUnit Setup—Based on Ledgers for a Unit, if a business unit is tied to a Ledger Group with the IntrUnit Balancing Entries option selected and that Ledger Group is valid in the SetID specified under Record Group FS_04 for that business unit, verify the business unit's IntraUnit Template is valid in the SetID specified under Record Group FS_59 for that business unit. Also verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined on the IntraUnit Template. The Inter/IntraUnit Template Audit query produces a Microsoft Excel worksheet containing the following columns: • From GL Unit • To GL Unit • Business Unit • Set Control Value • Template SetID (from FS_59 Record Group) • InterUnit Template • IntraUnit Template • Transaction Code • Account Balancing Group • Entry Type

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Field or Control	*Description*
	From GL Unit, To GL Unit and Business Unit are *driving* values that determine which template is being audited. Set Control Value is used to retrieve the Template SetID. It varies depending on the Interunit Method selected. Only Transaction Codes that are mapped to System Transactions are listed. When multiple active Account Balancing Groups are defined, they are only listed for Transaction Codes mapped to the GLJ System Transaction. Inter/IntraUnit Template, Transaction Code, Account Balance Group and Entry Type are hierarchical. If a higher level value is missing or invalid, there is no reason to validate the lower level values, so asterisks are placed in the lower level columns. For example, if an InterUnit Template is missing from a SetID, asterisks are placed in the Transaction Code, Account Balance Group and Entry Type columns. In the same way, if Transaction Code is missing from an InterUnit Template, asterisks are placed in the Account Balance Group and Entry Type columns. Once the higher level values are corrected, the audit is rerun to validate any lower level values that are required.

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Field or Control	*Description*
ChartField Value Summary Audit and **ChartField Value Detail Audit**	These two audits do similar tasks. ChartField Value Summary Audit summarizes data from the IU_AUDIT_CF audit table. It lists each missing SetID/ ChartField Value one time. ChartField Value Detail Audit lists detail data from the IU_ AUDIT_CF audit table. It lists each missing SetID/ChartField Value for every Transaction Code, Account Balance Group and Entry Type combination. Select these queries to verify the following: • *InterUnit Setup, Direct Method*— For each General Ledger Business Unit/InterUnit Template combination defined, obtain the SetID specified under Record Group FS_59 for that business unit. Using the SetID obtained and the InterUnit Template being processed, validate each ChartField value on the Template, using the business unit as the SetControlValue to obtain the SetID specified under that ChartField's Record Group. • *InterUnit Setup, Indirect Method*— For each business unit (called the *driving* business unit), obtain the SetID specified under Record Group FS_59. Using the SetID obtained, validate the InterUnit Template defined for the other business unit. For each template, validate each ChartField value, using the *driving* business unit as the SetControlValue to obtain the SetID specified under that ChartField's Record Group. • *IntraUnit Templates*— For each Business Unit and IntraUnit Template combination defined, obtain the SetID specified under Record Group FS_59 for that business unit. Using the SetID obtained and the IntraUnit Template being processed, validate each ChartField value on the Template, using the business unit as the SetControlValue to obtain the SetID specified under that ChartField's Record Group. • *InterUnit Pairs*— For each Business Unit pair defined on the InterUnit Pairs table, verify that the ChartField values for each populated ChartField are valid in the SetID specified under the Record Group for that ChartField using the From or To General Ledger Unit value as the Set Control Value as detailed in the topic InterUnit Pairs Audit Table A at the end of this section. The ChartField Value Summary Audit query produces a Microsoft Excel worksheet containing the following columns: • From GL Unit • To GL Unit • Business Unit • Template Setid (from FS_59 Record Group) • InterUnit Template

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Field or Control	*Description*
	• IntraUnit Template • Set Control Value • ChartField Setid • ChartField • Invalid ChartField Value The ChartField Value Detail Audit query produces a Microsoft Excel worksheet containing the following columns: • From GL Unit • To GL Unit • Business Unit • Template Setid • InterUnit Template • IntraUnit Template • Transaction Code • Account Balancing Group • Entry Type • Set Control Value • ChartField Setid • ChartField • Invalid ChartField Value Set Control Value is used to retrieve the ChartField SetID. It is equal to the *driving* GL business unit value. ChartField SetID will come from the ChartField's Record Group. Invalid ChartField Value was not found in the ChartField SetID.

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Field or Control	*Description*

ChartField Inheritance Audit	Select this query to verify the following:
	• For each SetID to which a valid Ledger Group (a Ledger Group that is tied to at least one business unit in the Ledgers For a Unit page) is defined, verify that all the required ChartField Inheritance Groups are defined based on the products installed as detailed in the topic ChartField Inheritance Audit Table B at the end of this section.
	• Also verify that field list and field override list SQL Definitions exist for each required SetID/Inheritance Group combination assuming the following SQL Definition Naming convention:
	  • Field List SQL Definition—FS_CFI_FLST_ <SETID>_<CF_INHERIT_GRP> (for example, FS_ CFI_FLST_SHARE_APEA)
	  • Field Override List SQL Definition—FS_CFI_FOVR _<SETID>_<CF_INHERIT_GRP> (for example, FS _CFI_FOVR_SHARE_APEA)
	The ChartField Inheritance Audit query produces a Microsoft Excel worksheet containing the following columns:
	• Ledger Group Setid
	• Inheritance Group
	• Missing CF Inheritance Group
	• Missing List SQL Object
	• Missing Override SQL Object

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Field or Control	*Description*
Bank ChartField Inheritance Audit	For each SetID/External Bank Account combination defined on the bank table, verify that field list and field override list SQL Definitions exist assuming the following SQL Definition Naming convention: • Field List SQL Definition—BK_CFI_FLST_<SETID>_<BANK_CD>_<BANK_ACCT_KEY>_<BANK_ACCT_LED_TYPE> (for example, BK_CFI_FLST_SHARE_USBNK_CAN_H) • Field Override List SQL Definition—BK_CFI_FOVR_<SETID>_<BANK_CD>_<BANK_ACCT_KEY>_<BANK_ACCT_LED_TYPE> (for example, BK_CFI_FOVR_SHARE_USBNK_CAN_H) The Bank ChartField Inheritance Audit query produces a Microsoft Excel worksheet containing the following columns: • Bank Setid • Bank • Bank Account • Bank Account Type • Description • Missing List SQL Object • Missing Override SQL Object
Validate and Run Queries	Click this button to initiate the application engine process (IU_AUDIT) to create audit results and run the queries you select.
Validation Query Results	Select to view the results of the queries in Excel worksheets.
Process Monitor	Select to view the progress of the application engine process (IU_AUDIT).

InterUnit Pairs Audit Table A

Use this table with the ChartField value audits information in the preceding section.

Entry Type	*Ownership Unit*	*Set Control Value*
Receivable, Revenue, Cost of Goods	N/A	From GL Unit value
Payable, Expense, Accrued Payable, Customer Shipments	N/A	To GL Unit value

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Entry Type	*Ownership Unit*	*Set Control Value*
In Transit	Source	From GL Unit value
In Transit	Destination	To GL Unit value

ChartField Inheritance Audit Table B

Use this table with the ChartField inheritance audit information in the preceding section.

Installed Product	*Inheritance Group Translate Value*	*Inheritance Group Description*
Expenses	EXCA	Expense Control Accounts
	EXPY	Expenses Payroll Offset
	EXVN	Expenses VAT Non-Recoverable
General Ledger	GLVI	GL Journal VAT Input Other
	GLVN	GL Journal VAT Non-Recoverable
	GLVO	GL Journal VAT Output
Payables	APCA	Payables Header-Level Entries
	APEA	Payables Distrib-Level Entries
	APVN	Payables VAT Non-Recoverable
Promotions Management	TDAC	Promotions Mgmt Accounts
Purchasing	POCA	Purchasing Control Accounts
	POEA	Purchasing Expense Accounts
	POVN	Purchasing VAT Non-Recoverable
Receivables	ARRE	Receivables Revaluation

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Installed Product	*Inheritance Group Translate Value*	*Inheritance Group Description*
	ARBI	Receivables and Billing
Treasury	TRVI	Treasury VAT Input Other
	TRVN	Treasury VAT Non-Recoverable
	TRVO	Treasury VAT Output

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Chapter 24

Processing Allocations

Understanding Oracle's PeopleSoft Allocations Process (FS_ALLC)

Most businesses have some expenses or assets that are held or accumulated in one entity but must be shared by more than one business unit, department, or other entity. Typically, you allocate these balances and statistical quantities across the entities within the organization so that they recognize an appropriate share of the amounts.

Using the PeopleSoft Allocations process, you can define multiple allocation steps or step-down allocations when amounts must be applied according to a hierarchy and in a precise order, which might include allocations to multinational, national, and regional levels for the organization. Step-down allocations are used to determine not only how much general and administrative expense to charge to each business unit and department, but also what portion of that expense to attribute to individual projects or products.

Allocations offers the following advantages:

- Save allocation specifications for such recurring items as rent, utilities, and administrative expenses each time that they are allocated.
- Use time spans (rolling time frames) to automate the determination of accounting periods for the allocations.
- Generate journal entries, edit, and post them to update ledgers from the allocations process or choose to post them later in a separate process.
- Create calculation logs for a complete audit trail.
- Migrate allocation configuration data from one database to another.

When you are defining an allocation, first determine the desired end result. For example, the cost of renting an office building might be shared among the departments that are housed in that building. If rent is paid as a single amount and is initially charged to one department, you can allocate the expense to each department in proportion to its share of office space, personnel head count, or any other fixed, percentage, or statistical criteria.

After you determine the purposes of the allocations, gain a working knowledge of the records or tables that are involved and identify which ChartFields are affected.

Note: Carefully consider the types of accounts you propose to use with allocations. Allocation does not support open item accounting. In particular, do not select open item accounts on the Target Tab of the Allocation Step Definition Process.

These are important consideration as you establish the following basic elements of the allocation:

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- Allocation type: This is the calculation method for the pool and basis and describes how the basis is used to distribute the pool amounts to the target.
- Pool: The amount or amounts to be allocated.

  This amount can originate from a ledger or table, or you can specify a fixed amount. If it comes from a ledger, allocations uses the ledger definition to determine its table name and other characteristics (such as calendar, multibook, and base currency). If the pool record is a table, specify the table name.
- Basis: Determines how and in what proportion the pool amounts are distributed to the various targets.
- Target: This is the destination where the amounts are allocated.
- Offset: Entries that balance the targets.

  These entries reflect the clearing of pool amounts as they are transferred to the targets or amounts that offset the target.
- Amount fields: Determine the mapping of the amount fields between the pool, basis, and target records.

For example, assume that you want to allocate rent expense that is originally debited against the rent account 640000 to administrative department 14000. The pool is the sum of the amounts that are in the ledger rows for that ChartField combination. The pool is divided among the ChartField values that are specified as the target (the other departments in the company) according to the basis, which in this case is the amount of floor space that each department uses as specified by a statistical account. As the target accounts are debited, the system generates an offset to balance them.

The PeopleSoft Allocations process uses background processing. It is also flexible in that you can update the target and offset tables directly, create and post allocation journals, or create journals that are to be posted later.

Ultimately, an allocation results in updated target and offset ledgers, but the output of the allocation can be to journal entries that you choose to post in allocations or later in a separate process to update the ledgers.

In PeopleSoft applications, you can also allocate among business units (interunit) or within business units (intraunit), such as between funds or departments.

Migrating Allocation Configuration Data

For efficiency when implementing Allocations, you can create and test your allocations in a development or test database and use the Data Migration Workbench to migrate your Allocation Steps, Groups, and Requests from one database to another, and ultimately to the production database.

For more information, see Using the Data Migration Workbench for PeopleSoft Allocations

Related Links

Setting Up Interunit and Intraunit Allocations
Using TimeSpans
“The Background Process Model” (PeopleSoft General Ledger)

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Using the Data Migration Workbench for PeopleSoft Allocations

Allocations are widely used to apportion costs and revenues to lines of business, departments, and so on. There can be quite a bit of setup and testing involved in configuring Allocations. For this reason, it would be advantageous to create the Allocations setup in a development database and use Application Data Set (ADS) definitions to migrate Allocations configuration data between development environments, test environments, and ultimately to a production environment.

The following table lists the delivered ADS definitions (delivered in Data Set Designer) to support the migration of PeopleSoft Allocations configuration data:

Delivered ADS to Support PeopleSoft Allocations	***Application Data Set (ADS) Usage***
ALLOCATION_STEP	This data set includes the records that store the allocation step definitions. Select this dataset on the Data Migration Workbench page to move allocation steps from one database to another.
ALLOCATION_GROUP	This data set includes the records that store the allocation group definitions. Select this data set on the Data Migration Workbench page to move allocation groups from one database to another.
ALLOCATION_REQUEST	This data set includes the records that store the allocation run control requests. Select this data set on the Data Migration Workbench page to move allocation requests from one database to another.

When you copy the allocation dataset definitions, make sure that the data referenced within in the copied datasets actually exist within the database to which you are copying the Data Set definitions. For example, the tree definitions and ChartField values that are referenced within the Allocation Steps should be current in your source and target databases.

Note: The ADS migration validates record field values during the copy process; however, the validation is limited to report fields that use a prompt table or a translation value. The Allocation Step Definition tables use dynamic or derived prompt edit tables. In other words, the prompt tables are assigned at run-time and are not stored in the record field. As a result, the ADS copy process does not validate these field values.

PeopleSoft delivers an ADS Administrator permission list. For access, the ALLOCATIONS access group should be included on the Data Migration page within the Access Group Permissions and the proper access is granted on the Copy Compare Permissions.

See *PeopleTools: Security Administration, Permission Lists.*

All relevant records are included in the Query Access Tree, QUERY_TREE_GL within the ALLOCATIONS access group (PeopleTools, Security, Query Security, Query Access Manager).

See also the product documentation for *PeopleTools: Lifecycle Management Guide*

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Related Links

Defining Allocation Process Steps
Understanding Oracle's PeopleSoft Allocations Process (FS_ALLC)
Understanding the PeopleSoft Data Migration Workbench
Using Application Data Sets

Defining Allocation Process Steps

To define steps in the PeopleSoft Allocations process, use the Define Allocation Step component (ALLOCATIONS).

Pages Used for Allocation Steps

Page Name	*Definition Name*	*Usage*
Define Allocation Step - Type Page	ALLOC_CALC_OPTN	Define one of five allocation types, as well as any special arithmetic operations that you want to perform by using the pool and basis. Select a transaction code for use in interunit and intraunit allocations.
Define Allocation Step - Pool Page	ALLOC_POOL	Define the allocation pool: pool record, selection criteria, and selection method. You can define the pool from ledger balances, any table, or a fixed amount.
Pool Exceptions Page	ALLOC_POOLX	Enter pool exceptions for ranges of values. See the Define Allocation Step - Pool Page.
Define Allocation Step - Basis Page	ALLOC_BASIS	Determine the basis of the allocation or how the pool amount is to be allocated to the target.
Basis Exceptions Page	ALLOC_BASISX	Enter basis exceptions for ranges of values. See the Define Allocation Step - Basis Page.
Define Allocation Step - Target Page	ALLOC_TARGET	Define the destination for the allocation or the target record (journal or any table) and target field values.

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Page Name	*Definition Name*	*Usage*
Define Allocation Step - Offset Page	ALLOC_OFFSET	Define the offset entry that balances the target. Offset usually reflects the clearing of pool amounts as they are transferred to the targets. However, if the target record is not a balanced ledger, such as a budget ledger, there is usually no offset.
Define Allocation Step - Output Options Page	ALLOC_OUT_JRL_OPTN	Define journal options if the target or offset record is journals, or define the Table Output Option if the target or offset record is table.
Define Allocation Step - Round Options Page	ALLOC_ROUND_OPTN	Define the method for rounding the allocation amount and distributing odd cents. This option is valid for only these allocation types: *Spread Evenly, Allocate of Fixed Basis,* and *Prorata with Record Basis.*
Define Allocation Step - Batch Records Page	ALLOC_RECNAME	Specify the batch temporary tables that are used in the PeopleSoft Allocations process.
Define Allocation Step - Amount Fields Page	ALLOC_AMOUNT	Define the amount field mapping between the pool, basis, target, and offset records.

Understanding Allocations Steps and Process Group

Use the Define Allocation Step component (ALLOCATIONS) to do the following:

- Select the allocation type.
- Define the allocation pool.
- Define the allocation basis.
- Define the allocation target.
- Define the allocation offset.
- Select output options.
- Select rounding and distribution of odd cents options.
- Specify batch records.
- Define amount fields.

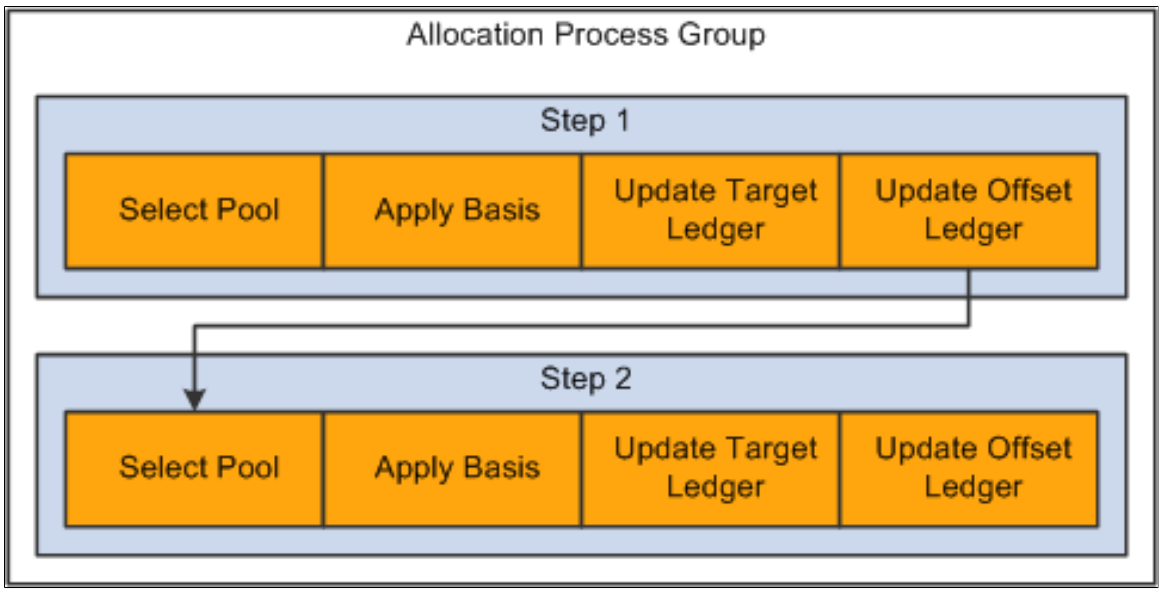
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Depending on its complexity, you can define an allocation by one or more process steps. Multiple steps represent a step-down allocation. These steps together form a process group, with each allocation identified by a unique group ID.

Each allocation step represents a discrete stage in the PeopleSoft Allocations process, which means that the process updates the ledger balances or creates journals at the end of the step. For example, you can perform a rent expense allocation in one step because you update the ledger only once to accomplish this allocation. But for more complex allocations, such as the distribution of administrative expenses across sales departments followed by the allocation of sales expense across products, you need two steps.

This diagram illustrates the use of multiple steps in an allocation processing:

Multiple steps in allocation processing



In this example, the first allocation step distributes administrative expense across the sales departments and then updates the ledger. If the ledger is not updated, the second step draws erroneous data from the ledger because the second step must allocate the newly updated sales expense across products.

Define Allocation Step - Type Page

Use the Allocation Step - Type page (ALLOC_CALC_OPTN) to define one of five allocation types, as well as any special arithmetic operations that you want to perform by using the pool and basis.

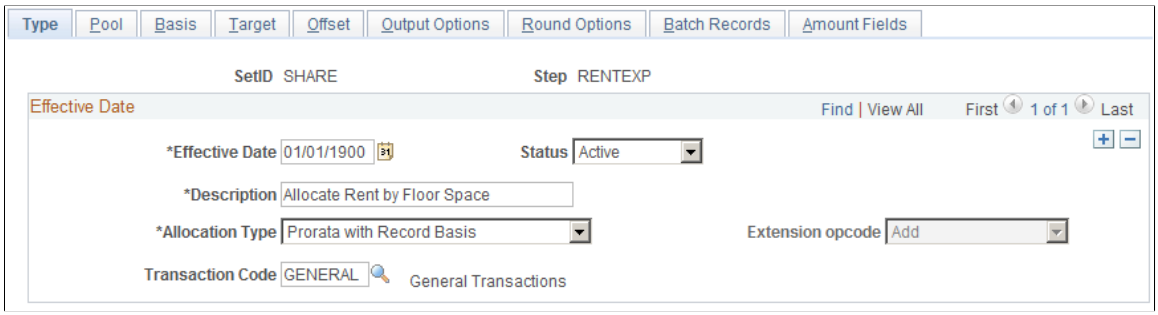
Select a transaction code for use in interunit and intraunit allocations.

Navigation:

Allocations > **Define and Perform Allocations** > **Define Allocation Step** > **Type**

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This example illustrates the fields and controls on the Define Allocation Step - Type page. You can find definitions for the fields and controls later on this page.



Note: The data that is entered using these pages can also be loaded as an Application Data Set using the Data Migration Workbench. For more information about ADS and the Data Migration Workbench for FSCM applications, see Using the Data Migration Workbench for PeopleSoft Allocations

Field or Control	***Description***
Allocation Type	Select a calculation option to determine the pool amounts that are going to the targets from one of the following allocation types: • *Copy:* Copies pool amounts to the target or offset with possible percentage changes. • *Spread Evenly:* Divides pool amounts equally by the specified basis fields to derive the target amounts. For example, this type can be used to divide the pool equally in thirds among department IDs 0100, 0200, and 0300. • *Allocate on Fixed Basis:* Allocates on a fixed basis. It is based on the fixed allocation percentage that you specify in the *%* field in the Value/Node scroll area on the Basis page. • *Prorata with Record Basis:* Divides the pool amount among the targets based on amounts that are stored in the basis record. • *Arithmetic Operation:* Defines the allocation calculation as a mathematical operation between the pool and basis.
Extension opcode (extension operation code)	When you select *Arithmetic Operation,* the extension operation code field becomes active and you can select *Add, Subtract, Multiply,* or *Divide.*
Transaction Code	Select the appropriate code when you use interunit and intraunit allocation. See Setting Up Interunit and Intraunit Allocations.

These tables illustrate the results of a simple rent allocation using the same pool of 400 GBP but different allocation types.

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The following example illustrates the allocation type of spread evenly:

Basis and Target For a Pool of 400 GBP	***Account***	***Department***	***Amount***
Basis		11001	One of 4 departments
		12000	One of 4 departments
		13000	One of 4 departments
		22001	One of 4 departments
Target	RENT	11001	100 GBP
	RENT	12000	100 GBP
	RENT	13000	100 GBP
	RENT	22001	100 GBP

The following example illustrates the allocation type of fixed basis:

Basis and Target For a Pool of 400 GBP	***Account***	***Department***	***Amount***
Basis		11001	10 percent
		12000	20 percent
		13000	20 percent
		22001	50 percent
Target	RENT	11001	40 GBP
	RENT	12000	80 GBP
	RENT	13000	80 GBP
	RENT	22001	200 GBP

The following example illustrates the allocation type of prorata:

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Basis and Target For a Pool of 400 GBP	*Account*	*Department*	*Amount*
Basis	FLOORSPACE	11001	10 SQF
	FLOORSPACE	12000	20 SQF
	FLOORSPACE	13000	20 SQF
	FLOORSPACE	22001	50 SQF
Target	RENT	11001	40 GBP
	RENT	12000	80 GBP
	RENT	13000	80 GBP
	RENT	22001	200 GBP

The following example illustrates the allocation type of arithmetic operations of multiplication:

Basis and Target For a Pool of 400 GBP	*Account*	*Department*	*Amount*
Basis	FLOORSPACE	11001	10 SQF
	FLOORSPACE	12000	20 SQF
	FLOORSPACE	13000	20 SQF
	FLOORSPACE	22001	50 SQF
Target	RENT	11001	4000 GBP
	RENT	12000	8000 GBP
	RENT	13000	8000 GBP
	RENT	22001	20000 GBP

Related Links

Define Allocation Step - Basis Page
Setting Up Interunit and Intraunit Allocations

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Define Allocation Step - Pool Page

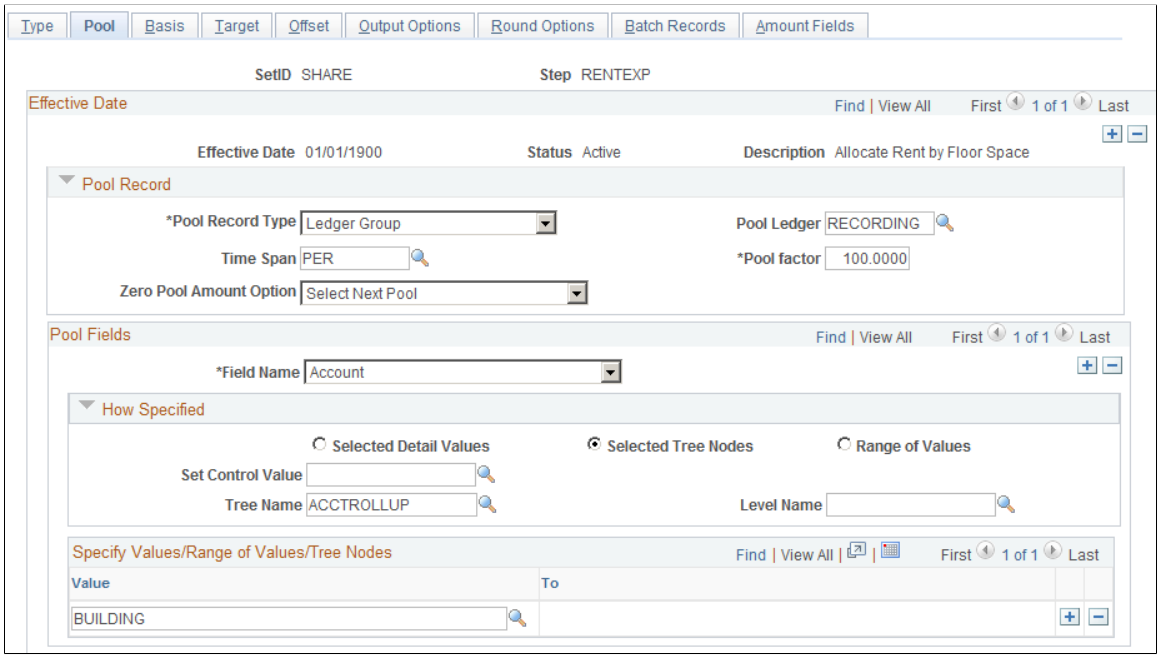
Use the Define Allocation Step - Pool page (ALLOC_POOL) to define the allocation pool: pool record, selection criteria, and selection method.

You can define the pool from ledger balances, any table, or a fixed amount.

Navigation:

Allocations > **Define and Perform Allocations** > **Define Allocation Step** > **Pool**

This example illustrates the fields and controls on the Define Allocation Step - Pool page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Pool Record Type	Specify one of the following: • If you are specifying the pool record for General Ledger, select the *Ledger Group* and enter the ledger group name. • If you are defining the pool record for Project Costing, select *Any Table* and enter the table name. **Note:** If you specify the value *Any Table* in the Pool Record Type field, add any additional fields that might be required to the delivered ALC_GL_P_TAO table. • If you want to pool a specific amount, select *Fixed Amount.* While the pool amount is typically based on amounts from the ledger, you can choose to base it on any fixed amount, such as equipment cost of 40000.00 GBP allocated across departments. Specify the fixed amount on the Amounts Field page. **Note:** The allocation process does not require the currency control fields (such as FOREIGN_CURRRNCY and CURRENCY_CD) to be specified in the target and offset definitions when using a fixed pool amount. Foreign Currency: The process defaults the target and offset foreign currency from the base currency of the pool primary ledger or from the base currency of the business unit of the request. If you specify a ledger group for the pool, the process selects the base currency of the primary ledger for the pool ledger group. If the pool ledger group is blank, the process gets the base currency from the business unit of the request. Base Currency: The process defaults the base currency to the base currency of the target and offset business unit. This enables you to set up interunit allocation steps by using a fixed amount and targeting the results to different business units with different base currencies.
Pool factor	Enter a percentage to apply to the pool amount. This option provides the flexibility to allocate a percentage of the pool amount. You can also allocate more than 100 percent of the pool amount.

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Field or Control	*Description*
Time Span	Select to specify a period that is relative to the current period: the fiscal year and accounting period that are to be used to retrieve pool records. Enter a single or multiple period time span to determine the accounting periods that are used for the pool. Relative time spans, such as *PER* (current period activity), retrieve amounts that are relative to the as of date that you specify on the Allocation Request page. You are not required to specify a value in the **Time Span** field; if you do, the system retrieves only the pool amounts for the specified fiscal year and accounting periods. If you leave this field blank, the system retrieves all the pool amounts for all fiscal years and accounting periods. If you specify *Any Table* for the pool record, and the pool record does not have both FISCAL _YEAR and ACCOUNTING_PERIOD fields, you cannot specify a time span value here. If you specify *Ledger Group* for the **Pool Record Type** field, the system determines the fiscal year and accounting period by using the calendar that is defined for the ledger group on the Ledgers for a Unit - Definition page. If you specify *Any Table* for the **Pool Record Type ,** the system determines the fiscal year and accounting period by using the calendar that is defined on the Time Spans page. If you specify a multiple period time span, the system adds together the pool amounts for all periods to get one single pool amount, regardless of the values that you enter in the **Basis Time Span, Target Time Span, Basis Span Opt,** and **Target Span Opt** fields. You cannot split pool amounts across periods to match basis or target periods. **Note:** The PeopleSoft Allocations process excludes period 999.

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Field or Control	*Description*
Zero Pool Amount Option	Select one of the following options to tell the system how to proceed when the amount of the pool record retrieved is zero: • *Calculate This Pool:* Proceed to calculate the amount when the pool is zero. • *Select Next Pool:* Skip the zero amount pool record and select the next pool record for processing. • *Stop Processing:* Issue an error message to indicate a zero amount pool record is selected, and stop the allocation step due to this error. • *Calc No Rows as Zero* (calculate no rows as zero): If no pool rows are selected based on the time span and selection criteria that is specified in the Pool fields, the allocations process processes these rows as zero pool amounts. For rows that exist in the database, the system processes these rows the same as *Calculate This Pool.* When you use this option, any selection criteria field that you use for the pool must be explicitly defined. For example, if on the Target/Offset pages one of the fields has a source defined as group by pool and basis, then this field must also be defined in the pool. Before the allocation process selects pool records, it groups them based on how the target and offset fields are specified. The process uses the zero pool amount option logic only if the total amounts of the group of pool records totals zero. If some individual pool amounts are zero but the total amount of the group of the pool records is not zero, the system process this group of pool records.

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Field or Control	*Description*
Field Name	Enter, within the **Pool Fields** group box, the field name that the PeopleSoft Allocations process uses in selecting only certain pool rows from the pool record. If the pool record type is a ledger group, the pool record name is the ledger record name that is defined in the ledger template for the ledger group. The Field Name prompt table lists all fields that are in the pool record. If no pool rows are selected based on the time span and selection criteria that you specify in the **Pool Fields** group box, the PeopleSoft Allocations process skips this step unless you specify *Calc No Rows as Zero* in the **Zero Pool Amount Option** field. You receive the message, "No record row exists for the pool," and if this is a multiple step group, the system continues processing the next step in the group. In the How Specified group box that follows, specify the appropriate option or select a combination of the three methods that are described to determine how values are to be provided for the field name that you select. If you do not explicitly specify the BUSINESS_UNIT field value, the system uses the business unit that is specified on the Allocation Request page to select pool rows. **Note:** Use trees whenever possible to reduce future maintenance when the ChartField values change.
Selected Detail Values	Select to activate the first **Specify Values/Range of Values/ Tree Nodes** edit box so that you can list individual pool field values, such as specific departments or accounts.
Selected Tree Nodes	Select to activate the tree information fields for you to specify a tree from which to select nodes. The **Level Name** field is optional and is used to limit the prompting to the selected level. Use the **Set Control Value** field to select trees that are not keyed by SetID. For example, some Project Costing trees are keyed by business unit. The system uses the value to identify which trees are available in the **Tree Name** field.
Range of Values	Select to activate the **Specify Values/Range of Values/Tree Nodes** edit box for you to enter the beginning and ending pool field values. If you leave the from**Value** field blank, the system selects all pool field values that are less than or equal to the **To** field value. You cannot leave the **To** field blank because the blank value is always the smallest value. You can insert multiple ranges of values.

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Field or Control	*Description*
Include/Exclude	This option is visible when selecting to enter a Range of Values. Select *Exclude Specified Values* to specify a range of values that you wish to exclude from the pool. Select *Include Specified Values* to specify a range of values that you wish to include in the pool.
Exceptions	Click the link in the Exceptions column to access the Pool Exceptions page. Define exceptions to the associated range of included or excluded values on this page. This link displays the number of exceptions that you have defined for a given range of values.

Pool Exceptions Page

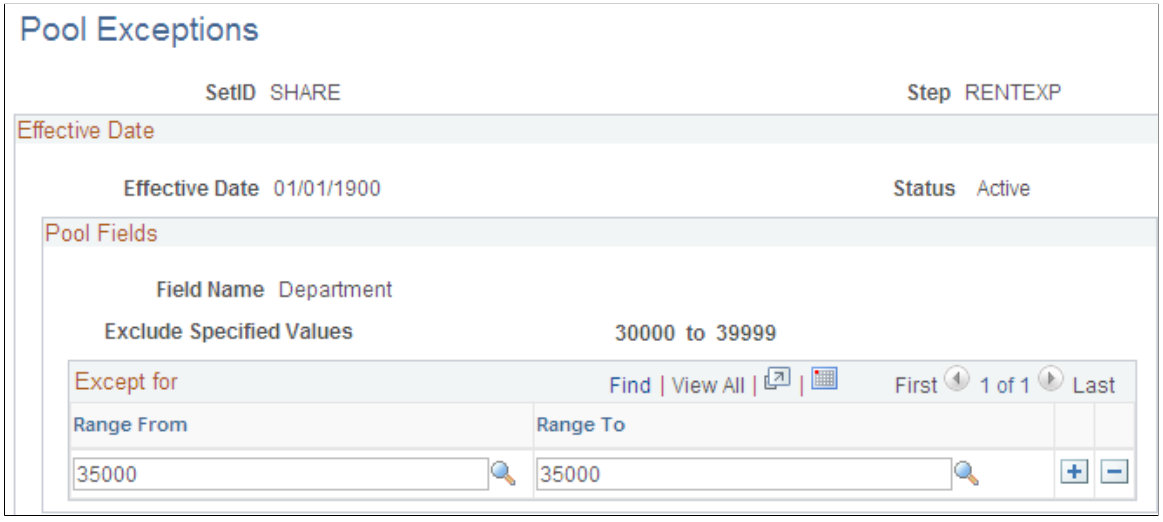
The ability to define exceptions to included or excluded ranges of values provides the ability to refine selection criteria while reducing the need for multiple rows or steps.

Use the Pool Exceptions page (ALLOC_POOLX) to enter pool exceptions for ranges of values.

Navigation:

Select the Exceptions link on the Define Allocations Step - **Range of Values** option, provide the range values and click the link in the Exceptions column on the Define Allocation Step - Pool page).

This example illustrates the fields and controls on the Pool Exceptions page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Range From and **Range To**	Enter the range of values that are exceptions to the associated range of either included values or excluded values. If you selected the *Include Specified Values* field for the **Include/Exclude** option on the Pool page, the exceptions that you define on this page are exceptions to the included range that you entered. If you selected the *Exclude Specified Values* field for the **Include/Exclude** option on the Pool page, the exceptions that you define on this page are exceptions to the excluded range that you entered.

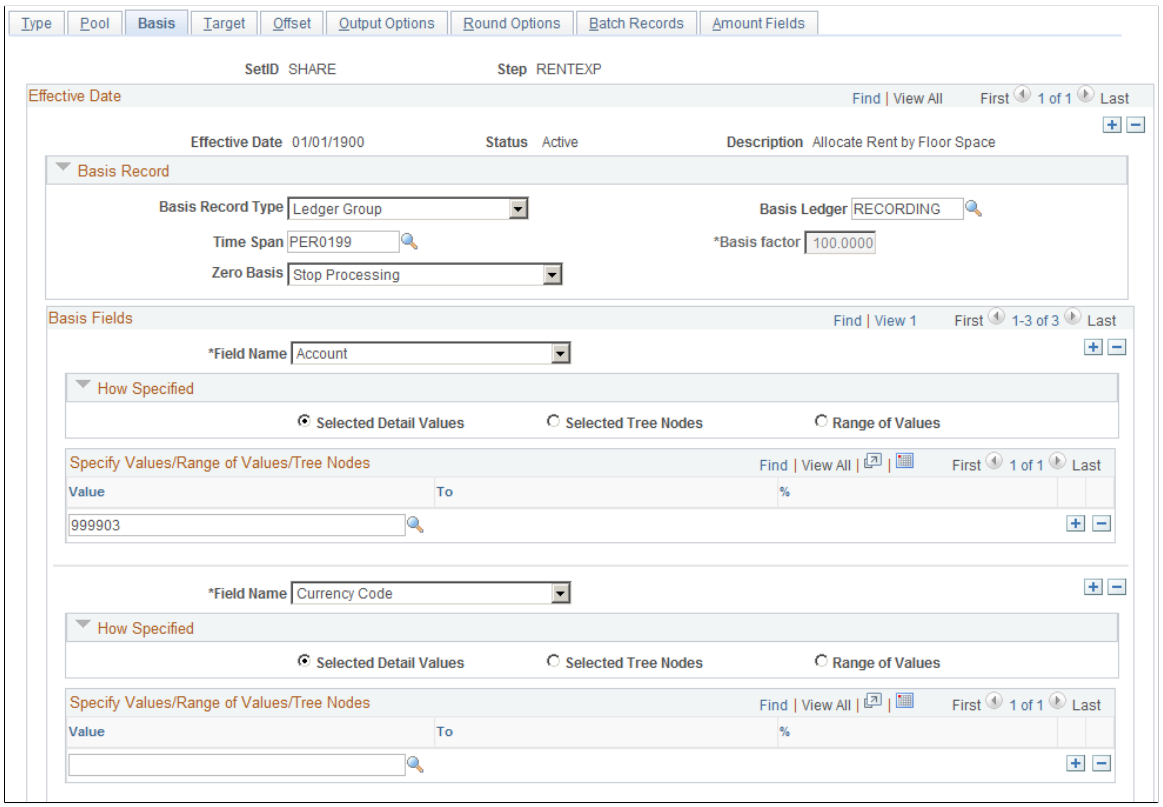
Define Allocation Step - Basis Page

Use the Define Allocation Step - Basis page (ALLOC_BASIS) to determine the basis of the allocation or how the pool amount is to be allocated to the target.

Navigation:

Allocations, Define and Perform Allocations, Define Allocation Step, Basis

This example illustrates the fields and controls on the Define Allocation Step - Basis page. You can find definitions for the fields and controls later on this page.



The allocation type that you select on the Type page determines much of the Basis page. The following describes what occurs for each allocation type:

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- *Copy:* No basis is required and all fields on the Basis page are unavailable.

- *Spread Evenly:* The pool amount is divided evenly across the basis field values that are specified in the basis. No basis rows are required to exist in the basis record that is specified. You must still specify a value in the **Basis Record Type** field so that the system can provide a prompt table listing for the **Field Name** field in the Basis Fields group box.

  In the **How Specified** group box, you can use **Selected Detail Values, Selected Tree Nodes,** or **Range of Values** fields to specify field values.

  You can specify more than one field name; the system divides the pool amount evenly across all basis field value combinations.

  Suppose that you spread evenly across department IDs 0100 and 0200 and products A, B, and C. In this case, each department ID and product combination (that is, DeptID 0100 and Product A, DeptID 0100 and Product B, and so on) receives 1/6 of the pool amount.

  Note: This is a simplified example of spread evenly allocation type to illustrate how the amounts are distributed across the target. However, depending on the distribute odd cents option, one of the departments might contain the odd cents that are required to offset the allocated amount against the pool. The distribution of the odd cents is covered in the values in the Selecting Rounding Options section.

  See Define Allocation Step - Round Options Page.

- *Allocate on Fixed Basis:* This is a variation of prorata allocation, where the percentage of the prorate is fixed. As with*Spread Evenly,* no basis rows are required to exist in the basis record that is specified. You must still specify the basis record type so that the system can provide a prompt table listing on the basis field name.

  You can use only the **Selected Detail Values** field to specify basis field values, and you can specify more than one value in the **Field Name** field.

  You must also specify the fixed **%** (percent) for each field value in the **Specify Value/Range of Values/Tree Nodes** edit box. The total of the percentage for one field does not have to add up to 100 percent, but the system uses the percentages to calculate the actual percent-to-total for each value.

  For example, if you specify 10 percent for DeptID 0100 and 40 percent for DeptID 0200, the system allocates 20 percent of the pool amount to DeptID 0100 and 80 percent to DeptID 0200.

- *Prorata with Record Basis:* Specify basis fields in the same way that you do the pool. Basis rows are selected from the basis record, and their amounts are used to calculate a percent-to-total to distribute the pool amount to each target.

- *Arithmetic Operation:* Like *Prorata with Record Basis,* basis rows are selected from the basis record, and you specify basis in the same way that you do the pool. Target amounts are calculated by performing the mathematical operation between each pool and basis amount.

For example, suppose that the total November rent expense for US004 is 110,000.00 USD, paid through the administrative division. This expense must be divided among six divisions. The basis for the rent expense allocation is the amount of floor space that is occupied each month by each division. Floor space is maintained in statistical account 999903. Department ID is defined using the MFG_DEPARTMENTS tree, the DIVISION tree level, and the USA tree node. The following table indicates how much floor space each division uses:

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Division	*Floor Space*	*Preallocation Expense*
Administration	4000	110000 USD
Sales/Marketing	4000	
Customer Service	2000	
Engineering	4000	
Manufacturing	6000	
Other (No Department Value)	2000	
Total	22,000 square feet	110000 USD

When the amounts are allocated, each division is debited for its share of the rent expense:

Division	*Floor Space*	*Allocated Expense*
Administration	4000	20000 USD
Sales/Marketing	4000	20000 USD
Customer Service	2000	10000 USD
Engineering	4000	20000 USD
Manufacturing	6000	30000 USD
Other (No Department Value)	2000	10000 USD
Total	22000 square feet	110000 USD

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Field or Control	*Description*
Basis Record Type	Specify from the following values: • *Ledger Group:* Select if you are specifying the basis record for General Ledger and enter the basis ledger name. • *Any Table:* Select if you are defining the basis record for Project Costing and enter the table name. **Note:** If you specify the value *Any Table* in the Basis Record Type field, add any additional fields that might be required to the delivered ALC_GL_B_TAO table.
Time Span	Specify the basis time span if the allocation type is prorata with record basis or arithmetic operation. Basis time span works in the same way as the pool time span, except that you have an option (Basis Span Opt) to combine or split basis amounts for a multiple periods' basis time span if you also specify a multiple periods target time span.
Basis Factor	Specify a percentage to apply against the basis. The factor is applicable only to arithmetic operations.

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Field or Control	*Description*
Zero Basis	Select an option to indicate how the system should proceed when the amount of the basis record retrieved is zero if the allocation type is prorata with record basis or arithmetic operation: • *Calculate This Basis:* Proceed to calculate the amount when the basis is zero, except for Arithmetic Operation - Divide, where the system issues an error message and stops this allocation step. • *Select Next Basis:* Skip the zero amount basis record and select the next basis record for processing. • *Stop Processing:* Issue an error message to indicate that a zero amount basis record is selected, and stop the allocation step due to this error. • *Calc No Rows as Zero* (calculate no row as zero): If no basis rows are selected based on the time span and selection criteria that is specified in the **Basis Fields** field, the allocations process processes these rows as zero basis amounts. For rows that exist in the database, the process processes these rows the same way that it processes the *Calculate This Basis* field value. When you use this option, any selection criteria field that you use for the basis must be explicitly defined. For example, if on the Target/Offset pages one of the fields has a source defined as group by pool and basis, then this field must also be defined in the basis. Before the PeopleSoft Allocations process selects basis records, it groups them based on how the target and offset fields are specified. It uses the Zero Basis option logic only if the total amounts of the group of basis records add up to zero. If some individual basis amounts are zero, but the total amounts of the group of the basis records are not zero, the system still process this group of basis records. The Zero Basis option works independently of the Zero Pool option. You can select different options for them, and the system proceeds based on those selections. If no basis rows are selected based on the time span and selection criteria that is specified in the **Basis Field** field, allocations stops this step unless you select the *Calc No Rows as Zero* option in the **Zero Basis Option** field. You receive the message, "No record row exist for the basis …," and whether the system continues processing the next step in a group depends on the option that you specified in the **Continue** field on the Allocations Group page.
Field Name	Enter the basis field name that the PeopleSoft Allocations process uses in selecting only certain rows from the basis record. If you do not explicitly specify the BUSINESS_UNIT field value, the system uses the business unit that is specified on the Allocation Request page to select basis rows.

Refer to the Pool page for a description of the remaining fields on the Basis page.

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Note: Allocations does not support using summary ledgers in the basis.

Basis Exceptions Page

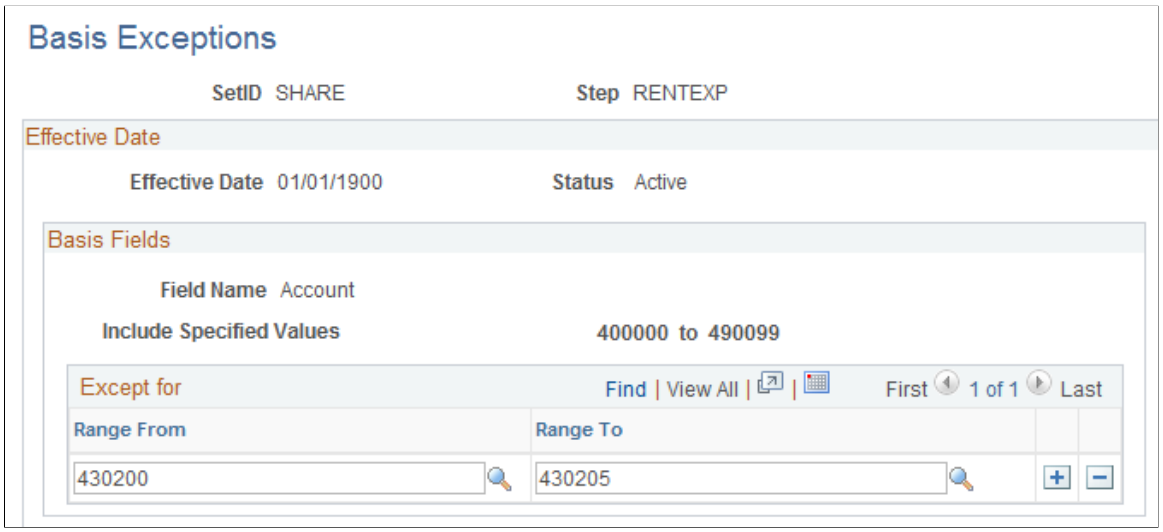
The ability to define exceptions to included or excluded ranges of values provides the ability to refine selection criteria while reducing the need for multiple rows or steps.

Use the Basis Exceptions page (ALLOC_BASISX) to enter basis exception ranges.

Navigation:

Select the **Range of Values** option, provide the range values, and click the link in the Exceptions column on the Define Allocation Step - Basis page.

This example illustrates the fields and controls on the Basis Exceptions page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Range From and **Range To**	Enter the range of values that are exceptions to the associated range of either included values or excluded values. If you selected the *Include Specified Values* field for the **Include/Exclude** option on the Basis page, the exceptions that you define on this page are exceptions to the included range that you entered. If you selected the *Exclude Specified Values* field for the **Include/Exclude** option on the Basis page, the exceptions that you define on this page are exceptions to the excluded range that you entered.

Define Allocation Step - Target Page

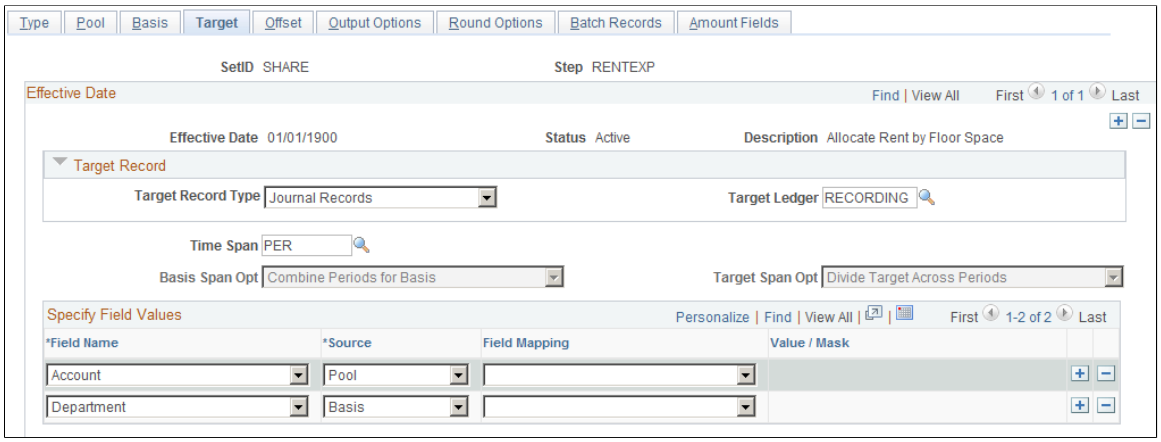
Use the Define Allocation Step - Target page (ALLOC_TARGET) to define the destination for the allocation or the target record (journal or any table) and target field values.

Navigation:

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Allocations, Define and Perform Allocations, Define Allocation Step, Target

This example illustrates the fields and controls on the Define Allocation Step - Target page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Target Record Type	Select one of the following: • For *Journals Records,* specify a target ledger group name. The system uses this definition to determine the journal line record name and other characteristics (such as calendar, multibook, and base currency). • If the target is *Any Table,* specify the table name in the edit box that becomes available.
Time Span	Use to specify the output for a single or multiple accounting periods for the target. Relative time spans, such as *PER* (current period activity), create the target relative to the as of date that is specified on the Allocation Request page. If the Target Record Type value is *Journals Records,* you must specify the time span value. If the target record is a table that has both FISCAL_YEAR and ACCOUNTING_PERIOD fields, you have the option to specify the time span value. If the target record is a table that does not have both FISCAL_YEAR and ACCOUNTING_PERIOD fields, you cannot specify the time span value. If you do not specify the time span value, the system populates both FISCAL_YEAR and ACCOUNTING_PERIOD with a zero value in the target record.

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Field or Control	*Description*
Basis Span Opt (basis span option)	If you use a multiperiod time span for the basis and target, select one of the following in the **Basis Span Opt**field: • *Combine Periods for Basis:* Combines the basis amounts for each period that is defined by the time span into one virtual period, producing a single amount. • *Split Basis by Period:* Maps the basis amount for each period one-to-one with the target periods. For this reason, the number of periods that is in the basis and target time span must match. When you select this option, the **Target Span Opt** field becomes inactive.

Field or Control	*Description*
Target Span Opt (target span option)	If you select a multiple period time span for the target, you must specify the **Target Span Opt** field when the basis time span is either a single period or multiple periods (the Basis Span Opt field is *Combine Periods for Basis)*: • *Repeat Target Each Period:* Repeats the entire target amount for each period that is defined in the time span. • *Divide Target Across Periods:* Divides the target amount by the number of periods that are defined in the time span and distributes it equally to each period.
Field Name	If the target record is journals, the target record name is actually the journal line record name that is defined on the ledger template for the ledger group. The **Field Name** prompt table lists all fields that are in the target record. The system validates the **Field Name** field value that is entered against the record when you save this allocation step definition. Typically, you include any fields that are required by the target record including all the keys and any fields that affect functionality and those that you might decide are mandatory.

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Field or Control	*Description*
Source	Provides a convenient way to populate the target field values, particularly if the values are from the pool or basis records. You need not reenter them here, just prompt for the appropriate option and choose from the following: • *Pool:* Uses the field values from pool records. • *Basis:* Uses the field values from basis records. • *Group By:* Uses the matched field values from both the pool and basis records. • *Value:* Specifies a fixed value for the target field. You can use this only for character- or date-type fields. You should enter a fixed date in one of these formats: mmddyy, mm/dd/yy, or mm/dd/yyyy. If you select this option, you enter the value in the **Value/Mask** field. • *Begin Pd* (begin period): Uses the beginning date for the target accounting period. If you use this option, the target time span must be populated. Otherwise, the system cannot populate a date value. • *End Period:* Uses the end date for the target accounting period. If you use this option, the target time span must be populated. Otherwise, the system cannot populate a date value. • *Req Date* (request date): Uses the as of date that is specified on the Allocation Request page. • *Seq Num* (sequence number): Uses the next field sequence number for the target records. The allocations process selects the maximum field sequence number for the specified target criteria and increments the number by one. This option is used if the **Target Record Type** field value is *Any Record.*
Field Mapping	If the source is from *Pool, Basis,* or *Group by,* you can specify field mapping for those occasions when the field name for the pool or basis record differs from the field name that is in the target record. For example, this could occur if the **Product** field value for the target record must come from the **Project** field value of the pool record.
Value/Mask	If you specify a fixed value in the **Source** field, use this **Value/Mask** field for character or date-type fields. You can enter a fixed date in one of the following formats: mmddyy, mm/dd/yy, or mm/dd/yyyy.

Define Allocation Step - Offset Page

Use the Offset page (ALLOC_OFFSET) to define the offset entry that balances the target.

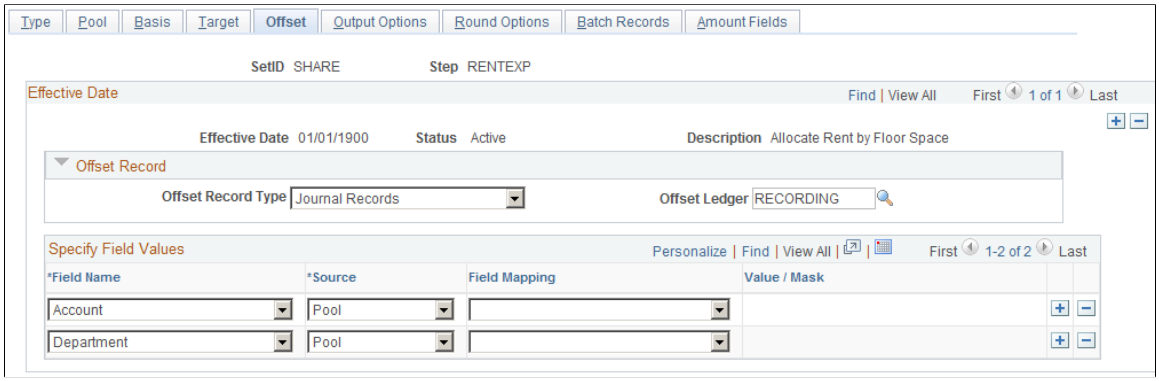
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Offset usually reflects the clearing of pool amounts as they are transferred to the targets. However, if the target record is not a balanced ledger, such as a budget ledger, there is usually no offset.

Navigation:

Allocations, Define and Perform Allocations, Define Allocation Step, Offset

This example illustrates the fields and controls on the Define Allocation Step - Offset page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Offset Record Type	Select *Journal Records* or *Any Table.* For journals, specify the**Offset Ledger** name. The system uses this definition to determine the journal line record name and other characteristics (such as calendar, multibook, and base currency). If the value in the **Offset Record Type** field is a table, specify the record name in the**Table** edit box that becomes available. **Note:** If the allocation step does not require an offset, leave this field blank.
Specify Field Values	Specify the offset field values. The offset fields can be directed to the pool record or a particular target table, but the purpose of the offset is always to prevent double counting.

Related Links

Define Allocation Step - Target Page

Define Allocation Step - Output Options Page

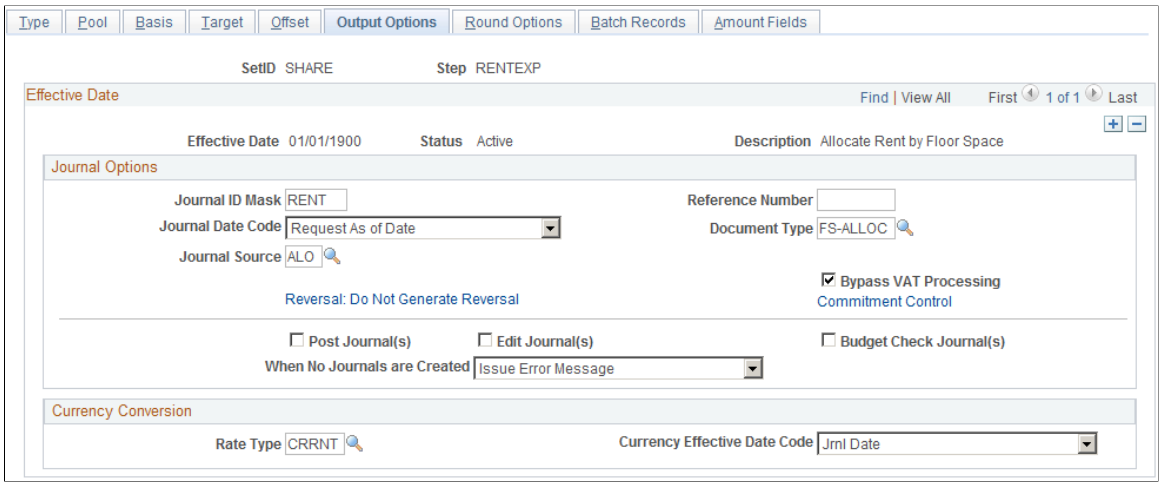
Use the Define Allocation Step - Output Options page (ALLOC_OUT_JRL_OPTN) to define journal options if the target or offset record is journals, or define the Table Output Option if the target or offset record is table.

Navigation:

Allocations > **Define and Perform Allocations** > **Define Allocation Step** > **Output Options**

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This example illustrates the fields and controls on the Define Allocation Step - Output Options page. You can find definitions for the fields and controls later on this page.



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Journal Options

Field or Control	*Description*
Journal ID Mask	If the target or offset is a journal that is on the Allocations Target or Allocations Offset pages, you must define the journal options. The **Journal ID Mask** field enables you to specify a prefix for naming allocation journals. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs. For example, if you specify the Journal ID Mask to be *ALLOC,* the allocation journal IDs might be ALLOC00001, ALLOC00002, and so on. Alternatively, the value *NEXT* causes the system to assign the next available journal ID number automatically. Reserve a unique mask value for allocations to ensure that no other process creates the same journal ID. When Reversal option is specified, the system appends one of the alpha characters between A to Z to the Journal ID Mask depending on the accounting period (1 to 26) of the Allocation Journal in the same sequence. The system will use A-Z in repeating cycle when the accounting period is greater than 26. For example, when Reversal option is specified, Journal ID Mask is ALC, and the accounting period is 5, the allocation journal IDs will be ALC00E0001, ALC00E0002, etc, and can go up to ALC00E9999. The maximum journal sequence length is 9999. However, it could be less if the length of allocation Journal ID Mask is 6. So when Reversal option is specified and if the Journal ID Mask is XXXXXX, then allocation Journal ID Mask generated by the system after appending the alpha character for accounting period will have length 7. Hence, the maximum journal sequence length would be 999. So it is recommended for the users to restrict the size of the mask up to 5 characters, if they need 4 digits(9999 instead of 999) for Journal ID generation.

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Field or Control	*Description*
Journal Date Code	You can assign a value based on the following options, all of which are adjusted to the prior working day if the next day is in the next period: • *Request As of Date:* Uses the as of date that is specified in the Allocation Request page. As a result, the system dates all journals the same day as the allocation request. If you use the as of date, and the date is a not a working calendar day that you define on the Business Calendars page, the system adjusts the date to the next working calendar day. • *Beginning of the Period:*Uses the beginning day of the periods that are defined in the target time span. • *End of the Period:* Uses the last day of the periods that are defined in the target time span. **Note:** You must use either the *Beginning of the Period* or *End of the Period* journal date options if you use multiple-period time spans for the target.
Source	Enter the journal source. Unless you specify otherwise, the journal source moves by default to *ALO* (allocations).

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Field or Control	*Description*
Reversal	Click to access the Journal Entry Reversal page. You can set up a reversing entry for the current allocation by selecting the applicable option, which then appears in the link. Options are: • *Beginning of Next Period:* Creates a reversing entry that is dated the first business day of the next accounting period. It uses the business calendar that you assign to the business unit that is on the General Ledger Definition - Definition page to determine the first business day. • *Do Not Generate Reversal:* The PeopleSoft Allocations process does not create the reversal entry, but it does mark the allocation journals with the reversal code. When the allocation journals are posted later in a separate process, the system creates the reversal entry. • *End of Next Period:* Creates a reversing entry that is dated the last business day of the next accounting period. It uses the business calendar that you assign to the business unit on the General Ledger Definition - Definition page to determine the last business day. • *Next Day:* Creates a reversing entry that is dated the next business day. It uses the holiday list ID that you assign to the business unit that is on the General Ledger Definition - Definition page to determine the next business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the next day. • *Adjustment Period:* Creates a reversing entry to the adjustment period that you select. Click in the drop-down list to display a list of valid adjustment periods (as defined on the Detail Calendar). When you select this option, you also must enter the **Reversal Date.** The reversal date value is used to populate the journal date and fiscal year of the reversing entry. • *On Date Specified By User:* Enables you to select any date that is in the calendar. When you select this option, you also must enter the adjustment period and reversal date. If you enter a date on a nonworking day, and a holiday list ID is assigned to the business unit, you get an error message. The system does not reset the reversal date. You must reenter a date that is a working day.

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Field or Control	*Description*
Reference Number	Enables you to refer each journal back to a document, person, invoice, date, or any other piece of information that is helpful to you when you track the source of the transaction.
Document Type	If you run the PeopleSoft Allocations process for a business unit for which you enable document sequencing, you must select a document type. If you do not select a document type, you receive an error. If some of the business units require document sequencing, you assign a document type to the allocation rules regardless of whether you enable document sequencing for that business unit. If you do not enable document sequencing for any of the business units, the **Document Type** field is unavailable.
Bypass VAT Processing (bypass value added tax processing)	Click if you want the allocations process to skip VAT processing. Even if **Bypass VAT Processing** is not selected, the journals that are created through allocations and edited do not create VAT rows for VAT applicable accounts. The VAT process processes VAT accounts that are created by the allocation process. However, to prevent double counting, the VAT process does not create VAT lines for VAT applicable accounts that are created from allocations.
Post Journal (s)	Click to post the journals. If you select this option, the system automatically selects the **Edit Journal(s)** and **Budget Check Journal(s)** check boxes. You can deselect the **Budget Check Journal(s)** check box if you want to run the Budget Processor later to update the commitment control ledgers.

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Field or Control	*Description*
Edit Journal (s)	Select to edit the journals that the PeopleSoft Allocations process creates so that you do not have to edit them later in a separate process. You select this option when you want to edit journals without posting them. Typically, you select this option in a multiple-step allocation process where the pool amount for the next step comes from the target of the previous step. If journals are not posted, the ledger is not updated. The next multiple step then draws erroneous data from the ledger. If you select this option, the PeopleSoft Allocations process calls the Journal Edit process (GL_JEDIT) first to edit the journals. If the journals fail in the Journal Edit process, the system does not post them to the ledger and the PeopleSoft Allocations process issues this error message: "Allocation step … is complete with journal created but not posted." Journals can fail the Journal Edit process for many reasons, including invalid ChartFields, balancing by ChartField, or ChartField combination edit. After you determine the cause of the problem, you might have to change the allocation step definition to avoid it.
Budget Check Journal (s)	Select this check box to run the Budget Processor to budget check journals for the commitment control ledgers. This option is available only if you enable the commitment control option. If you select this option, the system automatically selects **Edit Journal.** You must edit journals before you budget check them.
When No Journals are Created	Specify what you want the PeopleSoft Allocations process to do: • Issue the no journal message type Issue Error message. • Issue the no journal message type Issue Warning message.

Commitment Control

Click the **Commitment Control** link to access the Commitment Control page.

In the **Commitment Control Amount Type** field, select from the following options:

Field or Control	*Description*
Actuals and Recognized	Select for the actual amount of the expenditure or the recognized revenue transaction.

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Field or Control	*Description*
Encumbrance	Select if the journal is not an actuals transaction. Instead, it records the amount that you authorize to be spent. This usually occurs when you create a contract or a purchase order.
Pre-Encumbrance	Select if the journal is not an actual transaction. Instead, it records the amount that you expect to expend. This usually occurs when you create a requisition.
Collected Revenue	Select if the journal records the collected amount from a prior revenue transaction.
Actuals, Recognize and Collect	Select if the journal records both recognize and collect amounts on the revenue estimate budget ledger.
Planned	Select if the journal records the amount that you plan to spend. This amount is only an estimate; it is not yet an actual transaction.

Bypassing or Overriding Budget Checking

Click the **Commitment Control** link to access the Commitment Control page.

Field or Control	*Description*
Bypass Budget Checking	You can select this option to temporarily allow the journal to bypass budget checking. This field is active only if you enabled Commitment Control.
Override	If selected, journal entries are allowed to pass budget checking if they exceed their budgeted amount. This field displays the override user ID and override date.

Budget Entry Type

The following options apply to commitment control budget journals:

Field or Control	*Description*
Original	Select to indicate an original budget journal entry. Used to record adopted or approved budgets.

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Field or Control	*Description*
Adjustment	Select to indicate an adjustment to an original budget.

Parent Budget Options

Automatic generation of parent budget impacts revolves around the *originating* journal. The originating journal is a child level budget, budget adjustment, or transfer budget journal, entered manually or by journal import or allocations, on which parent or multiple parent budget level impacts are generated.

The automatic generation of parent budgets is discussed in the Commitment Control documentation regarding posting of budgets.

See “Generating Parent Budgets, Budget Adjustments and Budget Transfers Automatically” (PeopleSoft Commitment Control).

Table Output Option

Field or Control	*Description*
Table Output Option	If the target or offset record that you select is *Any Table* on the Allocation Target or Allocation Offset pages, the **Table Output Option** field becomes available and you can select *Replace Existing Amount* or *Update Existing Amount.*

Currency Conversion

The currency conversion fields are used by the PeopleSoft Allocations process to convert the base currency amount of the target and offset. The process converts the base currency if the base currency of the target and offset is different from the base currency of the pool. When allocating to a table, the business unit of the target and offset must be a General Ledger business unit; otherwise, the process does not convert the base currency amount.

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Field or Control	*Description*
Rate Type	Specify the currency conversion exchange rate type. The process converts the base currency only if the base currency of the target and offset is different from the base currency of the pool. When allocating to a journal, if the base currency of the target and offset is same as the base currency of the pool, Allocation calculates rates as per the ratio of summarized pool base amount and summarized pool transaction amount. If the user requires to recalculate rates as per rate type entered on Allocation step – Output Options page, then allocation journals should be edited in batch with *Recalc Exchange Rates* check box selected. When allocating to a journal, if the rate type is blank, the process uses the rate type from the primary ledger of the target and offset ledger group. When allocating to a table, if the rate type is blank, the process does not convert the base currency amount.
Currency Effective Date Code	Select one of the following for the allocation: • *Jrnl Date* (journal date) • *Req Date* (request date)

Related Links

"Understanding Journal Processing" (PeopleSoft General Ledger)
"Understanding Document Sequencing" (PeopleSoft Global Options and Reports)

Define Allocation Step - Round Options Page

Use the Round Options page (ALLOC_ROUND_OPTN) to define the method for rounding the allocation amount and distributing odd cents.

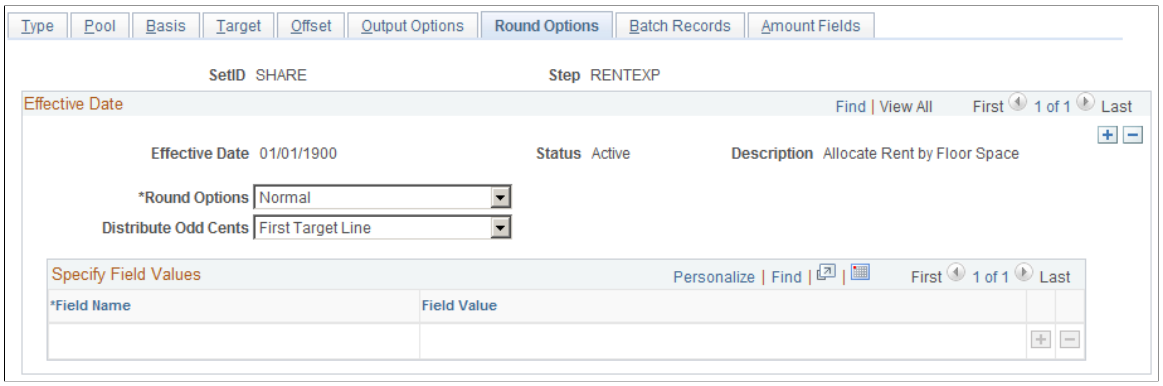
This option is valid for only these allocation types: Spread Evenly, Allocate of Fixed Basis, and Prorata with Record Basis.

Navigation:

Allocations > **Define and Perform Allocations** > **Define Allocation Step** > **Round Options**A

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This example illustrates the fields and controls on the Define Allocation Step - Round Options page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Round Options	Specify the method to use to round the allocation amount from the following options: • *Normal:*This is the default. The process rounds the allocated amount based on the decimal precision of the currency control value. For example, 104.495 is rounded to 104.50 GBP. • *Round Down:* The process rounds the allocated amount down to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 is rounded down to 104.49 GBP. • *Round Up:* Rounds the allocated amount up to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 and 104.494 are both rounded up to 104.50 GBP. • *Truncate:*Truncates the allocated amount after the decimal precision of the currency control value. For example, 104.495 and 104.4949 are truncated to 104.49 GBP.

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Field or Control	*Description*
Distribute Odd Cents	For allocation types of prorata, spread even, and fixed basis, the process balances the target and offset amounts to the pool amount that is allocated. In other words, the process attempts to allocate 100 percent of the pool amount to the target and offset amount, sometimes resulting in odd cents. The **Distribute Odd Cents** option gives you the flexibility to determine where to distribute odd cents. Because allocation processing is set based rather than row-by-row to improve performance, this option is required for allocation types of prorata, spread even, and fixed basis. • *First Target Line:* This is the default. Odd cents are distributed to the first target line. • *Specify ChartFields:* Define the ChartFields to which the system distributes the odd cents. • *Last Target Line:* Select to distribute odd cents to the last target line. • *Largest Target:* Select to distribute odd cents to the target line with the largest amount. If you are allocating within ChartFields or grouping by ChartFields in the definition, the process distributes odd cents with each group, ChartField value. **Note:** PeopleSoft recommends that you select the first two options for optimum performance.
Field Name and **Field Value**	If you select *Specify ChartFields* as the **Distribute Odd Cents** option, enter the ChartField combination to which you want to distribute the odd cents. Enter the ChartField in the **Field Name** field and the ChartField value in the **Field Value** field. For example, enter *ACCOUNT* for the field name and *100000* for the field value.

The following examples show how the process rounds the allocation amounts if you select one of the options on this page:

Field or Control	*Description*
Allocation Type	Spread evenly.
Pool Amount	1000.00 with a currency precision of two for USD.
Pool Factor	100.00.
Basis	Dept ID: 11001, 12000, 13000, 14000, 15000, 16000.

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Field or Control	*Description*
Target	Account: 100000. Dept ID: values from basis.

Example 1

The first example shows how the process rounds the allocation amounts if you specify the following options:

Field or Control	*Description*
Distribute Odd Cents	Specify ChartField. Account: 100004. Dept ID: 41000.
Round Options	Normal.

The process uses the following formula to calculate the amounts:

Allocated Amount = (Pool Amount (Pool Factor/100)) (Basis Amount/Total Basis).

(1000 (1/6)) = 166.67 rounded:

Account	*Dept ID*	*Allocated Amount*
100000	11001	166.67
100000	12000	166.67
100000	13000	166.67
100000	14000	166.67
100000	15000	166.67
100000	16000	166.67
100004	41000	-0.02

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Example 2

The second example shows how the process rounds the allocation amounts if you specify the following options:

Field or Control	*Description*
Distribute Odd Cents	Last target line.
Round Options	Round up.

The process uses the following formula to calculate the amounts:

Allocated Amount = (Pool Amount (Pool Factor/100)) (Basis Amount/Total Basis) + .005.

(1000 (1/6)) = 166.67 rounded:

Account	*Dept ID*	*Allocated Amount*
100000	11001	166.67
100000	12000	166.67
100000	13000	166.67
100000	14000	166.67
100000	15000	166.67
100000	16000	166.65

Example 3

The third example shows how the process rounds the allocation amounts if you specify the following options:

Field or Control	*Description*
Distribute Odd Cents	Largest target.
Round Options	Round down.

The process uses the following formula to calculate the amounts:

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Allocated Amount = (Pool Amount (Pool Factor/100)) (Basis Amount/Total Basis) - .005.

(1000 (1/6)) = 166.67 rounded:

Account	*Dept ID*	*Allocated Amount*
100000	11001	166.70
100000	12000	166.66
100000	13000	166.66
100000	14000	166.66
100000	15000	166.66
100000	16000	166.66

Related Links

Define Allocation Step - Round Options Page

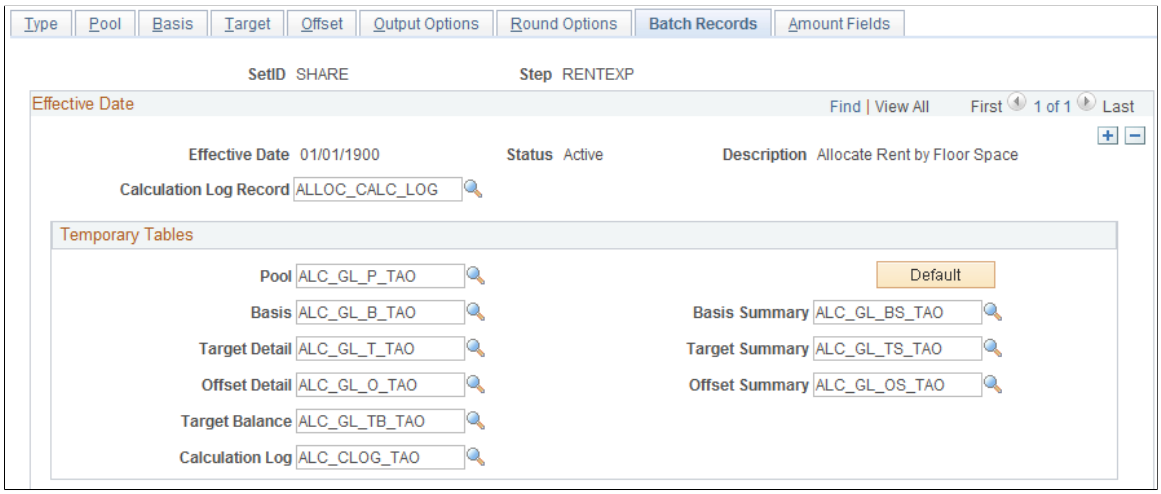
Define Allocation Step - Batch Records Page

Use the Batch Records page (ALLOC_RECNAME) to specify the batch temporary tables that are used in the PeopleSoft Allocations process.

Navigation:

Allocations, Define and Perform Allocations, Define Allocation Step, Batch Records.

This example illustrates the fields and controls on the Define Allocation Step - Batch Records page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Calculation Log Record	Specify to create a calculation log for a complete audit trail for debugging. Select the **Create Calculation Log** option on the Allocation Request page. You can use the delivered calculation log record, ALLOC_CALC_LOG, for all allocation steps that are processed against the actuals ledger (but not the budgets ledger, which might have ChartFields that are different from the actuals ledger). If the allocation is not processed against the actuals ledger, modify the **Calculation Log Record** field or create a unique record.
Pool	Specify the temporary table for the pool data. The PeopleSoft Allocations process uses this table to store the temporary data for the pool.
Basis	Specify the temporary table for the basis data. The PeopleSoft Allocations process uses this table to store the temporary data for the basis.
Target Detail	Specify the temporary table for the target detail data. The PeopleSoft Allocations process uses this table to store the temporary data for the target.
Target Summary	Specify the temporary table for the target summary data. The PeopleSoft Allocations process uses this table to store the summarized data for the target and offset.
Offset Detail	Specify the temporary table for the offset detail data. When allocating to a journal, sometimes the process uses a separate temporary table to store the offset data.
Offset Summary	Specify the temporary table for the **Offset Summary** data. Data is summarized from the target record or journals. When allocating to a journal, sometimes the process uses a separate temporary table to store the offset summary data.
Target Balance	Specify the temporary table for the target balance data. The PeopleSoft Allocations process uses this table to store the target balance lines, which are necessary to balance the target and offset against the pool amount.
Calculation Log	Specify the temporary table (ALC_CLOG_TAO) to the calculation log.
Default	Click the **Default** button to assign the default temporary tables. The process assigns the temporary tables based on the setup of the pool, basis, target, and offset.

PeopleSoft delivers these standard temporary (TAO) tables:

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Temporary Table	*General Ledger*	*Projects*
Calculation log	ALC_CLOG_TAO	ALC_CLOG_TAO
Pool	ALC_GL_P_TAO	ALC_PC_P_TAO
Basis	ALC_GL_B_TAO	ALC_PC_B_TAO
Basis Summary	ALC_GL_BS_TAO	ALC_PC_BS_TAO
Target Detail	ALC_GL_T_TAO	ALC_PC_T_TAO
Target Summary	ALC_GL_TS_TAO	ALC_PC_TS_TAO
Offset Detail	ALC_GL_O_TAO	ALC_PC_T_TAO
Offset Summary	ALC_GL_OS_TAO	ALC_PC_TS_TAO
Target Balance	ALC_GL_TB_TAO	ALC_PC_TB_TAO

Use the standard General Ledger TAO tables to allocate ledger (including all ledger, commitment control, projects, and budgets) and journal data.

Use the standard Project Costing TAO tables to allocate projects resource data.

Note: When allocating to a journal, the PeopleSoft Allocations process sometimes uses a separate temporary table for the offset detail and offset summary data in order to optimize the processing performance. The process determines if it must use a separate temporary table at runtime. Even if you specify a different table for the offset detail and summary, the process might not use a separate temporary table to process the offset data. There are no delivered offset detail and summary TAO tables for projects because these tables are not used to allocate to a journal.

PeopleSoft recommends that you use the standard delivered TAO tables.

Note: If you specify the value Any Table in the Pool Record Type field, add any additional fields that might be required to the delivered ALC_GL_P_TAO table.

If you are using your own customized TAO tables, use the delivered TAO tables as a model. Open the delivered TAO table and do a save as to create a TAO table. The following fields are required:

- PROCESS_INSTANCE, LOGICAL_RECORDS, BUSINESS_UNIT, BUSINESS_UNIT_IU.
- ChartField that are applicable to the process, such as Account, DEPTID, and so on.
- Amount Fields and the currency control fields that are applicable to the amounts that are allocated.

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This should also include the calculation log pool and basis amount fields, namely, ALLOC_POOL_AMT, ALLOC_POOL_PBA, ALLOC_POOL_PTR, ALLOC_BASIS_AMT, ALLOC_BASIS_TOT.

- Fields required for interunit processing, IU_TRAN_GRP_NBR, IU_ANCHOR_FLG.
- Fields required for intraunit processing, CF_VALUE1 to CF_VALUE10.
- Field required for base currency conversion, BASE_CURRENCY_POOL, RATE_MULT, RATE_DIV.
- Fields required for time span, ACCOUNTING_PERIOD, FISCAL_YEAR.
- Other fields that are applicable to the setup.

  For example, if you are allocating to a specific ledger, add field LEDGER to the TAO tables.

Note: To increase performance, the PeopleSoft Allocations process attempts to use a dedicated temporary table for all TAO tables. If you are using your own TAO tables, use dedicated temporary tables that are created in PeopleSoft Application Designer and define the record type as a temporary table. Define the temporary tables in the definition of the PeopleSoft Allocations process (FS_ALLC).

Related Links

Define Allocation Step - Basis Page

"The Background Process Model" (PeopleSoft General Ledger)

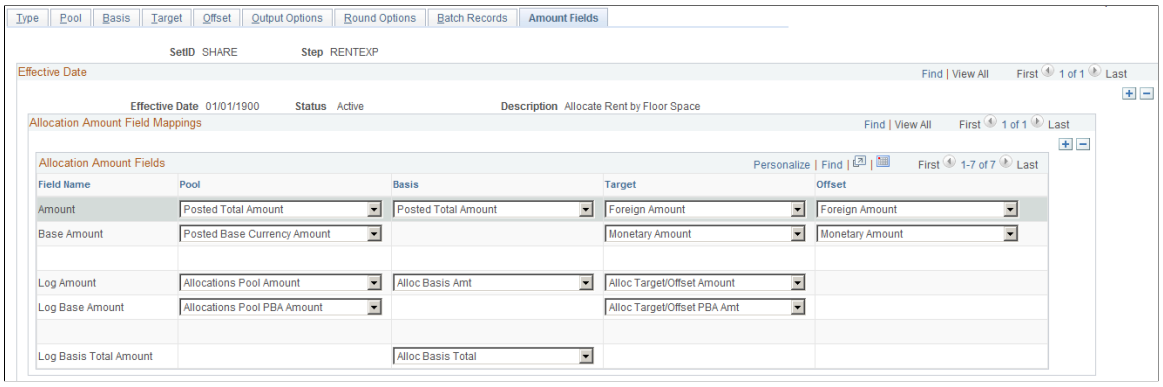
Define Allocation Step - Amount Fields Page

Use the Amount Fields page (ALLOC_AMOUNT) to define the amount field mapping between the pool, basis, target, and offset records.

Navigation:

Allocations > **Define and Perform Allocations** > **Define Allocation Step** > **Amount Fields**

This example illustrates the fields and controls on the Define Allocation Step - Amount Fields page. You can find definitions for the fields and controls later on this page.



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Use this page to define the fields in the chosen pool record that store the pool amounts, the fields in the chosen basis record that store the basis amounts, and where the system is to put the calculated amounts in the chosen target and offset records.

You can specify many sets of amount fields to perform allocations. For example, Project Costing can allocate on both resource amount and resource quantity fields in the same allocations. You can allocate pool resource amounts by using the basis resource amount percentage-to-total ratio and the pool resource quantity by using the basis resource quantity percentage-to-total ratio. You can also allocate both the pool resource amount and resource quantity using the basis resource amount percentage-to-total ratio. This page gives you the flexibility to define how the amounts are distributed from the fields in the pool record to the fields in the target and offset record.

General Ledger provides information about the total balances in the base currency and in individual transaction currency balances. Use the posted total amount field to get the total balance in the base currency. You can use the **Posted Transaction Amount** field to get the individual transaction currency balances. The Posted Transaction Amount (POSTED_TRAN_AMT) and Posted Total Amount (POSTED_TOTAL_AMT) fields exist in the ledger table to store different currency information.

The following simplified example illustrates the totals as recorded in the ledger for three transactions in three currencies: 1000 EUR, 100 USD, and 1000 GBP. Assume that the base currency is USD. Also, assume that 1 EUR is equal to 1.10 USD and that 1 GBP is equal to 1.58 USD. After the three transactions are recorded, the balances in the ledger are as follows:

Currency	*Posted Total Amount*	*Posted Base Currency Amount*	*Posted Transaction Amount*
EUR	1000	1100	1000
USD	2780	100	100
GBP	1000	1580	1000

Note: The Foreign Amount (FOREIGN_AMOUNT) field on the journal line is the transaction currency amount and is ultimately recorded in the posted transaction amount. The Monetary Amount (MONETARY_AMOUNT) field on the journal line is the equivalent of the base currency amount and is recorded in the posted base amount. It is important to keep this relationship between ledger and journal line fields in mind when the target and offset are journal lines.

Field or Control	*Description*
Fixed Pool Amount	Enter an amount if the pool is not a record but a fixed amount. This field is not available if you do not specify *Fixed Amount* in the **Pool Record Type** field on the Pool page.

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Field or Control	*Description*
Amount	Select amount fields for the **Pool, Basis, Target,** and **Offset.** Depending on the records and fields that you specify on the Pool, Basis, Target and Offset pages, the system displays possible fields for the amount in the drop-down menus. Following are values for a RENTEXP allocation example that uses the ledger group record and the **Account** field for pool and basis and is allocating the pool amount to the journal record for target and offset. The values that are available in the drop-down menus differ depending on the records and fields that are specified for the basis, pool, target and offset, and thus for the product for which the allocation is intended. For example, the values are different for Project Costing and General Ledger allocations because the records and fields are different. You must thoroughly understand the relationship between records and fields in the product and between pool, basis, target, and offset before you can successfully complete the allocations. • Pool amount: Select the field in the pool record that provides the amounts that are to be allocated to the target and offset. For example, select the Posted Transaction Amount (POSTED_TRAN_AMT) in the ledger record when you are allocating transaction amounts to the target and offset. • Basis amount: Select a field in the basis record that you can use to determine in what proportion the pool amounts are distributed to the target and offset. • Target amount: Select the field in the target record where the pool amounts are to be distributed. For example, the transaction (FOREIGN_AMOUNT) field in the journal line record. • Offset amount: Select a field in the offset record where the pool amounts that are distributed to the target are offset, or cleared. Offset is only necessary when you must prevent double counting. For example, FOREIGN_AMOUNT in the journal line record offsets (balances out) the amount that is distributed to the target in the FOREIGN_AMOUNT field when posted to the ledger.

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Field or Control	*Description*
Base Amount	Select from the values for the **Pool, Target,** and **Offset** fields. • Pool base amount: Select the field in the pool record that contains the amount that is the base currency that is equivalent to the pool **Amount** field. For example, POSTED_BASE_AMT is the base currency equivalent of POSTED_TOTAL_AMT in the ledger record and MONETARY_AMOUNT is the base currency equivalent of FOREIGN_AMOUNT in the journal line record. When you specify the base amount for the pool, the PeopleSoft Allocations process assumes that the amounts are monetary and uses the currency control fields that are defined for the Pool, Target and Offset records to determine the currency codes. • Target base amount: Select the **Amount** field in the target record that contains amounts that are the base currency equivalent of the **Target Amount** field. For example, MONETARY_AMOUNT is the base currency equivalent of FOREIGN_AMOUNT in the journal line record. • Offset base amount: Select the field in the offset record for which is the base currency equivalent of FOREIGN_AMOUNT on the journal line record. This field is optional. Its purpose is to support multicurrency functionality for monetary amount fields in allocations. If the target amount is a statistical amount or only one currency is involved, leave this field blank.
Transaction Amount	Specify the *Posted Transaction Amount* to allocate the individual transaction currencies when the target record is specified as *Any Table* on the Target page. The allocation must be allocating to a record for this field to be available. It does not appear on the Amount page otherwise.
Log Amount	Select the appropriate fields from the Calculation Log record used to store the pool, basis, and target amounts to provide an audit trail.
Log Base Amount	Select the appropriate fields from the Calculation Log record: • Pool log base amount: Select the field that is used to store the pool base currency amount for an audit trail. • Target log base amount: Select the amount field that is used to store the calculated target base currency amount for an audit trail.

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Field or Control	*Description*
Log Basis Total Amount	The amount field in the Calculation Log record that is used to store the total basis amount for the audit trail. Dividing the value stored in the **Log Basis** field by the value stored in the **Log Basis Total** field gives you the percentage of pool amount distributed to the target.

The following are examples of the setup for the amount fields for various allocation scenarios.

For example, if you are allocating on monetary amounts for General Ledger, the pool record might be Ledger Group ACTUALS and the Target record journals ACTUALS. The allocation fields are:

Allocation Amount Fields	*Field Value*
Pool Amount	POSTED_TRAN_AMT
Pool Base Amount	POSTED_BASE_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY_AMOUNT

The actual pool and target records are LEDGER and JRNL_LN, respectively. The currency control fields that are defined in PeopleSoft Application Designer for the POSTED_TOTAL_AMT, POSTED_TRAN_AMT, and POSTED_BASE_AMT fields are the CURRENCY_CD and BASE_CURRENCY fields for the LEDGER record. The currency control fields that are defined in PeopleSoft Application Designer for the FOREIGN_AMOUNT and MONETARY_AMOUNT fields are the FOREIGN_CURRENCY and CURRENCY_CD fields for the JRNL_LN record.

Using these currency control field definitions, allocations automatically determine that the target record's FOREIGN_CURRENCY field value source is from the pool record's CURRENCY_CD field value, and the target record's CURRENCY_CD field value source is from the pool record's BASE_CURRENCY field value. You need not define the currency field values explicitly for the **Target** and **Offset** fields.

These currency control field values also determine the currency precision and rounding feature in the PeopleSoft Allocations process. For example, if the target record FOREIGN_CURRENCY field value is USD, the system rounds the FOREIGN_AMOUNT to the second decimal. If the target record FOREIGN_CURRENCY field value is JPY (Japanese yen), the system rounds the FOREIGN_AMOUNT to the integer.

The PeopleSoft Allocations process uses the target record's currency control field values to determine the currencies that are for the target and offset records. If you are allocating on fixed pool amounts, there is no pool record; you must specify the target and offset records' currency field values in the **Target** and **Offset** fields. For example, if you are allocating 100.00 USD, you enter 100 in the **Fixed Pool Amount** field on the Amount page. On the Target and Offset pages, specify the FOREIGN_CURRENCY and CURRENCY_CD fields in the **Specify Field Values** group box. Set the **Source** field value on the Target and Offset page to *Value.*

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The following table is an example of the fields that are used when allocating on monetary amounts in PeopleSoft applications:

Allocation Amount Field	*Field Value*
Pool Amount	POSTED_TRAN_AMT
Pool Base Amount	POSTED_BASE_AMT
Basis Amount	POSTED_TOTAL_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY_AMOUNT
Offset Amount	FOREIGN_AMOUNT
Offset Base Amount	MONETARY_AMOUNT
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	ALLOC_POOL_PBA
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	ALLOC_TARG_OFF_PBA

The following example shows fields used when allocating to statistics amounts in PeopleSoft applications:

Allocation Amount Field	*Field Value*
Pool Amount	POSTED_TOTAL_AMT
Pool Base Amount	optional
Basis Amount	POSTED_TOTAL_AMT
Target Amount	STATISTIC_AMOUNT

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Allocation Amount Field	*Field Value*
Target Base Amount	optional
Offset Amount	STATISTIC_AMOUNT
Offset Base Amount	optional
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	optional
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	optional

If you are multiplying a statistics pool amount (such as, hours) by a basis amount (such as , hourly rate) in PeopleSoft applications to create a monetary amount target, explicitly specify the FOREIGN_CURRENCY and CURRENCY_CD field values for the target and offset record. The amount fields are defined as follows:

Allocation Amount Field	*Field Value*
Pool Amount	POSTED_TOTAL_AMT
Pool Base Amount	optional
Basis Amount	POSTED_TOTAL_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY_AMOUNT
Offset Amount	FOREIGN_AMOUNT
Offset Base Amount	MONETARY_AMOUNT
Pool Log Amt	ALLOC_POOL_AMT

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Allocation Amount Field	*Field Value*
Pool Log Base Amt	optional
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	ALLOC_TARG_OFF_PBA

If you are creating budgets for next year in PeopleSoft applications and you do not want to carry all foreign currencies in the budget ledger but instead you want to use the consolidated total amounts for all currencies, you can specify the currency code equal to the base currency for your pool. Define the amount fields as follows:

Allocation Amount Field	*Field Value*
Pool Amount	POSTED_TRAN_AMT
Pool Base Amount	POSTED_BASE_AMT
Basis Amount	POSTED_TOTAL_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY AMOUNT
Offset Amount	FOREIGN_AMOUNT
Offset Base Amount	MONETARY_AMOUNT
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	ALLOC_POOL_PBA
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT

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Allocation Amount Field	*Field Value*
Target Log Base Amt	ALLOC_TARG_OFF_PBA

Defining the Allocation Group

To define the allocation group, use the Define Allocation Group component (ALLOC_GROUP).

Page Used to Define Allocation Group

Page Name	*Definition Name*	*Usage*
Allocation Group Page	ALLOC_GROUP	Define multiple allocations across ChartFields.

Understanding the Allocation Group

You can define multiple allocation steps for step-down allocations across ChartFields. The target for each step can become the next step's pool or basis. You define an allocation group for these steps and then process the allocation on the group. If a step in the sequence fails, the **Continue** option determines if processing continues for the next step.

The allocation group is effective-dated, allowing you to track the historical basis of the financial data that results from allocation processing.

Note: Even if there is only one step in an allocation, you must define an allocation group.

Allocation Group Page

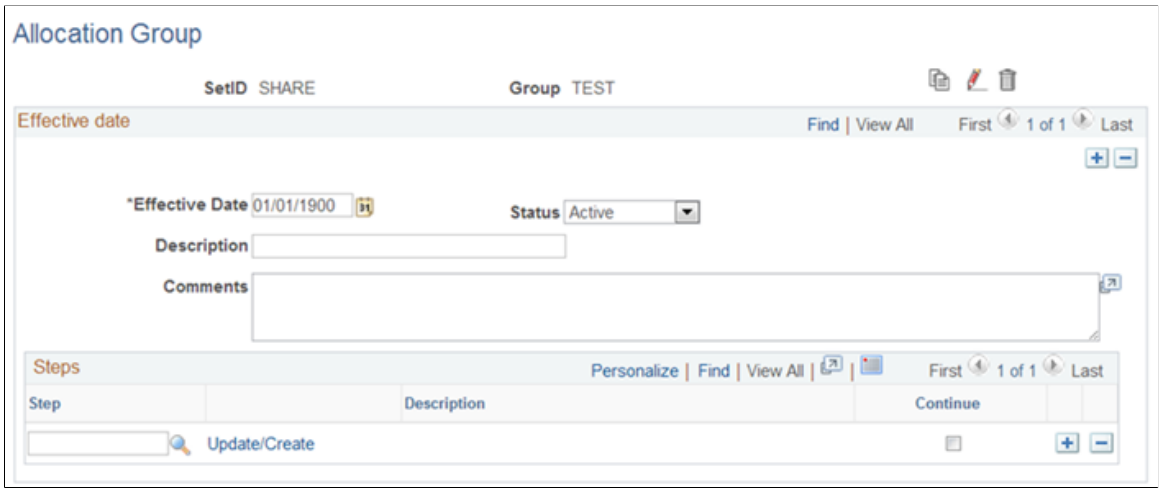
Use the Allocation Group page (ALLOC_GROUP) to define multiple allocations across ChartFields.

Navigation:

Allocations > **Define and Perform Allocations** > **Define Allocation Group** > **Allocation Group**.

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This example illustrates the fields and controls on the Allocation Group page. You can find definitions for the fields and controls later on this page.



Note: The data that is entered using this page can also be loaded as an Application Data Set using the Data Migration Workbench. For more information about ADS and the Data Migration Workbench for FSCM applications, see Using the Data Migration Workbench for PeopleSoft Allocations

Use the icons in the upper right corner of the page to copy, rename, or delete the allocation group.

Field or Control	***Description***
	Click the **Copy Allocation Group** button to make a copy of the group.
	Click the **Rename Allocation Group** button to rename the copy group.
	Click the **Delete Allocation Group** button to delete the copy group.
Effective Date	Enter the date that the Allocation Group is to be effective. This provides the ability to change the Allocation Group as time progresses and retain the audit trail of those changes.
Status	Select a status of *Active* or *Inactive* for the Allocation Group.
Description	Enter a short description to appear in prompt lists and reports.
Comments	Add a detailed explanation for the Allocation Group and document the purpose of each step within a complex allocation.

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Field or Control	*Description*
Step	Select the process step that determines the various allocations processing options in addition to the pool, basis, target, and offset ChartFields. You can define allocation steps in the Allocation Step component, or you can define them from the Allocation Group page using the Update/Create link. After you have defined an allocation step, you can use it in any number of allocations. The sequence determines the order in which the PeopleSoft Allocations process performs the steps. It is important to enter them in the correct sequence because the target of each step becomes the pool for the next step (or basis if the journals are posted).
Update/Create	Click to access the Allocation Step component where you can define allocation steps. See also Defining Allocation Process Steps
Continue	Select for a specific step to indicate that you want the system to continue processing even if that allocation step fails.

Related Links

Defining Allocation Process Steps

Copying, Renaming, or Deleting Allocation Steps

Page Used to Copy, Rename, or Delete Steps

Page Name	*Definition Name*	*Usage*
Copy / Rename / Delete Allocation Step Page	GL_ALC_COPY	Create new steps that are identical or similar to the ones that you already defined. Also rename or delete an allocation step.

Understanding Copying, Renaming, or Deleting Allocation Steps

The PeopleSoft Allocations process requires several steps. Chances are that some of the steps in a single allocation—or even steps for a different allocation altogether—can be quite similar. It's possible to use identical steps in several allocations simply by specifying the step name; there is no limit to the number of times or places that you can use a given step.

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Copy / Rename / Delete Allocation Step Page

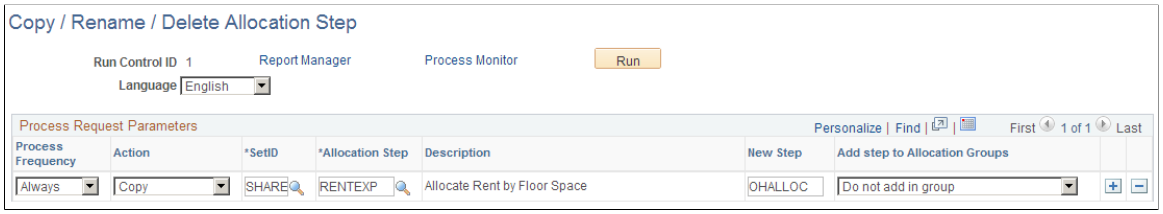
Use the Copy / Rename / Delete Allocation Step page (GL_ALC_COPY) to create new steps that are identical or similar to the ones that you already defined.

Also rename or delete an allocation step.

Navigation:

Allocations > **Define and Perform Allocations** > **Modify Allocation Step**

This example illustrates the fields and controls on the Copy / Rename / Delete Allocation Step page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Action	Select one of the action options: For *Copy* or *Rename,* the **New Step** field is available. Use this field to identify the new step or rename the original one. If you select *Delete,* the process purges the step definition from the system. If you rename to delete a process step, the process automatically updates the allocation process groups.
Allocation Step	Select the step that you want to manipulate.
Add Step to Allocation Groups	When you copy a step, you can choose one of the following options to add the step to the process group where the process step, used to copy the new step, exists: • Add after process step. • Add first in group. • Add last in group. • Do not add in group.

Creating Adjusting Entry Journals

To create adjusting entry journals, use the TimeSpans component (TIME_SPAN).

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Page Used to Create Adjusting Entry Journals

Page Name	*Definition Name*	*Usage*
TimeSpans Page	TIME_SPAN	Specify the adjusting period's type for the output.

Understanding Allocations and Adjusting Entry Journals

The PeopleSoft Allocations process supports creating adjusting entry journals, where the accounting period is an adjustment period. Adjustment periods can be defined as absolute period or relative to current period.

Use the TimeSpans component (TIME_SPAN) to:

- Set up time span definitions specifying absolute period.
- Set up time span definitions specifying relative period.
- Allocate to multiple adjustment periods.
- Specify the Adjusting Entry option.

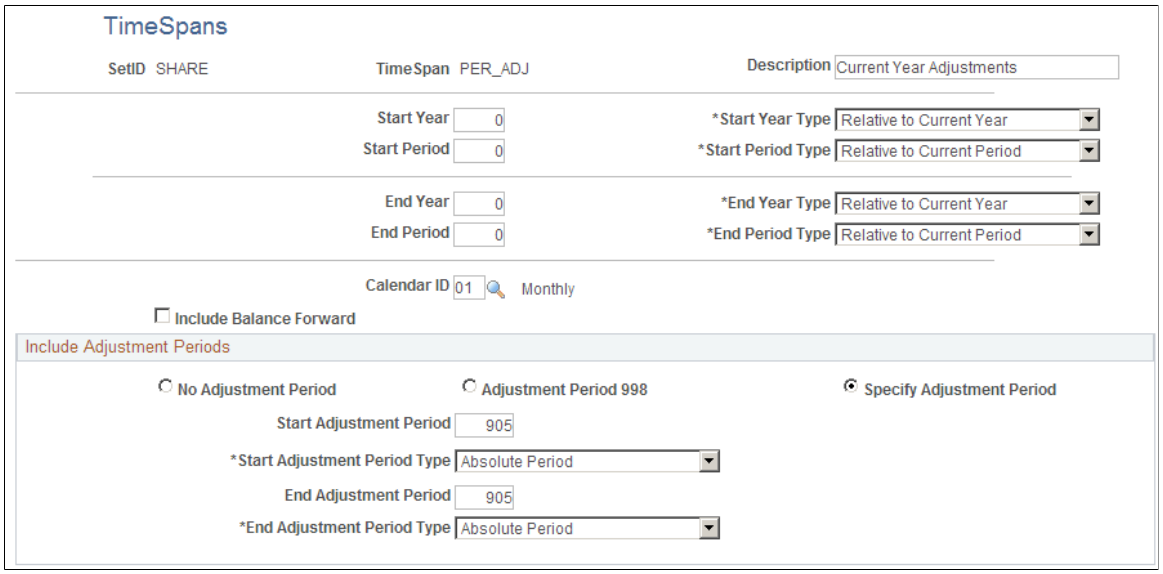
TimeSpans Page

Use the TimeSpans page (TIME_SPAN) to specify the adjusting period's type for the output.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > Define TimeSpans

This example illustrates the fields and controls on the TimeSpans page. You can find definitions for the fields and controls later on this page.



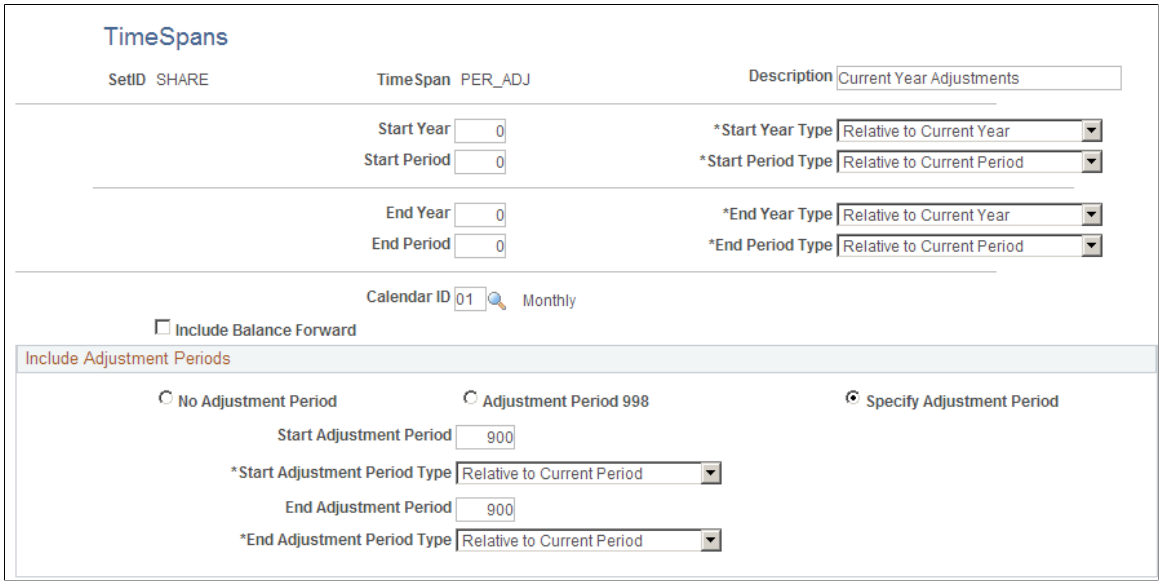
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In this example, the adjustment period is set up for the absolute period of *905*.

Setting Up TimeSpan Definitions Specifying Relative Period

In the following example, the adjustment periods are defined relative to the current regular period:

This example illustrates the fields and controls on the TimeSpans page (adjustment period determined relative to current period). You can find definitions for the fields and controls later on this page.



The adjustment period is the Start Adjustment Period/End Adjustment Period value that is specified, plus the current regular period. For example, suppose that you are processing allocations in March, then the current period is 03 (monthly calendar) and the adjustment period is 903.

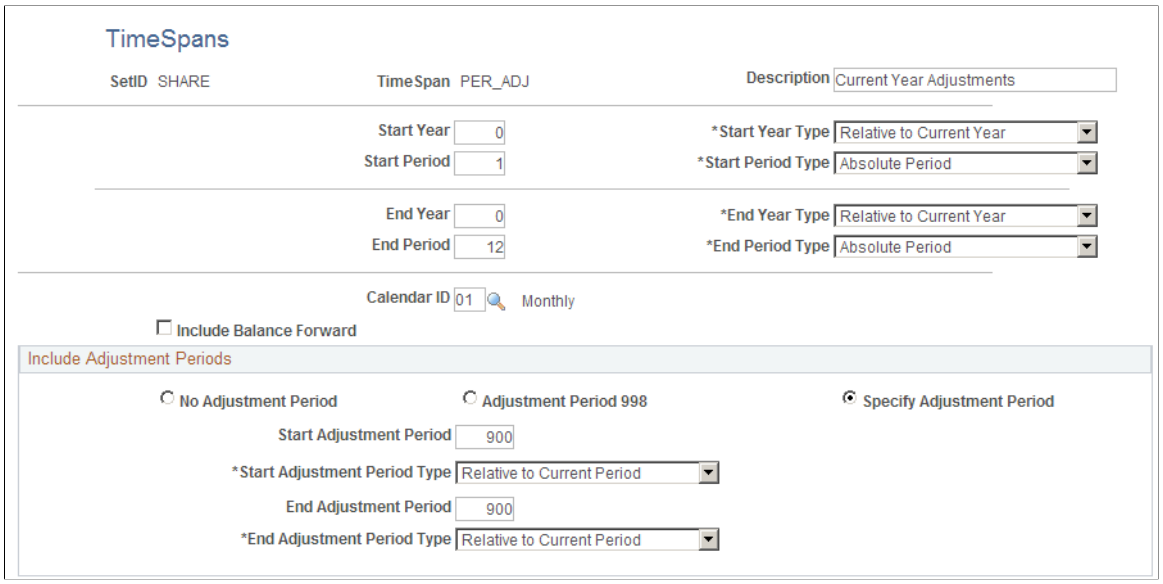
The advantage of defining the adjustment period as relative to the current period is that you need not maintain the adjustment period value in the time span.

Allocating to Multiple Adjustment Periods - Example

Use relative adjustment periods to allocate to multiple adjustment periods. In this example, the TimeSpans page is defined for allocations to create adjusting journal entries for adjustment periods 901 through 912:

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This example illustrates the fields and controls on the TimeSpan for multiple adjustment periods. You can find definitions for the fields and controls later on this page.



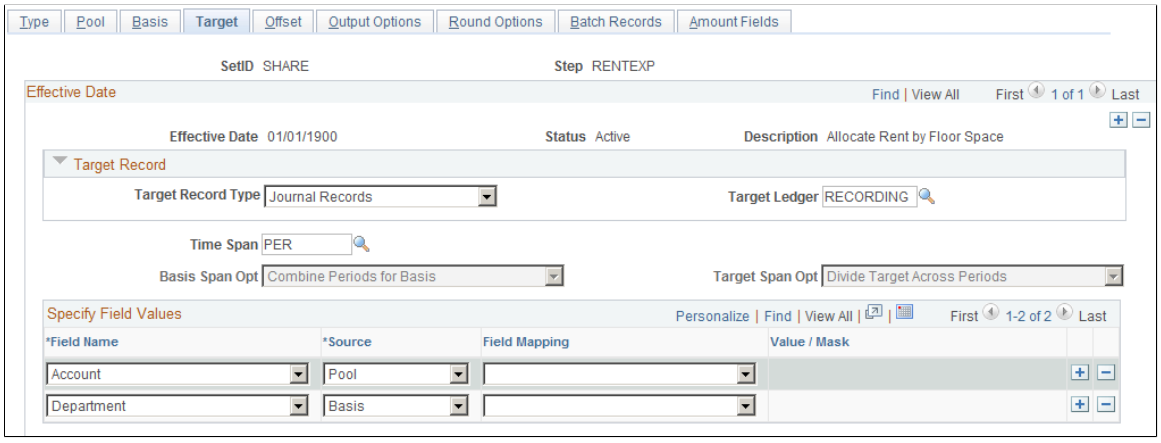
Specifying the Adjusting Entry Option

Select a time span that uses adjustment period on the Define Allocation Step - Target page.

Navigation:

Allocations > **Define and Perform Allocations** > **Define Allocation Step**. Select the **Target** tab.

This example illustrates the fields and controls on the Define Allocation Step - Target Page. You can find definitions for the fields and controls later on this page.



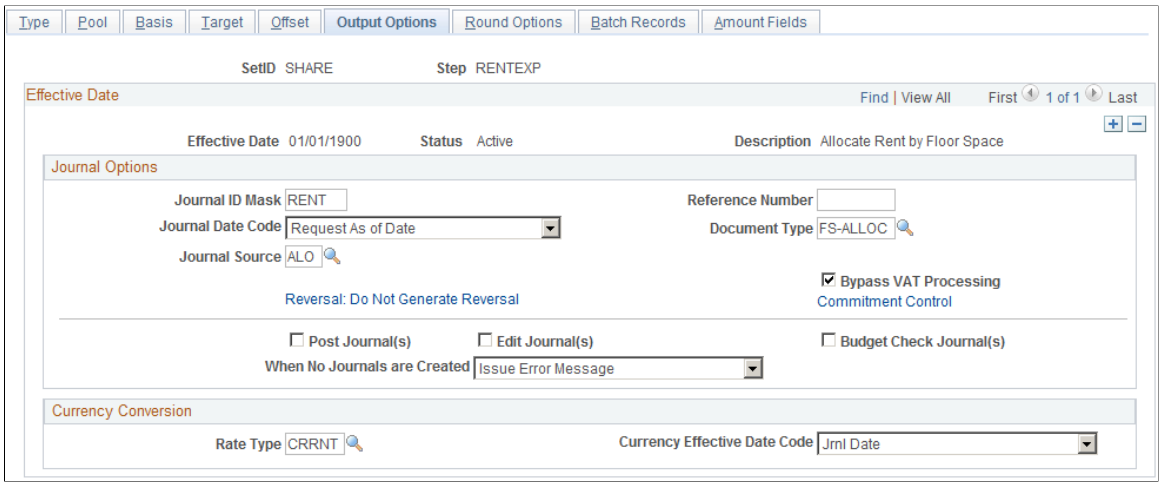
Notice in the following example that if the TimeSpan that you select on the Target page is set up to use adjustment periods, the Adjusting Entry options on the allocation Output Option page are visible.

Navigation:

Allocations > **Define and Perform Allocations** > **Define Allocation Step**. Select the **Output Options** tab.

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This example illustrates the fields and controls on the Define Allocation Step - Output Options Page. You can find definitions for the fields and controls later on this page.



The PeopleSoft Allocations process uses this option to determine which accounting periods are used with the journals. If the **Adjusting Entry** option is selected, the PeopleSoft Allocations process creates the journal or journals with the adjustment period or periods that are defined in the target time span. If the option is not selected, allocations creates the journal or journals with the regular accounting period or periods.

Setting Up Interunit and Intraunit Allocations

The PeopleSoft Allocations process creates what are initially unbalanced allocation journal entries between legal entities (interentity), between business units (interunit), and among balancing ChartFields within a particular business unit (intraunit).

The PeopleSoft Allocations process does not create the interunit and intraunit balancing journal lines as a part of the process. The interunit and intraunit balancing transaction lines are created by the Inter/IntraUnit Processor, which is run from journal edit.

In the following example, business unit JP001 is allocating rent expense that is accumulated in its account 640000 in the amount of 1000000 JPY to JP001, JP002, and JP003 on a fixed basis of 50 percent, 20 percent, and 30 percent, respectively.

The following illustrates a simple allocation of this expense across multiple business units:

BU Pool	***Fixed Basis***	***Target by Basis***	***Offset to BU Pool***
JP001	50 percent to JP001	JP001	JP001
	20 percent to JP002	JP002	
	30 percent to JP003	JP003	

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You create an interunit and intraunit allocation much as you would any other, except that you must select an appropriate transaction code on the Allocation Type page. The PeopleSoft Allocations process populates this value on each journal entry line.

The transaction code is a means to categorize interunit and intraunit transactions. This example illustrates the delivered System Transaction for General Ledger journals (GLJ) and the Transaction Code JOURNALS.

If you want to distinguish the allocated interunit and intraunit rent receivables and payables from all others, you can create a transaction code (such as AllocJrnl) and map it to the GLJ System Transaction. You must also create interunit templates and intraunit templates that associate the new transaction code with accounting entry types for which you provide ChartField values that are used by the system to complete the partial interunit and intraunit entries.

The PeopleSoft Allocations process supplies the following information for the journal header:

Business Unit	*Business Unit IU*	*System Transaction*	*Transaction Code*
JP001	JP001	GLJ	JOURNALS
JP002	JP001	GLJ	JOURNALS
JP003	JP001	GLJ	JOURNALS

The PeopleSoft Allocations process creates the following journal line information:

IU Group	*Anchor*	*Line #*	*BU*	*Acct*	*Amount*
1	JP001	1	JP001	640000	-1000000
1		2	JP001	640001	500000
1		3	JP002	640001	200000
1		4	JP003	640001	300000

The anchor is the business unit or ChartField value around which the system completes the entry and determines such things as the balancing method and organizes the related journal lines in the same IU group (interunit group).

For intraunit allocation steps, the process always defines a unique IU group for each balancing ChartField value that is defined in the pool. For interunit, the process always uses an IU group number of 1.

The PeopleSoft Allocations process derives the anchor business unit based on the definition setup.

The process first checks to determine if the business unit is defined in the offset as a fixed value. If this condition is the case, the process uses the offset fixed value as the anchor.

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If not, the business unit is not in the offset as a fixed value, the process checks if the business unit is defined in the target as a fixed value. If this condition is true, the process uses the target fixed value as the anchor.

If the business unit is not defined in the target or offset as a fixed value, then the process uses the business unit from the pool as the anchor.

Note: If there are multiple pool values, each is processed against the basis in turn. The result is a separate IU group for each pool value and its journal entry lines. Use any of the interunit business units that are defined in the pool when requesting interunit allocations.

At this point, the rent expense is allocated but the journal is not in balance because you have not yet created the due to and due from interunit or intraunit payables and receivables lines. When you run the Inter/IntraUnit Central Processor, it provides the following information or additional lines to balance the journal entry (lines 5 through 8):

IU Group	*Anchor*	*Line#*	*BU*	*Acct*	*Affiliate*	*Amount*
1		5	JP001	100000	JP002	200000
1		6	JP001	100000	JP003	300000
1		7	JP002	100000	JP001	-200000
1		8	JP003	100000	JP001	-300000

Related Links

Understanding PeopleSoft Interunit and Intraunit Functionality
Running the Centralized Interunit and Intraunit Processor
Verifying Interunit, Intraunit, and ChartField Inheritance Setup

Using Allocations with PeopleSoft Project Costing

There are two basic types of allocations that you can perform in PeopleSoft Project Costing by using the PeopleSoft Allocations process:

- Project-to-project allocations.
- General Ledger to Project Costing allocations.

The *PeopleSoft Project Costing* product documentation discusses using the PeopleSoft Allocations process in Project Costing and provides an example of a project-to-project allocation step.

Related Links

Using Allocations with PeopleSoft Project Costing
“Understanding Allocations in PeopleSoft Project Costing” (PeopleSoft Project Costing)

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Running an Allocation Request

Page Used to Run the Allocation Request

Page Name	Definition Name	Usage
Allocation Request Page	ALLOC_REQUEST	Specify parameters for running the PeopleSoft Allocations process.

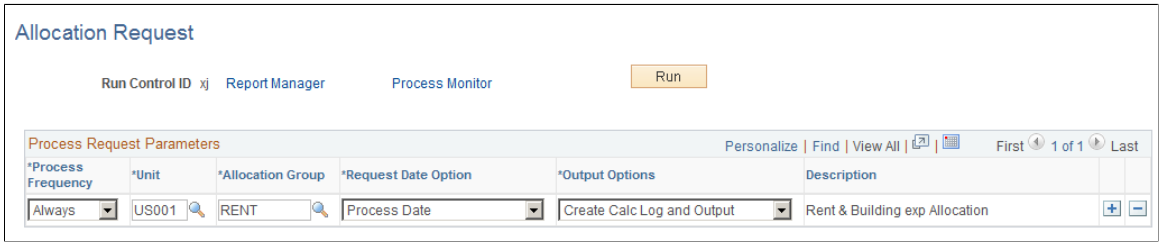
Allocation Request Page

Use the Allocation Request page (ALLOC_REQUEST) to specify parameters for running the PeopleSoft Allocations process.

Navigation:

Allocations > **Define and Perform Allocations** > **Request Allocation** > **Allocation Request**

This example illustrates the fields and controls on the Allocation Request page. You can find definitions for the fields and controls later on this page.



Note: The data that is entered using this page can also be loaded as an Application Data Set using the Data Migration Workbench. For more information about ADS and the Data Migration Workbench for FSCM applications, see Using the Data Migration Workbench for PeopleSoft Allocations

Run the request after you define the allocation steps and allocation group.

Field or Control	Description
Unit	Specify the business unit for the PeopleSoft Allocations process. For non-interunit steps, this business unit also determines the business unit value for the pool and basis rows that are selected. For interunit steps, use any one of the business units that are defined in the pool when requesting interunit allocations.
Allocation Group	Identify the allocation group to be processed in this request.

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Field or Control	*Description*
Request Date Option	Select the *As of Date* value in the **Request Date Option** field, and two additional **As of Date** fields become available. The as of date moves by default to the current system date; however, you can change the date for individual lines by using the **As of Date** field on each line or for all lines using the **As of Date** field for the request. You can define individual steps in an allocation group using relative time spans, such as PER (Current Period Activity). A relative time span retrieves ledger amounts relative to the **Request Date Option** that you specify. The request date options are: • *Process Date:* Uses journals dated before the run date. • *SYSDATE:* Uses journals dated before the system date for your computer. • *As of Date:* Uses journals dated before the date that you specify in the **As of Date** field that appears for the line when you select this option.
	Click the **Update As of Date** button to change the as of date for all lines in the run requests to the current date or the date that you specify.
Output Options	Select one of the following options: • *Create Calc Log - No Output* (create calculation log - no output): Serves as a *dry run* by creating a calculation log but no journals and ledger entries. • *Create Calc Log and Output* (create calculation log and output): Creates a calculation log and generates journals and ledger entries. • *No Calc Log - Create Output* (no calculation log - create output): Creates journals and ledger entries, but no calculation log. This is the system default value.

Note: Calculation logs are cleared using SQL scripts.

Field or Control	*Description*
Start Step	When errors occur and processing aborts, you can restart processing at the step that failed by selecting **Start Step.** This option appears only if an error occurred during processing.

Related Links

Restarting and Recovering the Allocations Process

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Producing Allocations Reports

This topic lists allocation reports, which provide information about the allocation setup and the results of a PeopleSoft Allocations process run.

Pages Used to Produce Allocation Reports

Page Name	*Definition Name*	*Usage/Navigation*
Allocation Step Page	RUN_GLS6000	Go to **Allocations** > **Reports** > **Print Allocation Step Report** to define run parameters for the Allocation Step Definition report (GLS6000). The SQR report lists detailed information for allocation steps and provides a hard copy of the allocation steps that you define using the Allocation pages.
Allocation Group Page	RUN_GLC6001	Go to **Allocations** > **Reports** > **Print Allocation Group Report** to specify the run parameters for the Allocation Group Definition Report. Report GLS6001 lists all allocation steps that are associated with a particular allocation group. The report provides a hard copy of the allocation groups that you define on the Allocation Group page.
Allocation Calculations Logs	RUN_GLS6002	Go to **Allocations** > **Reports** > **Print Allocation Calc Logs** to specify the run parameters for the Allocation Calculations Log Report (GLS6002). The SQR report lists the allocation calculations that the specified process step performs within a process instance.

Viewing Process Messages

The run status in the process monitor appears as a warning if allocations generates any error messages for the request. Use the Message Log to view any system-generated messages when you process allocations. The Message Log can also help you to troubleshoot allocations and to audit allocation information.

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Restarting and Recovering the Allocations Process

If the system encounters an error while it is processing a request, it sets the request status to error The program then continues with the next request. To rerun the canceled request, you must return to the online request page and initiate the request.

You can use the Message Log page to identify any request marked in error. When you correct the condition that caused the error, mark the request for processing and run the job again.

For allocations, the request specifies the allocation group to be processed and a commit is performed after each allocation step in that group. If the system encounters an error while it is processing a step, two factors determine whether the system continues with subsequent steps:

- The type of error.
- The **Continue** option on the Allocation Group page.

If the error is a system error, the allocation process aborts. If the error is a data error, the system checks the **Step Continue** option on the Allocation group definition.

If you select **Continue** for the step that failed, the system continues processing despite the failure. If you do not select **Continue** for that step, allocations proceeds with the next group on the request. After you correct the problem that caused the error, you can rerun the process for the same group.

The **Start Step** check box on the Allocation Request page enables you to specify whether the PeopleSoft Allocations process should restart processing at the step that failed. If you do not select this check box, allocations starts with the first step in the group. The **Start Step** option is available only if an error occurred during processing.

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Chapter 25

Setting Up On-Demand Processing

Understanding Setting Up On-Demand Processing

Oracle's PeopleSoft Financial Management and Supply Chain Management provides on-demand process groups that certain users can run directly from transaction entry pages. These process groups generally consist of logically related and sequentially ordered processes that a transaction might require.

The process groups available depend on your user ID and whether or not a given transaction requires the processing. For example, if budget checking is not applicable to a particular voucher, the Budget Checking (BUDGET_CHK) process group is not available.

Warning! Some of the on-demand processing depends on products installed. For example, if PeopleSoft General Ledger is licensed and installed, the Journal Generator (FS_JGEN) process will also execute the Journal Edit and Journal Post process. If you do not choose to license and install PeopleSoft General Ledger, deselect the check box for the PeopleSoft General Ledger product on the Installation Options - Products page. This eliminates the wasted time your system will incur by executing the Journal Edit and Journal Post process when these processes are not needed. In general, deselect all check boxes on the Installation Options - Products page for all products that you have not licensed.

Payables

When you finish entering a voucher in PeopleSoft Payables, you can either save the voucher and process it in batch, or you can process it on demand on the following pages:

- Cancel Payment (PYMNT_CANCEL).
- Close Voucher (VCHR_CLOSE1).
- Complete Register Voucher (VCHR_HDR_CMP).
- Mass Payment Cancellation (AP_PMT_MASS_CNL).
- Match Exception Workbench Details (AP_MTCH_WB_EXCPTN).
- Match Overridden Workbench Details (AP_MTCH_WB_OVRD).
- Match Workbench (AP_MTCH_WB).
- Payment Escheatment (PYMNT_ESCHEAT).
- Quick Invoice (VCHR_HEADER_QV1 and VCHR_HEADER_QV2).
- Voucher component (VCHR_EXPRESS).
- Voucher Maintenance component (VCHR_CORRECTION).
- Voucher Mass Maintenance – Close (VCHR_MMT_CLSE_SEC1).

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- Voucher Mass Maintenance – Delete (VCHR_MMT_DLTE_SEC1).
- Voucher Mass Maintenance – Field Replace (VCHR_MMT_RPLC_SEC1).
- Voucher Mass Maintenance – UnPost (VCHR_MMT_UNPS_SEC1).
- Withholding Invoice Line Update (WTHD_LINE_UPDT).
- Withholding Vendor Update (VNDR_UPDT).

On-demand processing is also available from the Voucher On-Demand Process component for batch processing by process group.

Processes are numbered to indicate the order of how the processes run. For example, on the Quick Invoice page if you select 4. Journal Generate, the system automatically initiates the number 1 process (Voucher Build), the number 2 process (Matching), the number 3 process (Voucher Posting), and then the number 4 process (Journal Generate). The process group used in this example is All Processes through Journal Generate (QVJGEN).

Note: The system automatically displays the on-demand processing functionality only to assigned users. Definitions configured on the User Preferences - Process Group page determine whether the system enables this functionality for a specific user, and further, a specific process.

See “Invoice Information Page” (PeopleSoft Payables).

Receivables

In PeopleSoft Receivables, a process group is not associated with a process; it is associated with a posting action. The posting action that is associated with a process group determines which processes to run, and when to run those processes.

Each process group (posting action) is associated with six different source transactions, for example payment worksheets and maintenance worksheets.

See “Understanding the Receivables Update Application Engine Process” (PeopleSoft Receivables).

Process Groups

This table shows the process groups, their associated processes and posting actions, and the products that use them:

Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
Voucher Build (AP_VCHRBLD)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Mass Cancellation (APPMTCNL1)	Runs the Mass Cancellation Application Engine (AP_MASSPMTCN).	Payables

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Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
Cancel, Payment Post (APPMTCNL2)	Runs the Mass Cancellation process followed by the Payment Posting Application Engine process (AP_PSTPYMNT).	Payables
Cancel, Payment Post, Voucher Post (APPMTCNL2A)	Runs three processes: first, the Mass Cancellation process, followed by the Payment Posting process, and then the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
All Processes Through Journal Generate (BLDTOPOST)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Document Tolerance Checking. • Commitment Control Budget Checking. • Voucher Posting. • Journal Generator.	Payables
Budget Checking (BUDGET_CHK)	Runs the Commitment Control Budget Chk on-demand process (FS_BCHK), which in turn calls the Budget Processor Application Engine process (FS_BP).	Payables
Document Tolerance (DOC_TOL)	Runs the Document Tolerance Checking Application Engine process (FS_DOCTOL).	Payables
Voucher Mass Maintenance (MASSMAINT)	Runs the Voucher Mass Maintenance Application Engine process (APVCHMASSMNT).	Payables
Mass Maintenance and Voucher Build (MASSMNTVB)	Runs the same process as the Voucher Mass Maintenance process group, along with the Voucher Build Application Engine Process (AP_VCHRBLD).	Payables

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Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
Voucher Maintenance and Voucher Posting (MASSPOST)	Runs the same process as the Voucher Mass Maintenance process group, along with the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
Voucher Maintenance, Post and Journal Generator (MASSPOSTGL)	Runs the same process as the Voucher Maintenance and Voucher Posting process group, along with and the Journal Generator Application Engine process (FS_JGEN).	Payables
Matching (MATCHING) **Note:** eSettlements delivers Matching (ESMATCH).	Runs the Matching Application Engine process (AP_MATCH).	Payables
Matching, Doc Tolerance, Budget Check (MTCH_DT_BC)	Runs the Matching process, the Document Tolerance Checking process, and the Commitment Control Budget Chk on-demand process. Only the processes that apply to the voucher are run.	Payables
Payment Post (PAYPAYPOST)	Runs the Payment Posting Application Engine process (AP_PSTPYMNT).	Payables
Payment Post and Journal Generator (PAYPOSTGL)	Runs the same process as the Payment Post process group, along with the Journal Generator Application Engine process (FS_JGEN).	Payables
Payment, Voucher Post and Journal Generator (PAYVCHRJG)	Runs the same processes as the Payment Post and Voucher Post process group, along with the Journal Generator Application Engine process (FS_JGEN).	Payables
Payment Post and Voucher Post (PAYVCHRPST)	Runs the same process as the Payment Post process group, along with the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
Payment Post (PYMNTPOST)	Runs the Payment Posting Application Engine process (AP_PSTPYMNT).	Payables

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Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
Voucher Post (PST_VCHR)	Runs the same processes as the Matching, Doc Tolerance, Budget Check process group, and also runs the Voucher Posting Application Engine process (AP _PSTVCHR).	Payables
Journal Generate (PST_VCHRGL)	Runs the same processes as the Voucher Post process group and also runs the Journal Generator process (FS_JGEN).	Payables
Voucher Post Load AM (POSTAPAM)	Runs the following Application Engine processes, in the order listed: • Matching. • Document Tolerance Checking. • Commitment Control Budget Checking. • Voucher Posting Only the processes that apply to the voucher are run. Runs the AP/AM Interface Application Engine process (INTFAPAM), and the Pre-Interface Loader process (AMPS1000), which in turn calls the Transaction Loader process (AMIF1000). This posts the voucher and sends asset information to Asset Management.	Payables
Journal Gen, Load AM (POSTAPGLAM)	Runs the same processes as the Voucher Post Load AM process group, with the addition of the Journal Generator process (FS_JGEN). This performs all possible voucher processes on the voucher, therefore there is no need to run any other process. This process sends the information to Asset Management, Payables, and General Ledger.	Payables
Payment Post (PYCNCLPOST)	Runs the Payment Posting Application Engine process (AP_PSTPYMNT).	Payables

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Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
All Processes Through Budget Check (QVBUDGCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Commitment Control Budget Checking.	Payables
All Processes through Budget Check (QVBUDGDTCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Document Tolerance Checking. • Commitment Control Budget Checking.	Payables
All Processes through doc tolerances (QVDOCDT)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Document Tolerance Checking.	Payables

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Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
All Processes through Doc Tol (QVDOCDTCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Document Tolerance Checking. • Commitment Control Budget Checking.	Payables
All Processes through Journal Generate (QVJGEN)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Voucher Posting. • Journal Generator.	Payables
All Processes through Journal Generate (QVJGENCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Commitment Control Budget Checking. • Voucher Posting. • Journal Generator.	Payables

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Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
All Processes through Journal Generator (QVJGENDT)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Document Tolerance Checking. • Voucher Posting. • Journal Generator.	Payables
All Processes through Journal Generate (QVJGENDTCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Document Tolerance Checking. • Commitment Control Budget Checking. • Voucher Posting. • Journal Generator.	Payables
Matching (QVMTCH)	Runs the Matching Application Engine processes, only if vouchers have associated copied purchase orders.	Payables
All Process through Matching (QVMTCHCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers.	Payables

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Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
Voucher Build and Matching DT On CC Off (QVMTCHDT)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers.	Payables
All Processes through Matching (QVMTCHDTCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers.	Payables
All Processes through Voucher Post (QVPOST)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Voucher Posting.	Payables
All Processes through Voucher Post (QVPOSTCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Commitment Control Budget Checking. • Voucher Posting.	Payables

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Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
All Processes through Voucher Post (QVPOSTDT)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Document Tolerance Checking. • Voucher Posting.	Payables
All Processes through Voucher Post (QVPOSTDTCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note:** Matching runs only if vouchers have associated copied purchase orders or receivers. • Document Tolerance Checking. • Commitment Control Budget Checking. • Voucher Posting.	Payables
Voucher Build (QVVBLD)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Voucher Build (QVVBLDCC)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Voucher Build Doc Tol On CC Off (QVVBLDDT)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Voucher Build (AVVBLDDTCC)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Mass Maintenance & Journal Generator (UNPSTJGEN)	Runs the same processes as the Voucher Mass Maintenance and Journal Generate process groups, and also calls the Voucher UnPost Application Engine process (APVCHRUNPOST).	Payables

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Process Group	*Processes and Posting Actions*	*PeopleSoft Products*
Voucher Post (VCHRPOST)	Runs the Voucher Posting Application Engine Process (AP_PSTVCHR).	Payables
Voucher Post and General Ledger (VCHRPOSTGL)	Runs the same process as the Voucher Post process group, with the addition of the and the Journal Generator Application Engine process (FS_JGEN).	Payables
Withhold Post and Update (WHUPDPST)	Runs the same process as the Withhold Update process group, along with the Withholding Posting Application Engine process (AP_WTHD).	Payables
Withhold Update (WTHDUPD)	Runs the Withholding Update Application Engine process (AP_WTHD_UPDT).	Payables
Do Not Post (ARACTIONA)	Posting Action: Do Not Post Changes the posting status for the group so that the group is not processed by a scheduled run of the Receivable Update multiprocess job (ARUPDATE).	Receivables
Batch Standard (ARACTIONL)	Posting Action: Batch Standard Changes the posting status for the group so that the group is processed by the Receivable Update multiprocess job, which calls the Revenue Estimate and Budget Processor processes the next time it is scheduled to run. The Budget Processor process runs only if you have enabled the commitment control feature for Receivables and the business unit.	Receivables
Batch Priority (ARACTIONN)	Posting Action: Batch Priority Changes the posting status for the group so that the group is processed by the Receivable Update multiprocess job, which calls the Revenue Estimate and Budget Processor processes the next time it is scheduled to run with the RP_RUN_OPTIONS "PRIORITY" flag set. The Budget Processor process runs only if you have enabled commitment control for Receivables and the business unit.	Receivables

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Process Group	Processes and Posting Actions	PeopleSoft Products
Post Now (ARPOST)	Posting Action: Post Now Runs the Receivable Update job immediately, which calls the Revenue Estimate and Budget Processor processes if you have enabled the commitment control feature for Receivables and the business unit.	Receivables
Post Now to GL (ARPOSTGL)	Posting Action: Post Now to GL Runs the Receivable Update job immediately, which calls the Revenue Estimate and Budget Processor processes if you have enabled the commitment control feature for Receivables and the business unit. Also runs the Journal Generator process (FS_JGEN), the Journal Edit process (GL_JEDIT), and the Journal Post process (GLPPPOST).	Receivables

Note: If a given voucher is not asset related, then neither the *Voucher Post Load AM* nor *Journal Gen, Load AM* process groups will be available. These process groups are only available for selection if the voucher is asset related.

Setting Up On-Demand Processing Options

To set up on-demand processing options, use the On-Demand Processing Options component (RTM_OPTIONS).

Page Used to Set Up On-Demand Processing Options

Page Name	Definition Name	Usage
On-Demand Processing Options Page	RTM_OPTIONS	Specify Journal Generator accounting entry definitions and other processing options for on-demand process groups.

Understanding Setting Up On-Demand Processing Options

Before you can use on-demand processing, you must specify the accounting entry definitions that are used by each source transaction-process group combination, along with other options. Accounting entry definitions define the record and fields that the Journal Generator process uses to extract accounting entries from the system source.

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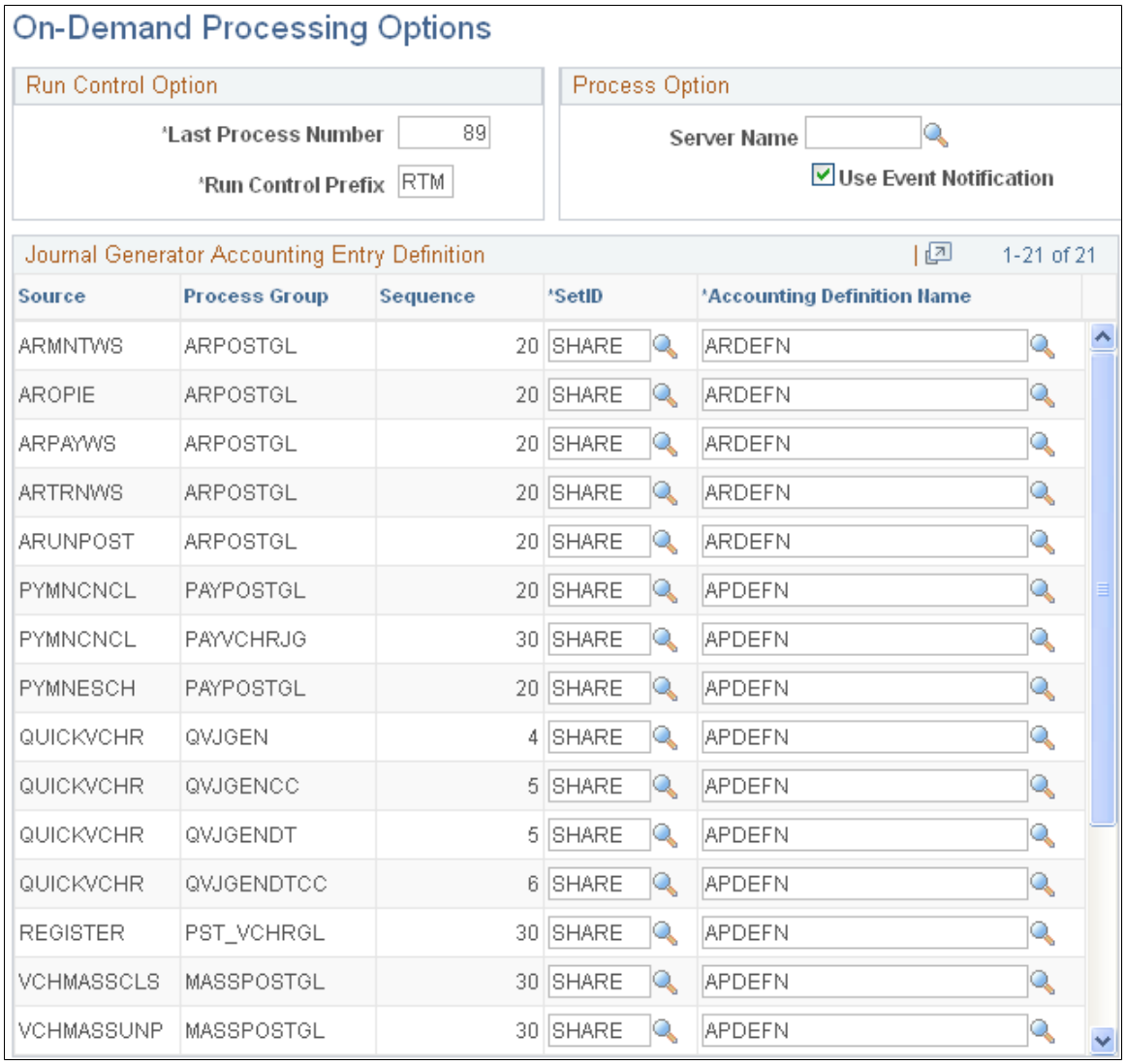
On-Demand Processing Options Page

Use the On-Demand Processing Options page (RTM_OPTIONS) to specify Journal Generator accounting entry definitions and other processing options for on-demand process groups.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > On-Demand Processing > On-Demand Process Options > On-Demand Processing Options

This example illustrates the fields and controls on the On-Demand Processing Options page. You can find definitions for the fields and controls later on this page.



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Run Control Option

Field or Control	*Description*
Last Process Number	Enter any three digits to define the number at which the system will begin numbering the run controls.
Run Control Prefix	Enter any three letters to identify the run control ID.

Process Option

Field or Control	*Description*
Server Name	Enter the server on which you want to run on-demand process groups.
Use Event Notification	Select this check box to have the system run the processes in asynchronous mode, such that the processes run independently in the background and no response is required from the server. This is the most typical mode of execution.

Journal Generator Accounting Entry Definition

For each combination of source transaction and process group that includes the Journal Generator process, specify the **SetID** of the accounting entry definition and the **Accounting Definition Name.**

Related Links

Accounting Entry Definition Page

Defining Process Group User Preferences

To define process group user preferences, use the User Preferences - Process Group component (OPR_DEFAULT).

Page Used to Define Process Group Preferences

Page Name	*Definition Name*	*Usage*
User Preferences - Process Group Page	OPR_DEF_TBL_RTM	Specify, by source transaction, the process groups a user can use for on-demand processing.

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Understanding Process Group User Preferences

Each user must be assigned access to a process group to use it for a particular type of transaction.

For Payables, you assign the process groups for each of these source transactions for defined users to enable on-demand processing functionality:

- Complete Register Voucher (REGISTER).
- Mass Payment Cancellation v1 (APMASSCNL).
- Mass Payment Cancellation v2 (APMASSCNL2).
- Matching Exception (MTCHEXPTN).
- Matching Override (MTCHOVRD).
- Payment Cancellation (PYMNCNCL).
- Payment Escheatment (PYMNESCH).
- Quick Invoice (QUICKVCHR).
- Voucher Close (VCHRCLOSE).
- Voucher Entry (VOUCHER).
- Voucher Maintenance (VCHR_MAINT).
- Voucher Mass Maintenance Close (VCHMASSCLS).
- Voucher Mass Maintenance Delete (VCHMASSDEL).
- Voucher Mass Maintenance Field Update (VCHMASSFLD).
- Voucher Mass Maintenance Unpost (VCHMASSUNP).
- Voucher On-Demand Processes (VCHR_STM).
- Withholding Invoice Line Update (LINEWTHD).
- Withholding Vendor Update (VNDRWTHD).

For Receivables you assign the appropriate process groups to each of these source transactions for all users based on the posting actions that you want to enable each user to perform:

- Item Split (ARITSPLT).
- Maintain Receivables (ARMNTWS).
- Online Pending Item Entry (AROPIE).
- Payment Worksheet (ARPAYWS).
- Transfer Worksheet (ARTRNWS).
- Unpost (ARUNPOST).

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Note: All Receivables source transactions except Item Split (ARITSPLT) support all five process groups. Item Split (ARITSPLT) supports only Do Not Post (ARACTIONA), Batch Standard (ARACTIONL) and Post Now (ARPOST).

User Preferences - Process Group Page

Use the User Preferences - Process Group page (OPR_DEF_TBL_RTM) to specify, by source transaction, the process groups a user can use for on-demand processing.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **Process Group**

Note: Ensure that the process groups that you assign match the responsibilities of the user you are setting up.

Field or Control	*Description*
Copy From User ID	Enter an already-defined user ID from which the system is to copy the source transaction specifications. This enables you to set up template user ID's that can then be used to copy source transaction process groups to other users with the same responsibilities.
Allow Processing	Select this check box to enable on-demand processing for this user ID.
Use Event Notification	Select this check box to have the system run the processes in asynchronous mode, such that the processes run independently in the background and no response is required from the server.

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Field or Control	*Description*
Source Transaction	Select a source transaction for which to assign associated process groups: • *APMASSCNL* (Mass Payment Cancellation v1). • *APMASSCNL2* (Mass Payment Cancellation v2). • *ARITSPLT* (Item Split). • *ARMNTWS* (Maintain Receivables Worksheet). • *AROPIE* (Online Pending Item Entry). • *ARPAYWS* (Payment Worksheet). • *ARTRNWS* (Transfer Worksheet). • *ARUNPOST* (Unpost Groups). • *LINEWTHD* (Withholding Invoice Line Update). • *MTCHEXPTN* (Match Exception). • *MTCHOVRD* (Match Override). • *PYMNCNCL* (Payment Cancellation). • *PYMNESCH* (Payment Escheatment). • *QUICKVCHR* (Quick Invoice). • *REGISTER* (Complete Register Voucher). • *VCHMASSCLS* (Voucher Mass Maintenance Close). • *VCHMASSDEL* (Voucher Mass Maintenance Delete). • *VCHMASSFLD* (Voucher Mass Maintenance Field Update). • *VCHMASSUNP* (Voucher Mass Maintenance Unpost). • *VCHR_MAINT* (Voucher Maintenance). • *VCHR_STM* (Voucher On-Demand Processes). • *VCHRCLOSE* (Voucher Close). • *VNDRWTHD* (Withholding Vendor Update). • *VOUCHER* (Voucher Entry).

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Field or Control	*Description*
Process Group	Select the process groups that you want available for the user for the selected source transaction: • *AP_VCHRBLD:* Voucher Build (Payables). • *APPMTCNL1:* Mass Cancellation (Payables). • *APPMTCNL2:* Cancel, Payment Post (Payables). • *APPMTCNL2A:* Cancel, Payment Post, Voucher Post (Payables). • *ARACTIONA:* Do Not Post (Receivables). • *ARACTIONL:* Batch Standard (Receivables). • *ARACTIONN:* Batch Priority (Receivables). • *ARPOST:* Post Now (Receivables). • *ARPOSTGL:* Post Now to GL (Receivables). • *BLDTOPOST:* All Processes Through Journal Generate (Payables). • *BUDGET_CHK:* Budget Checking (Payables). • *DOC_TOL:* Document Tolerance (Payables). • *ESMATCH:* Matching (eSettlements). • *MASSMAINT:* Voucher Mass Maintenance (Payables). • *MASSMNTVB:* Mass Maintenance and Voucher Build (Payables). • *MASSPOST:* Voucher Maintenance and Voucher Posting (Payables). • *MASSPOSTGL:* Voucher Maintenance, Post and Journal Generator (Payables). • *MATCHING:* Matching (Payables). • *MTCH_DT_BC:* Matching, Doc Tolerance, Budget Check (Payables). • *PAYPAYPOST:* Payment Post (Payables). • *PAYPOSTGL:* Payment Post and Journal Generator (Payables). • *PAYVCHRJG:* Payment, Voucher Post and Journal Generator (Payables). • *PAYVCHRPST:* Payment Post and Voucher Post (Payables). • *POSTAPAM:* All Processes through Voucher Post, Load AM (Payables).

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Field or Control	Description
	• *POSTAPGLAM:* All Processes through Journal Generator, Load AM (Payables). • *PST_VCHR:* All Processes through Voucher Post (Payables). • *PST_VCHRGL:* All Processes through Journal Generate (Payables). • *PYCNCLPOST:* Payment Post (Payables). • *PYMNTPOST:* Payment Post (Payables). • *QVBUDGCC:* All Process Through Budget Check (Payables). • *QVBUDGDTCC:* All Process through Budget Check (Payables). • *QVDOCDT:* All Process through doc tolerance (Payables). • *QVDOCDTCC:* All Process through Doc Tol (Payables). • *QVJGEN:* All Processes through Journal Generate (Payables). • *QVJGENCC:*All Processes through Journal Generate (Payables). • *QVJGENDT:* All Processes through Journal Generator (Payables). • *QVJGENDTCC:* All Processes through Journal Generate (Payables). • *QVMTCH:* Matching (Payables). • *QVMTCHCC:* All Processes through Matching (Payables). • *QVMTCHDT:* Voucher Build and Matching DT On CC Off (Payables). • *QVMTCHDTCC:* All Processes through Matching (Payables). • *QVPOST:* All Processes through Voucher Post (Payables). • *QVPOSTCC:* All Processes through Voucher Post (Payables). • *QVPOSTDT:* All Processes through Voucher Post (Payables). • *QVPOSTDTCC:* All Processes through Voucher Post (Payables). • *QVVBLD:* Voucher Build (Payables). • *QVVBLDCC:* Voucher Build (Payables).

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Field or Control	Description
	• *QVVBLDDT:* Voucher Build Doc Tol On CC Off (Payables). • *QVVBLDDTCC:* Voucher Build (Payables). • *UNPSTJGEN:* Mass Maintenance & Journal Generator (Payables). • *VCHRPOST:* Voucher Post (Payables). • *VCHRPOSTGL:* Voucher Post and General Ledger (Payables). • *WHUPDPST:* Withhold Post and Update (Payables). • *WTHDUPD:* Withhold Post (Payables). **Note:** You cannot select Payables groups for Receivables source transactions, and vice versa.

Related Links

Process Groups

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Chapter 26

Using Common Usability Features

Understanding Mouse Over Popup Pages

This topic provides an overview of:

- How to identify mouse over popup pages.
- Customer popup pages.
- Customer contact popup pages.
- Supplier popup pages.
- Supplier extension popup pages.
- Supplier contact popup pages.

Understanding How To Identify Mouse Over Popup Pages

Mouse over popup pages enable users to see additional information for fields such as customers, suppliers, contacts, and sponsors. The popup page provides information such as name, phone number, location, and email address.

This feature provides the ability to display additional information on the page without having to use space on the primary page and without having to open a secondary page.

The mouse over popup page is a PeopleTools feature that is configured using Application Designer. PeopleSoft FSCM provides the mouse over popup feature on selected pages. However, not all customer and supplier pages are activated for the mouse over popup feature. You can activate the mouse over popup feature on additional pages using PeopleTools Application Designer.

See Activating the Mouse Over Popup Feature.

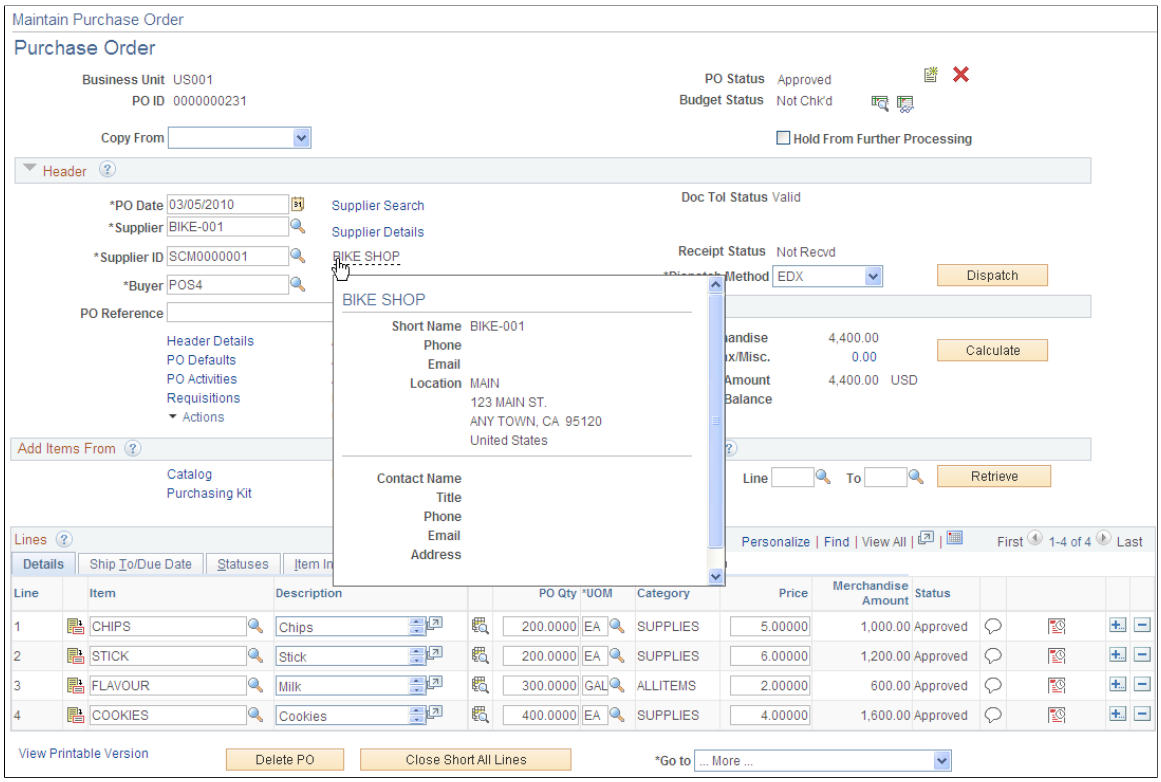
You can:

- Set up additional popup pages.
- Turn on or turn off the mouse over popup page feature at two levels:
  - On the Define Personalizations page at the installation level.
  - On the My Personalizations page at the user level.

The popup page is activated when you pause your mouse over a field that has a dotted line. For example, this page shows that the popup page is activated for the Supplier Name field, CAMPER'S WAREHOUSE, on the Maintain Purchase Order – Purchase Order page.

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This example illustrates the fields and controls on the Example of mouse over popup page. You can find definitions for the fields and controls later on this page.



PeopleSoft Financials and Supply Chain Management deliver these types of popup pages:

- Customer popup pages.
- Customer contact popup pages.
- Customer popup pages.
- Customer extension popup pages.
- Customer contact popup pages.

Understanding Customer Popup Pages

There are three types of customer popup pages:

- Bill To Customer Popup Page (type 1)
- Ship To Customer Popup Page (type 2)
- Sold To Customer Popup Page (type 3)

The address and phone numbers that are shown in the popup page depends on the information that is shown on the main page. If the main page displays information for a document, such as an invoice or an order, and if that document references a location, then the address and phone numbers of the location on the document is displayed. Otherwise the page shows the primary address and phone for the customer. The primary address that is shown depends on the type of page, such as bill to, sold to, or ship to. For

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example, for bill to customer, the page shows the primary bill to address and phone numbers. For ship to customer, the page shows the primary ship to address and phone numbers. For sold to customer, the page shows the primary sold to address and phone numbers. The current date is used as the effective date.

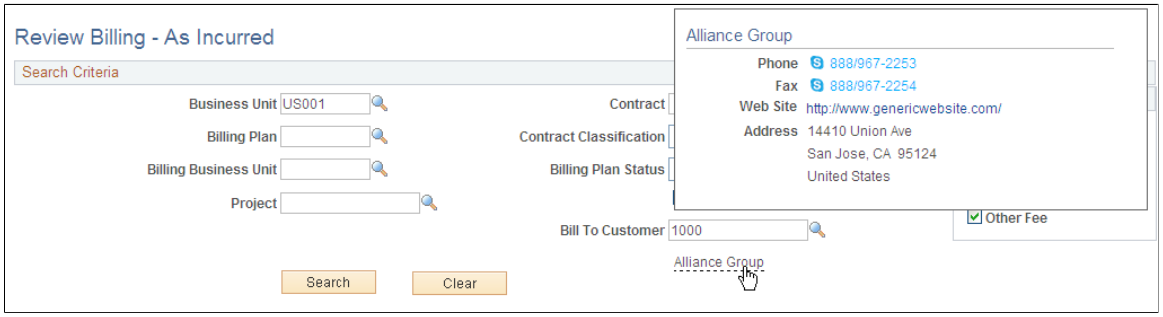
If any of the fields on the popup page show as blank, it means that the data is not defined for the customer. For example, phone number and web site are optional fields, so if they are blank on the customer master, they display as blank on the popup page.

The customer phone number is stored in three separate fields, namely country code, phone, and extension. These three fields are concatenated together when displayed on the page. The country code is prefixed with a + and the extension field is prefixed with an x. The customer fax number does not consist of three separate fields, but is only one field, so it is displayed as it is displayed on the customer master record.

Bill To Customer Popup Page (Type 1)

The Bill To Customer popup page (SAC_CUSTBIL_POP):

This example illustrates the fields and controls on the Example of Bill To Customer popup page. You can find definitions for the fields and controls later on this page.



Examples of where this popup page is used are:

- Review Billing - As Incurred page in PeopleSoft Contracts.
- Review Pre - Award Budget component in PeopleSoft Grants.
- Review Statements page in PeopleSoft Receivables.
- Standard Bill Entry page in PeopleSoft Billing.

Ship To Customer Popup Page (Type 2)

The Ship To Customer popup page (SAC_CUSTSHP_POP):

This page is currently not delivered on a specific page. To activate this popup page:

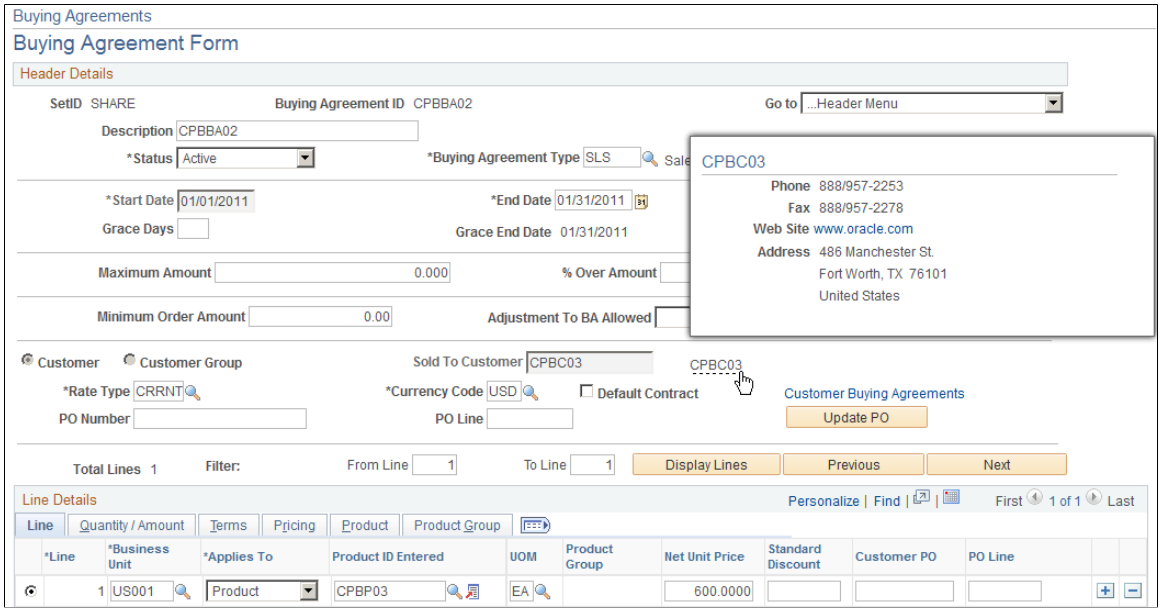
See Activating the Mouse Over Popup Feature.

Sold To Customer Popup Page (Type 3)

The Sold To Customer popup page (SAC_CUSTSLD_POP):

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This example illustrates the fields and controls on the Example of Sold To Customer popup page. You can find definitions for the fields and controls later on this page.



Examples of where this popup page is used are:

- Contract - General Information page in PeopleSoft Contracts.
- Buying Agreement Form page in PeopleSoft Order Management.

Understanding Customer Contact Popup Pages

There are three types of contact popup pages:

- Bill To Customer Contact Popup Page (type 4)
- Ship To Customer Contact Popup Page (type 5)
- Sold To Customer Contact Popup Page (type 6)

If the address of the contact is the correct type of address for the page, then the address of the contact is shown. If it is not the correct type of address, then the customer's primary address is shown. For example, on the Bill To Contact popup page, if the contact's address is not marked as a bill to address, then the customer's primary bill to address is shown. The contact's address is stored on the Contact Customer page. The current date is used as the effective date.

If any of the fields on the popup page show as blank, it means that the data is not defined for the contact. For example, the phone numbers and title are optional fields. Therefore, if they are blank on the contact master, they are displayed as blank on the popup page.

The contact phone numbers are stored in three separate fields: country code, phone, and extension. These three fields are concatenated together when displayed on the page. The country code is prefixed with a + and the extension field is prefixed with an *x*.

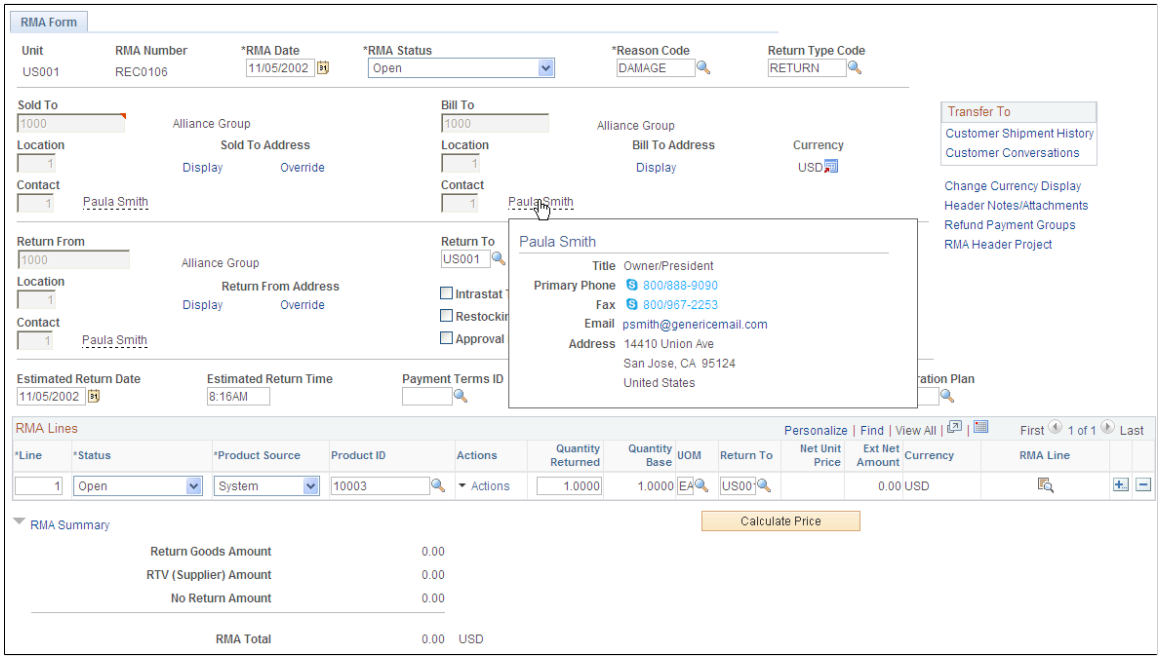
If the email link on the popup page is pressed, a new window with the defined mail program for the user opens for the user to create a new email. The email address is automatically populated on the email.

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Bill To Customer Contact Popup Page (Type 4)

The Bill To Customer Contact popup page (SAC_CUSTCNTBIL_POP):

This example illustrates the fields and controls on the Example of Bill To Customer Contact popup page. You can find definitions for the fields and controls later on this page.



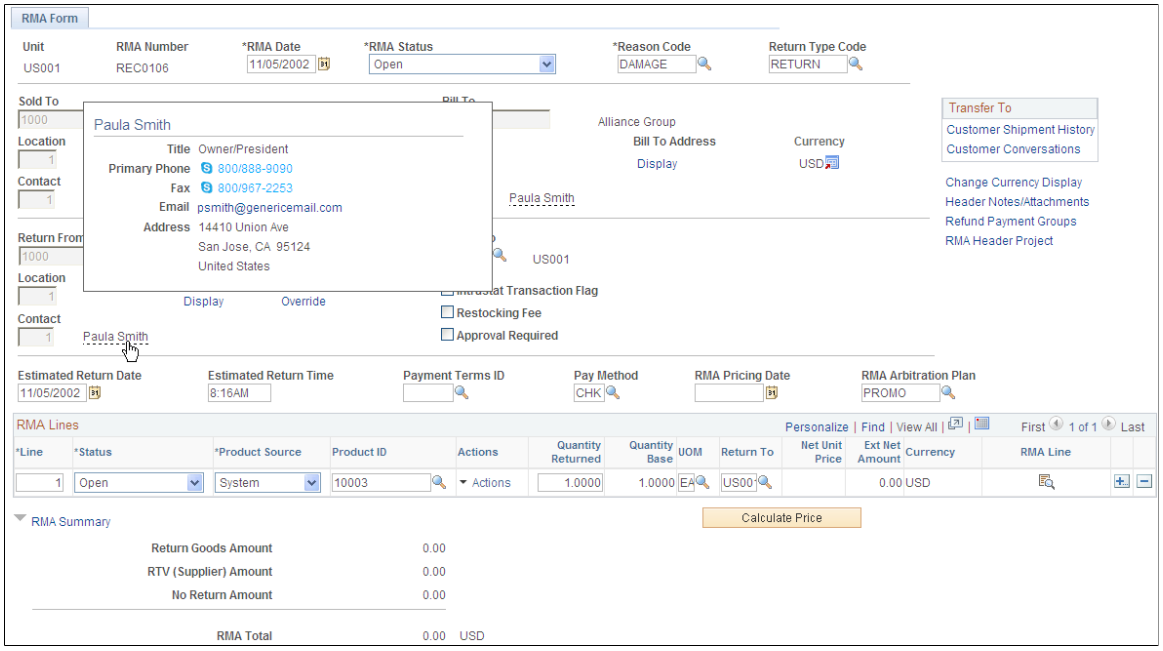
An example of where this popup page is used is the RMA Form page in PeopleSoft Order Management.

Ship To Customer Contact Popup Page (Type 5)

The Ship To Customer Contact popup page (SAC_CUSTCNTSHP_POP):

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This example illustrates the fields and controls on the Example of Ship To Customer Contact popup page. You can find definitions for the fields and controls later on this page.

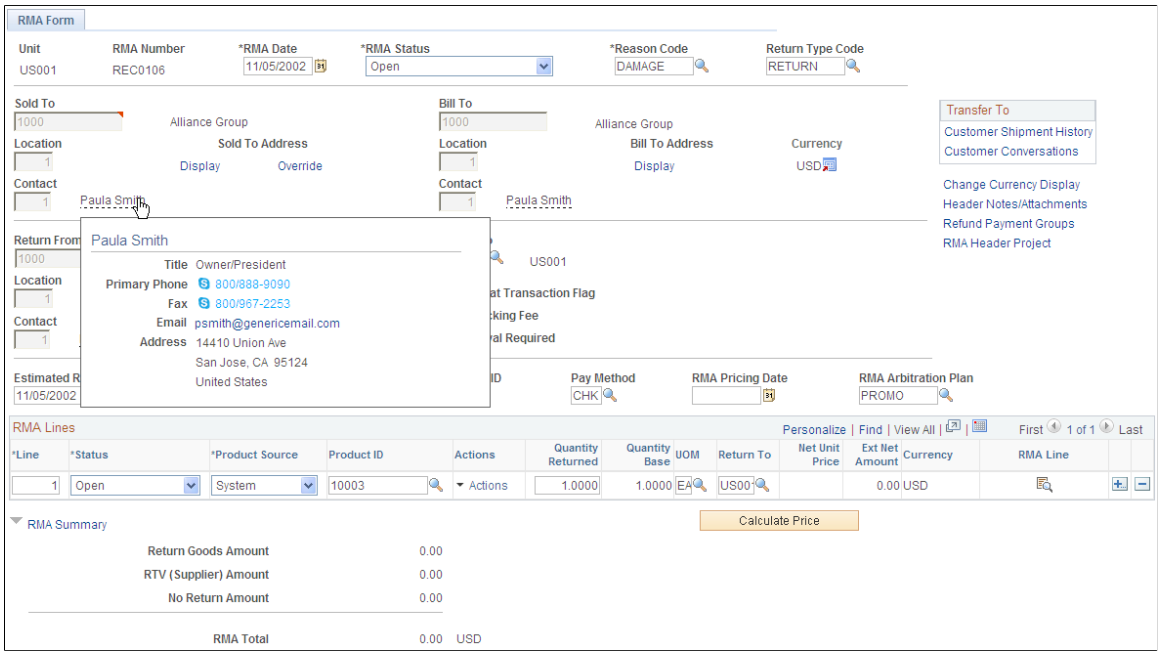


An example of where this popup page is used is the RMA Form page in PeopleSoft Order Management.

Sold To Customer Contact Popup Page (Type 6)

The Sold To Customer Contact popup page (SAC_CUSTCNTSLD_POP):

This example illustrates the fields and controls on the Example of Sold To Customer Contact popup page. You can find definitions for the fields and controls later on this page.



An example of where this popup page is used is the RMA Form page in PeopleSoft Order Management.

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Understanding Supplier Popup Pages

There are three types of supplier popup pages:

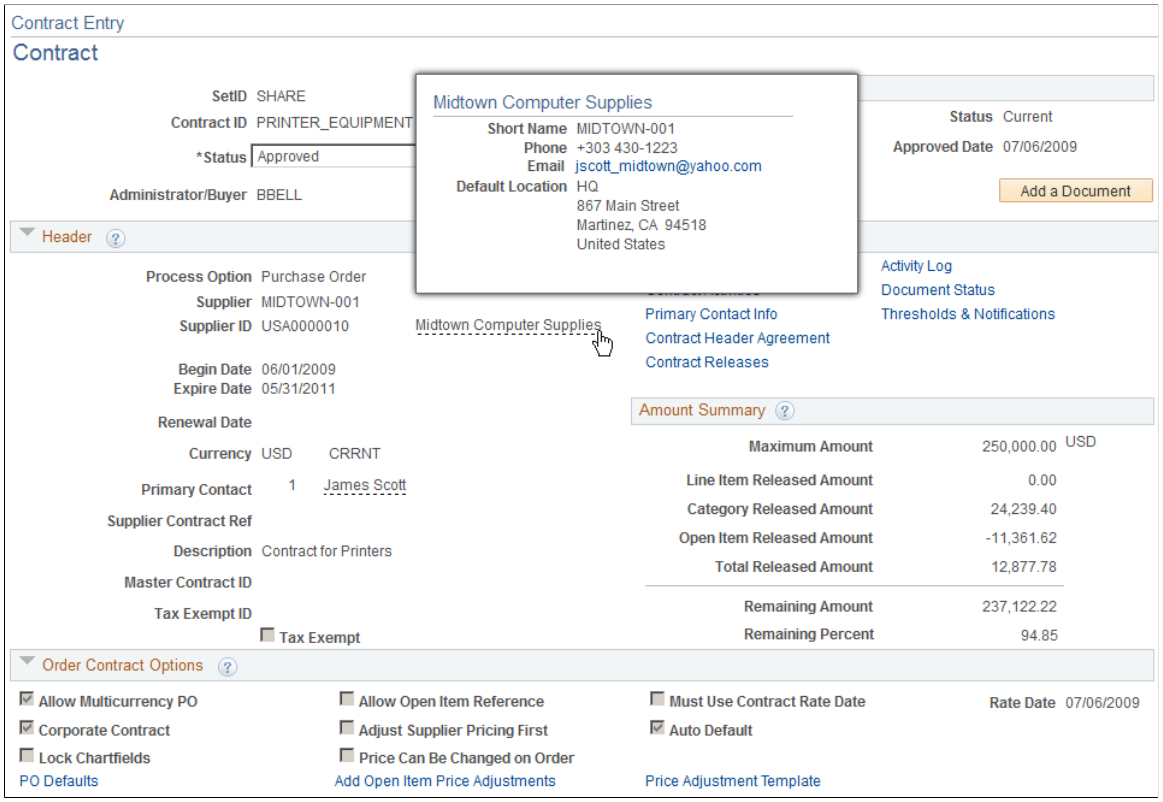
- Supplier popup page (type 1).
- Supplier popup page (type 2).
- Supplier popup page (type 3).

Note: All of these popup pages are visually identical. They differ only in the fields that are required on the main page to populate the data and in how the data is retrieved for each.

Supplier Popup Page (Type 1)

The supplier popup page (type 1) (SAC_VENDOR_POP):

This example illustrates the fields and controls on the Example of supplier popup page (type 1). You can find definitions for the fields and controls later on this page.



PeopleCode reads a row from VENDOR_LOC using the SETID, VENDOR_ID, and the default location. The current date is used as the effective date. After the row is retrieved, the ordering address sequence number is used to select the correct address to display along with the email ID and business phone.

Examples of where this popup page is used are:

- Contract Entry - Contract page in PeopleSoft Purchasing.
- Purchase Order Detail page in PeopleSoft eSettlements.

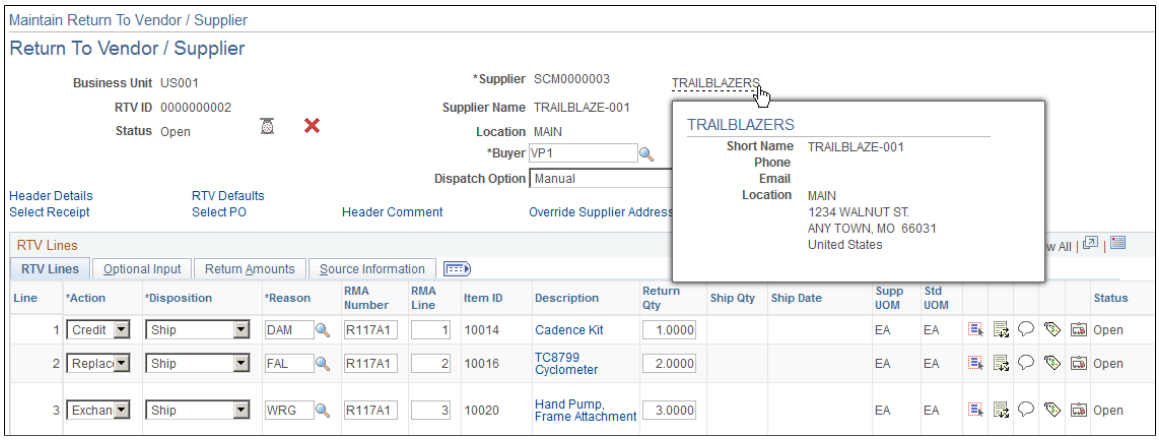
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- Match Exception Workbench Details page in PeopleSoft Payables.

Supplier Popup Page (Type 2)

The supplier popup page (type 2) (SAC_VENDOR_POP2):

This example illustrates the fields and controls on the Example of supplier popup page (type 2). You can find definitions for the fields and controls later on this page.



The field ADDRESS_SEQ_NUM references the address that is shown on the page. Email and business phone for this location are shown on the page using the current date as the effective date to retrieve the correct row. VNDR_LOC is used to display the location name.

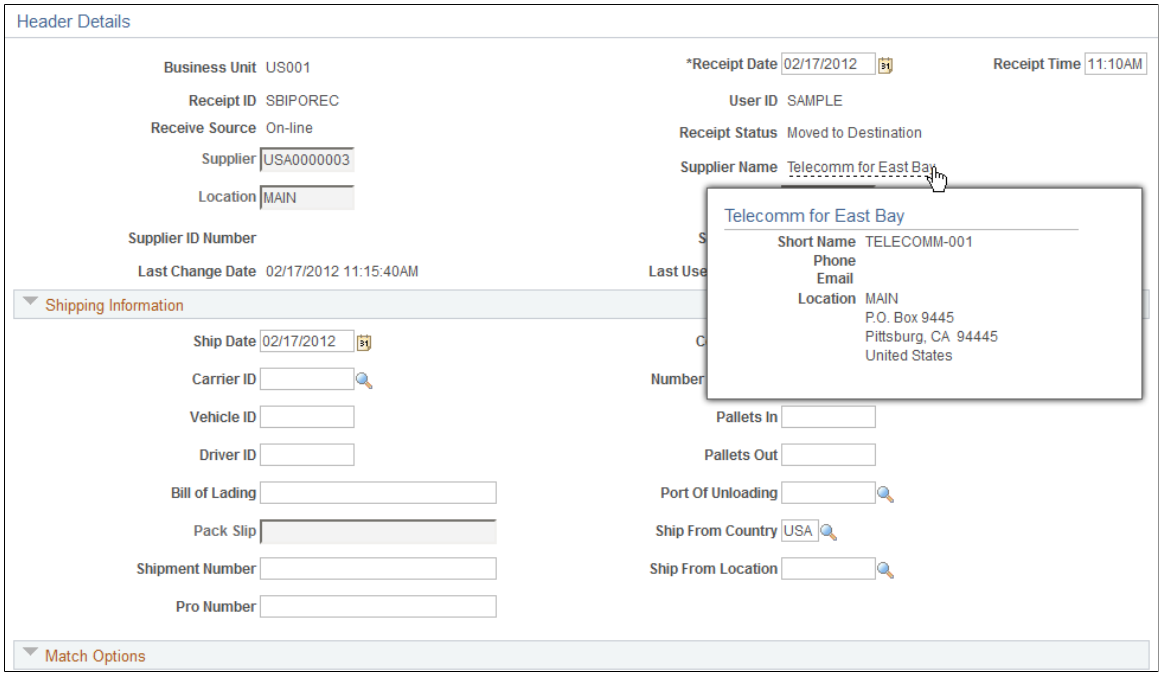
An example of where this popup page is used is the Return to Supplier page in PeopleSoft Purchasing.

Supplier Popup Page (Type 3)

The supplier popup page (type 3) (SAC_VENDOR_POP3):

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This example illustrates the fields and controls on the Example of supplier popup page (type 3). You can find definitions for the fields and controls later on this page.



The supplier location identified by the VNDR_LOC field is used to obtain the ordering address key field, which is used to retrieve the correct address to display on the page using the current date as the effective date.

Examples of where this popup page is used are:

- Maintain Receipts - Header Details page in PeopleSoft Purchasing.
- Match Exception Workbench Details page in PeopleSoft Payables.

Understanding Supplier Extension Popup Pages

There are two types of supplier extension popup pages:

- Supplier extension popup page (type 1).
- Supplier extension popup page (type 2).

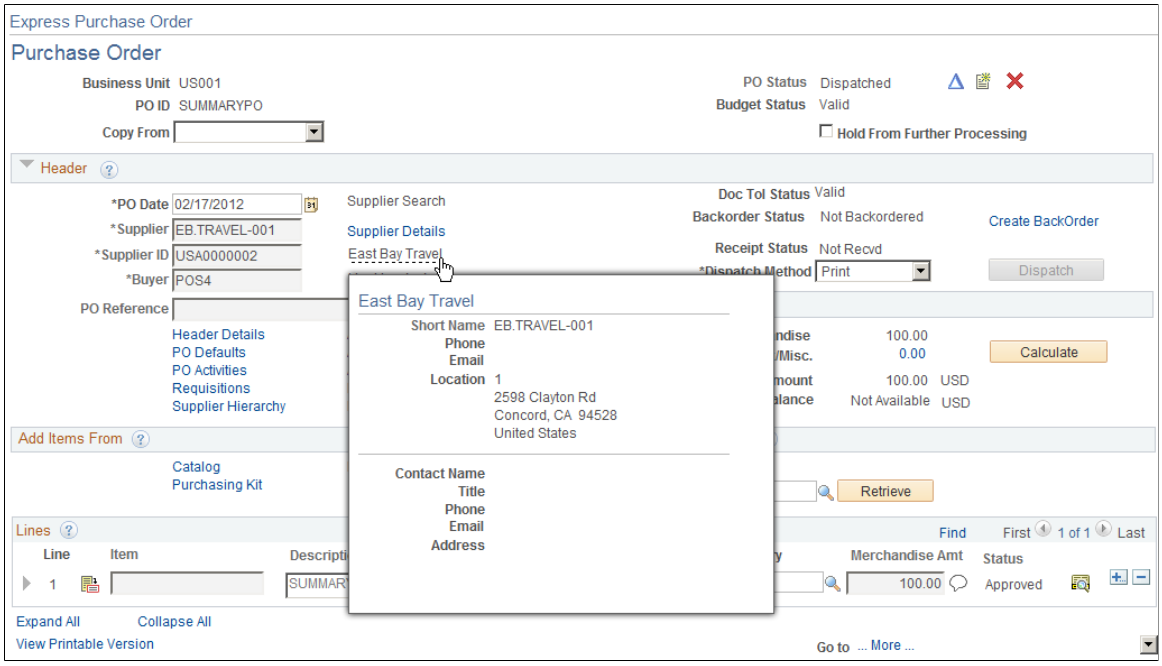
The supplier extension popup pages include supplier and contact information on the pop up page.

Supplier Extension Popup Page (Type 1)

The supplier extension popup page (type 1) (SAC_VENDOREXT_POP):

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This example illustrates the fields and controls on the Example of supplier extension popup page (type 1). You can find definitions for the fields and controls later on this page.



VENDOR is keyed by SETID, VENDOR_ID. VNDR_HLOC_VW is keyed by the additional field VNDR_LOC, and VNDR_HADDR_VW is keyed by ADDRESS_SEQ_NUM. VENDOR_CNT_VW is keyed by SETID, VENDOR_ID, and CNTCT_SEQ_NUM. All of these fields are required at level 0 so that they can retrieve the appropriate rows to display.

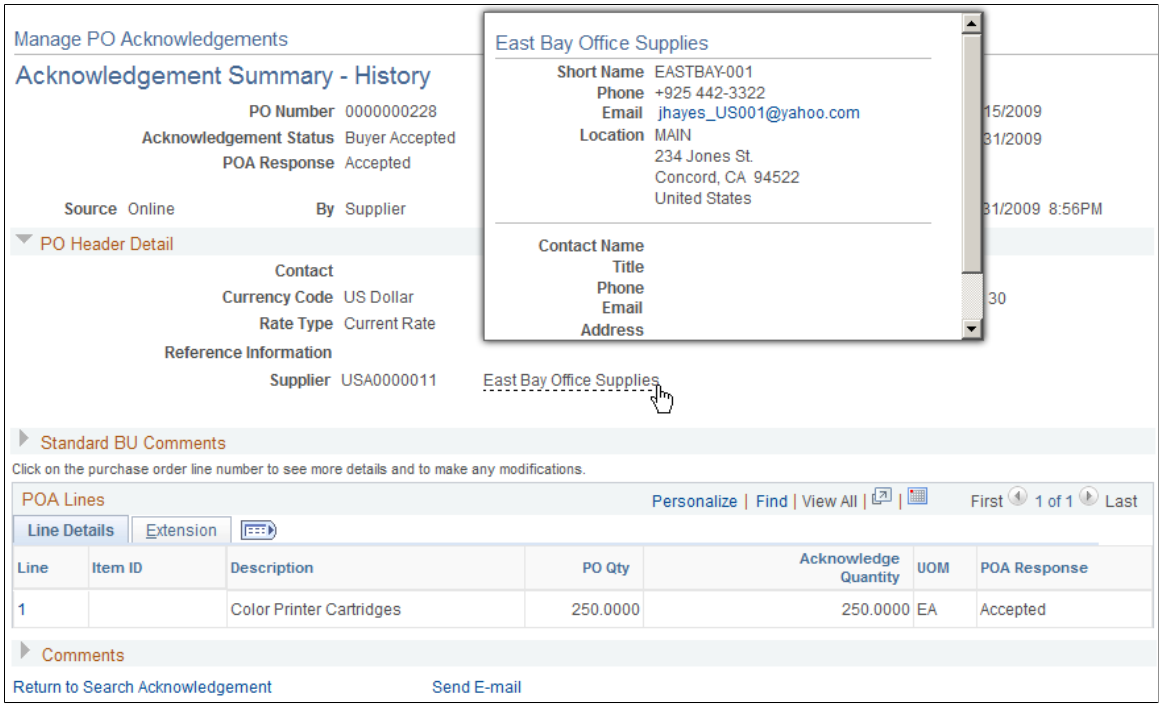
An example of where this popup page is used is Maintain Purchase Order – Purchase Order page in PeopleSoft Purchasing.

Supplier Extension Popup Page (Type 2)

The supplier extension popup page (type 2) (SAC_VENDOREXT_POP2):

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This example illustrates the fields and controls on the Example of supplier extension popup page (type 2). You can find definitions for the fields and controls later on this page.



The supplier address is retrieved based on the ADDRESS_SEQ_NUM found in record PO_HDR. The current date is used as the effective date to retrieve the appropriate address row. Email and business phone are also retrieved in this manner.

For the contact, the address used is the one linked to the supplier contact keyed by CNTCT_SEQ_NUM. The business phone and email are also retrieved from this row using the current date as the effective date.

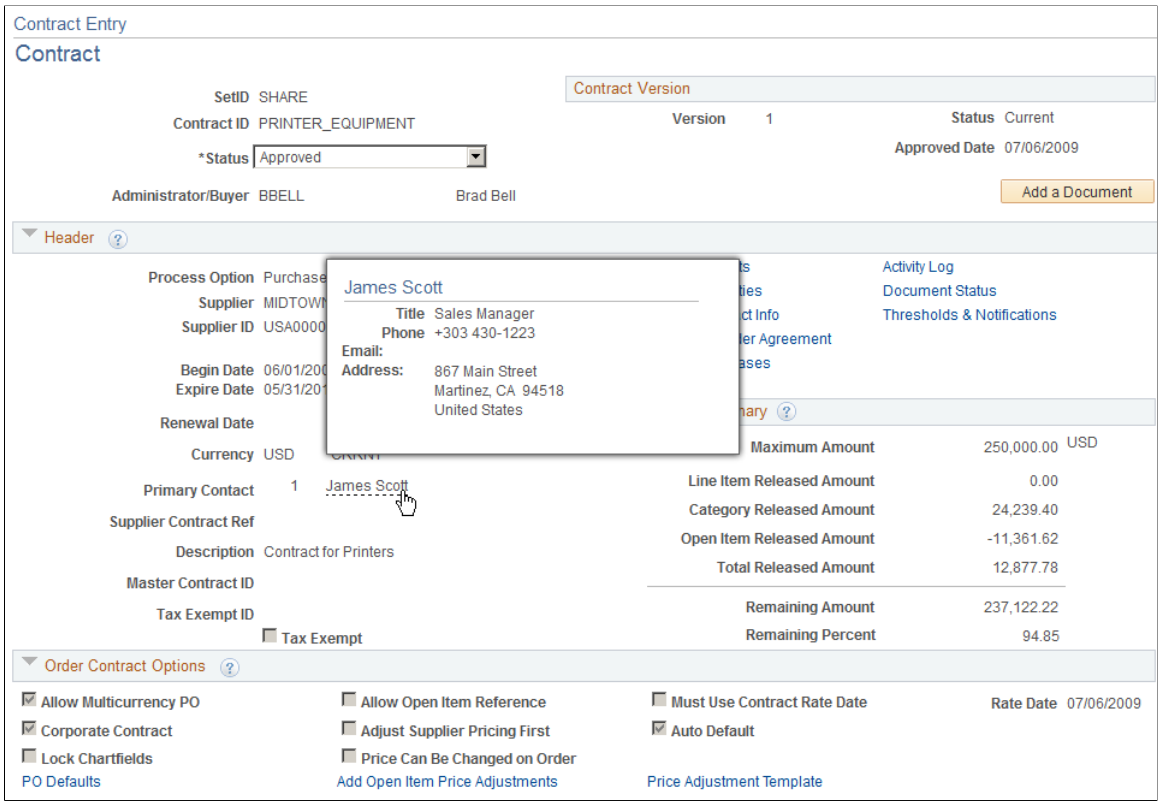
An example of where this popup page is used is Manage PO Acknowledgements page in PeopleSoft Purchasing.

Understanding Supplier Contact Popup Pages

The supplier contact popup page (SAC_VENDRCNTCT_POP):

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This example illustrates the fields and controls on the Example of supplier contact popup page. You can find definitions for the fields and controls later on this page.



An example of where this popup page is used is the Contract Entry page in Purchasing.

Activating the Mouse Over Popup Feature

Pages Used to Activate the Mouse Over Popup Feature

Page Name	*Definition Name*	*Usage*
Define Personalizations Page	PSUSEROPTNDEFN	Activate or deactivate the mouse over popup feature at the installation level.
My Personalizations Page	PSUSERSELFPRSNL	Activate or deactivate the mouse over popup feature for a user.

Define Personalizations Page

Use the Define Personalizations page (PSUSEROPTNDEFN) to activate or deactivate the mouse over popup feature at the installation level.

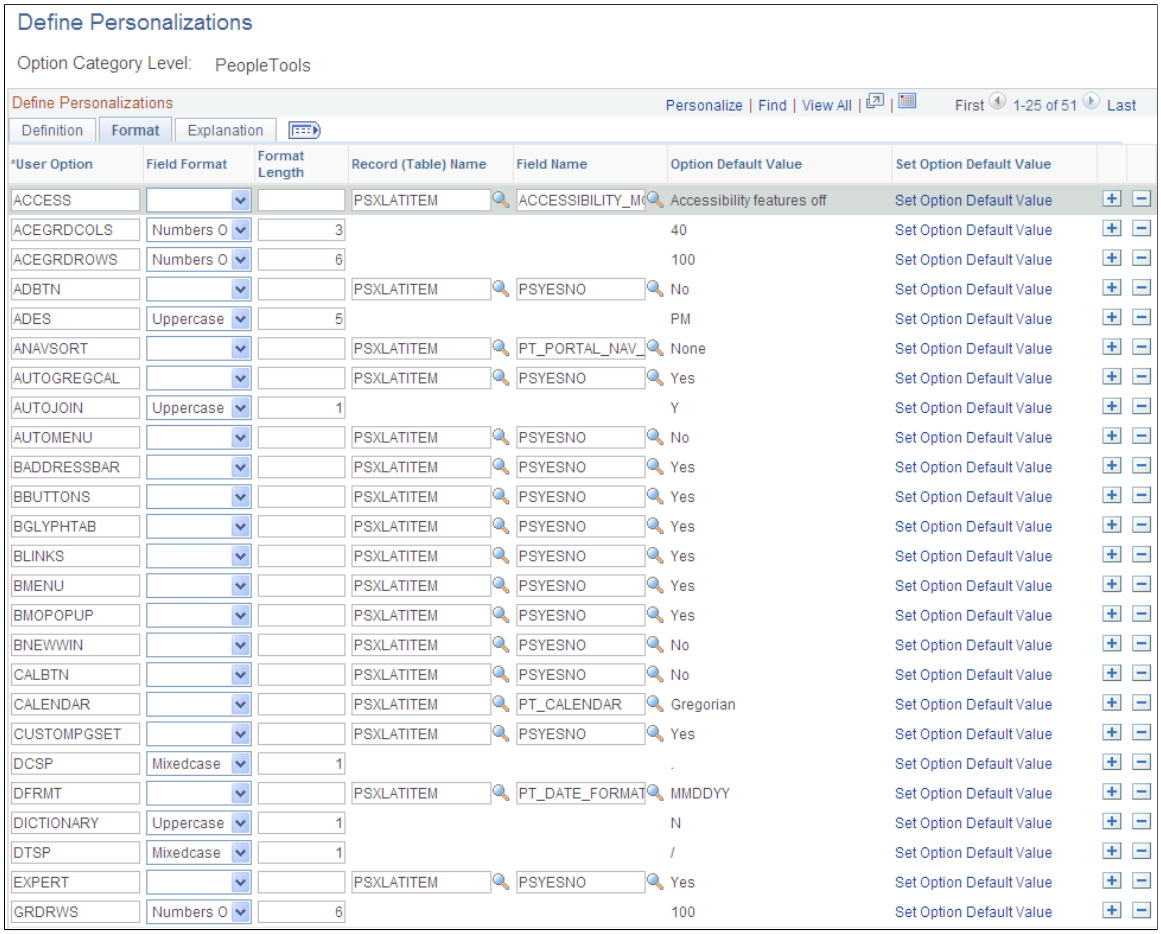
Navigation:

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PeopleTools > Personalization > Personalization Options

Select PPTL.

This example illustrates the fields and controls on the Define Personalizations page: Format tab. You can find definitions for the fields and controls later on this page.



To activate or deactivate the mouse over popup feature at the installation level:

1. Select PeopleTools (PPTL) category.
2. Select the Format tab.
3. For user option BMOPOPUP, select the **Set Option Default Value** link.
4. Select *Yes* or *No* in the **Option Default Value** field.

   The option is delivered as *Yes*.
5. Click the Save button.

My Personalizations Page

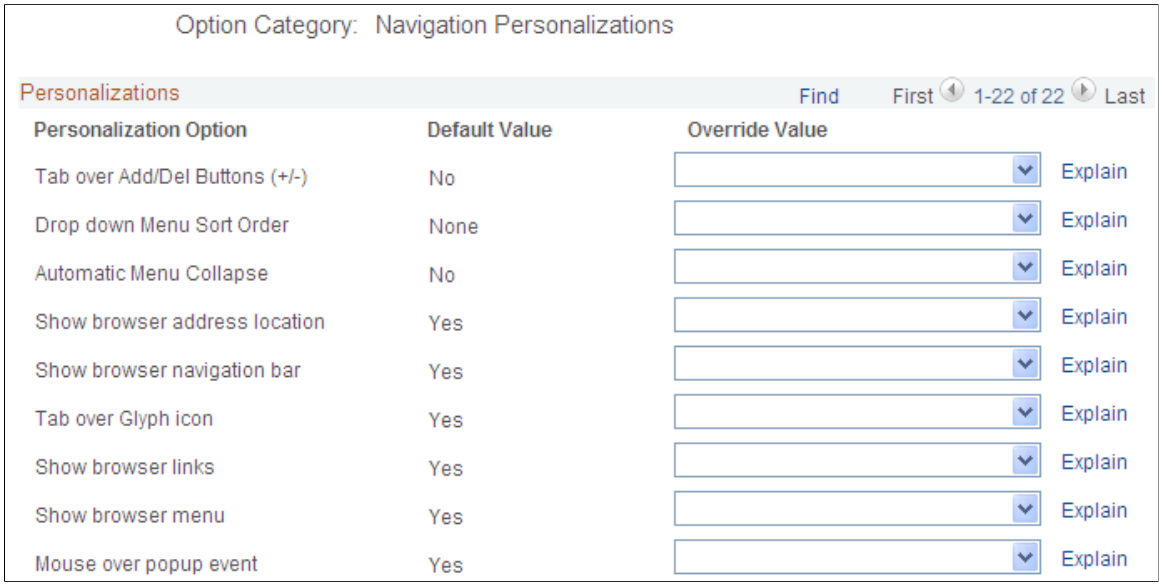
Use the My Personalizations page (PSUSERSELFPRSNL) to activate or deactivate the mouse over popup feature for a user.

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Navigation:

My Personalizations

This example illustrates the fields and controls on the My Personalizations page: Navigation Personalizations. You can find definitions for the fields and controls later on this page.



To activate or deactivate the mouse over popup feature at the user level:

1. From the Navigation Personalizations category, select the **Personalize User Options** button.
2. From the **Mouse over pop up event** option, select *Yes* or *No* in the Override Value column.

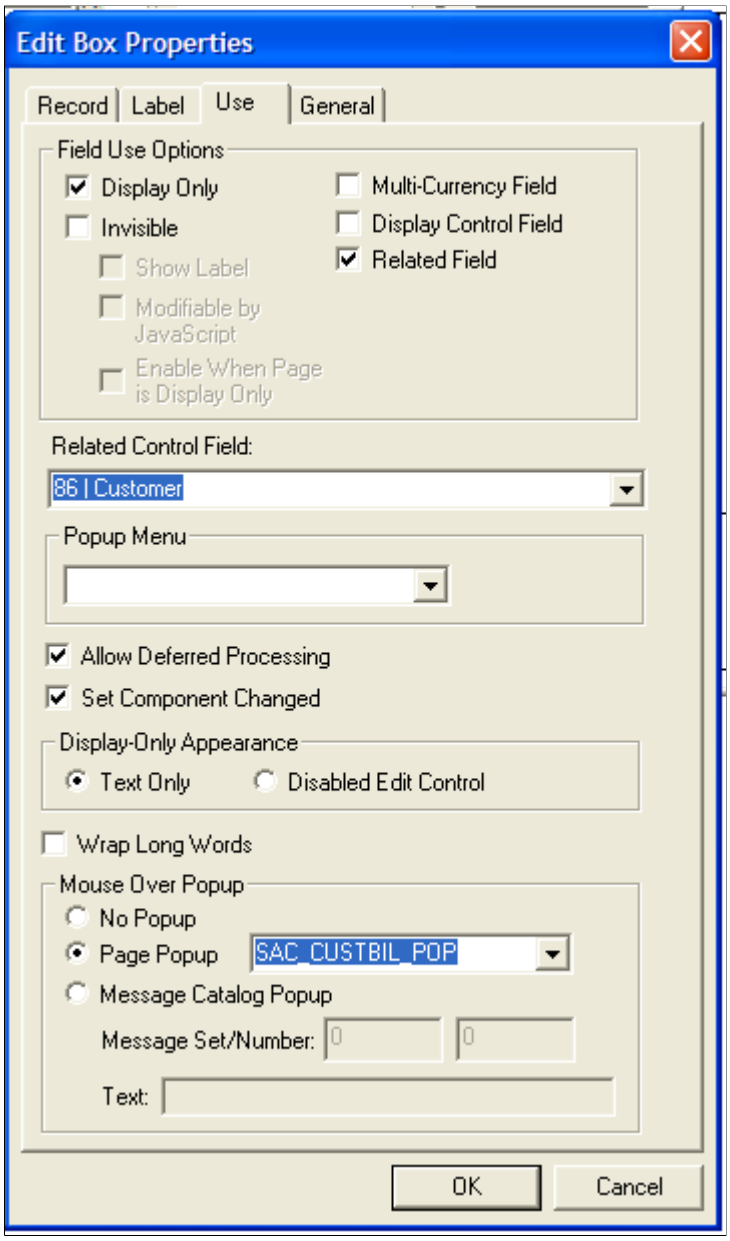
   The option is delivered as *Yes*.
3. Click the OK button.
4. Click the Save button.

Adding Popup Pages to Additional Pages

Access the Edit Box Properties - Use page in Application Designer.

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This example illustrates the fields and controls on the Edit Box Properties - Use page. You can find definitions for the fields and controls later on this page.



PeopleSoft FSCM does not activate the mouse over popup feature on all customer and supplier pages. Therefore, you may decide to add this feature to additional pages. To do this, determine which pages that you want to activate the mouse over popup feature. Then link a field on the page to the appropriate popup page using the Application Designer Edit Box Properties - Use page.

To link a field to a popup page:

- A mouse over can be added to a page by selecting a display-only field on the page.

  In other words, the Display Only option must be selected in the Field Use Options topic.

- Select a popup page in the Mouse Over Popup section

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See “Using Page Controls, Using Popup Pages, Associating Popup Pages with Fields”, and “Creating Page Definitions, Setting Use Properties”, in *PeopleTools: Application Designer Developer's Guide*

To activate a popup page, specific fields, also known as keys, must be available in the component buffer.

Bill To Customer Popup Page

Required fields in the component buffer for the bill to customer pop up page are:

- SETID
- BILL_TO_CUST_ID
- ADDRESS_SEQ_NUM (optional – if found on main page, this address will be displayed)

Ship To Customer Popup Page

Required fields in the component buffer for the ship to customer pop up page are:

- SETID
- SHIP_TO_CUST_ID
- ADDRESS_SEQ_SHIP (optional – if found on main page, this address will be displayed)

Sold To Customer Popup Page

Required fields in the component buffer for the sold to customer pop up page are:

- SETID
- SOLD_TO_CUST_ID
- ADDRESS_SEQ_SOLD (optional – if found on main page, this address will be displayed)

Bill To Customer Contact Popup Page

Required fields in the component buffer for the bill to customer contact pop up page are:

- SETID
- BILL_TO_CUST_ID
- CNTCT_SEQ_BILL

Ship To Customer Contact Popup Page

Required fields in the component buffer for the ship to customer contact pop up page are:

- SETID
- SHIP_TO_CUST_ID
- CNTCT_SEQ_SHIP

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Sold To Customer Contact Popup Page

Required fields in the component buffer for the sold to customer contact pop up page are:

- SETID
- SOLD_TO_CUST_ID
- CNTCT_SEQ_NUM

Supplier Popup Page (Type 1)

Required fields in the component buffer for the supplier pop up (type 1) page are:

- SETID
- VENDOR_ID at level 0

Supplier Popup Page (Type 2)

Required fields in the component buffer for the supplier pop up (type 2) page are:

- SETID
- VENDOR_ID
- VNDR_LOC
- ADDRESS_SEQ_NUM at level 0

Supplier Popup Page (Type 3)

Required fields in the component buffer for the supplier pop up (type 3) page are:

- SETID
- VENDOR_ID
- VNDR_LOC at level 0

Supplier Extension Popup Page (Type 1)

Required fields in the component buffer for the supplier extension pop up (type 1) page are:

- SETID
- VENDOR_ID
- VNDR_LOC
- ADDRESS_SEQ_NUM
- CNTCT_SEQ_NUM at level 0

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Supplier Extension Popup Page (Type 2)

Required fields in the component buffer for the supplier extension pop up (type 2) page are:

- SETID
- VENDOR_ID
- CNTCT_SEQ_NUM at level 0

Supplier Contact Popup Page

Required fields in the component buffer for the supplier contact pop up page are:

- SETID
- VENDOR_ID
- CNTCT_SEQ_NUM
- EFFDT at level 0.

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Chapter 27

Working with and Personalizing PeopleSoft Classic WorkCenters

Understanding PeopleSoft Classic WorkCenters and Dashboards

This topic discusses:

- PeopleSoft Classic WorkCenters.
- Common terms used with the PeopleSoft WorkCenter.
- Pagelets and pagelet setup, maintenance, and personalization.
- Dashboards and pivot grids.

PeopleSoft Classic WorkCenters

WorkCenters are designed for specific roles and provide a central area for users to access key components within Financial and Supply Chain applications. They enable users to access various pages and perform daily tasks without leaving the WorkCenter, thus reducing the time used when navigating through menus.

WorkCenters are delivered as empty components. The system administrator from your organization is responsible for designing and creating links so that users can view and access specific links and pages.

Click to watch a short video about PeopleSoft WorkCenters.

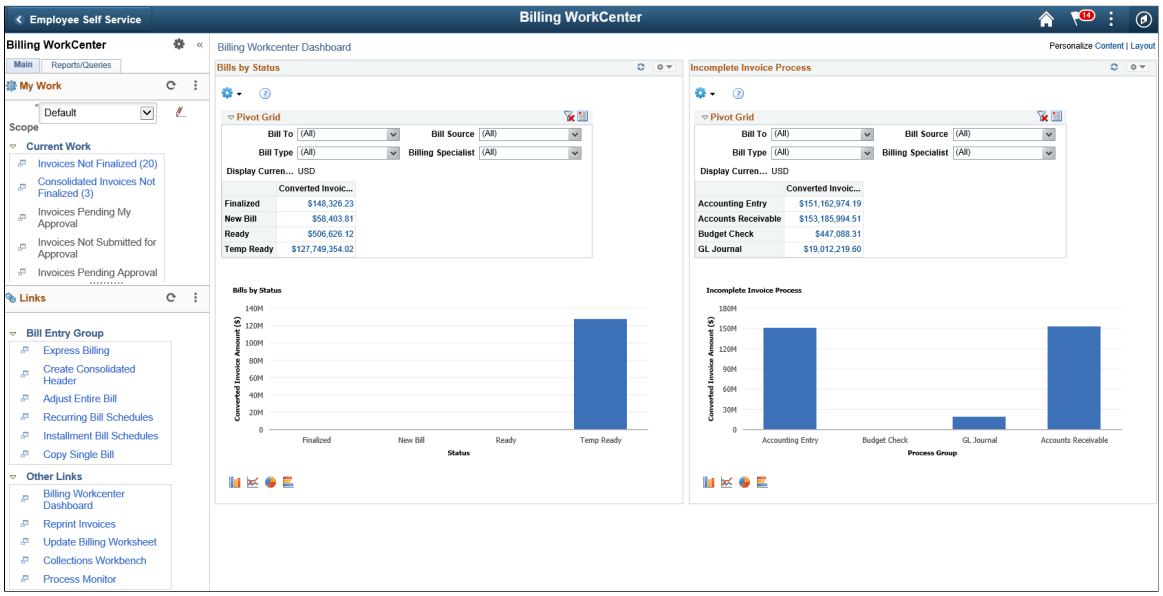
For more information about setting up WorkCenters as a system administrator, see the documentation for "Understanding WorkCenters and Dashboards" (Enterprise Components), "Configuring Filter Definitions and Values" (Enterprise Components), "Configuring Pagelets" (Enterprise Components).

For information about setting up PeopleTools options for the WorkCenter, see *PeopleTools: Portal Technology*.

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Example: WorkCenter page (Classic)

This example illustrates the fields and controls on the WorkCenter page (Classic).



Note: Other application-specific WorkCenters may appear slightly differently. This example is provided as a general example of a WorkCenter.
The WorkCenter navigation is located on the left side of the page and includes two main tabs: Main and Reports/Queries. Some WorkCenter pagelets are common to multiple applications, and some pagelets are unique to individual applications.
Oracle's PeopleSoft development has predefined My Work links that are available for import.

PeopleSoft Classic WorkCenter Tabs and Pagelets

There are common pagelets within a WorkCenter:

- Main tab:
  - My Work
  - Links
- Reports/Queries:
  - Queries
  - Reports and Processes

WorkCenters also provide a Welcome pane, which appears to the right of the left pane. A Welcome page explains some of the basic icons that are used throughout the WorkCenter. If a system administrator or an end user (if given access rights) selects the **Starting Page** check box on the Configure Pagelets component for My Work, Links, Queries, or Reports/Processes, then the option selected replaces the Welcome page in this pane.

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Common Terms Used with the PeopleSoft Classic WorkCenter

These terms are commonly used when referring to the PeopleSoft WorkCenter:

Term	*Description*
Alert	An alert is a condition that requires your attention from the events and notifications framework.
Dashboard	A dashboard is a collection of information summaries (high-level data views) that enable users to monitor different objects and data. A dashboard is within a subdomain or functional area of interest to a specific user, based on his or her roles. It is meant to support lightweight actions directly, and in-place, and it offers users quick navigation to a work area or transaction page when appropriate.
Edit Filters	Select to access the “Edit Filters Page” (Application Fundamentals). If a system administrator had granted filter editing rights to the end user, then this link is displayed.
Links Pagelet	A pagelet that contains links to PeopleSoft components and links to external URLs. This typically contains links that a user needs to do their daily work. An administrator can add links as needed to suit the needs of your business.
My Work Pagelet	A common pagelet that contains links to application-designed results pages. The content is filtered by administrator or end user defined criteria.
Pagelet Area	A collection of application-defined pagelets that contains links, task lists, and other content. This area is part of the PeopleTools framework, but the pagelet content is defined by individual product needs.
Pivot Grids	Pivot Grids display data in a dashboard. Business analysts can display data in different views by performing operations such as pivoting and filtering, which enables them to interpret data in a variety of ways.
Queries Pagelet	A common pagelet that contains links to queries (public or private) that are added by the administrator (public queries) or the end user (public or private queries).
Refine Filter Criteria	Select to access predefined filter criteria for an exception. Users can change filter values to change search results.
Reports and Processes Pagelet	A pagelet that contains links to PeopleSoft components; primarily reports and processes. This type of pagelet is controlled by the administrator.

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Term	*Description*
Scope	Scope is a collection of filter values for the links defined in a My Work configuration. When scope is enabled, you are allowed to create multiple sets of filter value collections. Each set is considered a scope. When you change between scopes, you are changing the set of filter values applied to all the configured My Work links at once. This gives you the ability to quickly change between work for different operations with one drop down list selection. For example, you may have multiple scopes created to represent your operations by geographic region.
WorkCenter	A WorkCenter is used to increase the productivity of a specific role by streamlining and simplifying their work in a central place. The left pane of a WorkCenter should help drive the transaction or work area for a user to complete their tasks based on the functional area.
WorkCenter Configuration ID	Individual PeopleSoft products, such as Payables, Billing, and Supply and Demand, has defined a template that is assigned to users who have a specific role in an organization. For example, a Billing Specialist or an Accounts Payable Clerk.
Worklist	A list of tasks in PeopleTools.
Working Zone or Transaction Area	The pagelet area where the search results or components are displayed. This area is the area that is not occupied by the pagelet area or is the entire WorkCenter if the pagelet area is hidden.

Pagelets and Pagelet Setup, Maintenance, and Personalization

This topic provides a general, high-level description of the four types of pagelets that are available in PeopleSoft Classic WorkCenters:

- My Work Pagelet
- Links Pagelet
- Queries Pagelet
- Reports and Processes Pagelet
- Pagelet setup, maintenance, and personalization

My Work Pagelet

The My Work section of the Main tab includes links to pages that an end user would need to access on a daily basis. The My Work section can also include exceptions and alerts, where the user would need to take some type of action.

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Some links that are set up for the My Work pagelet can be subject to filter criteria that limit the amount of data that is available to a user.

The My Work section can be personalized by end users by clicking the **Pagelet Settings** icon and then selecting Personalize.

Links Pagelet

The Links section of the Main tab includes additional links to pages or other areas of interest to the user role. A system administrator can determine a list of links that are available to end users, and the end user can personalize which links they want to appear on their WorkCenter.

Links to external pages can be placed in this section as well.

Queries Pagelet

The Query section of the Reports/Queries tab includes links to Query Manager, public queries, private queries, and pivot grids. The system administrator can determine if an end user can add public or private queries. The end user can personalize their private queries.

When a link is selected, the query or pivot grid results appear in the right pane of the WorkCenter or in a new window. Query results can be saved to Microsoft Excel.

Reports and Processes Pagelet

The Reports and Processes section of the Reports/Queries tab includes links to reports and processes. The links take you to the run control page for reports, processes, and the Reporting Console.

The system administrator can determine whether end users can configure their pagelet.

Pagelet Setup, Maintenance, and Personalization

When setting up and maintaining a Classic WorkCenter, setup options are defined at the system administrator level, and personalization options are defined at the user level.

System administrators must perform their setup options first, using the Enterprise Components, WorkCenter/Dashboards component. End users perform their personalization options second, using the Personalize and Configure options in the Classic WorkCenter.

Dashboards and Pivot Grids

Setting up PeopleSoft Dashboards is similar to setting up Classic WorkCenters because you use the same pages in Enterprise Components. However, Dashboards can display pivot grids that can also appear on a user's Home page.

Pivots grids are based on PSQueries and can display the results in a grid format, a chart format, or both. You use the Pivot Grid Wizard (**Reporting Tools** > **Pivot Grid** > **Pivot Grid Wizard**) to design how the page will appear to the user.

Pivot Grids can be added as pagelets (on a user's Home page or in a Dashboard), to the Queries tab in a Classic WorkCenter, and more.

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For more information about WorkCenters, see the documentation for “Understanding WorkCenters and Dashboards” (Enterprise Components).

For more information about setting up pivot grids, see *PeopleTools: Pivot Grid*

Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator

Use the Enterprise Components menu to set up PeopleSoft Classic and Fluid WorkCenters and Dashboards as a system administrator.

For complete information about setting up WorkCenters and Dashboards as a system administrator, see these topics in the *PeopleSoft Enterprise Components* documentation:

- “Understanding WorkCenters and Dashboards” (Enterprise Components).
- “Configuring Filter Definitions and Values” (Enterprise Components).
- “Configuring Pagelets” (Enterprise Components).

Understanding Delivered WorkCenters and Dashboards

Delivered WorkCenters

This table lists PeopleSoft-delivered WorkCenters:

WorkCenter	***Link to Product Documentation for Classic WorkCenter***	***Link to Product Documentation for Fluid WorkCenter***
Accounts Payable WorkCenter	See “Understanding the Payables WorkCenter and Dashboard” (PeopleSoft Payables)	See “Understanding the PeopleSoft Fluid Payables WorkCenter” (PeopleSoft Payables)
Asset Management WorkCenter	See “Understanding the Asset Management WorkCenter and Dashboard” (PeopleSoft Asset Management)	See “Understanding the PeopleSoft Fluid Asset Management WorkCenter” (PeopleSoft Asset Management)
Billing WorkCenter	See “Understanding the PeopleSoft Classic Billing WorkCenter and Dashboard” (PeopleSoft Billing)	See “Understanding the PeopleSoft Fluid Billing WorkCenter” (PeopleSoft Billing)
Buyer WorkCenter	See “Understanding the Buyer WorkCenter and Dashboard” (PeopleSoft Purchasing)	“Understanding the PeopleSoft Fluid Procurement WorkCenter” (PeopleSoft Purchasing)

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WorkCenter	*Link to Product Documentation for Classic WorkCenter*	*Link to Product Documentation for Fluid WorkCenter*
Commitment Control WorkCenter		“Understanding the Fluid Commitment Control WorkCenter” (PeopleSoft Commitment Control)
Contract / Sourcing WorkCenter	See “Understanding the Contract/ Sourcing WorkCenter and Dashboard” (PeopleSoft Supplier Contract Management)	
Contracts WorkCenter	See “Understanding the Contracts WorkCenter” (PeopleSoft Contracts)	See “Understanding the PeopleSoft Fluid Contracts WorkCenter” (PeopleSoft Contracts)
Expenses WorkCenter	See “Understanding the Classic Expenses WorkCenter and Dashboard” (PeopleSoft Expenses)	“Using the Fluid Expenses WorkCenter” (PeopleSoft Expenses)
General Ledger WorkCenter	See “Understanding the PeopleSoft Classic General Ledger WorkCenter and Dashboard” (PeopleSoft General Ledger)	See “Using the PeopleSoft Fluid General Ledger WorkCenter” (PeopleSoft General Ledger)
Grants WorkCenter	See “Understanding the Grants WorkCenter and Dashboard” (PeopleSoft Grants)	
Maintenance Management WorkCenter	See “Understanding the Maintenance Management WorkCenter” (PeopleSoft Maintenance Management)	
Pricing Manager WorkCenter	See “Understanding the Pricing Manager WorkCenter and Dashboard” (PeopleSoft Order Management)	
Projects WorkCenter	See “Understanding the Project Costing WorkCenter and Dashboard” (PeopleSoft Project Costing)	See “Using the PeopleSoft Fluid Projects WorkCenter” (PeopleSoft Project Costing)
Receivables WorkCenter	See “Understanding the PeopleSoft Classic Receivables WorkCenter” (PeopleSoft Receivables)	See “Understanding the PeopleSoft Fluid Receivables WorkCenter” (PeopleSoft Receivables)
Resource WorkCenter	See “Understanding the Resource Management WorkCenter and Dashboard” (PeopleSoft Resource Management)	

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WorkCenter	*Link to Product Documentation for Classic WorkCenter*	*Link to Product Documentation for Fluid WorkCenter*
Staffing WorkCenter	See “Understanding the Staffing WorkCenter and Dashboard” (PeopleSoft Staffing Front Office)	
Supplier Administration Center	See “Understanding the Supplier Administration Center” (PeopleSoft Source to Settle Common Information)	
Supply / Demand WorkCenter	See “Understanding the Supply/Demand WorkCenter ” (PeopleSoft Inventory)	
Treasury WorkCenter	See “Understanding the Treasury WorkCenter and Manager Dashboard” (PeopleSoft Cash Management)	“Understanding the PeopleSoft Fluid Treasury WorkCenter” (PeopleSoft Cash Management)
Cost Balancing WorkCenter		See“Understanding the PeopleSoft Fluid Cost Balancing WorkCenter” (PeopleSoft Inventory)
Pricing Manager WorkCenter	See “Understanding the Pricing Manager WorkCenter and Dashboard” (PeopleSoft Order Management)	
Lease WorkCenter		See “Using the Fluid Lease WorkCenter” (PeopleSoft Lease Administration)

Delivered Dashboards

This table lists PeopleSoft-delivered Dashboards:

Dashboard	*Link to Product Documentation for Classic*
Asset Management WorkCenter Dashboard	See “Understanding the Asset Management WorkCenter and Dashboard” (PeopleSoft Asset Management)
AP WorkCenter Dashboard (Payables)	See “Using the Accounts Payable WorkCenter - Dashboard” (PeopleSoft Payables)
AR WorkCenter Dashboard (Receivables) / Receivables Manager Dashboard	See “Using the PeopleSoft Classic Receivables Dashboard” (PeopleSoft Receivables).
Billing WorkCenter Dashboard	See “Understanding the PeopleSoft Classic Billing WorkCenter and Dashboard” (PeopleSoft Billing)

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Dashboard	***Link to Product Documentation for Classic***
Buyer WorkCenter Dashboard	See “Understanding the Buyer WorkCenter and Dashboard” (PeopleSoft Purchasing)
Contracts WorkCenter Dashboard	See “Contracts WorkCenter Dashboard” (PeopleSoft Contracts)
Contract / Sourcing WorkCenter Dashboard	See “Understanding the Contract/Sourcing WorkCenter and Dashboard” (PeopleSoft Supplier Contract Management)
Expenses WorkCenter Dashboard	See “Understanding the Classic Expenses WorkCenter and Dashboard” (PeopleSoft Expenses)
General Ledger Dashboard	See “Using the PeopleSoft Classic General Ledger WorkCenter Dashboard” (PeopleSoft General Ledger)
GL WorkCenter Dashboard (General Ledger)	See “Using the PeopleSoft Classic General Ledger WorkCenter Dashboard” (PeopleSoft General Ledger)
Grants WorkCenter Dashboard	See “Understanding the Grants WorkCenter and Dashboard” (PeopleSoft Grants)
Maintenance Management Dashboard	See “Understanding the Maintenance Management WorkCenter Dashboard” (PeopleSoft Maintenance Management)
Projects WorkCenter Dashboard	See “Understanding the Project Costing WorkCenter and Dashboard” (PeopleSoft Project Costing)
Resource WorkCenter Dashboard	See “Understanding the Resource Management WorkCenter and Dashboard” (PeopleSoft Resource Management)
Supply / Demand Dashboard	See “Understanding the Supply/Demand Dashboard” (PeopleSoft Inventory)
Treasury Dashboard	See “Understanding the Treasury Dashboard” (PeopleSoft Cash Management)
Treasury Manager Dashboard	See “Understanding the Treasury WorkCenter and Manager Dashboard” (PeopleSoft Cash Management)
Pricing Manager WorkCenter Dashboard	See “Pricing Manager WorkCenter Dashboard” (PeopleSoft Order Management)

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Using the Data Migration Workbench for PeopleSoft WorkCenters

PeopleSoft WorkCenters provide critical My Work Link filters that are based in SQL application classes. You can use the ADS definitions to migrate the WorkCenter My Work Links, Filters, and Pagelet Configurations between databases, and ultimately to your production environments.

The following table lists the delivered ADS definitions (delivered in Data Set Designer) to support the migration of PeopleSoft Classic and Fluid WorkCenter configuration data:

Delivered ADS to Support PeopleSoft WorkCenters	***Application Data Set (ADS) Usage***
WORKCENTER_FILTER_VALUES	This data set includes the records that store the WorkCenter System Delivered My Work Links. Select this data set on the Data Migration Workbench page to move the My Work Links from one database to another.
WORKCENTER_FILTERS	This data set includes the records that store the WorkCenter Filters definitions. Select this data set on the Data Migration Workbench page to move WorkCenter Filter Definitions from one database to another.
WORKCENTER_CONFIGURATION	This data set includes the records that store the WorkCenter Pagelet Configurations. Select this data set on the Data Migration Workbench page to move the Pagelet Configurations from one database to another. (Enterprise Components, WorkCenter/Dashboards, Configure Pagelets).

All relevant records are delivered in the Query Access Tree, QUERY_TREE_EO, within the EO_WORKCENTER access group (PeopleTools, Security, Query Security, Query Access Manager).

PeopleSoft delivers an ADS Administrator permission list. For access, the EO_WORKCENTER access group should be included on the Data Migration page within the Access Group Permissions and the proper access is granted on the Copy Compare Permissions. See *PeopleTools: Security Administration, Permission Lists.*

See alsoUnderstanding the PeopleSoft Data Migration Workbench and Using Application Data Sets.

See also *PeopleTools: Lifecycle Management Guide*

Related Links

Understanding PeopleSoft Classic WorkCenters and Dashboards

Working With and Personalizing the Classic WorkCenter As an End User

Note: Application-specific information is available for each application that uses Classic WorkCenters and Dashboards. This topic discusses general Classic WorkCenter concepts.

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Pages Used to Work With and Personalize the Classic WorkCenter As an End User

Page Name	*Definition Name*	*Usage*
<Application> WorkCenter Page	<Application Code>_WC_INIT	View user-specific work items, links, queries, reports, and processes.
User Personalization - Personalize <Application> WorkCenter Page	PTAL_USER_PREF	Personalize the WorkCenter as an end user.

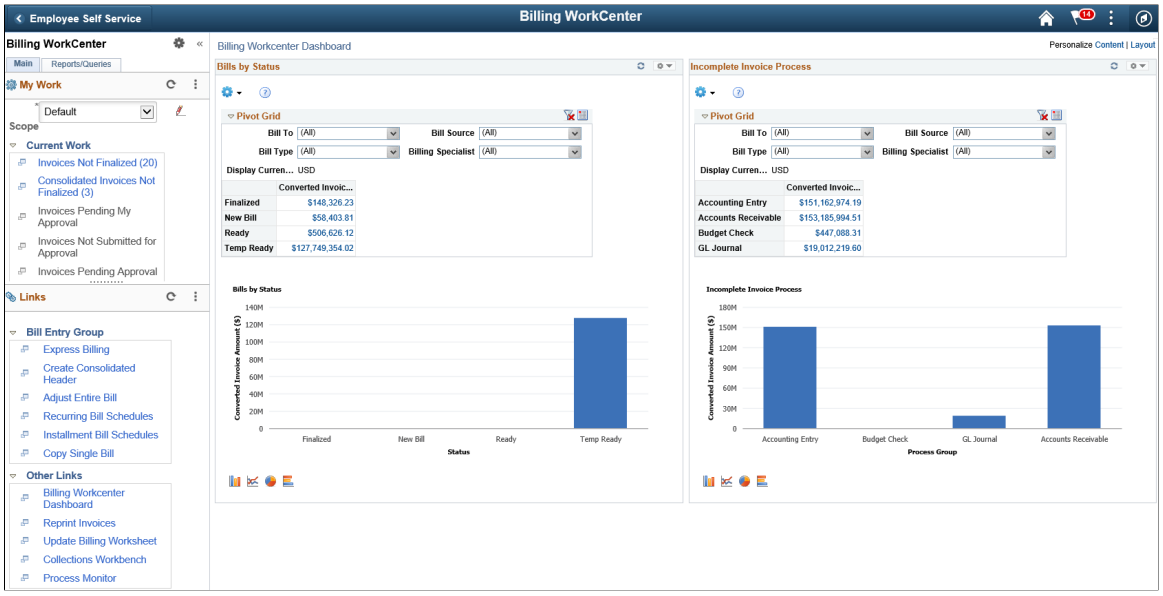
<Application> WorkCenter Page

Use the <Application> WorkCenter page (<application code>_WC_INIT) to view user-specific work items, links, queries, reports, and processes.

Navigation:

<Application menu option> > <Application> WorkCenter

This example illustrates the fields and controls on the Example: WorkCenter page (Classic).



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<Application> WorkCenter

Field or Control	*Description*
	Click the **Workcenter Settings** icon to access these options: • *Reload*: Select to reload or refresh the pagelets. • *Personalize*: Select to access the User Personalization - Personalize <Application> WorkCenter Page. • Configure: Select to access the Configure WorkCenter Page. See *PeopleTools: Portal Technology*, Creating and Configuring WorkCenter Pages, Managing WorkCenter Pages. This option is typically available only to a system administrator.
	Click the **Minimize <Application> WorkCenter** icon to hide the left pane. When you hide the left pane, the **Show** icon appears in the top left corner.
	Click the **Expand** icon to display the WorkCenter navigation in the left pane.

User Personalization - Personalize <Application> WorkCenter Page

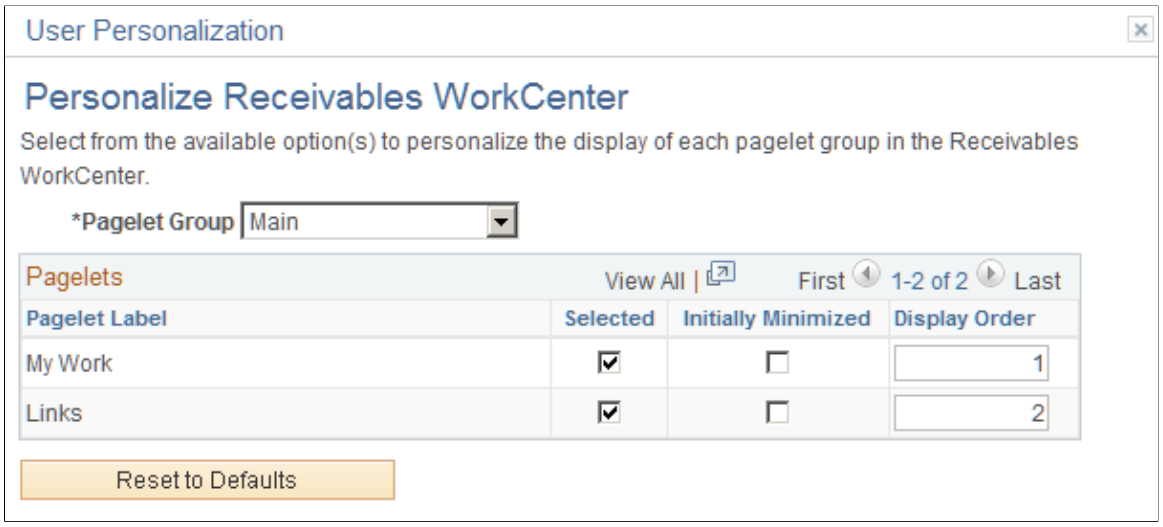
Use the User Personalization page (PTAL_USER_PREF) to personalize the general layout of the WorkCenter as an end user.

Navigation:

<Application menu option> > **WorkCenter**.Click the **Workcenter Settings** icon. Click the **Personalize** link.

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This example illustrates the fields and controls on the User Personalization - Personalize <Application> WorkCenter page.



Field or Control	*Description*
Pagelet Group	Select *Main* or *Reports/Queries*. These options represent the primary tabs that appear in the left pane of the WorkCenter. Depending on the option selected, the Pagelet Label displays the pagelet headings in the **Pagelets** grid.

Pagelets

When making a change to this grid, you must select the *Reload* option from the **WorkCenter Setting** icon, to reload the page and display your changes.

Field or Control	*Description*
Pagelet Label	Displays the pagelet headings that appear on the tab selected in the **Pagelet Group** field.
Selected	Select to indicate that you want the pagelet to appear when you access the WorkCenter. Deselect to hide the label and all links within the label.
Initially Minimized	Select to indicate that you want the links within this pagelet label minimized, or collapsed, when you access the WorkCenter. Deselect to indicate that you want the links within this pagelet label to appear when you access the WorkCenter.

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Field or Control	*Description*
Display Order	Enter a number that represents the order in which the pagelet label (and associated links) appear when you access the WorkCenter.

Working With and Personalizing the Classic My Work Pagelet As an End User

Note: Application-specific information is available for each application that uses Classic WorkCenters and Dashboards. This topic discusses general Classic WorkCenter concepts.

Pages Used to Work with and Personalize the Classic My Work Pagelet As an End User

Page Name	*Definition Name*	*Usage*
My Work Pagelet	<Application Code>_WC_INIT	Access links to pages that are needed on a daily basis.
Define User My Work Links – My Work Pagelet Personalization Page	FSPC_USER_MYWORK	Personalize the My Work pagelet as an end user.
Edit Filters Page	FSPC_MYWORK_FILTER	Modify filters for the My Work pagelet as an end user. **Note:** This option is only available when a user does not have access to the Scope field.
Configure Scope Page (Classic)	EOWC_EDIT_VIEWBY	Personalize your Scope options.
Configure Scope Links Page (Classic)	EOWC_CFG_LNK_FLTRS	View link labels and access the Configure Scope Values page.
Configure Scope Values Page (Classic)	EOWC_FILTER_VALUES	Determine filter values for your scope options.

My Work Pagelet

Use the My Work page (<Application Code>_WC_INIT) to access links to pages that are needed on a daily basis.

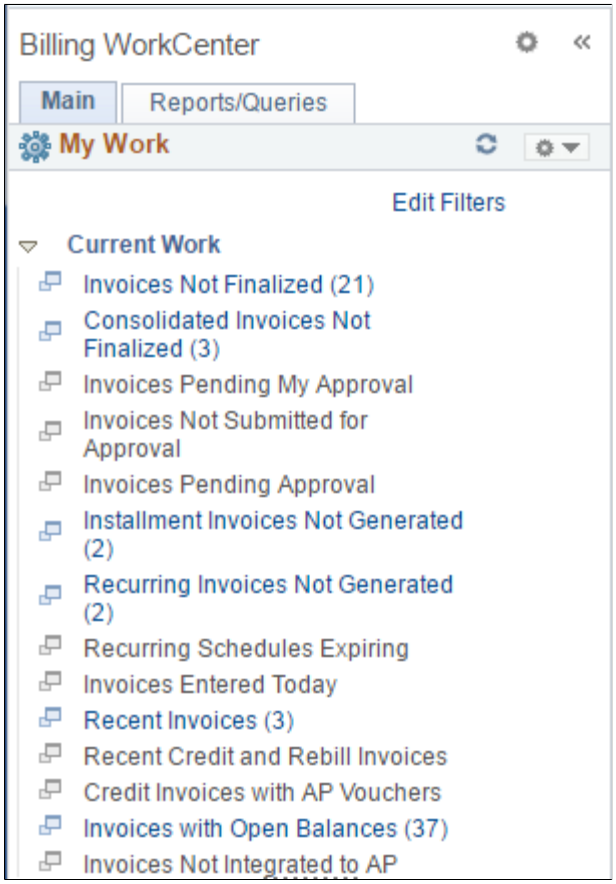
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Navigation:

<Application> > <Application> WorkCenter

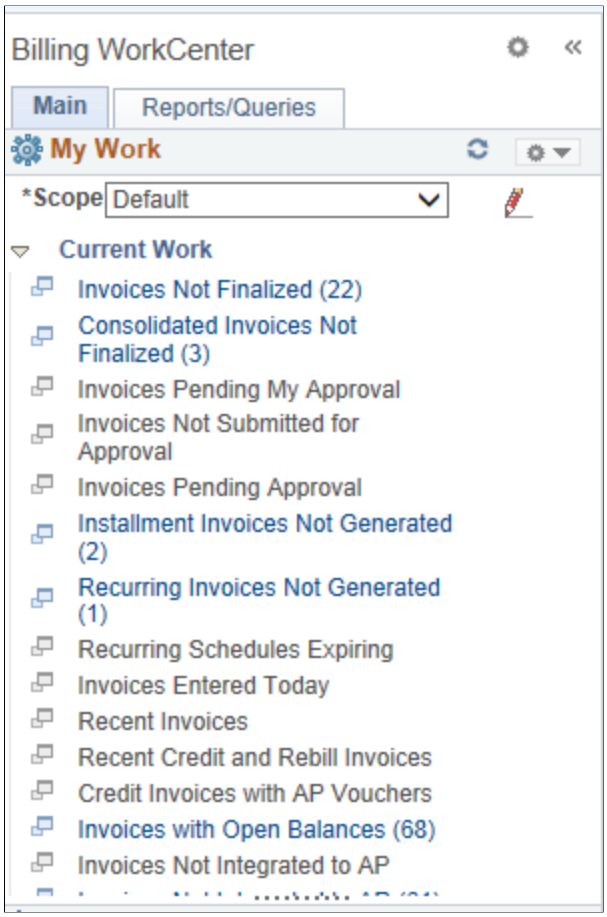
Select the Main tab.

This example illustrates the fields and controls on the Example: My Work pagelet (Classic).



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This example illustrates the fields and controls on the My Work pagelet when the Scope field is enabled (Classic).



Depending on how your system administrator set up the “Configure Pagelets - My Work Page” (Enterprise Components), an end user sees the group headers, links, and transaction counts in parenthesis.

My Work

Field or Control	*Description*
	Click the **Pagelet Settings** icon and select an option to: • *Minimize*: Minimizes the My Work links. The system displays the My Work heading as well as this icon. • *Personalize*: Access the Define User My Work Links – My Work Pagelet Personalization Page.
	Select to reload the options.

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Field or Control	*Description*
Edit Filters	Select to access the “Edit Filters Page” (Application Fundamentals). If a system administrator had granted filter editing rights to the end user, then this link is displayed. **Note:** This option is only available when the user does not have access to the Scope field.
Scope	Select this drop-down option to change the scope filter set. Creating scope options allows you to have a collection of filter values for the links defined in your My Work configuration. When you change between scopes, you’re changing the set of filter values applied to all the configured My Work links. For example, you may have multiple scopes that represent your operations by geographic region. Scope options are defined on the Configure Scope Page (Fluid). When you select a different scope, the count next to each link changes. **Note:** This option is only available when the user has been granted access to the Scope field. **Note:** If a user has existing filter values and the Scope field is available to that user, then existing filter values are copied into their default scope.
(icon) (Configure Scope)	Select the Configure Scope icon to access the Configure Scope page. **Note:** This option is only available when the user has been granted access to the Scope field.

Define User My Work Links – My Work Pagelet Personalization Page

Use the Define User My Work Links – My Work Pagelet Personalization page (FSPC_USER_MYWORK) to personalize the My Work pagelet as an end user.

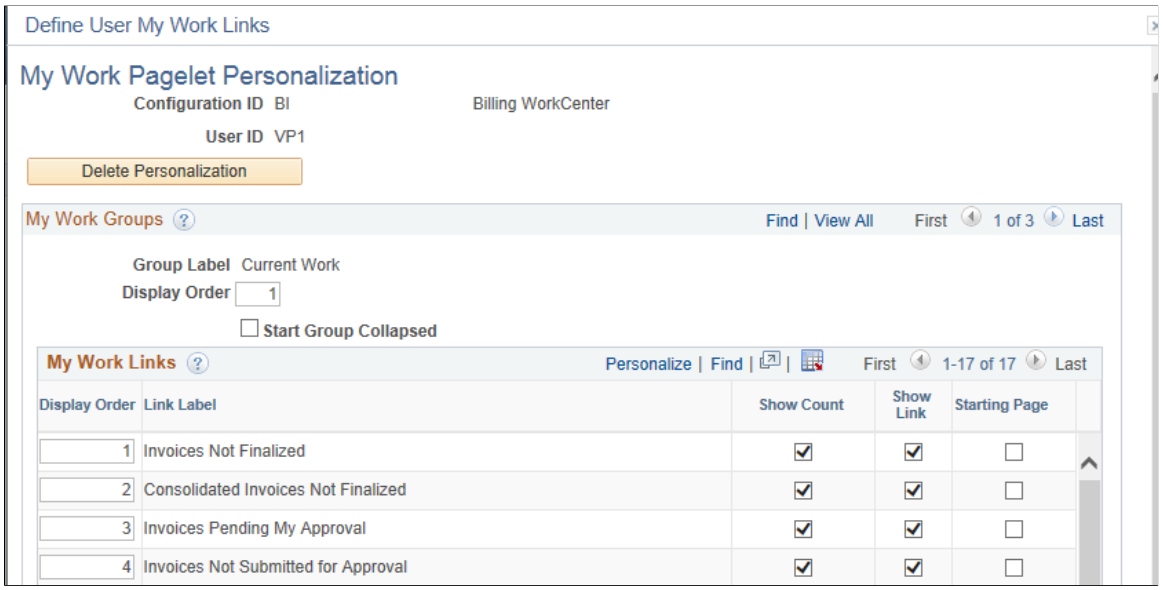
Navigation:

<Application> > **<Application> WorkCenter**

Click the **Pagelet Settings** icon and then select Personalize.

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This example illustrates the fields and controls on the Define User My Work Links – My Work Pagelet Personalization page.



Field or Control	*Description*
Delete Personalization	Click this button to delete user-specific personalizations. This button does not appear until you've saved the Personalization page.

My Work Groups

Field or Control	*Description*
Display Order	Enter the order in which you want this group label to appear on the pagelet.
Start Group Collapsed	Select to indicate that you want this group label to appear collapsed when entering the WorkCenter page. Deselect to indicate that you want this group label to appear expanded and to see all links within the group when entering the WorkCenter page.

Edit Filters Page

Use the Edit Filters page (FSPC_MYWORK_FILTER) to modify filters for the My Work pagelet as an end user.

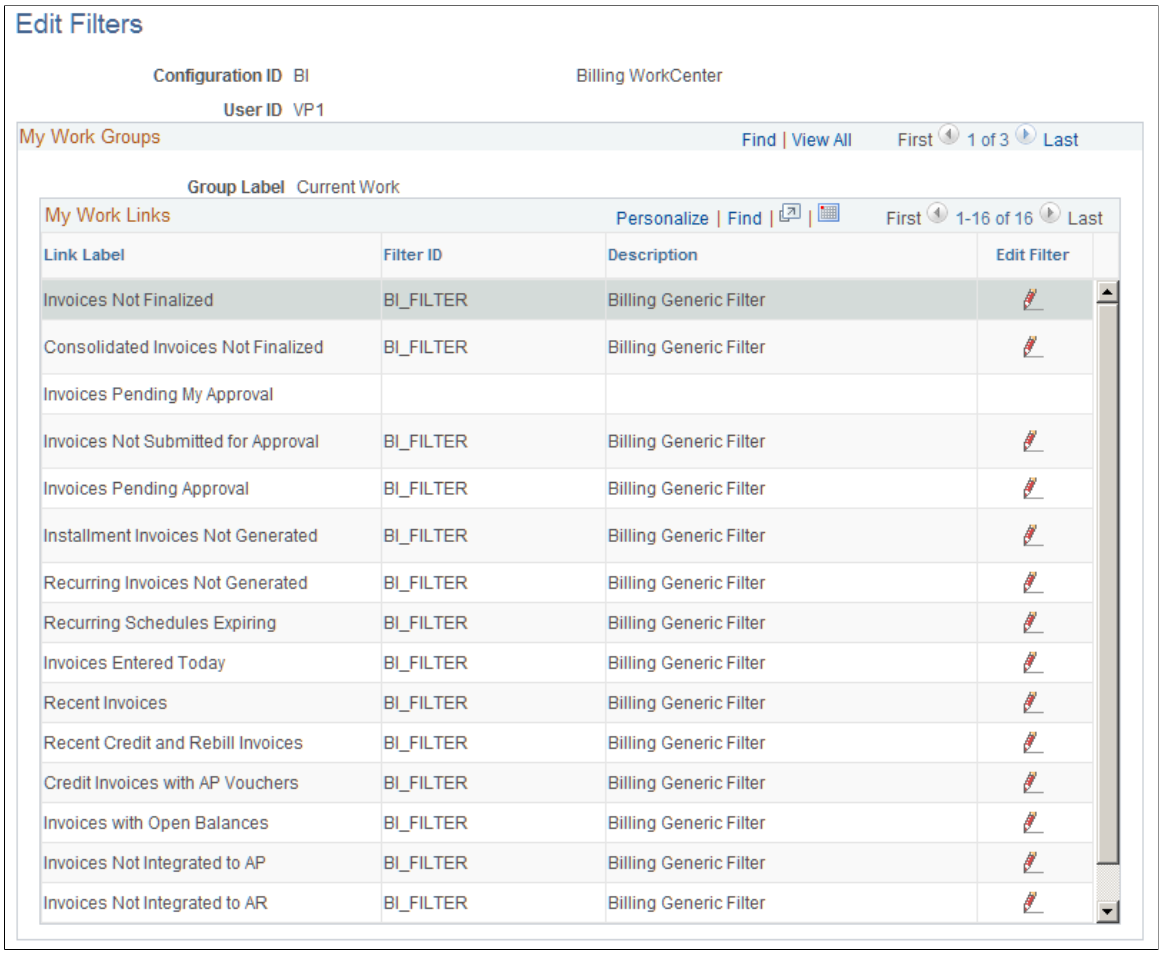
Navigation:

<Application> > <Application> WorkCenter

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Click the **Edit Filters** link.

This example illustrates the fields and controls on the Edit Filters page. You can find definitions for the fields and controls later on this page.



If a system administrator selected the **Public** check box on the Configure Filter Definition page, then this page is available to end users.

Field or Control	***Description***
	Click the **Edit Filter** icon to access the “Configure Filter Values Page” (Enterprise Components).

Configure Scope Page (Classic)

Use the Configure Scope page (EOWC_EDIT_VIEWBY) to personalize your Scope options.

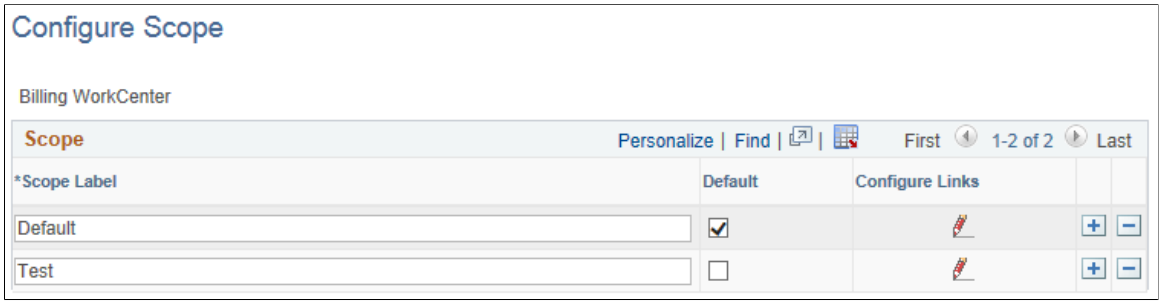
Navigation:

<Application> > <Application> WorkCenter

Select the **Configure Scope** icon.

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This example illustrates the fields and controls on the Configure Scope Page (Classic).



Field or Control	*Description*
Scope Label	Enter a Scope Label that you want as an option in your Scope drop-down list box. The scope label represents a user-defined set of filter values.
Default	Select this check box if you want this scope label to appear as a default each time you access the <Application> WorkCenter – My Work pagelet. Only one default is allowed.
 (Configure Links)	Click the Configure Links icon to access the Configure Scope Links Page (Classic).

Configure Scope Links Page (Classic)

Use the Configure Scope Links page (EOWC_CFG_LNK_FLTRS) to view link labels and access the Configure Scope Values page.

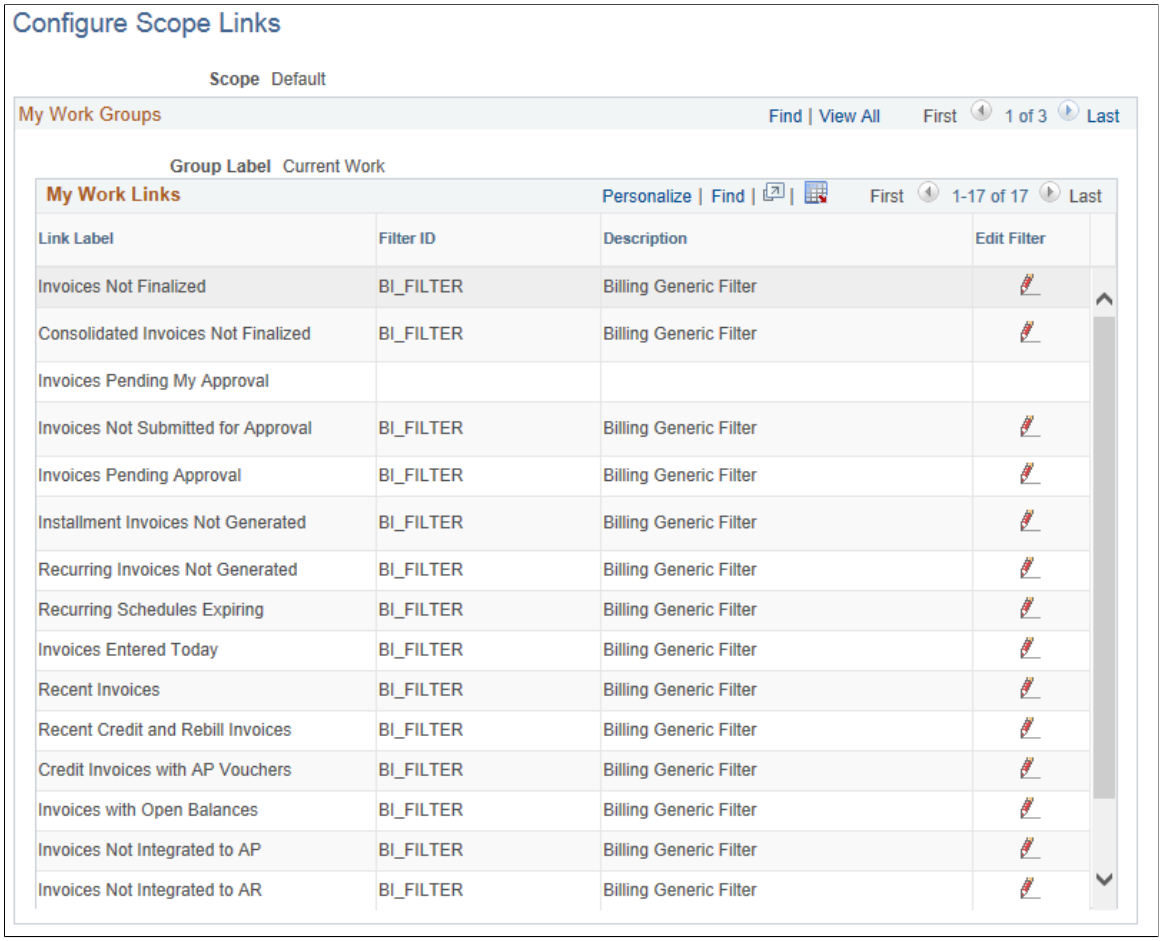
Navigation:

<Application> > <Application> WorkCenter

Select the **Configure Scope** icon. Select the Configure Scope Links icon.

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This example illustrates the fields and controls on the Configure Scope Links Page (Classic).



Field or Control	*Description*
Copy Scope	Click the Copy Scope button to copy the filter values from an existing scope view.
 (Edit Filter)	Click the Edit Filters icon to access the Configure Scope Values Page (Classic)

Configure Scope Values Page (Classic)

Use the Configure Scope Values page (EOWC_FILTER_VALUES) to determine filter values for your Scope option.

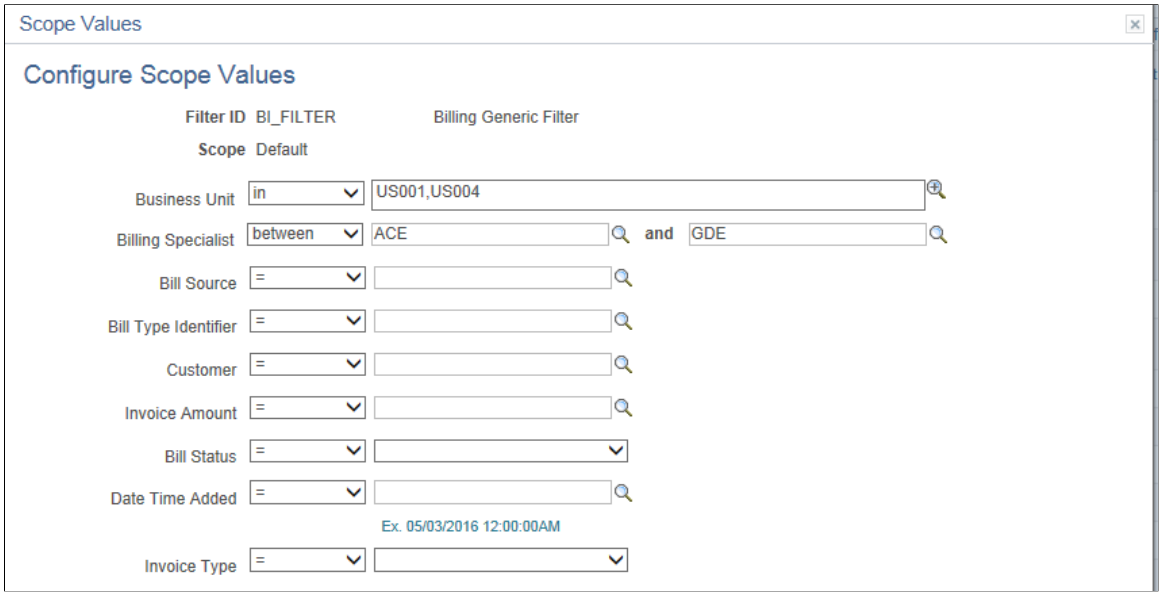
Navigation:

<Application> > <Application> WorkCenter

Select the Configure Scope icon. Select the Configure Scope Links icon. Select the Edit Filters icon.

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This example illustrates the fields and controls on the Configure Scope Values Page (Classic).



This page allows individual users (who have been given access to the Scope field) to define their own filter values for each user-defined scope.

Access to the Scope field is granted by a system administrator using the “Set Up Scope Security Page ” (Enterprise Components) in Enterprise Components.

Working With and Personalizing the Classic Links Pagelet As an End User

Pages Used to Use and Personalize the Classic Links Pagelet As an End User

Page Name	*Definition Name*	*Usage*
Links Pagelet	<Application Code>_WC_INIT	Use the Links pagelet as an end user.
Define User “Links” Links – Links Pagelet Personalization Page	FSPC_USER_LINK	Personalize the Links pagelet as an end user.
Define Link Page	FSPC_USR_LNK_SEC	Define a **Links** link as an end user.

Links Pagelet

Use the Links pagelet (<Application Code>_WC_INIT) to access additional links to pages or other areas of interest for the user’s role.

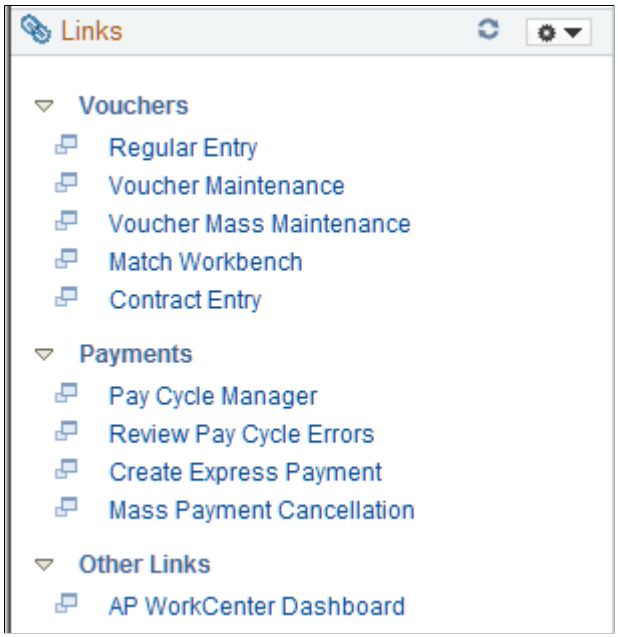
Navigation:

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<Application> > <Application> WorkCenter

Open the Links section.

This example illustrates the fields and controls on the Links pagelet.



Links

Field or Control	*Description*
	Click the **Pagelet Settings** icon and select an option to: • *Minimize*: Minimize the My Work links. The system displays the My Work heading as well as this icon. • *Personalize*: Access the Define User “Links” Links – Links Pagelet Personalization Page .
	Select to reload the options.
	Click the **New Window** icon to launch the link in a new window.

Define User “Links” Links – Links Pagelet Personalization Page

Use the Define User “Links” Links – Links Pagelet Personalization page (FSPC_USER_LINK) to personalize the Links pagelet as an end user.

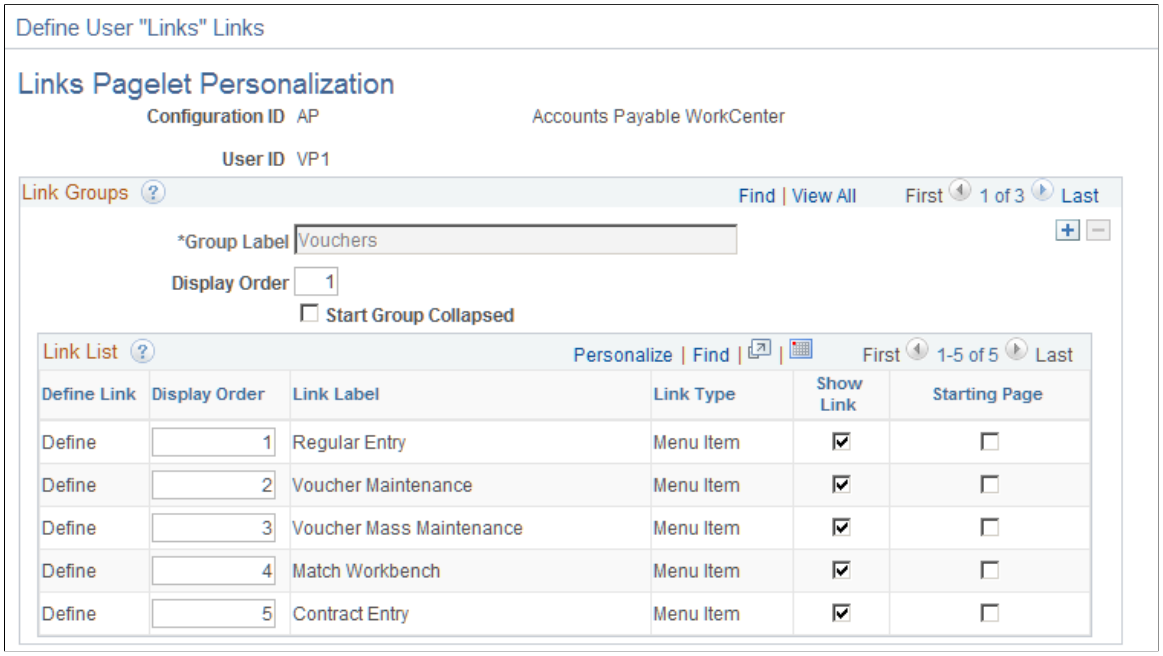
Navigation:

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<Application> > <Application> WorkCenter

In the Links pagelet, click the **Pagelet Setting** icon. Select Personalize.

This example illustrates the fields and controls on the Define User “Links” Links – Links Pagelet Personalization page



Field or Control	*Description*
Delete Personalization	Click this button to delete user-specific personalizations. This button does not appear until you’ve saved the Personalization page.

Link Groups

Field or Control	*Description*
Group Label	Enter a description of the group of Links links that appear on the Queries pagelet.
Add	If the system administrator has selected the **Allow User to Add Additional Links** check box on the “Configure Pagelets - Links Page” (Enterprise Components), then the end user can click the **Add** icon, within the Link Groups section of the page, to add another group label and define links in the Link List section.
Display Order	Enter the order in which you want this group label to appear on the pagelet.

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Field or Control	*Description*
Start Group Collapsed	Select to indicate that you want this group label to appear collapsed when entering the WorkCenter page. Deselect to indicate that you want this group label to appear expanded, and see all links within the group, when entering the WorkCenter page.

Link List

Field or Control	*Description*
Define	Click to access the Define Link Page, where you can define the link as a menu item or a URL.

Define Link Page

Use the Define Link page (FSPC_USR_LNK_SEC) to define a link as an end user.

Navigation:

<Application> > **<Application> WorkCenter**

In the Links pagelet, click the **Pagelet Setting** icon. Select the Personalize option. Click the **Define Link** link.

Field or Control	*Description*
Link Type	Select *Menu Item* or *URL*.
Select Menu Item	Click to access the Select a Content Reference page, where you can select a menu item from a tree structure view.
Override Label	Select to indicate that you want to override the menu label that is populated when selecting a menu item.
Label	Enter the label that you want the system to use if you selected the **Override Label** check box.

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Working With and Personalizing the Classic Queries Pagelet As an End User

Pages Used to Use and Personalize the Classic Queries Pagelet As an End User

Page Name	*Definition Name*	*Usage*
Queries Pagelet	<Application Code>_WC_INIT	Access links to Query Manager, public queries, private queries, and pivot grids.
Define User Query Links – Queries Pagelet Personalization Page	FSPC_USER_QUERY	Personalize the Queries pagelet as an end user.

Queries Pagelet

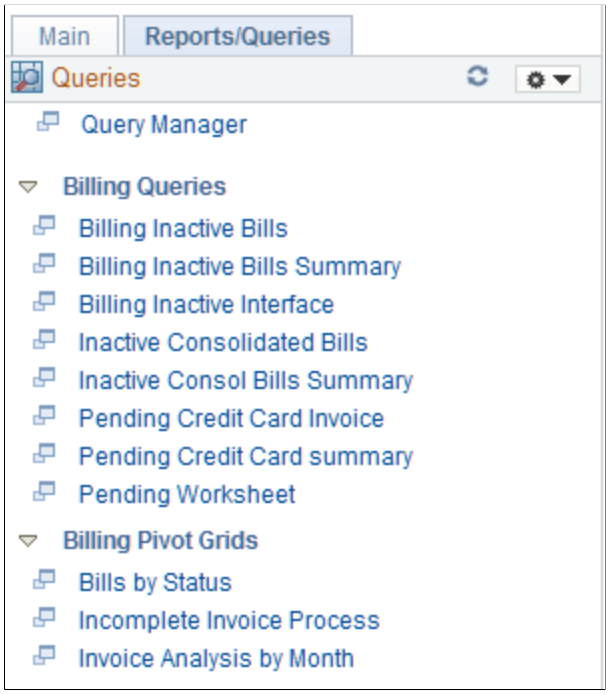
Use the Queries pagelet (<Application Code>_WC_INIT) to access links to Query Manager, public queries, private queries, and pivot grids.

Navigation:

<Application> > <Application> WorkCenter

Select the Reports/Queries tab.

This example illustrates the fields and controls on the Queries pagelet.



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Queries

Field or Control	*Description*
	Click the **Pagelet Settings** icon and select an option to: • *Minimize*: Minimize the My Work links. The system displays the My Work heading as well as this icon. • *Personalize*: Access theDefine User Query Links – Queries Pagelet Personalization Page.
	Select to reload the options.
	Click the **New Window** icon to launch the link in a new window.

Define User Query Links – Queries Pagelet Personalization Page

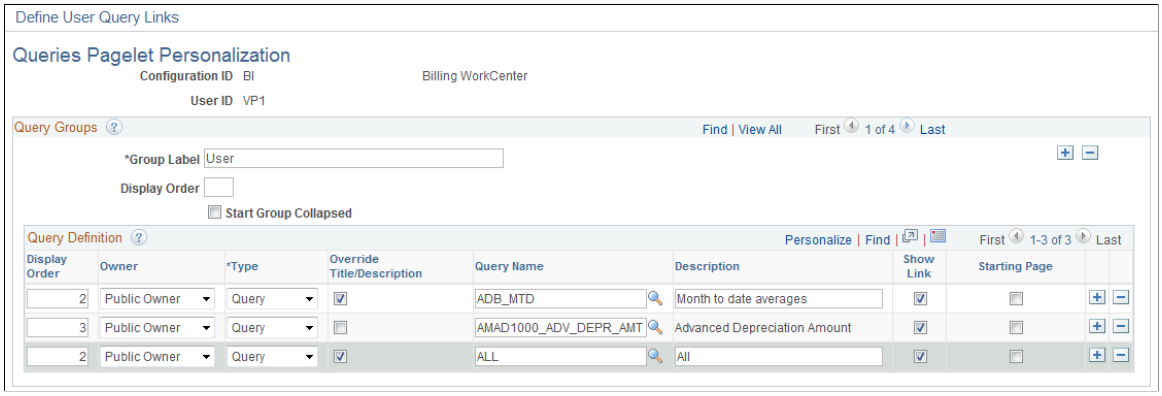
Use the Define User Query Links – Queries Pagelet Personalization page (FSPC_USER_QUERY) to personalize the Queries pagelet as an end user.

Navigation:

<Application> > <Application> WorkCenter

Select the Reports/Queries tab. In the Queries pagelet, click the **Pagelet Settings** icon, then select Personalize.

This example illustrates the fields and controls on the Define User Query Links – Queries Pagelet Personalization page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Delete Personalization	Click this button to delete user-specific personalizations. This button does not appear until you've saved the Personalization page.

Query Groups

Field or Control	*Description*
Group Label	Enter a description that describes the group of query links that appear on the Queries pagelet.
	Click to add additional links. If the system administrator has selected the **Allow User to Add Additional Links** check box on the "Configure Pagelets – Queries Page" (Enterprise Components), then the end user can click the add icon within the Query Groups section of the page.
Display Order	Enter the order in which you want this group label to appear on the pagelet.
Start Group Collapsed	Select to indicate that you want this group label to appear collapsed when entering the WorkCenter page. Deselect to indicate that you want this group label to appear expanded, and see all links within the group, when entering the WorkCenter page.

Query Definition

Field or Control	*Description*
Owner	Select *Private Owner* or *Public Owner*.
Type	Select *Pivot Grid* or *Query*.
Override Description/Title	Select to override the query description, the pivot grid title, and the query label for the user added queries and pivot grids.

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Field or Control	*Description*
Query Name or **Pivot Grid Name**	Select the name of a query or pivot grid. For more information about setting up Pivot Grids, see *PeopleTools: Pivot Grid*.

Working With and Personalizing the Classic Reports and Processes Pagelet As an End User

Pages Used to Use and Personalize the Classic Reports and Processes Pagelet As an End User

Page Name	*Definition Name*	*Usage*
Reports and Processes Pagelet	<Application Code>_WC_INIT	Access links to reports and processes.
Define User “Reports” Links – Reports/ Processes Pagelet Personalization Page	FSPC_USER_REPORT	Personalize links to reports and processes.

Reports and Processes Pagelet

Use the Reports and Processes pagelet (<Application Code>_WC_INIT) to access links to reports and processes.

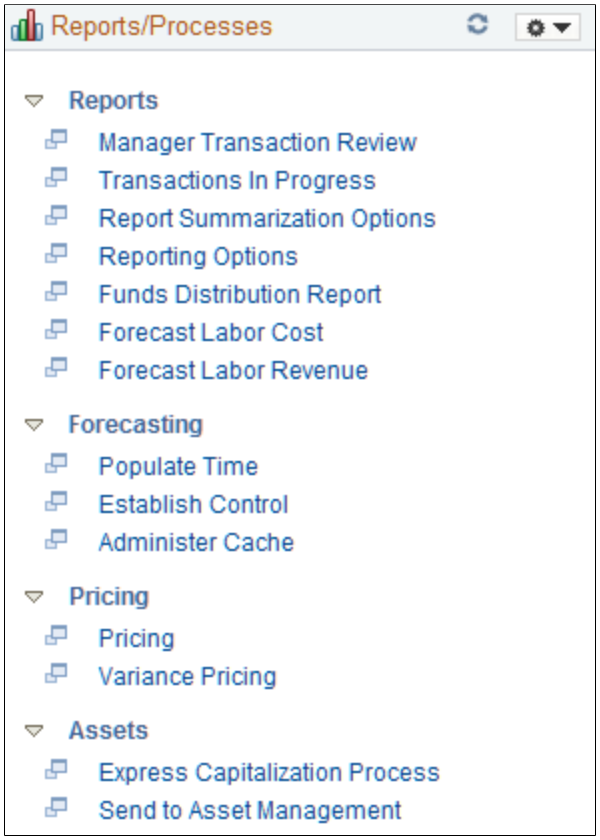
Navigation:

<Application> > **<Application> WorkCenter.**

Select the Reports/Queries tab.

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This example illustrates the fields and controls on the Reports/Processes pagelet.



Reports/Processes

Field or Control	*Description*
	Click the **Pagelet Settings** icon and select an option to: • *Minimize*: Minimize the My Work links. The system displays the My Work heading as well as this icon. • *Personalize*: Access theDefine User “Reports” Links – Reports/Processes Pagelet Personalization Page .
	Select to reload the options.
	Click the **New Window** icon to launch the link in a new window.

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Define User “Reports” Links – Reports/Processes Pagelet Personalization Page

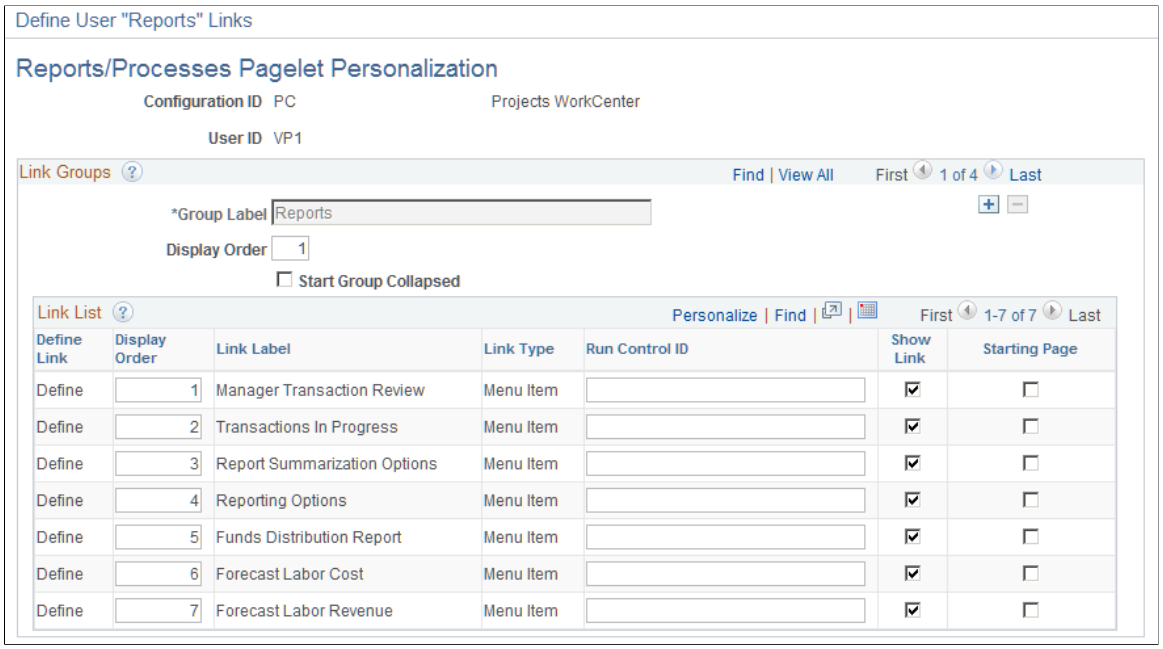
Use the Define User “Reports” Links – Reports/Processes Pagelet Personalization page (FSPC_USER_REPORT) to personalize links to reports and processes.

Navigation:

<Application> > <Application> WorkCenter

Select the Reports/Queries tab. Click the **Pagelet Settings** icon. Select the *Personalize* option.

This example illustrates the fields and controls on the Define User “Reports” Links – Reports/Processes Pagelet Personalization page.



Field or Control	*Description*
Delete Personalization	Click this button to delete user-specific personalizations. This button does not appear until you’ve saved the Personalization page.

Link Groups

Field or Control	*Description*
Group Label	Enter a description that describes the group of reports or process links that appear on the Reports/Processes pagelet.

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Field or Control	*Description*
	Click to add additional links. If the system administrator has selected the **Allow User to Add Additional Links** check box on the “Configure Pagelets – Reports/Processes Page” (Enterprise Components), then the end user can click the **Add** icon within the Link Groups section of the page.
Display Order	Enter the order in which you want this group label to appear on the pagelet.
Start Group Collapsed	Select to indicate that you want this group label to appear collapsed when entering the WorkCenter page. Deselect to indicate that you want this group label to appear expanded, and see all links within the group, when entering the WorkCenter page.

Link List

Field or Control	*Description*
Define	Click to access the Define Link Page, where you can define the link as a menu item or a URL.
Run Control ID	Enter a value that appears when you select this link. This field is associated with reports and processes.

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Chapter 28

Working with and Personalizing PeopleSoft Fluid WorkCenters

Understanding PeopleSoft Fluid WorkCenters

PeopleSoft Fluid WorkCenter Framework

The PeopleSoft Fluid WorkCenter Framework is an Enterprise Components feature that requires PeopleTools 8.55 and allows system administrators to create WorkCenters that can be accessed using devices, such as:

- Smart Phones (SFF: small form factor).
- Tablets (MFF: medium form factor).
- Laptops, Desktops and some tablets. (LFF: large form factor)

PeopleSoft Fluid WorkCenters are designed for specific roles and provide a central area for users to access key components within PeopleSoft applications. They enable users to access various pages and perform daily tasks without leaving the WorkCenter.

PeopleSoft Fluid WorkCenters are delivered as empty components. However, PeopleSoft delivers examples of application-specific WorkCenters with sample data. It’s the responsibility of your system administrator to design and create PeopleSoft Fluid WorkCenters for your organization.

Use the “Configure Pagelets – WorkCenter/Dashboard Page” (Enterprise Components) documentation to set up PeopleSoft Fluid WorkCenters as a system administrator.

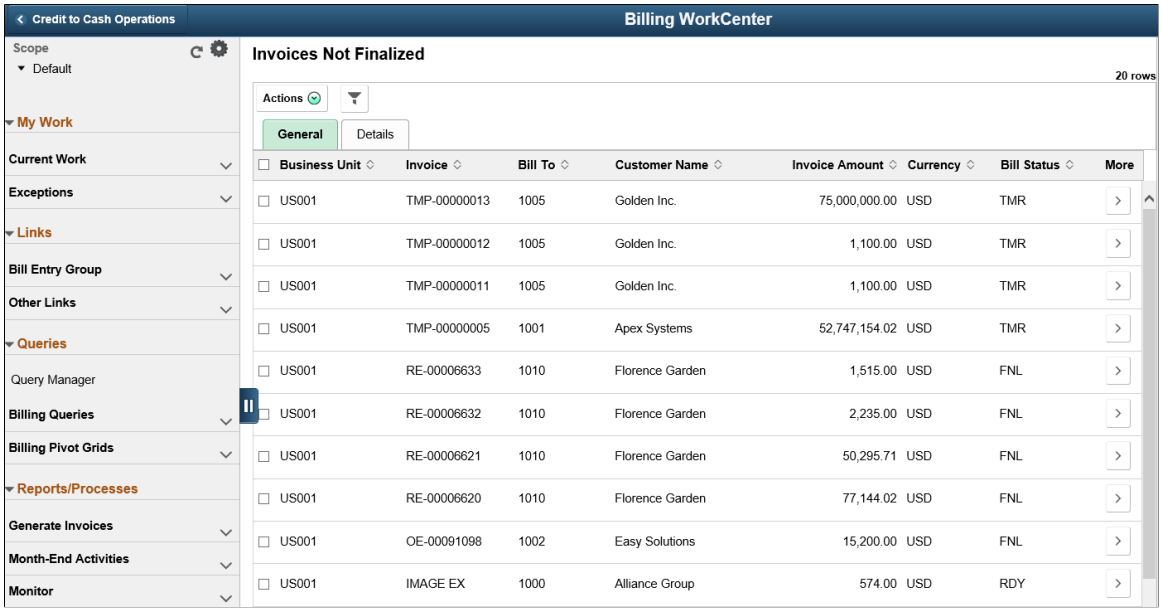
Example: PeopleSoft Fluid Billing WorkCenter Page

This example illustrates the fields and controls on the Billing WorkCenter page in PeopleSoft Fluid:

Note: Other PeopleSoft Fluid application-specific WorkCenters may appear slightly different. This is provided as a general example of a WorkCenter as it appears in PeopleSoft Fluid.

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This example illustrates the fields and controls on the Example: PeopleSoft Fluid Billing WorkCenter page.



The order in which the group boxes appear, such as Links and My Work in the above page shot, is determined by the display order entered on the “Configure Pagelets – WorkCenter/Dashboard Page” (Enterprise Components). The order in which the links appear within each group box is determined by the display order entered on the “Configure Pagelets - My Work Page” (Enterprise Components).

Setup, Maintenance, and Personalization

When setting up and maintaining a Fluid WorkCenter, setup options are defined at the system administrator level, and personalization options are defined at the user level.

System administrators must perform their setup first, using the Enterprise Components, WorkCenter/Dashboards component. End users perform their personalization options second, using the Display Options, Edit Filters, and Scope options in the Fluid WorkCenter.

For more information, see Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator

Transaction Count

The transaction count is the number (or count) in the green circle to the right of the transaction label and displays how many transactions fall into that category. This is a setup option and can be turned on or off for each link using the Personalize Page (Fluid). If no transactions are selected by the system, the label is in gray text and no transaction count appears.

Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator

Use the Enterprise Components menu to set up PeopleSoft Classic and Fluid WorkCenters and Dashboards as a system administrator.

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For complete information about setting up WorkCenters and Dashboards as a system administrator, see these topics in the *PeopleSoft Enterprise Components* documentation:

- "Understanding WorkCenters and Dashboards" (Enterprise Components).
- "Configuring Filter Definitions and Values" (Enterprise Components).
- "Configuring Pagelets" (Enterprise Components).

Understanding Delivered WorkCenters and Dashboards

Delivered WorkCenters

This table lists PeopleSoft-delivered WorkCenters:

WorkCenter	***Link to Product Documentation for Classic WorkCenter***	***Link to Product Documentation for Fluid WorkCenter***
Accounts Payable WorkCenter	See "Understanding the Payables WorkCenter and Dashboard" (PeopleSoft Payables)	See "Understanding the PeopleSoft Fluid Payables WorkCenter" (PeopleSoft Payables)
Asset Management WorkCenter	See "Understanding the Asset Management WorkCenter and Dashboard" (PeopleSoft Asset Management)	See "Understanding the PeopleSoft Fluid Asset Management WorkCenter" (PeopleSoft Asset Management)
Billing WorkCenter	See "Understanding the PeopleSoft Classic Billing WorkCenter and Dashboard" (PeopleSoft Billing)	See "Understanding the PeopleSoft Fluid Billing WorkCenter" (PeopleSoft Billing)
Buyer WorkCenter	See "Understanding the Buyer WorkCenter and Dashboard" (PeopleSoft Purchasing)	"Understanding the PeopleSoft Fluid Procurement WorkCenter" (PeopleSoft Purchasing)
Commitment Control WorkCenter		"Understanding the Fluid Commitment Control WorkCenter" (PeopleSoft Commitment Control)
Contract / Sourcing WorkCenter	See "Understanding the Contract/ Sourcing WorkCenter and Dashboard" (PeopleSoft Supplier Contract Management)	
Contracts WorkCenter	See "Understanding the Contracts WorkCenter" (PeopleSoft Contracts)	See "Understanding the PeopleSoft Fluid Contracts WorkCenter" (PeopleSoft Contracts)

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WorkCenter	*Link to Product Documentation for Classic WorkCenter*	*Link to Product Documentation for Fluid WorkCenter*
Expenses WorkCenter	See “Understanding the Classic Expenses WorkCenter and Dashboard” (PeopleSoft Expenses)	“Using the Fluid Expenses WorkCenter” (PeopleSoft Expenses)
General Ledger WorkCenter	See “Understanding the PeopleSoft Classic General Ledger WorkCenter and Dashboard” (PeopleSoft General Ledger)	See “Using the PeopleSoft Fluid General Ledger WorkCenter” (PeopleSoft General Ledger)
Grants WorkCenter	See “Understanding the Grants WorkCenter and Dashboard” (PeopleSoft Grants)	
Maintenance Management WorkCenter	See “Understanding the Maintenance Management WorkCenter” (PeopleSoft Maintenance Management)	
Pricing Manager WorkCenter	See “Understanding the Pricing Manager WorkCenter and Dashboard” (PeopleSoft Order Management)	
Projects WorkCenter	See “Understanding the Project Costing WorkCenter and Dashboard” (PeopleSoft Project Costing)	See “Using the PeopleSoft Fluid Projects WorkCenter” (PeopleSoft Project Costing)
Receivables WorkCenter	See “Understanding the PeopleSoft Classic Receivables WorkCenter” (PeopleSoft Receivables)	See “Understanding the PeopleSoft Fluid Receivables WorkCenter” (PeopleSoft Receivables)
Resource WorkCenter	See “Understanding the Resource Management WorkCenter and Dashboard” (PeopleSoft Resource Management)	
Staffing WorkCenter	See “Understanding the Staffing WorkCenter and Dashboard” (PeopleSoft Staffing Front Office)	
Supplier Administration Center	See “Understanding the Supplier Administration Center” (PeopleSoft Source to Settle Common Information)	
Supply / Demand WorkCenter	See “Understanding the Supply/Demand WorkCenter ” (PeopleSoft Inventory)	
Treasury WorkCenter	See “Understanding the Treasury WorkCenter and Manager Dashboard” (PeopleSoft Cash Management)	“Understanding the PeopleSoft Fluid Treasury WorkCenter” (PeopleSoft Cash Management)

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WorkCenter	*Link to Product Documentation for Classic WorkCenter*	*Link to Product Documentation for Fluid WorkCenter*
Cost Balancing WorkCenter		See“Understanding the PeopleSoft Fluid Cost Balancing WorkCenter” (PeopleSoft Inventory)
Pricing Manager WorkCenter	See “Understanding the Pricing Manager WorkCenter and Dashboard” (PeopleSoft Order Management)	
Lease WorkCenter		See “Using the Fluid Lease WorkCenter” (PeopleSoft Lease Administration)

Delivered Dashboards

This table lists PeopleSoft-delivered Dashboards:

Dashboard	*Link to Product Documentation for Classic*
Asset Management WorkCenter Dashboard	See “Understanding the Asset Management WorkCenter and Dashboard” (PeopleSoft Asset Management)
AP WorkCenter Dashboard (Payables)	See “Using the Accounts Payable WorkCenter - Dashboard” (PeopleSoft Payables)
AR WorkCenter Dashboard (Receivables) / Receivables Manager Dashboard	See “Using the PeopleSoft Classic Receivables Dashboard” (PeopleSoft Receivables).
Billing WorkCenter Dashboard	See “Understanding the PeopleSoft Classic Billing WorkCenter and Dashboard” (PeopleSoft Billing)
Buyer WorkCenter Dashboard	See “Understanding the Buyer WorkCenter and Dashboard” (PeopleSoft Purchasing)
Contracts WorkCenter Dashboard	See “Contracts WorkCenter Dashboard” (PeopleSoft Contracts)
Contract / Sourcing WorkCenter Dashboard	See “Understanding the Contract/Sourcing WorkCenter and Dashboard” (PeopleSoft Supplier Contract Management)
Expenses WorkCenter Dashboard	See “Understanding the Classic Expenses WorkCenter and Dashboard” (PeopleSoft Expenses)
General Ledger Dashboard	See “Using the PeopleSoft Classic General Ledger WorkCenter Dashboard” (PeopleSoft General Ledger)

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Dashboard	*Link to Product Documentation for Classic*
GL WorkCenter Dashboard (General Ledger)	See “Using the PeopleSoft Classic General Ledger WorkCenter Dashboard” (PeopleSoft General Ledger)
Grants WorkCenter Dashboard	See “Understanding the Grants WorkCenter and Dashboard” (PeopleSoft Grants)
Maintenance Management Dashboard	See “Understanding the Maintenance Management WorkCenter Dashboard” (PeopleSoft Maintenance Management)
Projects WorkCenter Dashboard	See “Understanding the Project Costing WorkCenter and Dashboard” (PeopleSoft Project Costing)
Resource WorkCenter Dashboard	See “Understanding the Resource Management WorkCenter and Dashboard” (PeopleSoft Resource Management)
Supply / Demand Dashboard	See “Understanding the Supply/Demand Dashboard” (PeopleSoft Inventory)
Treasury Dashboard	See “Understanding the Treasury Dashboard” (PeopleSoft Cash Management)
Treasury Manager Dashboard	See “Understanding the Treasury WorkCenter and Manager Dashboard” (PeopleSoft Cash Management)
Pricing Manager WorkCenter Dashboard	See “Pricing Manager WorkCenter Dashboard” (PeopleSoft Order Management)

Setting Up and Personalizing PeopleSoft Fluid WorkCenters

Pages Used to Set Up and Personalize PeopleSoft Fluid WorkCenters

Page Name	*Definition Name*	*Usage*
“Configure Pagelets – WorkCenter/ Dashboard Page” (Enterprise Components)	FSPC_ADMIN_MAIN	Define configuration IDs for Classic WorkCenters and Dashboards, and Fluid WorkCenters.
“Configure Pagelets - My Work Page” (Enterprise Components)	FSPC_ADMIN_MYWORK	Set up My Work links for end users.
Personalize Page (Fluid)	EOWC_WORKLINKS_FL	Personalize your display options for Fluid WorkCenter group boxes.

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Page Name	*Definition Name*	*Usage*
Edit Filters Personalize Page (Fluid)	EOWC_WORKFILTER_FL	Modify filters for the My Work pagelet as an end user.
Maintain Scope Detail Page (Fluid)	EOWC_EDITVIEWLK_FL	Change scope detail options for sections in the My Work pagelet.
Configure Scope Page (Fluid)	EOWC_EDITVIEWBY_FL	Determine the order of your scope labels and access additional maintenance pages.
Create Scope Page (Fluid)	EOWC_EDITVIEWN_SCF	Create a new scope.
Configure Filter Values Page (Fluid)	EOWC_EDITVIEWVA_FL	Modify filter values for your scope option.
Ad hoc Email Configuration Page	FL_WRKCENTER_EMAIL	Register the WorkCenter fluid page for which an email notification is required.
Email Notification Page	FL_EMAILNTFY_SCF	Notify one or more users of an action they need to take for a transaction.

Common Elements Used in WorkCenters

Most WorkCenters have a similar look and are configured the same. Some icons are developed in PeopleTools and appear on WorkCenter pages.

Field or Control	*Description*
Scope	Click the Scope drop down to change your scope option. Only users who have been given permission to access the Scope field have access to this drop down option. Use the “Configure Pagelets - My Work Page” (Enterprise Components), **Enable Scope** check box to grant access to this field.

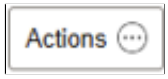
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Field or Control	Description

 (personalize)	Click the Personalize icon to access these options:
	• *Personalize* Select to access the Personalize Page (Fluid) (EOWC_WORKLINKS_FL) for the application. You can perform these options for all expandable sections:
	  • Determine if you want the group expanded or collapsed when you enter the page.
	  • Determine if you want the system to show the transaction count for each label.
	  • Determine if you want links to open in a new window.
	  • Determine if you want the transaction to appear on the right side when you enter the page.
	• *Maintain Scope Detail:* Select to access the Maintain Scope Detail Page (Fluid).
	Note: This option is only available when the Scope field is enabled for the user and is not available in SFF
	• *Configure Scope:* Select to access the Configure Scope Page (Fluid).
	Note: This option is only available when the Scope field is enabled for the user and is not available in SFF
	• *Edit Filters:* Select to access the Edit Filters Personalize Page (Fluid) for Current Work and Exceptions.
	From this page, you can access the Configure Filter Values Page (Fluid) for the application.

 (bulk action)	Select to change the grid format so that you can perform bulk actions. The Action icon for each row changes to a check box, and the Actions button appears to the right of the filter icon. When Work Management is enabled for a grid and you select the Bulk Action icon and the All History view, the Action button is not displayed. See “Understanding the Work Management Framework” (Enterprise Components)
 (refine filter criteria)	Select to access the Refine Filter Criteria page where you can select filter values for the list of results. **Note:** This option is only available when the Scope field is not enabled for the user.

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Field or Control	*Description*
 (actions)	Select an action to apply to the selected rows. Actions are specific to the selected section or exception. Action options for each user can be different based on their privileges.
 (download to excel)	Select to load the grid information to a spreadsheet.
 (find)	Select to enter a search string. The system looks for matches in edit boxes, display-only fields, disabled or shaded fields, dynamic links, and text in long edit boxes. It does not find column headings, field labels, text values on icons, static links, and hidden fields. It does not search HTML areas that are on the grid or scroll area.
 (personalize grid settings)	Select to access the Grid Settings page where you can hide, freeze, move, and add columns to the sort order. For more information about grids, see • *PeopleTools: Applications User's Guide*, Working With Grids and Scroll Areas, Personalizing Grids. • *PeopleTools: Fluid User Interface Developer's Guide*, Adding Page Controls, Working with Other Page Controls • *PeopleTools: Application Designer Developer's Guide*, Using Scroll Areas, Scroll Bars, and Grids, Using Grids, Setting Grid Properties.
 (sort)	Select to access a modal window that lists all column headings. You can sort the entire grid on a column heading and optionally save that sort option as your default.

Personalize Page (Fluid)

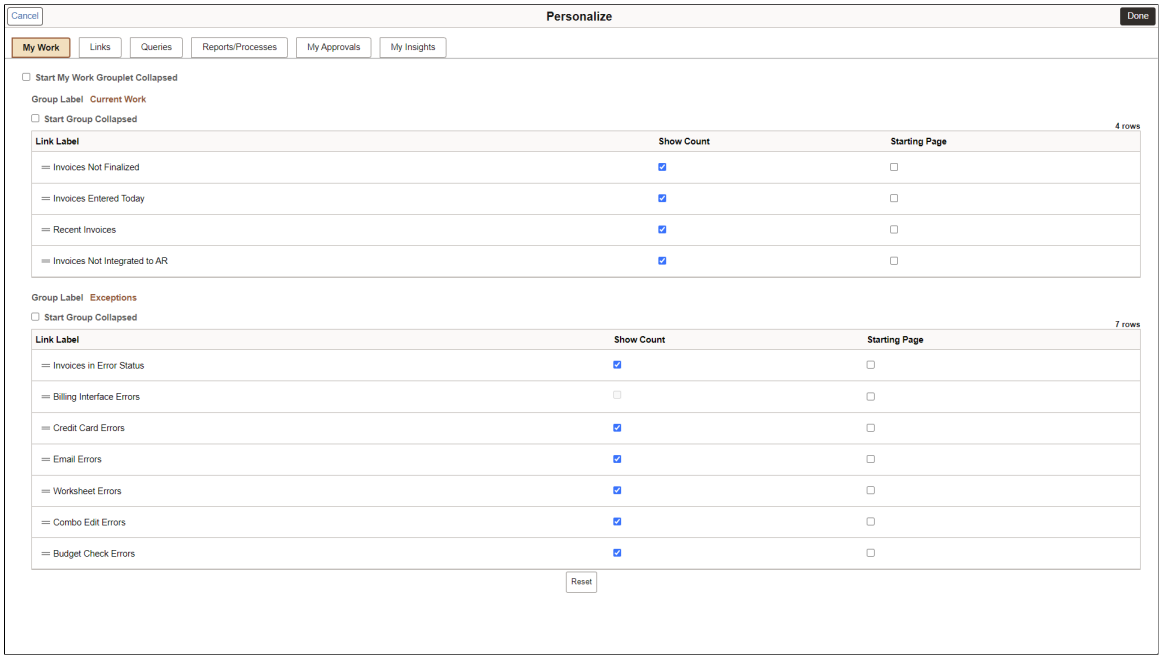
Use the Personalize page (EOWC_PERSONAL_FL) to personalize your display options for Fluid WorkCenter group boxes.

Navigation:

Select the <Application> WorkCenter (Fluid). Click the Personalize icon and then select Personalize option.

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This example illustrates the fields and controls on the Personalize page.



End users use this page to modify display options for their links in the WorkCenter group boxes.

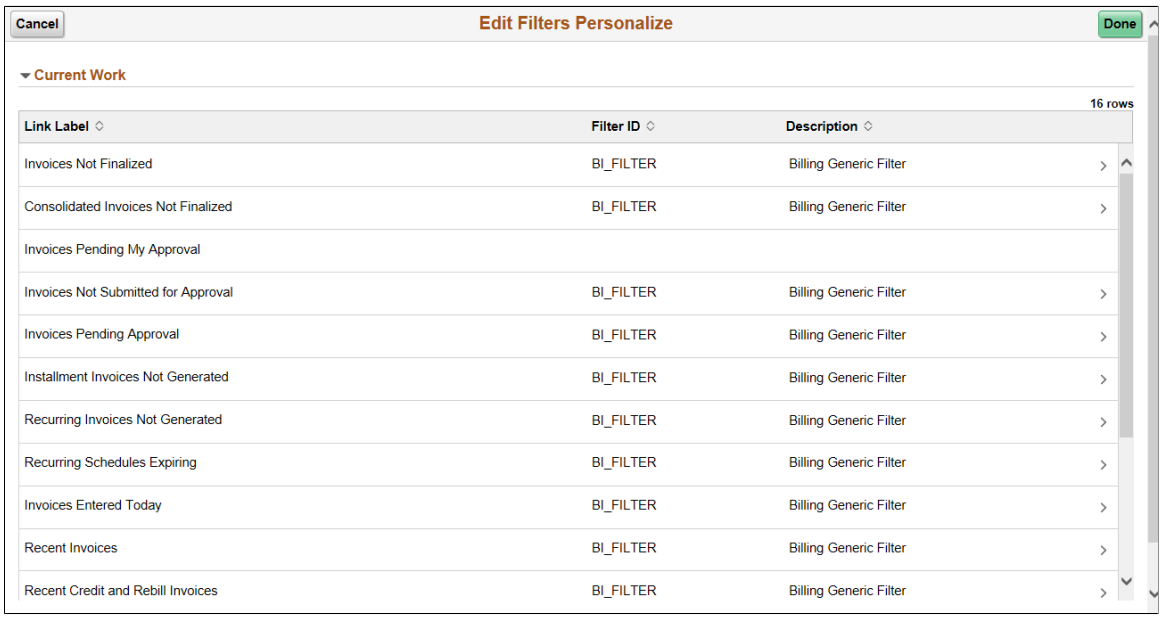
Edit Filters Personalize Page (Fluid)

Use the Edit Filters Personalize page (EOWC_WORKFILTER_FL) (Fluid) to modify filter values as an end user.

Navigation:

Select the <Application> WorkCenter (Fluid). Click the Personalize icon and then select Edit Filters.

This example illustrates the fields and controls on the Edit Filters Personalize Page (Fluid).



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Field or Control	Description
(right arrow) (My Work Links	Click the My Work Links icon (right arrow) to access the “Configure Filter Values Page” (Enterprise Components) for the filter ID.

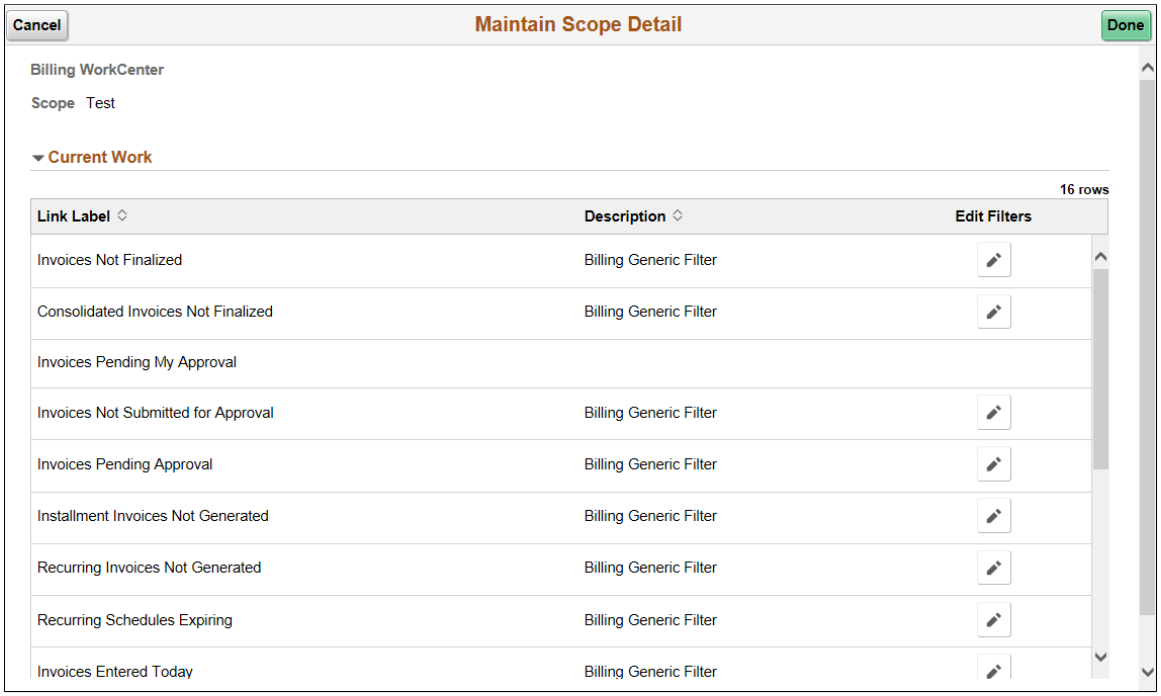
Maintain Scope Detail Page (Fluid)

Use the Maintain Scope Detail page (EOWC_EDITVIEWLK_FL) to change scope detail options for collapsible sections in the My Work group box.

Navigation:

Select the <Application> WorkCenter (Fluid). Click the Personalize icon, then select Maintain Scope Detail.

This example illustrates the fields and controls on the Maintain Scope Detail Page (Fluid).



Note: This page is only available when the user has access to the Scope field.

Field or Control	Description
Edits Filters	Click to access the Setting Up and Personalizing PeopleSoft Fluid WorkCenters.

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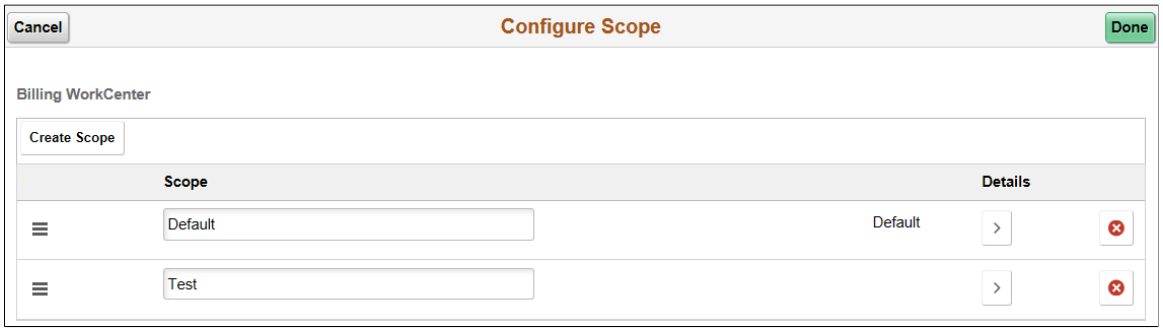
Configure Scope Page (Fluid)

Use the Configure Scope page (EOWC_EDITVIEWBY_FL) to determine the order of your scope labels and access additional pages.

Navigation:

<Application> WorkCenter (Fluid) > Personalize icon > Configure Scope.

This example illustrates the fields and controls on the Configure Scope Page (Fluid).



Note: This page is only available when the user has access to the Scope field.

Field or Control	*Description*
Done	Click to save your changes. After clicking this button, the system refreshes the order.
Create Scope	Click this button to access the Create Scope Page (Fluid), where you can copy from an existing scope label.
(Scope)	Use the Scope icon to reorder the list of Scopes created. The order you determine on this page determines the order in which the Scopes appear when you use the Default drop–down field. To change the order, click, drag, and drop the Scope icon in the desired order. (This option is not available for Classic WorkCenters.) The first row is always the default scope option, so make sure that your desired default view is at the top.
Details	Click to access the Maintain Scope Detail Page (Fluid).

Create Scope Page (Fluid)

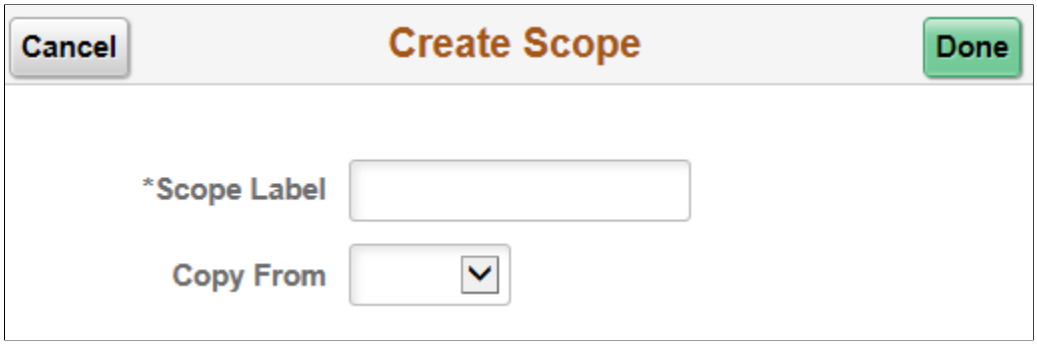
Use the Create Scope page (EOWC_EDITVIEWN_SCF) to create a new scope.

Navigation:

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<Application> WorkCenter (Fluid) > **Personalize icon** > **Configure Scope.** Click the Create Scope button.

This example illustrates the fields and controls on the Create Scope Page (Fluid).



Field or Control	*Description*
Copy From	Enter or select an existing scope from which to copy.
Done	Click this button to create or copy a scope.

Configure Filter Values Page (Fluid)

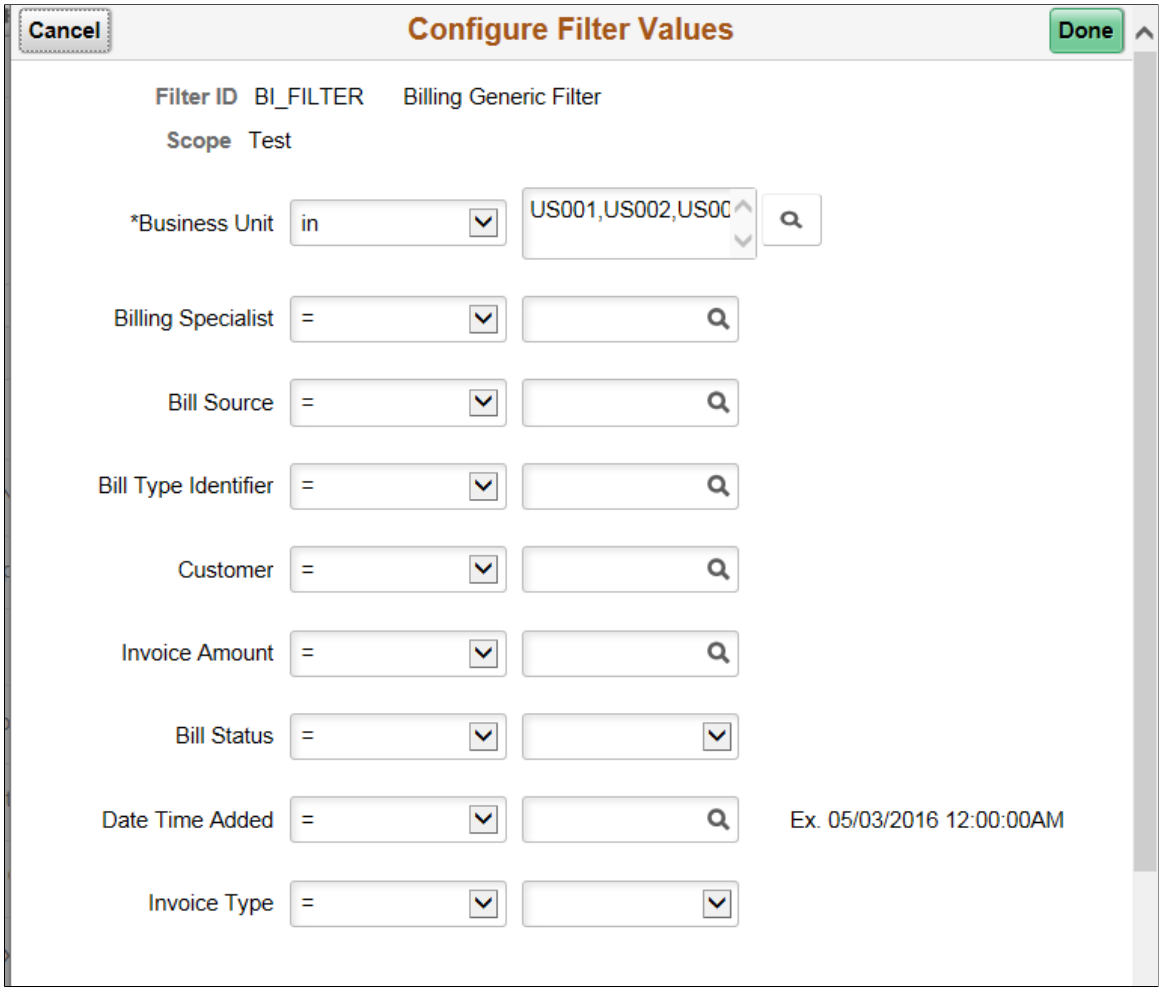
Use the Configure Filter Values page (EOWC_EDITVIEWVA_FL) to modify filter values for your link.

Navigation:

<Application> WorkCenter (Fluid) > **Personalize** > **Edit Filters**. Select a row.

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This example illustrates the fields and controls on the Configure Filter Values Page (Fluid).



Ad hoc Email Configuration Page

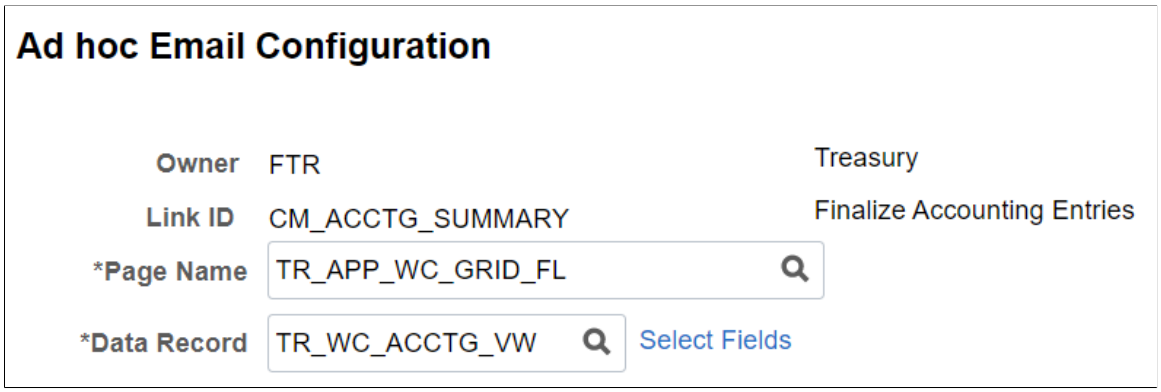
Use the Ad hoc Email Configuration page (FL_WRKCENTER_EMAIL) to register the WorkCenter fluid page for which an email notification is required.

Navigation:

Set Up Financials/Supply Chain > Common Definitions > WorkCenter Ad hoc Email > Ad hoc Email Configuration

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This example illustrates the fields and controls on the Ad hoc Email Configuration page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Owner	Displays the product owner ID.
Link ID	Displays the WorkCenter link ID. Each My Work link in a fluid WorkCenter page has a unique link ID.
Page Name	Select the WorkCenter fluid page on which an email notification option is required.
Data Record	Select the data record from which data is populated on the WorkCenter fluid page.
Select Fields	Select the fields to be displayed in the email notification. If you do not select any fields, then the process picks the first three key fields of the data record. If the data record does not have any key fields defined, then the first three non-key fields are displayed in the email notification.

Email Notification Page

Use the Email Notification page (FL_EMAILNTFY_SCF) to notify one or more users of an action they need to take for a transaction.

You need to follow the given steps to set up the email notification framework:

1. Register the fluid pages on which the email notification option has to be provided. See Ad hoc Email Configuration Page for more information.
2. Use DMS/DAT files to migrate the email notification setup.
3. In Application designer, open the fluid page on which the email notification option has to be provided and add a secondary page. Enter page name as FL_EMAILNTFY_SCF.

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4. Add the following PeopleCode in the fluid page activate event.

```
Component string &strLinkID; /* Added for Email Notification */
&strLinkID = %Request.GetParameter("SystemLinkID"); /* Added for Email Notific⇒

ation */
```

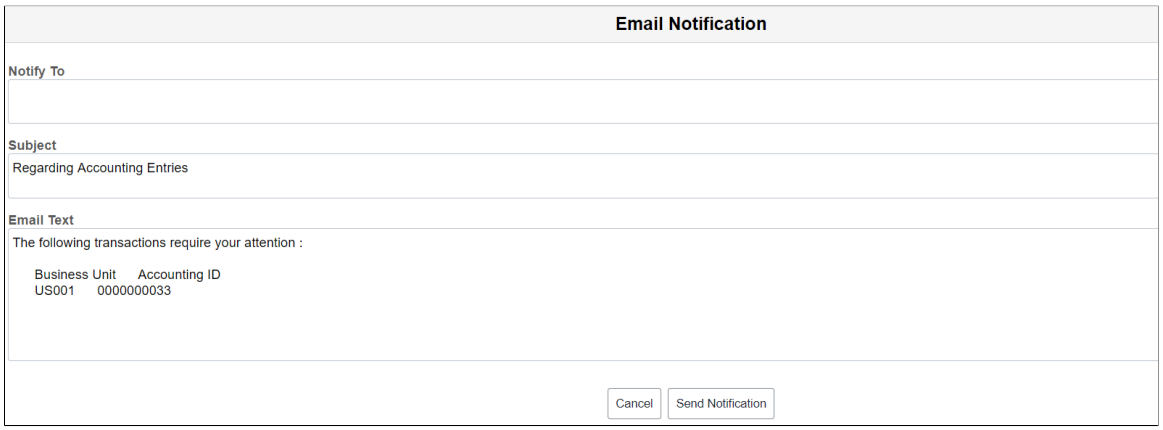
5. Access Manage Related Content for Content References page and add a Related Action for the fluid page on which email notification option has to be provided. For more information, see *PeopleTools: Portal Technology*. Use FL_WORKCENTER_ADHOC_EMAIL as the Service ID for the Email Notification related action.

Note: Email Notification is not available in small form factor (SFF).

Navigation:

Select the Actions icon from the Fluid WorkCenter and select Email Notification.

This example illustrates the fields and controls on the Email Notification page.



Field or Control	***Description***
Notify To	Add the users to notify.
Subject and **Email Text**	The system adds this information based on the transactions selected from the previous page. You can edit the email text. See Ad hoc Email Configuration Page for more information.

Note: For Fluid pages that do not have a related content reference, add a work record field (button) on the fluid page. Use FL_WC_EMAIL_WRK as the record name and SENDMAILFIELD as the field name for the button. Invoke the ad hoc email framework.

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Chapter 29

Understanding Pivot Grids

Understanding Delivered Pivot Grids

PeopleSoft Pivot Grid supports operational dashboard reporting within the PeopleTools framework to provide a pivot table and chart representation of data using PSQuery data source. The framework also enables users to see different views of the data.

Delivered Pivot Grids

This table lists delivered Pivot Grids for PeopleSoft FSCM.

Application/Product	*Pivot Grid Title*	*Link to Topic*
Accounts Payable	Voucher Status Liability Exposure by Supplier Pay Cycle Summary Metric Past Due Aging Discounts Scheduled Due Aging	“Understanding the Payables WorkCenter - Queries Pagelet” (PeopleSoft Payables)
Accounts Payable	Invoice Creation Time Voucher Approval Cycle Time Average Payment Days Team Metrics Voucher Volume Payments by Type Late Payments Cancelled Payments Voucher on Hold Vouchers Deleted Supplier Metrics	“Using Operation Metrics in Payables” (PeopleSoft Source to Settle Common Information)

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Application/Product	*Pivot Grid Title*	*Link to Topic*
Accounts Receivable	Customer Aging Top Customer Balances Payments by Status Posting Errors by Type Items by Status	"Using the PeopleSoft Classic Receivables Dashboard" (PeopleSoft Receivables)
Accounts Receivable	Comprehensive Customer View (Compare Mode)	Classic: "Comprehensive Customer View Page (Comparison Mode)" (PeopleSoft Receivables) Fluid: "Working with Pivot Grids in The Fluid Comprehensive Customer View" (PeopleSoft Receivables)
Accounts Receivable	Customer Aging Analysis Customer Items Balance Analysis Customer Dispute Amount Analysis Customer Overdue Amount Analysis Customer Write-Off Analysis	"Customer Aging Analysis Pagelet" (PeopleSoft Receivables) "Customer Items Balance Analysis Pagelet" (PeopleSoft Receivables) "Customer Dispute Amount Analysis Pagelet" (PeopleSoft Receivables) "Customer Overdue Amount Analysis Pagelet" (PeopleSoft Receivables) "Customer Write-Off Analysis Pagelet" (PeopleSoft Receivables)
Accounts Receivable	Dispute Resolution Cycle Time Past Due Items Assignments Doubtful Items On-Account Payments Customer Aging DSO (Days Sales Outstanding) Trend Unapplied Payments	"Using Operation Metrics in Receivables" (PeopleSoft Source to Settle Common Information)
Asset Management	Accounting Entry not Journal Generated Asset Acquisition by Category Asset Depreciation by Category Asset Retirements by Category Asset Cost by Acquisition Code	"Pivot Grids" (PeopleSoft Asset Management)

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Application/Product	*Pivot Grid Title*	*Link to Topic*
Asset Management	Scan Scope List Pivot Grid Scan Duplicate Tag Pivot Grid Scan Results Pivot Grid Scan History Pivot Grid	“Tracking Assets with the Asset Tracking Homepage” (PeopleSoft Asset Management)
Billing	Bills by Status Incomplete Invoice Process Invoice Analysis by Month	“Understanding the PeopleSoft Classic Billing WorkCenter - Queries Pagelet” (PeopleSoft Billing)
Billing	Billing Interface Errors Billing Pending Invoices Invoice Cycle Time Mass Maintenance	“Using Operation Metrics in Billing” (PeopleSoft Source to Settle Common Information)
Contracts	My Projects Transactions Transactions Priced Not Billed Revenue Transition Impact	“Queries Pagelet” (PeopleSoft Contracts)
Contracts	Customer Contract Status Analysis	“Customer Contract Status Analysis Pagelet” (PeopleSoft Receivables)
Expenses	Expenses by ChartField Pivot Grid Top 20 Employee Spenders Pivot Grid Preferred Vs Non-Preferred Merchant Pivot Grid Expenses With Exceptions Expenses Billable Analysis Hours Billable Analysis Expenses Audit Risk Metric	“Understanding the Classic Expenses WorkCenter - Queries” (PeopleSoft Expenses)
Grants Management	Award Milestones Award Certifications Pre-Award Spending Expiring LOC Funds	“Grants Management Homepage” (PeopleSoft Grants)

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Application/Product	*Pivot Grid Title*	*Link to Topic*
Grants Management	My Projects Transactions Bills by Status Incomplete Invoice Process Transactions Priced Not Billed	"Understanding the Grants WorkCenter - Queries Pagelet" (PeopleSoft Grants)
Maintenance Management	Unassigned Work Order Tasks Top 5 Problem Codes Most Costly Assets to Maintain	"Understanding the Maintenance Management WorkCenter Dashboard" (PeopleSoft Maintenance Management)
Maintenance Management	Child Work Order Cost Estimated Cost Variance Scheduled Cost Variance Asset Hierarchy Cost	"Understanding the Queries Pagelet" (PeopleSoft Maintenance Management)
Maintenance Management	Scheduled Tasks Tasks by Priority WO Time Entries	"Scheduled Tasks Pivot Page" (PeopleSoft Maintenance Management) "Tasks by Priority Pivot Page" (PeopleSoft Maintenance Management) "WO Time Entries Pivot Page" (PeopleSoft Maintenance Management)
Portal Packs	Near Term Branch Agenda Pagelet Overdue Branch Agenda Pagelet	"Analyzing Branch Agenda" (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)
Procurement Contracts	Top 10 Non Contract Category Top 10 Non Contract Item PO Contract Spend by Period	"Example: Contract/Sourcing WorkCenter " (PeopleSoft Supplier Contract Management)
Procurement Contracts	Top 10 Category Spend Procurement Obligations Procurement Spend Analysis Procurement Contract Spend	"Understanding the Contract/Sourcing WorkCenter - Queries Pagelet" (PeopleSoft Supplier Contract Management)

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Application/Product	*Pivot Grid Title*	*Link to Topic*
Project Costing	Project Profit Margin Contract Profit Margin Project Unbilled Cost WIP	"Reviewing Profit Margins and Unbilled Cost Using PeopleSoft Fluid" (PeopleSoft Project Costing)
Project Costing	Project Financials	"Project Financials (pivot) Page" (PeopleSoft Project Costing)
Project Costing	Project Status Reports	"Project Status Reports Page (pivot)" (PeopleSoft Project Costing)
Project Costing	My Project Teams	"My Project Teams (pivot) Page" (PeopleSoft Project Costing)
Project Costing	Project Timesheets Due	"Project Timesheets Due (pivot) Page" (PeopleSoft Project Costing)
Project Costing	My Project Transactions Budget vs Actual Financial Summary Closed Projects with Assets Budgets Not Finalized	"Understanding the Projects WorkCenter - Queries" (PeopleSoft Project Costing)
Purchasing	Payment Spend Analysis	"Analyzing Payment Spend with the PeopleSoft Fluid User Interface" (PeopleSoft Purchasing)
Purchasing	Procurement Spend Analysis	"Procurement Spend Analysis Page" (PeopleSoft Purchasing)
Purchasing	PO Spend Analysis As Of	"Buyer WorkCenter Home Page" (PeopleSoft Purchasing)
Purchasing	Supplier Watch List	"Supplier Watch List Page" (PeopleSoft Purchasing)
Resource Management	Open Service Orders Resource by Pool Distribution Top 25 Requested Competencies Top 25 Resource Competencies	"Understanding the Resource Management WorkCenter and Dashboard" (PeopleSoft Resource Management)

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Application/Product	*Pivot Grid Title*	*Link to Topic*
eSettlements	Discounts Lost/Taken	“Discounts Lost/Taken Pagelet” (PeopleSoft eSettlements)
Staffing	My Projects Transactions Transactions Priced Not Billed Bills by Status Incomplete Invoice Process	“Understanding the Staffing WorkCenter - Queries” (PeopleSoft Staffing Front Office)
Supplier	Liability Exposure by Supplier Match Exception Analysis Voucher Status Procurement Control Spend Procurement Obligations Procurement Spend Analysis Top 10 Contract Category Top 10 Non Contract Category Top 10 Non Contract Item	“Viewing the Supplier 360 Pagelets” (PeopleSoft Source to Settle Common Information) “Understanding the Supplier Administration Center” (PeopleSoft Source to Settle Common Information)
Supplier	Registration Status Federal Reporting Product Categories	“Understanding the Supplier Administration Center” (PeopleSoft Source to Settle Common Information) “Viewing SRM Dashboard Pagelets” (PeopleSoft Source to Settle Common Information)

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Application/Product	*Pivot Grid Title*	*Link to Topic*
Purchasing/Procurement	Activity Monitor Overdue PO Schedule Analysis PO Acknowledgement Status PO Contract Spend by Period Total PO Spend by PO Date Manager PO Contract Spend Manager PO Spend by PO Date Manager Spend by Category Manager Total Schedule Spend PO Spend Analysis As of Top 10 Category Spend Group Contract Summary Change Request Aging Approved Change Request Trend Approved Change Request Types	“Viewing SRM Dashboard Pagelets” (PeopleSoft Source to Settle Common Information) “Viewing the Group Contracts Pivot Grid” (PeopleSoft Source to Settle Common Information)
Supply and Demand	Sales Order Bookings Purchase Order Amount Received	“Understanding the Supply/Demand WorkCenter - Queries” (PeopleSoft Inventory)

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Chapter 30

Understanding Drop Zones

Understanding Drop Zones

This topic provides and overview of Drop Zones, and the PeopleSoft Fluid, Classic, and Classic Plus components that are Drop Zone-enabled. Components are listed by:

- Financial Management Components Where Drop Zones are Enabled
- Asset Lifecycle Management Components Where Drop Zones are Enabled
- Enterprise Service Automation Components Where Drop Zones are Enabled
- Supply Chain Management Components Where Drop Zones are Enabled

Understanding Drop Zones

Drop Zones allows editable or display only transaction fields to be added to an existing PeopleSoft Fluid page using configurations without customizing the delivered objects. You can add your own fields to Fluid pages to display or update your data. PeopleSoft has added Drop Zones to the top and bottom of some Fluid pages. You can create records, sub-pages and other new objects as necessary to fill in the Drop Zones.

For more information about Drop Zones, see the product documentation for *PeopleTools: Fluid User Interface Developer's Guide,* "Creating Pages for Fluid Applications", Creating and Configuring Drop Zones.

Note: For future uptake of drop zones, use the *PeopleTools Features* tracking group. Enter the tracking group value *Drop Zone Support for PT8.57,* or above.

Click to view a Video Feature Overview of PeopleSoft Drop Zones.

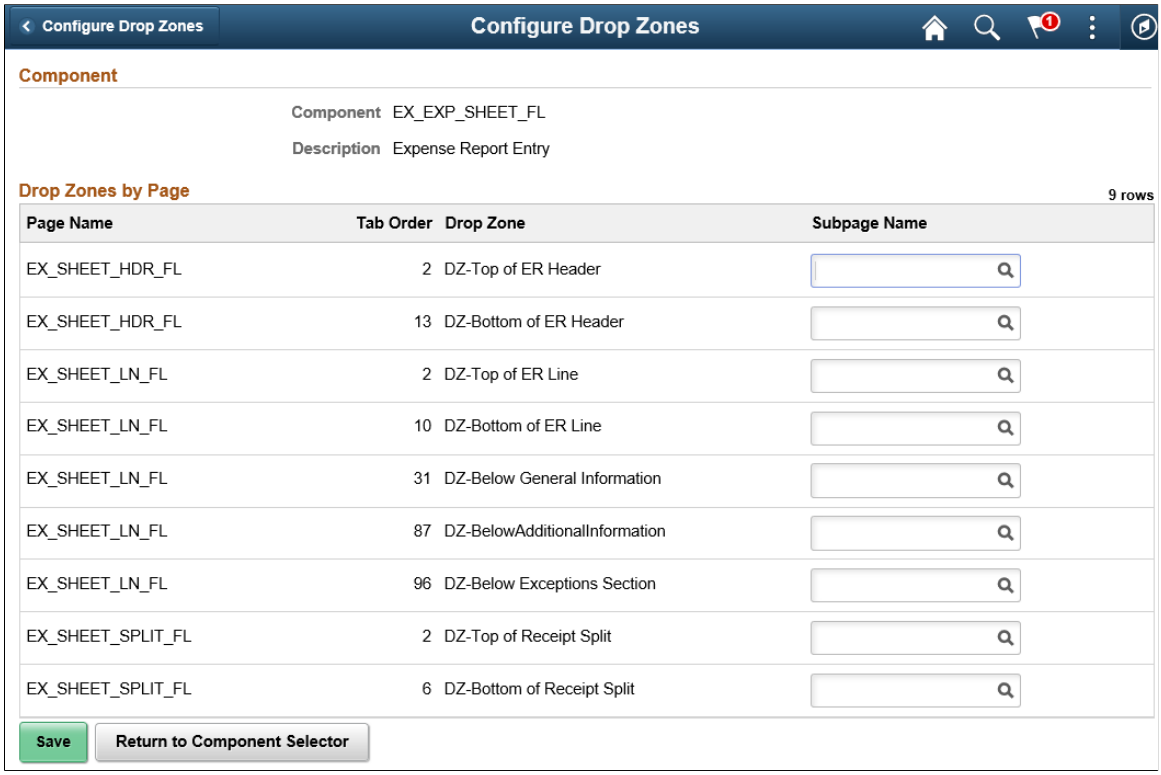
Find Drop Zone-Enabled Pages

To find which fluid pages have been enabled for drop zones:

1. Navigate to: **PeopleTools** > **Portal** > **Configure Drop Zones**
2. Enter the Component (in column 2 below) into the **Component** field.
3. Click Search.

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Lists drop zone-enabled pages by component.



The Page Name column provides the Page ID for all pages, within the component, where drop zones are available.

Financial Management Components Where Drop Zones are Enabled

This table lists the Financial Management components where drop zones are enabled:

Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Billing	BI_HDR_APP_GRID _FL	Billing Fluid WorkCenter - Generic App grid	Fluid	Image 33
Billing	BI_INTFC_APPG_FL	Billing Fluid WorkCenter - Interface app grid	Fluid	Image 33
Billing	BI_MASSMAINT_FL	Billing Mass Maintenance	Fluid	Image 33
Cash Management/ Treasury	TR_APP_WC_GRID_ FL	Treasury Fluid WorkCenter - Accounting Entries	Fluid	Image 33

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Cash Management/ Treasury	TR_WR_TMPLT_APP _FL	Treasury Fluid WorkCenter - Approve Transfer Templates	Fluid	Image 33
Cash Management/ Treasury	TR_WC_FG_GRID_ FL	Treasury Fluid WorkCenter - Financial Gateway	Fluid	Image 33
Cash Management/ Treasury	R_DEAL_WC_GRID _FL	Treasury Fluid WorkCenter - Deals Portfolio	Fluid	Image 33
Cash Management/ Treasury	TR_WC_DEAL_ CONF_FL	Treasury Fluid WorkCenter - Confirm Deals	Fluid	Image 33
Cash Management/ Treasury	TR_WC_DEAL_APPR _FL	Treasury Fluid WorkCenter - Approve Deals	Fluid	Image 33
eBill Payment	EB_ACCTG_DET_FL	Account Settings	Fluid	Image 32
eBill Payment	EB_SACCTG_DET_ FL	Account Settings	Fluid	Image 32
eBill Payment	EB_ACCTG_ SUMMRY_FL	Account Summary	Fluid	Image 32
eBill Payment	EB_CONTACTUS_FL	Contact Us	Fluid	Image 32
eBill Payment	EB_INVOICES_LST_ FL	Invoices	Fluid	Image 32
eBill Payment	EB_INV_DET_FL	Invoice Detail	Fluid	Image 32
eBill Payment	EB_MSGDTL_FL	Message Detail	Fluid	Image 32
eBill Payment	EB_PAYCART_AG_ FL	Payment Cart	Fluid	Image 32
eBill Payment	EB_PAY_HIS_FL	Payment History	Fluid	Image 32
eBill Payment	EB_PND_PAY_FL	Pending Payments	Fluid	Image 32

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
eBill Payment	EB_QUICK_PAY_FL	Quick Pay	Fluid	Image 32
eBill Payment	EB_STMT_FL	Statements	Fluid	Image 32
eBill Payment	EB_USER_ADMIN_FL	Administrator Users	Fluid	Image 32
eBill Payment	EB_MAKE_PAY_FL	Make a Payment	Fluid	Image 32
eSettlements	EM_SSIAG_FL	eSettlements SSI Fluid Activity Guide	Fluid	Image 36
eSettlements	EMSSI_VIEWINV_FL	eSettlements SSI Fluid AG - View Invoice	Fluid	Image 36
eSettlements	EMSSI_CORRINV_FL	eSettlements SSI Fluid AG - CorrectInvoice	Fluid	Image 36
General Ledger	SJ_JRNL_ENTRY_FL	Simple Journal	Fluid	Image 31
Payables	PR_REQUEST_FL	Payment Request Center	Fluid	Image 31
Payables	PR_WIZARD_FL	Payment Request Wizard	Fluid	Image 31
Payables	AP_HDR_APP_GRD2_FL	AP Header App Grid	Fluid	Image 32
Payables	AP_HDR_APP_GRID_FL	AP Header App Grid	Fluid	Image 32
Payables	VCHR_EXPRESS	Voucher Entry	Classic(+)	Image 36
Receivables	AR_ACCTENT_DTL_FL	Receivables Fluid Workcenter - Accounting Entries to GL	Fluid	Image 33
Receivables	AR_ACCTENT_DTL1_FL	Receivables Fluid Workcenter - Accounting Entries Review	Fluid	Image 33

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Receivables	AR_ACT_DTL_FL	Receivables Fluid Workcenter - Action Detail Review	Fluid	Image 33
Receivables	AR_CDR_RCPTS_FL	Receivables Fluid Workcenter - Cash Drawer Receipts	Fluid	Image 33
Receivables	AR_CONVER_DTL_FL	Receivables Fluid Workcenter - Conversations To Review	Fluid	Image 33
Receivables	AR_EXCEL_ERR_FL	Receivables Fluid Workcenter - Excel Upload Error Correction	Fluid	Image 33
Receivables	AR_ITEM_DTL_FL	Receivables Fluid Workcenter - Item Maintenance	Fluid	Image 33
Receivables	AR_KK_EXP_FL	Receivables Fluid Workcenter - Revenue Estimate Exceptions	Fluid	Image 33
Receivables	AR_KKEXP2_FL	Receivables Fluid Workcenter - Misc Payment Exceptions	Fluid	Image 33
Receivables	AR_MWS_DTL_FL	Receivables Fluid Workcenter - Maintenance worksheet	Fluid	Image 33
Receivables	AR_PENDITM_DTL_FL	Receivables Fluid Workcenter - Pending Item Entry	Fluid	Image 33
Receivables	AR_PENDITM_DTL1_FL	Receivables Fluid Workcenter - Accounting Entries Review	Fluid	Image 33
Receivables	AR_TRN_DTL_FL	Receivables Fluid Workcenter - Transfer Worksheet Application	Fluid	Image 33

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Receivables	AR_WC_ALERT_SEL_FL	Receivables Fluid Workcenter - AR Fluid WC Owner Action	Fluid	Image 33
Receivables	AR_WC_CCTLRVW_FL	Receivables Fluid Workcenter - Cash Control Review	Fluid	Image 33
Receivables	AR_WC_DEPOSIT_FL	Receivables Fluid Workcenter - Deposit Entry	Fluid	Image 33
Receivables	AR_WC_DJAEER_FL	Receivables Fluid Workcenter - Direct Journal Review	Fluid	Image 33
Receivables	AR_WC_DJRVW_FL	Receivables Fluid Workcenter -Direct Journal Review	Fluid	Image 33
Receivables	AR_WC_EXCEL_ERR_FL	Receivables Fluid Workcenter -Fluid Excel Error Correction	Fluid	Image 33
Receivables	AR_WC_INTFC_SEL_FL	Receivables Fluid Workcenter - Fluid Interfaces Not Run	Fluid	Image 33
Receivables	AR_WC_ITEM_LIST_FL	Receivables Fluid Workcenter - Open Item for AR fluid WC	Fluid	Image 33
Receivables	AR_WC_ITEMS_SEL_FL	Receivables Fluid Workcenter - AR Fluid WorkCenter Item Grid	Fluid	Image 33
Receivables	AR_WC_PND_SEL_FL	Receivables Fluid Workcenter - AR Fluid WC Pending Items	Fluid	Image 33
Receivables	AR_WC_PYMNT_FL	Receivables Fluid Workcenter - Payment Information	Fluid	Image 33
Receivables	AR_WC_PYMNT_SEL_FL	Receivables Fluid Workcenter - Payment Selection	Fluid	Image 33

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Receivables	AR_WC_PYWS_FL	Receivables Fluid Workcenter - Payment Worksheet Application	Fluid	Image 33
Receivables	AR_WC_PYWSEP_FL	Receivables Fluid Workcenter - ePayment Worksheet Application	Fluid	Image 33
Receivables	AR_WLIST_FL	Receivables Fluid Workcenter - Fluid Worklist	Fluid	Image 33
Receivables	ARDF_FL_APPR_LN	Receivables Fluid Workcenter - Line Details	Fluid	Image 33
Receivables	ARMT_FL_APPR_LN	Receivable Fluid Workcenter - Line Details	Fluid	Image 33
Receivables	ARPY_FL_APPR_LN	Receivable Fluid Workcenter- Line Details for AR Payment write off fluid approval	Fluid	Image 33
Receivables	C360_AR_ITM_SRC_FL	Fluid CCV - Customer Items Inquiry	Fluid	Image 33
Receivables	C360_AR_PMT_SRC_FL	Fluid CCV - Customer Payments Inquiry	Fluid	Image 33
Receivables	C360_BI_INV_SRC_FL	Fluid CCV - Customer Invoices Inquiry	Fluid	Image 33
Receivables	C360_CA_CNT_SRC_FL	Fluid CCV - Customer Contracts Inquiry	Fluid	Image 33
Receivables	C360_CUST_BALS_FL	Fluid CCV - Customer Items	Fluid	Image 33
Receivables	C360_CUST_HIST_FL	Fluid CCV - Customer History Transactions	Fluid	Image 33
Receivables	C360_CUSTBALSRC_FL	Fluid CCV - Customer Items Inquiry	Fluid	Image 33

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Receivables	C360_DS_CNTR_FL	Fluid CCV - Contracts Document Status	Fluid	Image 33
Receivables	C360_DS_INVS_FL	Fluid CCV - Invoices Document Status	Fluid	Image 33
Receivables	C360_DS_ITEM_FL	Fluid CCV - Customer Items Document Status	Fluid	Image 33
Receivables	C360_DS_PYMT_FL	Fluid CCV - Payment Document Status	Fluid	Image 33
Receivables	C360_DS_QUOT_FL	Fluid CCV - Quotation Document Status	Fluid	Image 33
Receivables	C360_DS_RMA_FL	Fluid CCV - RMA Document Status	Fluid	Image 33
Receivables	C360_DS_SO_FL	Fluid CCV - Sales Order Document Status	Fluid	Image 33
Receivables	C360_HIST_SRC_FL	Fluid CCV - Customer Invoices History Inquiry	Fluid	Image 33
Receivables	C360_LASTACT_FL	Fluid CCV - Customer Last Actions	Fluid	Image 33
Receivables	C360_OM_QUO_SRC_FL	Fluid CCV - Customer Quotations Inquiry	Fluid	Image 33
Receivables	C360_OM_RMA_SRC_FL	Fluid CCV - Customer RMA'S Inquiry	Fluid	Image 33
Receivables	C360_OM_SHP_SRC_FL	Fluid CCV - Customer Shipments Inquiry	Fluid	Image 33
Receivables	C360_OM_SO_SRC_FL	Fluid CCV - Customer Sales Orders Inquiry	Fluid	Image 33
Receivables	C360_REC_CNTR_FL	Fluid CCV - Customer Contracts	Fluid	Image 33

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Receivables	C360_REC_INVOIC_FL	Fluid CCV - Customer Invoices	Fluid	Image 33
Receivables	C360_REC_ITEMS_FL	Fluid CCV - Customer Recent Items	Fluid	Image 33
Receivables	C360_REC_PAYMT_FL	Fluid CCV - Customer Payments	Fluid	Image 33
Receivables	C360_REC_QUOTE_FL	Fluid CCV - Customer Recent Quotations	Fluid	Image 33
Receivables	C360_REC_RMA_FL	Fluid CCV - Customer Recent Returns	Fluid	Image 33
Receivables	C360_REC_SHIP_FL	Fluid CCV - Customer Shipments	Fluid	Image 33
Receivables	C360_REC_SO_FL	Fluid CCV - Customer Sales Orders	Fluid	Image 33
Receivables	CUST_STMTS_LAST_FL	Fluid CCV - Customer Last Statement	Fluid	Image 33
Treasury	TR_BAX_AG_FL	Bank Account Transfer	Fluid	Image 31
Treasury	TR_BAX_CENTER_FL	Bank Transfer	Fluid	Image 31

Asset Lifecycle Management Components Where Drop Zones are Enabled

This table lists the Asset Lifecycle Management components where drop zones are enabled:

Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Asset Management	AM_FIND_ASSET_FL	Find Asset	Fluid	Image 31
Asset Management	PI_SCAN_ASSET_FL	Scan Asset	Fluid	Image 31
Asset Management	PI_SCAN_LOC_FL	Scan By Location	Fluid	Image 31

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Asset Management	PI_SCAN_PHY_FL	Physical Inventory	Fluid	Image 31
Maintenance Management	WM_INS_CREA_WO_FL.GBL	Create Work Order - Fluid	Fluid	Image 34
Maintenance Management	WM_INS_MTR_UPD_FL.GBL	Update Meter Reading	Fluid	Image 34
Maintenance Management	WM_INS_MTR_ADD_FL.GBL	Fluid Add Meter Reading	Fluid	Image 34
Maintenance Management	WM_INS_SCHD_PM_FL.GBL	Schedule 1-Time PM - Fluid	Fluid	Image 34
Maintenance Management	WM_INS_TSK_ACT_FL.GBL	Work Order Actuals entry	Fluid	Image 34
Maintenance Management	WM_WO_INSP_LIST_FL.GBL	My Inspections	Fluid	Image 34
Maintenance Management	WM_WO_INSPECT_FL.GBL	Mobile Work Order Inspection	Fluid	Image 34
Maintenance Management	WM_ADD_WR_SS_FL.GBL	Service Request	Fluid	Image 34

Enterprise Service Automation Components Where Drop Zones are Enabled

This table lists the Enterprise Service Automation components where drop zones are enabled:

Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Contracts	CA_MANAGE_CONTR_FL	Manage Contracts	Fluid	Image 36
Contracts	CA_MY_PREF_FL	User Preferences - Manage Contracts	Fluid	Image 36
Contracts	CA_HDR_PNG	Contracts General Information	Classic(+)	Image 38

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Contracts	CA_BILLPLAN	Define Billing Plan	Classic(+)	Image 38
Contracts	CA_ACCTPLAN	Define Revenue Plan	Classic(+)	Image 38
Expenses	EX_EXP_SHEET_FL	Create Expense Report	Fluid	Image 31
Expenses	EX_MY_WALLET_FL	My Wallet	Fluid	Image 31
Expenses	EX_TAUTH_FL	Create Travel Authorization	Fluid	Image 31
Expenses	EX_TAUTH_INQ_FL	View Travel Authorization	Fluid	Image 31
Expenses	EX_EXP_LIST_FL	My Expense Report	Fluid	Image 32
Expenses	EX_WALLET_HIST_FL	Expense My Wallet History	Fluid	Image 32
Expenses	EX_TAUTH_SRCH_FL	Travel Authorization Search	Fluid	Image 32
Expenses	EX_RPT_HISTORY_FL	Expense Report History	Fluid	Image 32
Grants Management	GM_AWD_CERT_UPD_FL	Update Award Certification	Fluid	Image 31
Grants Management	GM_AWD_EXP_FL	Award Expiration	Fluid	Image 31
Grants Management	GM_PIPORTAL_SUM_FL	PI Portal Summary	Fluid	Image 31
Grants Management	GM_UPD_MILE_FL	Update Award Milestone	Fluid	Image 31
Grants Management	GM_AWARD	Award Profile	Classic(+)	Image 38
Project Costing	PC_LATE_TIMESH_FL	Project Timesheets Due	Fluid	Image 32
Project Costing	PC_MAP_FL	Resource Locator	Fluid	Image 32

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Project Costing	PC_MY_PRJ_GC_FL	Project Schedules	Fluid	Image 32
Project Costing	PC_SA_FL	Project Analytics	Fluid	Image 32
Project Costing	PC_PROJ_FIN_FL	Project Financials	Fluid	Image 32
Project Costing	PC_PROJ_PERF_FL	Project Performance	Fluid	Image 32
Project Costing	PC_RES_DTL_FL	Project Resource Details	Fluid	Image 32
Project Costing	PC_RS_SCHD_FL	Resource Schedule	Fluid	Image 32
Project Costing	PC_TM_SCHD_FL	Team Schedules	Fluid	Image 32
Project Costing	PC_RESOURCE_DTL_FL	Project Resource Details	Fluid	Image 32
Project Costing	PROJECT_GENERAL	Project General	Classic+	Image 37
Project Costing	PROJECT_ACTIVITY	Activity General	Classic+	Image 37
Program Management	PGM_SR_EE_FL	Status Reports	Fluid	Image 32
Program Management	PGM_SR_UPD_FL	Status Report View & Edit	Fluid	Image 32
Resource Management	RS_ASSGN_DTL_FL	Resource Assignment Detail	Fluid	Image 31
Resource Management	RS_BUS_CRD_FL	Business Card	Fluid	Image 31
Resource Management	RS_WRKR_PROFILE_FL	My Profile	Fluid	Image 31
Resource Management	RS_WRKR_SRCH_FL	Resource Profile	Fluid	Image 31
Resource Management	RS_ASSIGNMENT	Assign Resource	Classic	Image 51
Resource Management	RS_SERVICE_ ORDER	Resource Requests	Classic	Image 51

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Supply Chain Management Components Where Drop Zones are Enabled

This table lists the Supply Chain Management components where drop zones are enabled:

Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Cost Management	CM_WC_ACCTG_NC_FL	Accounting Lines Not Created	Fluid	Image 32
Cost Management	CM_WC_ACTLN_ERR_FL	Accounting Line Errors	Fluid	Image 32
Cost Management	CM_WC_INSFT_QTY_FL	Insufficient Qty for Depletion	Fluid	Image 32
Cost Management	CM_WC_NEG_INV_FL	Negative Inventory	Fluid	Image 32
Cost Management	CM_WC_NOPOST_GL_FL	Accounting Not Posted to GL	Fluid	Image 32
Cost Management	CM_WC_NOT_COST_FL	Transactions Not Costed	Fluid	Image 32
Cost Management	CM_WC_NO_DEPL_FL	Demand Not Depleted	Fluid	Image 32
Cost Management	CM_WC_OTHER_ISS_FL	Other Issues for Not Costed	Fluid	Image 32
Cost Management	CM_WC_PEND_PRDN_FL	Pending Calc Production Cost	Fluid	Image 32
Cost Management	CM_WC_PUTAWAY_FL	Putaway Not Completed	Fluid	Image 32
Cost Management	CM_WC_ACRU_LIAB_FL	Accrued Liability Difference	Fluid	Image 32
Cost Management	CM_WC_AVG_NEG_FL	Negative Weighted Average Cost	Fluid	Image 32
Cost Management	CM_WC_CT_TOLER_FL	Item Cost Update Tolerance	Fluid	Image 32
Cost Management	CM_WC_INV_VALUE_FL	Cost Balancing Tolerance	Fluid	Image 32

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Cost Management	CM_WC_NOPREP_CT_FL	No PrepAvg Cost for Depletion	Fluid	Image 32
eProcurement	PV_MOB_855_CMP	Create Requisition	Fluid	Image 31
eProcurement	PV_MOB_855_MNG	My Requisitions	Fluid	Image 31
eProcurement	PV_RECV_PO_FL	ePro Receiving	Fluid	Image 31
eProcurement	PV_PROCURE_REQ	ePro Requisitions	Fluid	Image 36
eProcurement	PV_REQUISITIONS	Requisitions	Fluid	Image 36
Inventory	MIN_CART_COUNT_FL	Par Count	Fluid	Image 31
Inventory	MIN_CART_CT_ADH_FL	Par Count Ad Hoc	Fluid	Image 31
Inventory	MIN_CNT_BY_ITEM_FL	Count by Item	Fluid	Image 31
Inventory	MIN_CNT_BY_LOC_FL	Count by Location	Fluid	Image 31
Inventory	MIN_CNT_MANUAL_FL	Manual Count	Fluid	Image 31
Inventory	MIN_COUNT_GUIDE_FL	Guided Count	Fluid	Image 31
Inventory	MIN_PO_RECV_F	Receiving PO	Fluid	Image 31
Inventory	IN_SUBSTITUTION_FL	Inventory Substitute Analytics	Fluid	Image 32
Inventory	MATERIAL_ISSUES	Material Stock Request	Classic(+)	Image 36
Manufacturing	PRDN_ID_MAINT	Production ID Maintenance	Classic(+)	Image 36
Mobile Inventory	MIN_CART_FL	Delivery Cart	Fluid	Image 32

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Mobile Inventory	MIN_DELIVERY_FL	Delivery	Fluid	Image 32
Mobile Inventory	MIN_FULFL_INQ_FL	Fulfillment Inquiry	Fluid	Image 32
Mobile Inventory	MIN_ITMST_IN_CP_FL	Item Stock Inquiry	Fluid	Image 32
Mobile Inventory	MIN_NPO_RECV_FL	Receiving Ad Hoc	Fluid	Image 32
Mobile Inventory	MIN_EXP_ISSUE_FL	Express Issue	Fluid	Image 32
Mobile Inventory	MIN_PUTAWAY_FL	Perform Putaway	Fluid	Image 32
Mobile Inventory	MIN_BINTRANS_FL	Bin to Bin Transfer	Fluid	Image 32
Mobile Inventory	MIN_ADJUSTMENTS_FL	Adjustments	Fluid	Image 32
Mobile Inventory	MIN_PCK_FEEDBK_FL	Picking Feedback	Fluid	Image 32
Order Management	ORDENT_FORM	Order Entry Form	Classic(+)	Image 36
Purchasing	PO_CNTRCT_EXP_FL	Expiring Contracts	Fluid	Image 32
Purchasing	PO_POAPP_CYC_FL	PO Approval Cycle Time	Fluid	Image 32
Purchasing	PO_PREF_POACT_FL	PO Approval Cycle Time	Fluid	Image 32
Purchasing	PO_PREF_PQACT_FL	Requisition Approval Cycle Time	Fluid	Image 32
Purchasing	PO_PREF_R2PCT_FL	Requisition to PO Cycle Time	Fluid	Image 32
Purchasing	PO_FL_APPR_DISTRIB	Fluid Approval of Purchase Order	Fluid	Image 32
Purchasing	CNT_GRPCNT_FL	Group and Special Contracts	Fluid	Image 32

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Purchasing	PO_REQAPP_CYC_FL	Req Approval Cycle Time	Fluid	Image 32
Purchasing	PO_REQTOPO_CYC_FL	Req to PO Cycle Time	Fluid	Image 32
Purchasing	O_SWL_FL	Supplier Watch List	Fluid	Image 32
Purchasing	PURCHASE_ORDER_EXP	Express Purchase Order	Classic(+)	Image 36
Purchasing	PURCHASE_ORDER	Purchase Order	Classic(+)	Image 36
Purchasing	CNTRCT_ENTRY	Contract Entry	Classic(+)	Image 36
Purchasing	RECV_PO	Purchasing Receiving	Classic(+)	Image 36
Purchasing	RECV_INSPECT	Inspection	Classic(+)	Image 36
Purchasing	REQUISITIONS	Requisitions	Classic(+)	Image 36
Purchasing/Supplier Scorecarding	SCD_DEFAULTS_FL	Scorecarding Default Settings	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_EVAL_DFLTS_FL	Evaluation Reason Options	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_KPI_CAT_FL	KPI Categories	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_KPI_DEF_FL	KPI Definitions	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_QUEST_GRPS_FL	Question Groups	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_RATE_MODELS_FL	Scoring Models	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_SECT_GRPS_FL	Section Groups	Fluid	Image 32

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Purchasing/Supplier Scorecarding	SCD_TMPL_TYPES_FL	Template Types	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_TMPL_DFLTS_FL	Template Reason Options	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_QUESTIONS_FL	Scorecarding Questions	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_TEMPLATES_FL	Evaluation Templates	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_TEMPLAT_REV_FL	Template Details	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_BLD_EVAL_FL	Create Evaluation	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_EVALAD_DISP_FL	Create Evaluation Dispatcher	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_USR_EVAL_FL	My Evaluations	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_USR_EVAL_S_FL	My Evaluations SFF	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_MAN_EVAL_FL	Manage Evaluations	Fluid	Image 32
Purchasing/Supplier Scorecarding	SCD_EVALDRILLDN_FL	SCD Evaluation Drilldown	Fluid	Image 32
Purchasing/Supplier Watchlist	PO_SWL_FL	Supplier Watch List	Fluid	Image 32
Strategic Sourcing	SOURCING_EVENTS_FL	My Sourcing Events	Fluid	Image 32
Strategic Sourcing	AUC_BIDDER_REGISTR	Bidder Registration Component	Classic(+)	Image 36
Supplier Comprehensive Portal	SCP_EMPUSR_PREF_FL	Supplier User Preferences	Fluid	Image 32

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Supplier Comprehensive Portal	SCP_POA_TRAN_ CMPFL	Acknowledge Purchase Orders	Fluid	Image 32
Supplier Comprehensive Portal	SCP_PO_HIST_CMP _FL	POA History	Fluid	Image 32
Supplier Comprehensive Portal	SCP_PUBCLDR_CMP _FL	Events Calendar	Fluid	Image 32
Supplier Comprehensive Portal	SCP_PUB_ANN_CMP _FL	Announcements	Fluid	Image 32
Supplier Comprehensive Portal	SCP_PUB_BID_CMP _FL	Bidding Event Information	Fluid	Image 32
Supplier Comprehensive Portal	SCP_PUB_FAQ_CMP _FL	Help and Contact Us	Fluid	Image 32
Supplier Comprehensive Portal	SCP_PUB_NOIACMP _FL	NOIA Information	Fluid	Image 32
Supplier Comprehensive Portal	SCP_PUB_REG_CMP _FL	SCP_PUB_REG_FL	Fluid	Image 32
Supplier Comprehensive Portal	SCP_PUB_WEL_CMP _FL	BST Supplier Portal	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SC_ACKPO_ CMPFL	Acknowledge Purchase Orders	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SEC_ALRT_ CMPFL	Alert Overdue Shipments	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SEC_ASN_CMP _FL	Advanced Shipping Notices	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SEC_BID_CMP _FL	Bidding Opportunities	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SEC_CNT_CMP _FL	Manage Contract Documents	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SEC_DEL_CMP _FL	Manage Deliverables	Fluid	Image 32

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Application / Product	*Component*	*Component Description*	*Fluid or Classic(+)*	*Image Drop Zone Enabled*
Supplier Comprehensive Portal	SCP_SEC_NOACMP _FL	NOA Information	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SEC_NOIACMP _FL	NOIA	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SEC_PO_CMPFL	Purchase Orders	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SEC_QUOT_ CMPFL	Quotes	Fluid	Image 32
Supplier Comprehensive Portal	SCP_SEC_RCPT_ CMPFL	Receipts	Fluid	Image 32
Supplier Comprehensive Portal	SCP_S_ACKPO_ CMPFL	Purchase Orders	Fluid	Image 32
Supplier Comprehensive Portal	SCP_USER_PREF_FL	Supplier User Preferences	Fluid	Image 32
Work Order	WM_ADD_WR_WIZ _FL	Service Request Wizard	Fluid	Image 31
Work Order	WM_INS_TSK_ACT_ FL	Work Order Task Actuals	Fluid	Image 31
Work Order	WM_WO_ACT_FL	Work Order Task	Fluid	Image 31

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Chapter 31

Setting Up and Using PeopleSoft Fluid for Financials and Supply Chain Management

Understanding PeopleSoft Fluid User Interface

Click to watch a short video about PeopleSoft Fluid User Experience in Financials and Supply Chain Management

Click to watch a short video about PeopleSoft Fluid User Interface - Getting Started.

Oracle's PeopleSoft has two user interfaces:

- PeopleSoft Classic User Interface, which was designed to be used on a laptop and desktop.

  This interface was previously known as PIA (PeopleSoft Internet Architecture).

- PeopleSoft Fluid User Interface, which was designed to be used on mobile devices, but can also be used on a laptop and desktop.

  The PeopleSoft application reads the type of device you are using and renders the page accordingly. However, some pages are not designed for smart phones at this time.

PeopleTools documentation regarding the PeopleSoft Fluid User Interface includes:

- *PeopleTools: Fluid User Interface Developer's Guide*.
- *PeopleTools: Applications User's Guide*, Working With PeopleSoft Fluid User Interface.

Common Elements Used with PeopleSoft Fluid User Interface

The fluid banner is displayed on every fluid page and contains many of the same controls.

However, the controls displayed within the fluid banner can vary form component to component, depending on component settings, system settings, where you navigate from, and more. For additional information about the controls in the fluid banner, see *PeopleTools: Applications User's Guide*, Working with the PeopleSoft Fluid User Interface, Working with Fluid Pages and Controls.

Understanding PeopleSoft Page Navigation in Online Help Documentation

With the introduction of PeopleSoft PeopleTools 8.55, Fluid navigation is the default navigation approach for PeopleSoft applications. Users can navigate to application pages from Fluid homepages. Additionally, application pages can be accessed using classic PeopleSoft navigation paths by selecting Navigator from the Fluid NavBar.

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Companies using PeopleSoft applications might configure the delivered homepages and Fluid transactions differently since both are customizable, but the classic navigation remains a consistent way to navigate to all pages.

Since the Classic navigation paths remain relatively static, the PeopleSoft Online Help documentation provides only the classic navigation paths. This ensures that readers of PeopleSoft documentation can always navigate to a page even if their own Fluid homepages have been customized.

Common Terms Used with the PeopleSoft Fluid WorkCenter

See Common Terms Used with the PeopleSoft Classic WorkCenter for a list of terms used in PeopleSoft Fluid WorkCenters. Not all apply to Fluid.

Understanding Delivered Fluid Pages

This topic provides the PeopleSoft Fluid pages listed by:

- Common to FSCM Applications
- Financial Management
- Asset Lifecycle Management
- Enterprise Service Automation
- Supply Chain Management

In addition to the PeopleSoft Fluid pages listed in these tables, you can find:

- PeopleSoft Approval pages listed in this topic: PeopleSoft FSCM - Fluid Approval Transactions
- PeopleSoft WorkCenter pages listed in this topic: Understanding Delivered WorkCenters and Dashboards

Common to FSCM Applications

This table lists PeopleSoft delivered Fluid pages that are common to FSCM Applications or in Enterprise Components:

Fluid Page	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Personalize Page (Fluid)			
Edit Filters Personalize Page (Fluid)			
Maintain Scope Detail Page (Fluid)			

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Fluid Page	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Configure Scope Page (Fluid)			
Create Scope Page (Fluid)			
Configure Filter Values Page (Fluid)			
Personalize Homepage Page			
Add Homepage Page			
Add Tile Page			
Notify Page			
Pending Approvals Page			
Filters Page			
Approval Header Detail Page			
Approval Chain Page			
Approve Page			
Approval Line Detail Page			
Approvals History Page			
Enterprise Components: “Design Forms - Design a New Form Page” (Enterprise Components)	Not applicable	Image 24	
Enterprise Components: “Form Designer - Form Page” (Enterprise Components)	Not applicable	Image 24	
Enterprise Components: “My Forms Page” (Enterprise Components)	Not applicable	Image 24	

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Fluid Page	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Enterprise Components: “Pending Approvals - Forms Page” (Enterprise Components)	Not applicable	Image 24	
View Business Card Page			
Ad hoc Email Configuration Page		Image 37	
Email Notification Page		Image 37	
View Approval Status Page		Image 53	
“Work Management Link ID's Page” (Enterprise Components)		Image 53	
“Enable Work Management Exception Page” (Enterprise Components)		Image 53	
“Work Management Product Default Page” (Enterprise Components)		Image 53	
“Work Management Record Group Default Page” (Enterprise Components)		Image 53	
“Exception Comments Window” (Enterprise Components)		Image 53	
“Exception History Window” (Enterprise Components)		Image 53	

Financial Management

This table lists PeopleSoft delivered Fluid pages that are common to Financial Management Applications:

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Billing

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Billing	“Tiles Used to Analyze Billing Operations” (PeopleSoft Source to Settle Common Information) - Billing Interface Errors Pivot Page “Tiles Used to Analyze Billing Operations” (PeopleSoft Source to Settle Common Information) - Billing Pending Invoices Pivot Page “Tiles Used to Analyze Billing Operations” (PeopleSoft Source to Settle Common Information) - Invoice Cycle Time Pivot Page		Image 24	
Billing	“Using the PeopleSoft Fluid Billing WorkCenter (SFF)” (PeopleSoft Billing) Billing WorkCenter Page Bill Summary Page Bill Detail Page Invoice not Finalized Page		Image 18	
Billing	“Billing Definition - Business Unit 1 Page (Fluid)” (PeopleSoft Billing)	“Billing Definition - Business Unit 1 Page” (PeopleSoft Billing)	Image 47	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Billing	“Billing Definition - Business Unit 2 Page (Fluid)” (PeopleSoft Billing)	“Billing Definition - Business Unit 2 Page” (PeopleSoft Billing)	Image 47	
Billing	“Billing Definition - Business Unit 3 Page (Fluid)” (PeopleSoft Billing)	“Billing Definition - Business Unit 3 Page” (PeopleSoft Billing)	Image 47	
Billing	“Billing Definition - Business Unit 4 Page (Fluid)” (PeopleSoft Billing)	“Billing Definition - Business Unit 4 Page” (PeopleSoft Billing)	Image 47	
Billing	Grid Settings page (BI_HDR_APP_GRID_FL)		Image 53	

Cash Management

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Cash Management	“My Preferences - Forecast Page (Fluid)” (PeopleSoft Cash Management)	Not applicable	Image 10	
Cash Management	“Cash Forecast - Summary Page (Fluid)” (PeopleSoft Cash Management)	“Cash Forecasting Results Page” (PeopleSoft Cash Management)	Image 10	
Cash Management	“Cash Forecast - Currency Page (Fluid)” (PeopleSoft Cash Management)	“Cash Forecasting Results Page” (PeopleSoft Cash Management)	Image 10	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Cash Management	“Cash Forecast - Bank Account Groups Page (Fluid)” (PeopleSoft Cash Management)	“Cash Forecasting Results Page” (PeopleSoft Cash Management)	Image 10	
Cash Management	“Cash Forecast - Bank Page (Fluid)” (PeopleSoft Cash Management)	“Cash Forecasting Results Page” (PeopleSoft Cash Management)	Image 10	
Cash Management	“Cash Forecast - Bank Accounts Page (Fluid)” (PeopleSoft Cash Management)	“Cash Forecasting Results Page” (PeopleSoft Cash Management)	Image 10	
Cash Management	“Cash Forecast - Business Unit Groups Page (Fluid)” (PeopleSoft Cash Management)	“Cash Forecasting Results Page” (PeopleSoft Cash Management)	Image 10	
Cash Management	“Cash Forecast - Business Unit Page (Fluid)” (PeopleSoft Cash Management)	“Cash Forecasting Results Page” (PeopleSoft Cash Management)	Image 10	
Cash Management	“Treasury Settlements - Pending Approvals Page” (PeopleSoft Cash Management) “Treasury Settlements - Approval Header Detail Page” (PeopleSoft Cash Management)	Not applicable	Image 20	
Cash Management	“Available vs Forecast Details Page (Fluid)” (PeopleSoft Cash Management)	Not applicable	Image 25	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Cash Management	See the "Investment and Debt Page" (PeopleSoft Cash Management) for information about the following Fluid detail pages: Investment Mix DrillDown page Bank Balances Detail page Investment Holding Details page Investment Type Details page Debt Holding Details page Debt Type Details page	Not applicable	Image 25	
Cash Management	"Cash Forecast Drilldown Page (Fluid)" (PeopleSoft Cash Management)	Not applicable	Image 25	
Cash Management	See "Working with Bank Transfers on the PeopleSoft Fluid User Interface" (PeopleSoft Cash Management) for information about the following Fluid detail pages: Bank Transfer Center Page Bank Transfer Review Page Bank Account Transfer Page	Not applicable	Image 27	

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eBill Payment

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eBill Payment	Fluid eBill Payment For more information about the pages in Fluid eBill Payment, see "Accessing PeopleSoft Fluid eBill Payment Transactions" (PeopleSoft eBill Payment)	Classic eBill Payment For more information about the pages in Classic eBill Payment, see "Accessing PeopleSoft Classic eBill Payment Transactions" (PeopleSoft eBill Payment)	Image 24	
eBill Payment	"Account Summary Page (LFF)" (PeopleSoft eBill Payment)	"Account Balance Page" (PeopleSoft eBill Payment)	Image 24	
eBill Payment	"Account Settings - Contact Information Page (LFF)" (PeopleSoft eBill Payment) "Account Settings - Billing Address Page (LFF)" (PeopleSoft eBill Payment) "Account Settings - Credit Cards Page (LFF)" (PeopleSoft eBill Payment)	"Profile - Contact Information Page" (PeopleSoft eBill Payment) Profile - Billing Address Page Profile - Credit Card Data Page	Image 24	
eBill Payment	"Contact Us Page (LFF)" (PeopleSoft eBill Payment)	"Contact Us Page" (PeopleSoft eBill Payment)	Image 24	
eBill Payment	"Invoice Balances Page (LFF)" (PeopleSoft eBill Payment)	"Balance Detail Page" (PeopleSoft eBill Payment)	Image 24	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eBill Payment	“Invoice Summary Page (LFF)” (PeopleSoft eBill Payment)	“Invoices - Invoice Line Details Page” (PeopleSoft eBill Payment)	Image 24	
eBill Payment	“Invoices Page (LFF)” (PeopleSoft eBill Payment)	“Invoices - Invoice List Page” (PeopleSoft eBill Payment)	Image 24	
eBill Payment	“Make a Payment Page (LFF)” (PeopleSoft eBill Payment)	Not applicable	Image 24	
eBill Payment	“Manage User Page (LFF)” (PeopleSoft eBill Payment)	“Customer Registration Setup Page” (PeopleSoft eBill Payment)	Image 24	
eBill Payment	“My Preferences - eBill Payment Page” (PeopleSoft eBill Payment)	“My Preferences for eBill Payment Page” (PeopleSoft eBill Payment)	Image 24	
eBill Payment	“Payment History Page (LFF)” (PeopleSoft eBill Payment)	“Payment History Page” (PeopleSoft eBill Payment)	Image 24	
eBill Payment	“Pending Payments Page (LFF)” (PeopleSoft eBill Payment)	“Pending Payments Page” (PeopleSoft eBill Payment)	Image 24	
eBill Payment	“Quick Pay Page (LFF and SFF)” (PeopleSoft eBill Payment)	Not applicable	Image 24	
eBill Payment	“Statements Page (LFF)” (PeopleSoft eBill Payment)	Not applicable	Image 24	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eBill Payment	Fluid Payment Cart **Note:** Pages in the Payment Cart change dynamically for the selected payment method. This is a representative list of the pages in the Payment Cart. “Invoices to Pay Page” (PeopleSoft eBill Payment) “Invoice Detail Page” (PeopleSoft eBill Payment) “Payment Details Page” (PeopleSoft eBill Payment) “Review and Submit Page” (PeopleSoft eBill Payment) “Payment Results Page” (PeopleSoft eBill Payment)	Classic Payment Cart **Note:** Pages in the Payment Cart change dynamically for the selected payment method. This is a list of the pages in the Payment Cart when paying by Hosted Credit Card. “Payment Cart - Step 1 of 4” (PeopleSoft eBill Payment) “Make Payment - Step 2 of 4” (PeopleSoft eBill Payment) “Payment Confirmation: Enter Credit Card Info - Step 3 of 4” (PeopleSoft eBill Payment) “Payment Results - Step 4 of 4” (PeopleSoft eBill Payment)	Image 24	
eBill Payment	“Using the Customer Hierarchy (Fluid)” (PeopleSoft eBill Payment)	“Using the Customer Hierarchy (Classic)” (PeopleSoft eBill Payment)	Image 37	

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eSettlements

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eSettlements	“My Invoices Page” (PeopleSoft eSettlements)	Not applicable	Image 28	
eSettlements	“Invoice Inquiry Page” (PeopleSoft eSettlements)	Not applicable	Image 28	
eSettlements	“Payment Inquiry Page” (PeopleSoft eSettlements)	Not applicable	Image 28	
eSettlements	“Invoices in Dispute Page” (PeopleSoft eSettlements)	Not applicable	Image 28	
eSettlements	“Upload Invoices Page” (PeopleSoft eSettlements)	Not applicable	Image 28	
eSettlements	“Recent Messages Page” (PeopleSoft eSettlements)	Not applicable	Image 28	
eSettlements	“My Agreements Page” (PeopleSoft eSettlements)	Not applicable	Image 28	
eSettlements	“Master Agreements Page” (PeopleSoft eSettlements)	Not applicable	Image 28	

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General Ledger

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
General Ledger	“View Business Unit Management Page” (PeopleSoft General Ledger)	Not applicable	Image 19	
General Ledger	Ledgers For A Unit - Definition Page	Ledgers For A Unit - Definition Page	Image 19	
General Ledger	“Questionnaire Page” (PeopleSoft General Ledger)	Not applicable	Image 19	
General Ledger	“Questionnaire: Advanced Features Page ” (PeopleSoft General Ledger)	Not applicable	Image 19	
General Ledger	“Create New Ledger Page” (PeopleSoft General Ledger)	Not applicable	Image 19	
General Ledger	Create New Ledger Group Page	Not applicable	Image 19	
General Ledger	GL Business Units - “Change Log Page” (PeopleSoft General Ledger)	Not applicable	Image 19	
General Ledger	Business Unit - “Submit Page” (PeopleSoft General Ledger)	Not applicable	Image 19	
General Ledger	“General Ledger WorkCenter Page (Fluid)” (PeopleSoft General Ledger)	“PeopleSoft Classic General Ledger WorkCenter” (PeopleSoft General Ledger)	Image 22	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
General Ledger	“General Ledger WorkCenter - Mass Delete Journals Page (Fluid)” (PeopleSoft General Ledger)	“General Ledger WorkCenter - Mass Delete Journals page (Classic)” (PeopleSoft General Ledger)	Image 24	
General Ledger	Structure Request Template Page	Not applicable	Image 25	
General Ledger	Financial Structure Request Page	Not applicable	Image 25	
General Ledger	Structure Request Detail - Request Assignment Page	Not applicable	Image 25	
General Ledger	“Using Fluid Simplified Journal Entry” (PeopleSoft General Ledger)	Not applicable	Image 29	
General Ledger	“GL Operational Insights Dashboard” (PeopleSoft General Ledger)	Not applicable	Image 37	
General Ledger	“Financial Position Trending Dashboard” (PeopleSoft General Ledger)	Not applicable	Image 37	
General Ledger	“Financial Performance Analysis Dashboard” (PeopleSoft General Ledger)	Not applicable	Image 37	
General Ledger	“General Ledger WorkCenter - My Work Page (Fluid)” (PeopleSoft General Ledger)	Not applicable	Image 38	

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Payables

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Accounts Payable	“Payment Request Center Page” (PeopleSoft Payables)	Not applicable	Image 18	
Accounts Payable	“Review Messages Page” (PeopleSoft Payables)	Not applicable	Image 18	
Accounts Payable	“Payment Request Details Page” (PeopleSoft Payables)	Not applicable	Image 18	
Accounts Payable	“Summary Page” (PeopleSoft Payables)	Not applicable	Image 18	
Accounts Payable	“Supplier Page” (PeopleSoft Payables)	Not applicable	Image 18	
Accounts Payable	“Invoice Details Page” (PeopleSoft Payables)	Not applicable	Image 18	
Accounts Payable	“Accounting Details Page” (PeopleSoft Payables)	Not applicable	Image 18	
Accounts Payable	“Review and Submit Page” (PeopleSoft Payables)	Not applicable	Image 18	
Accounts Payable	“Accounting Tag Page” (PeopleSoft Payables)	Not applicable	Image 22	
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Invoice Creation Cycle Time Pivot Page		Image 24	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Voucher Approval Cycle Time Pivot Page		Image 24	
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Average Payment Days Pivot Page		Image 24	
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Team Metrics Pivot Page		Image 24	
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Voucher Volume Pivot Page		Image 24	
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Payments by Type Pivot Page		Image 24	
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Late Payments Pivot Page		Image 24	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Cancelled Payments Pivot Page		Image 24	
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Voucher on Hold Pivot Page		Image 24	
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Vouchers Delete Pivot Page		Image 24	
Accounts Payable	“Tiles Used to Analyze Payables Operations” (PeopleSoft Source to Settle Common Information) - Supplier Metrics Pivot Page		Image 24	
Accounts Payable	“Match Exception Collaboration Summary Page” (PeopleSoft Payables)		Image 40	
Accounts Payable	“Match Exception Detail Page” (PeopleSoft Payables)		Image 40	
Accounts Payable	“Payment Request Review Center Page” (PeopleSoft Payables)		Image 42	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Accounts Payable	“G-Invoicing Advances Page” (PeopleSoft Payables)		Image 44	
Accounts Payable	“View EZ Invoices Page” (PeopleSoft Payables)		Image 49	
Accounts Payable	“Match Exception Mass Assignment Page” (PeopleSoft Payables)		Image 52	

Receivables

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Accounts Receivable	Receivables Fluid WorkCenter Page: See “Understanding the PeopleSoft Fluid Receivables WorkCenter” (PeopleSoft Receivables)	Receivables Classic WorkCenter Page: See “Understanding the PeopleSoft Classic Receivables WorkCenter” (PeopleSoft Receivables)	Image 23	
Accounts Receivable	“Credit to Cash Operations Home Page” (PeopleSoft Source to Settle Common Information)		Image 24	
Accounts Receivable	“Operational Analysis Tile” (PeopleSoft Source to Settle Common Information)		Image 24	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Accounts Receivable	“Dispute Resolution Cycle Time Tile and Pivot Page” (PeopleSoft Source to Settle Common Information)		Image 24	
Accounts Receivable	“Past Due Items Assignments Tile and Pivot Page” (PeopleSoft Source to Settle Common Information)		Image 24	
Accounts Receivable	“Doubtful Items Tile and Pivot Page” (PeopleSoft Source to Settle Common Information)		Image 24	
Accounts Receivable	“On-Account Payments Tile and Pivot Page” (PeopleSoft Source to Settle Common Information)		Image 24	
Accounts Receivable	“Customer Aging Tile and Pivot Page” (PeopleSoft Source to Settle Common Information)		Image 24	
Accounts Receivable	“DSO (Days Sales Outstanding) Trend Tile and Pivot Page” (PeopleSoft Source to Settle Common Information)		Image 24	
Accounts Receivable	“Unapplied Payments Tile and Pivot Page” (PeopleSoft Source to Settle Common Information)		Image 24	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Accounts Receivable	“My Preferences Page (Receivables)” (PeopleSoft Source to Settle Common Information)		Image 24	
Accounts Receivable	“Comprehensive Customer View Page (Analysis View)” (PeopleSoft Receivables) “Comprehensive Customer View Page (Comparison View)” (PeopleSoft Receivables)	“Using the PeopleSoft Classic Comprehensive Customer View” (PeopleSoft Receivables)	Image 30	
Accounts Receivable	“Direct Journals to Complete” (PeopleSoft Receivables)		Image 48	
Accounts Receivable	“Direct Journals to Budget Check” (PeopleSoft Receivables)		Image 48	
Accounts Receivable	“Payments for Predictor” (PeopleSoft Receivables)		Image 52	
Accounts Receivable	“Statement Email Log Page” (PeopleSoft Receivables)		Image 52	
Accounts Receivable	“Statement Email Error” (PeopleSoft Receivables)		Image 52	
Accounts Receivable	“Refund Status” (PeopleSoft Receivables)		Image 52	

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Treasury

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Treasury	“My Preferences - Bank Balances Page” (PeopleSoft Banks Setup and Processing)	Not applicable	Image 10	
Treasury	“Bank Overdrafts Page” (PeopleSoft Banks Setup and Processing)	Not applicable	Image 10	
Treasury	“NavBar: Bank Balances Page” (PeopleSoft Banks Setup and Processing)	Not applicable	Image 10	
Treasury	“My Preferences - Investment and Debt Page (Fluid)” (PeopleSoft Cash Management)	Not applicable	Image 10	
Treasury	“Investment and Debt Page” (PeopleSoft Cash Management)	Not applicable	Image 10	
Treasury	“NavBar: Investment and Debt Page” (PeopleSoft Cash Management)	Not applicable	Image 10	
Treasury	“My Preferences - Top Payments Page” (PeopleSoft Financial Gateway)	Not applicable	Image 10	
Treasury	“Top Payments Page” (PeopleSoft Financial Gateway)	Not applicable	Image 10	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Treasury	Treasury Fluid WorkCenter page: See “Understanding the PeopleSoft Fluid Treasury WorkCenter” (PeopleSoft Cash Management)	Treasury Classic WorkCenter page: See “Understanding the Treasury WorkCenter and Manager Dashboard” (PeopleSoft Cash Management)	Image 28	

Asset Lifecycle Management

This table lists PeopleSoft delivered Fluid pages that are common to Asset Lifecycle Management Applications:

Asset Management

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Asset Management	“Physical Inventory Page” (PeopleSoft Asset Management)		Image 16	
Asset Management	“Edit Scan Record Page” (PeopleSoft Asset Management)		Image 16	
Asset Management	“New Asset Scan Record Page” (PeopleSoft Asset Management)		Image 16	
Asset Management	“Find Asset Page” (PeopleSoft Asset Management)		Image 16	
Asset Management	“Scan Asset Page” (PeopleSoft Asset Management)		Image 16	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Asset Management	“Scan By Location Page” (PeopleSoft Asset Management)		Image 16	
Asset Management	“Find Asset Page” (PeopleSoft Asset Management)		Image 16	
Asset Management	“Asset Management Page” (PeopleSoft Asset Management)		Image 19	
Asset Management	“Asset Retire - Header Detail page” (PeopleSoft Asset Management)		Image 31	
Asset Management	“Asset Transactions Page” (PeopleSoft Asset Management)		Image 31	

Maintenance Management

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Maintenance Management	“My Requests Page” (PeopleSoft Maintenance Management)		Image 10	
Maintenance Management	“Service Request — Requester Page” (PeopleSoft Maintenance Management)		Image 10	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Maintenance Management	“Service Request — Problem Type Page” (PeopleSoft Maintenance Management)		Image 10	
Maintenance Management	“Service Request — Request Details Page” (PeopleSoft Maintenance Management)		Image 10	
Maintenance Management	“Service Request — Submit Page” (PeopleSoft Maintenance Management)		Image 10	
Maintenance Management	“Mobile Technician Home Page” (PeopleSoft Maintenance Management)		Image 24	
Maintenance Management	“Quick Work Order Page” (PeopleSoft Maintenance Management)		Image 24	
Maintenance Management	“Work Order Header Information Page” (PeopleSoft Maintenance Management)		Image 24	
Maintenance Management	“Add Work Order Page” (PeopleSoft Maintenance Management)		Image 24	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Maintenance Management	“Work Order - Task Details Page” (PeopleSoft Maintenance Management)		Image 24	
Maintenance Management	“My Tasks Page” (PeopleSoft Maintenance Management)		Image 24	
Maintenance Management	“My Tasks - Task Details Page” (PeopleSoft Maintenance Management)		Image 24	
Maintenance Management	“Notices Page” (PeopleSoft Maintenance Management)		Image 24	
Maintenance Management	“Scheduled Tasks Pivot Page” (PeopleSoft Maintenance Management) - Scheduled Tasks Pivot Page		Image 24	
Maintenance Management	“Tasks by Priority Pivot Page” (PeopleSoft Maintenance Management) - Tasks by Priority Pivot Page		Image 24	
Maintenance Management	“WO Time Entries Pivot Page” (PeopleSoft Maintenance Management) - WO Time Entries Pivot Page		Image 24	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Maintenance Management	“Work Order Page” (PeopleSoft Maintenance Management)		Image 25	
Maintenance Management	“Preventive Maintenance Page” (PeopleSoft Maintenance Management)		Image 25	
Maintenance Management	“My Inspections Page” (PeopleSoft Maintenance Management)		Image 31	
Maintenance Management	“Inspection Summary Page” (PeopleSoft Maintenance Management)		Image 31	
Maintenance Management	“Weekly Time Entry Page” (PeopleSoft Maintenance Management)	Technician Workbench - “Time Entry Page” (PeopleSoft Maintenance Management)	Image 43	
Maintenance Management	“Weekly Time Entry - Allocate Hours Page” (PeopleSoft Maintenance Management)		Image 46	
Maintenance Management	“Service Request Inbox Page” (PeopleSoft Maintenance Management)	“Service Request Inbox Page” (PeopleSoft Maintenance Management)	Image 51	

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Lease Administration

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Lease Administration	“Using the Fluid Lease WorkCenter” (PeopleSoft Lease Administration)		Image 54	

Enterprise Service Automation

This table lists PeopleSoft delivered Fluid pages that are common to Enterprise Service Automation Applications:

Contracts

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Contracts	“Manage Contracts Page” (PeopleSoft Contracts)		Image 36	
Contracts	“My Contracts Criteria Page” (PeopleSoft Contracts)		Image 36	
Contracts	“Adjust My Contracts List Page” (PeopleSoft Contracts)		Image 36	This feature is no longer supported as of FSCM Update Image 9. 2.37.
Contracts	“Populate My Contracts Page” (PeopleSoft Contracts)		Image 36	
Contracts	“Contract Analytics Dashboard” (PeopleSoft Contracts)		Image 37	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Contracts	Fluid WorkCenter page: See “Understanding the PeopleSoft Fluid Contracts WorkCenter” (PeopleSoft Contracts)	Classic WorkCenter page: See “Understanding the Contracts WorkCenter” (PeopleSoft Contracts)	Image 49	
Contracts	Contract & Award Update Wizard: See “Using the Contract & Award Update Wizard” (PeopleSoft Contracts)		Image 52	

Expenses

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Expenses	“Travel Authorization Defaults Page” (PeopleSoft Expenses)	“Travel Authorization - Accounting Defaults Page” (PeopleSoft Expenses)	Image 18	
Expenses	“Travel Authorization Distribution - Accounting Details Page” (PeopleSoft Expenses)	“Travel Authorization - Accounting Defaults Page” (PeopleSoft Expenses)	Image 18	
Expenses	“Expenses Homepage” (PeopleSoft Expenses)	Not applicable	Image 19	
Expenses	“Expense Report Page” (PeopleSoft Expenses)	“Create (or Modify) Expense Report Page” (PeopleSoft Expenses)	Image 19	
Expenses	“Expense Details Page” (PeopleSoft Expenses)	“Create (or Modify) Expense Report Page” (PeopleSoft Expenses)	Image 19	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Expenses	“Expense Entry Page” (PeopleSoft Expenses)	“Create (or Modify) Expense Report Page” (PeopleSoft Expenses)	Image 19	
Expenses	“Expense Report Summary Page” (PeopleSoft Expenses)	“Create Expense Report - Summary and Submit Page” (PeopleSoft Expenses)	Image 19	
Expenses	“Notes Page” (PeopleSoft Expenses)	“Expense Report - Notes Page” (PeopleSoft Expenses)	Image 19	
Expenses	“Expense Report Defaults Page” (PeopleSoft Expenses)	“Accounting Defaults Page” (PeopleSoft Expenses)	Image 19	
Expenses	“Expense Report Distributions Page” (PeopleSoft Expenses)	“Accounting Defaults Page” (PeopleSoft Expenses)	Image 19	
Expenses	“My Wallet Page” (PeopleSoft Expenses)	“My Wallet Page” (PeopleSoft Expenses)	Image 19	
Expenses	“Copy Expense Page” (PeopleSoft Expenses)	“Copy Expense Lines Page” (PeopleSoft Expenses)	Image 19	
Expenses	“Receipt Split Page” (PeopleSoft Expenses)	“Receipt Detail for Expense [expense type] Page (Splitting Receipts)” (PeopleSoft Expenses)	Image 19	
Expenses	“Receipt Summary Page” (PeopleSoft Expenses)	“Receipt Detail for Expense [expense type] Page (Splitting Receipts)” (PeopleSoft Expenses)	Image 19	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Expenses	“Expenses Hotel Wizard Page” (PeopleSoft Expenses)	“Itemize Hotel Bill Page” (PeopleSoft Expenses)	Image 19	
Expenses	“Travel Authorization Page (associate)” (PeopleSoft Expenses)	Not Applicable	Image 19	
Expenses	“Apply Cash Advance Page” (PeopleSoft Expenses)	“Apply Cash Advance(s) Page” (PeopleSoft Expenses)	Image 19	
Expenses	“View Analytics Page” (PeopleSoft Expenses)	“Analytics - Expense by Day Page” (PeopleSoft Expenses)	Image 19	
Expenses	Select Payment Address Page	Not Applicable	Image 32	
Expenses	“Time Entry Page” (PeopleSoft Expenses)	Not Applicable	Image 34	
Expenses	“Copy Expense Report Options Page” (PeopleSoft Expenses)	Not Applicable	Image 36	
Expenses	“Expenses Skill Page” (PeopleSoft Expenses)	Not Applicable	Image 36	
Expenses	“Accounting Tag Page” (PeopleSoft Expenses)	Not Applicable	Image 37	
Expenses	“Manage Favorites Page” (PeopleSoft Expenses)	Not Applicable	Image 37	
Expenses	“Approval Status Page” (PeopleSoft Expenses)	Not Applicable	Image 43	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Expenses	Enhanced Data page for MasterCard and Visa (EX_ENHC_DATA1 _SCF), and American Express (X_ENHC _DATA2_SCF). See Enhanced Data for “Wallet Entry Page” (PeopleSoft Expenses)	“Enhanced Data Page” (PeopleSoft Expenses)	Image 44	
Expenses	“Populate from Template Page” (PeopleSoft Expenses)	Select a Template Page	Image 50	
Expenses	“Dates and Expense Types Page” (PeopleSoft Expenses)	Not Applicable	Image 50	
Expenses	“Quick-Fill Page” (PeopleSoft Expenses)	“Quick Fill Page” (PeopleSoft Expenses)	Image 50	
Expenses	“Expenses Admin View Page” (PeopleSoft Expenses)	“View Expense Report Page” (PeopleSoft Expenses) and “Travel Authorization - Travel Authorization Details Page” (PeopleSoft Expenses)	Image 52	

Grants

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Grants	“Grants LifeCycle Page” (PeopleSoft Grants)		Image 19	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Grants	Contract & Award Update Wizard: See “Using the Contract & Award Update Wizard” (PeopleSoft Grants)		Image 52	

Project Costing

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Project Costing	“Project Management Home Page” (PeopleSoft Project Costing)		Image 10	
Project Costing	“Projects Page” (PeopleSoft Project Costing)		Image 18	
Project Costing	“PC Compress Projects Page” (PeopleSoft Project Costing)		Image 32	
Project Costing	“Budgets to Finalize” (PeopleSoft Project Costing)		Image 44	
Project Costing	“Deferred Billing” (PeopleSoft Project Costing)		Image 47	
Project Costing	“Project Request - Questionnaire Page” (PeopleSoft Project Costing)		Image 48	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Project Costing	“Project Request Activity Guide Step 1 of 4: Questionnaire” (PeopleSoft Project Costing)		Image 48	
Project Costing	“Project Request Activity Guide Step 2 of 4: Project Request” (PeopleSoft Project Costing)		Image 48	
Project Costing	“Project Request Activity Guide Step 3 of 4: Project Activity” (PeopleSoft Project Costing)		Image 48	
Project Costing	“Project Request Activity Guide Step 4 of 4: Project Team” (PeopleSoft Project Costing)		Image 48	
Project Costing	“Project Data Compression” (PeopleSoft Project Costing)		Image 50	

Resource Management

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Resource Management	“Overview Page” (PeopleSoft Resource Management)		Image 23	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Resource Management	“Work Experience Page” (PeopleSoft Resource Management)		Image 23	
Resource Management	“Qualifications — Competencies and Interests Page” (PeopleSoft Resource Management)		Image 23	
Resource Management	“Preferences Page” (PeopleSoft Resource Management)		Image 23	
Resource Management	“General Information - Address Page” (PeopleSoft Resource Management)		Image 23	
Resource Management	“Resource Search Page” (PeopleSoft Resource Management)		Image 23	

Supply Chain Management

This table lists PeopleSoft delivered Fluid pages that are common to Supply Chain Management Applications:

eProcurement

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eProcurement	“eProcurement Requisition Settings” (PeopleSoft eProcurement)		Image 10, enhanced image 18 & 31	
eProcurement	“Create Requisition: Browse Catalogs Page” (PeopleSoft eProcurement)		Image 18, enhanced image 31 and 37	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eProcurement	“Item Details Page” (PeopleSoft eProcurement)		Image 18, enhanced image 31	
eProcurement	“Shopping Cart Page” (PeopleSoft eProcurement)		Image 18, enhanced image 31	
eProcurement	“Checkout Page” (PeopleSoft eProcurement)		Image 18, enhanced image 31 and image 37	
eProcurement	Web Suppliers Page	“Create Requisition — Web Page” (PeopleSoft eProcurement)	Image 18, updated image 31	
eProcurement	“Special Requests Page” (PeopleSoft eProcurement)	“Special Requests Page” (PeopleSoft eProcurement) “Create Requisition — Special Requests Page” (PeopleSoft eProcurement)	Image 18, enhanced image 37	
eProcurement	“Create Receipt Page” (PeopleSoft eProcurement)		Image 22, enhanced image 37, and image 45	
eProcurement	“Rejecting Quantity” (PeopleSoft eProcurement)		Image 22, enhanced image 45	
eProcurement	“Receipt Confirmation Page” (PeopleSoft eProcurement)		Image 22, enhanced image 45	
eProcurement	“My Requisitions Page” (PeopleSoft eProcurement)		Image 24	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eProcurement	“Details Page” (PeopleSoft eProcurement)	“Requisition Details Page” (PeopleSoft eProcurement)	Image 27	
eProcurement	“Requisition Defaults Page” (PeopleSoft eProcurement)		Image 31	
eProcurement	“Create Requisition: Search Results Page” (PeopleSoft eProcurement)		Image 31	
eProcurement	“Schedule Details Page” (PeopleSoft eProcurement)		Image 31, enhanced image 37	
eProcurement	“Accounting Tag Page” (PeopleSoft eProcurement)		Image 31	
eProcurement	“Line Details Page” (PeopleSoft eProcurement)		Image 31, enhanced image 37	
eProcurement	“Save Confirmation Page” (PeopleSoft eProcurement)		Image 31	
eProcurement	Item History Page	“Create Requisition - Recently Ordered Page” (PeopleSoft eProcurement)	Image 31	
eProcurement	“Favorites Page” (PeopleSoft eProcurement)	“Create Requisition — Favorites Page” (PeopleSoft eProcurement)	Image 31, enhanced image 37	
eProcurement	“Templates Page” (PeopleSoft eProcurement)	“Create Requisition — Templates Page” (PeopleSoft eProcurement)	Image 31, enhanced image 37	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eProcurement	Fixed Cost Service	“eProcurement Services - Fixed Cost Service Page” (PeopleSoft eProcurement)	Image 31	
eProcurement	Variable Cost Service	“eProcurement Services - Variable Cost Service Page” (PeopleSoft eProcurement)	Image 31	
eProcurement	Time and Materials	“eProcurement Services - Time and Materials Page” (PeopleSoft eProcurement)	Image 31	
eProcurement	“Line Details Page” (PeopleSoft eProcurement)		Image 31, enhanced image 37	
eProcurement	“Requisition Line Details - Schedule Details and Line Details Page” (PeopleSoft eProcurement)		Image 31	
eProcurement	“Default Entry Page” (PeopleSoft eProcurement)		Image 38	
eProcurement	“Manage Order Sheets Page” (PeopleSoft eProcurement)		Image 39	
eProcurement	“Order Sheets By Requester Page” (PeopleSoft eProcurement)		Image 39	
eProcurement	“Order Sheet Processes Page” (PeopleSoft eProcurement)		Image 39	
eProcurement	“Order Sheets Page” (PeopleSoft eProcurement)		Image 39	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eProcurement	“Express Entry Page” (PeopleSoft eProcurement)		Image 39	
eProcurement	“Express Forms Page” (PeopleSoft eProcurement)		Image 43	
eProcurement	Receipt Details Page“Viewing Receipt Details” (PeopleSoft eProcurement)		Image 45	
eProcurement	“Create Receipt - Distribution Page” (PeopleSoft eProcurement)		Image 45	
eProcurement	“Receipt Header Comments Page” (PeopleSoft eProcurement)		Image 45	
eProcurement	“Asset Management Information Page” (PeopleSoft eProcurement)		Image 45	
eProcurement	“Inventory Putaway Information Page” (PeopleSoft eProcurement)		Image 45	
eProcurement	“My Receipts Page” (PeopleSoft eProcurement)		Image 45	
eProcurement	“Create Return Page” (PeopleSoft eProcurement)		Image 45	
eProcurement	“Override Supplier Address” (PeopleSoft eProcurement)		Image 45	
eProcurement	Return Defaults Page“Configuring Return Defaults” (PeopleSoft eProcurement)		Image 45	
eProcurement	Return Fees page“Enter Return Line Fees” (PeopleSoft eProcurement)		Image 45	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
eProcurement	“Return Saved Confirmation Page” (PeopleSoft eProcurement)		Image 45	
eProcurement	“My Returns Page” (PeopleSoft eProcurement)		Image 45	
eProcurement	“Requester Mass Change Page” (PeopleSoft eProcurement)		Image 49	
eProcurement	“Manage Amount Only By Category Page” (PeopleSoft eProcurement)		Image 49	
eProcurement	“Requisition Page Navigation” (PeopleSoft eProcurement)		Image 51	
eProcurement	“Requester Item History Page” (PeopleSoft eProcurement)		Image 51	
eProcurement	“Requisition Details Page” (PeopleSoft eProcurement)		Image 51	
eProcurement	“Maintain External Catalogs Page” (PeopleSoft eProcurement)		Image 54	

Mobile Inventory Management

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Mobile Inventory Management	“Display Options - Mobile Inventory - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 14	
Mobile Inventory Management	“Receiving Ad Hoc - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 14	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Mobile Inventory Management	“Par Count - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 14	
Mobile Inventory Management	“Par Count - Fluid Search Page” (PeopleSoft Mobile Inventory Management)		Image 14	
Mobile Inventory Management	“Par Count - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 14	
Mobile Inventory Management	“Par Location Count - Display Options Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 14	
Mobile Inventory Management	“Guided Count - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 14	
Mobile Inventory Management	“Count by Location - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 14	
Mobile Inventory Management	“Count by Item - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 14	
Mobile Inventory Management	“Express Issue - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 14	
Mobile Inventory Management	“Item Stock Inquiry - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 18	
Mobile Inventory Management	“Receiving PO - Fluid Receipt Main Page” (PeopleSoft Mobile Inventory Management)		Image 18	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Mobile Inventory Management	“Perform Putaway - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 18	
Mobile Inventory Management	“Delivery - Fluid Perform Delivery Page” (PeopleSoft Mobile Inventory Management)		Image 18	
Mobile Inventory Management	“Delivery Cart - Fluid Maintain Items in Cart Page” (PeopleSoft Mobile Inventory Management)		Image 18	
Mobile Inventory Management	“Manual Count - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 18	
Mobile Inventory Management	“Adjustments - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 18	
Mobile Inventory Management	“Fulfillment Inquiry - Fluid Fulfillment Status Summary Page” (PeopleSoft Mobile Inventory Management)		Image 18	
Mobile Inventory Management	“Bin to Bin Transfer - Fluid Page” (PeopleSoft Mobile Inventory Management)		Image 18	
Mobile Inventory Management	“Picking Feedback - Fluid Single or Multi Item Page” (PeopleSoft Mobile Inventory Management)		Image 18	
Mobile Inventory Management	“Inquiry By All Units Page” (PeopleSoft Mobile Inventory Management)		Image 42	

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Purchasing

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Purchasing	“Procurement User Preferences – Contract Expiration Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Procurement User Preferences – PO Approval Cycle Time Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Procurement User Preferences – Procurement Spend Analysis Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Procurement User Preferences – Supplier Watch List Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Procurement User Preferences – Sourcing Events Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Procurement Operations Home Page with Reporting Entity not assigned to User” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Working with the Procurement Operations Home Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Procurement Spend Analysis Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Supplier Watch List Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“PO Approval Cycle Time Page” (PeopleSoft Purchasing)	Not applicable	Image 10	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Purchasing	“Req Approval Cycle Time Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Req to PO Cycle Times” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Expiring Contracts Page” (PeopleSoft Purchasing)	Not applicable	Image 10	
Purchasing	“Procurement User Preferences - View Event Threshold Page” (PeopleSoft Purchasing)	Not applicable	Image 15	
Purchasing	“My Sourcing Events Page” (PeopleSoft Purchasing)	Not applicable	Image 18	
Purchasing	“Pending Approvals - User Registration Page” (PeopleSoft Purchasing)	Not applicable	Image 25	
Purchasing	“User Registration - Approval Header Detail Page” (PeopleSoft Purchasing)	Not applicable	Image 25	
Purchasing	“Associated Roles Page” (PeopleSoft Purchasing)	Not applicable	Image 25	
Purchasing	“Associated Permission Lists Page” (PeopleSoft Purchasing)	Not applicable	Image 25	
Purchasing	“Payment Spend Analysis Page” (PeopleSoft Purchasing)	Not applicable	Image 32	
Purchasing	“PO Acknowledgements Page” (PeopleSoft Purchasing)	Not applicable	Image 37	
Purchasing	“Purchase Order Acknowledgements – Details Page” (PeopleSoft Purchasing)	Not applicable	Image 37	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Purchasing	“POA History page” (PeopleSoft Purchasing)	Not applicable	Image 37	
Purchasing	“Procurement User Preferences - PO Acknowledgement Page” (PeopleSoft Purchasing)	Not applicable	Image 37	
Purchasing	“G-Invoicing Definition Page” (PeopleSoft Purchasing)		Image 44	
Purchasing	“General Terms and Conditions Page” (PeopleSoft Purchasing)		Image 44	
Purchasing	“Orders Page” (PeopleSoft Purchasing)		Image 44	
Purchasing	“Performance Transactions Page” (PeopleSoft Purchasing)		Image 44	
Purchasing	Fluid WorkCenter page. See “Understanding the PeopleSoft Fluid Procurement WorkCenter” (PeopleSoft Purchasing)	Classic WorkCenter page. See “Understanding the Buyer WorkCenter and Dashboard” (PeopleSoft Purchasing)	Image 54	

Strategic Sourcing

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Strategic Sourcing	“Bidder Response - General Information Page” (PeopleSoft Source to Settle Common Information)		Image 44	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Strategic Sourcing	“Bidder Response - Line Bid Page” (PeopleSoft Source to Settle Common Information)		Image 44	
Strategic Sourcing	“Bidder Response - Review & Submit Page” (PeopleSoft Source to Settle Common Information)		Image 44	
Strategic Sourcing	“Bid Confirmation Page” (PeopleSoft Source to Settle Common Information)		Image 44	
Strategic Sourcing	“Event Comments and Attachments Page” (PeopleSoft Source to Settle Common Information)		Image 44	

Supplier Contract Management

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Supplier Contract Management	“Pending Approvals - Supplier Contract Page (List)” (PeopleSoft Supplier Contract Management)		Image 22	
Supplier Contract Management	“Supplier Contract Approval Page” (PeopleSoft Supplier Contract Management)		Image 22	
Supplier Contract Management	“Approval Line Detail Page” (PeopleSoft Supplier Contract Management)		Image 22	
Supplier Contract Management	“Pending Approvals - Supplier Contract Clause (List) Page” (PeopleSoft Supplier Contract Management)		Image 22	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Supplier Contract Management	“Supplier Contract Clause Page” (PeopleSoft Supplier Contract Management)		Image 22	

Supplier Relationship Management

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
SRM	“Bidding Opportunities Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	
SRM	“Event Details Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	
SRM	“Advanced Shipping Notices Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	
SRM	“Quotes and POs Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	
SRM	“Quotes Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	
SRM	“Purchase Orders Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	
SRM	“Receipts Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	
SRM	“Alerts Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
SRM	“POs with Overdue Shipments Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	
SRM	“Overdue Schedules Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 15	
SRM	“Group Contracts and Special Purpose Contracts page” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Group and Special Purpose Contract (Add) Mode” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Group and Special Purpose Contract Component” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Contract Main page” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Document page” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Related Contracts page” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Supplier Locations page” (PeopleSoft Source to Settle Common Information)		Image 18	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
SRM	“Amount Notification page” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Dates/ Notifications page” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Agreements page” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Comments page” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	“Date History page” (PeopleSoft Source to Settle Common Information)		Image 18	
SRM	Scorecard Administration page “Setting Up Supplier Scorecarding” (PeopleSoft Source to Settle Common Information)		Image 25	
SRM	“Evaluation Templates Page” (PeopleSoft Source to Settle Common Information)		Image 25	
SRM	“Maintain Evaluation Template Page” (PeopleSoft Source to Settle Common Information)		Image 25	
SRM	“Create Evaluation Page” (PeopleSoft Source to Settle Common Information)		Image 25	
SRM	“My Evaluation Page” (PeopleSoft Source to Settle Common Information)		Image 25	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
SRM	“Manage Evaluations Page” (PeopleSoft Source to Settle Common Information)		Image 25	
SRM	“Manage Evaluator Responses Page” (PeopleSoft Source to Settle Common Information)		Image 25	
SRM	“Overall Score Rank Page” (PeopleSoft Source to Settle Common Information)		Image 25	
SRM	“Overall Score Trend Page” (PeopleSoft Source to Settle Common Information)		Image 25	
SRM	“Manage and Post Results Page” (PeopleSoft Source to Settle Common Information)		Image 25	
SRM	“Unacknowledged POs Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 27	
SRM	“My Preferences Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 27	
SRM	“PO Acknowledgements Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 27	
SRM	“Acknowledge PO Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 27	
SRM	“Notice of Intent to Award Page” (PeopleSoft Source to Settle Common Information)		Image 31	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
SRM	“Notice of Intent to Award Details Page” (PeopleSoft Source to Settle Common Information)		Image 31	
SRM	“Secure Notice of Intent To Award Page” (PeopleSoft Source to Settle Common Information)		Image 31	
SRM	“Awarded Events Page” (PeopleSoft Source to Settle Common Information)		Image 31	
SRM	“Manage Contract documents Page” (PeopleSoft Source to Settle Common Information)		Image 31	
SRM	“Manage Deliverables Page” (PeopleSoft Source to Settle Common Information)		Image 31	
SRM	“Supplier Watch List Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 32	
SRM	“Reviewing and Editing Submitted Requests” (PeopleSoft Source to Settle Common Information)		Image 33	

Supply Chain Management

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
SCM	“Supplier Contract Clause Page” (PeopleSoft Supplier Contract Management)		Image 22	

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Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
SCM	“Supplier Contract Approval Page” (PeopleSoft Supplier Contract Management)		Image 22	
SCM	“Supplier Analysis Page” (PeopleSoft Source to Settle Common Information)	Not applicable	Image 24	
SCM	“Suppliers Comparison Page” (PeopleSoft Source to Settle Common Information)		Image 24	
SCM	“Supplier 360 Pivot Grid Pagelets” (PeopleSoft Source to Settle Common Information)		Image 24	
SCM	“Liability Exposure by Supplier Page” (PeopleSoft Source to Settle Common Information)		Image 24	
SCM	“Inventory Substitute Analytics Page” (PeopleSoft Inventory)		Image 31	

Adding Homepages and Tiles

Pages Used to Add Homepages and Tiles

Page Name	*Definition Name*	*Usage*
Personalize Homepage Page	PT_LANDINGPAGE	Add a Homepage or add a tile to an existing Homepage
Add Homepage Page	PTNUI_ADDLP_SEC	Select My Homepage or create a new Homepage.
Add Tile Page	PT_LANDINGPAGE	Add a tile to a Homepage

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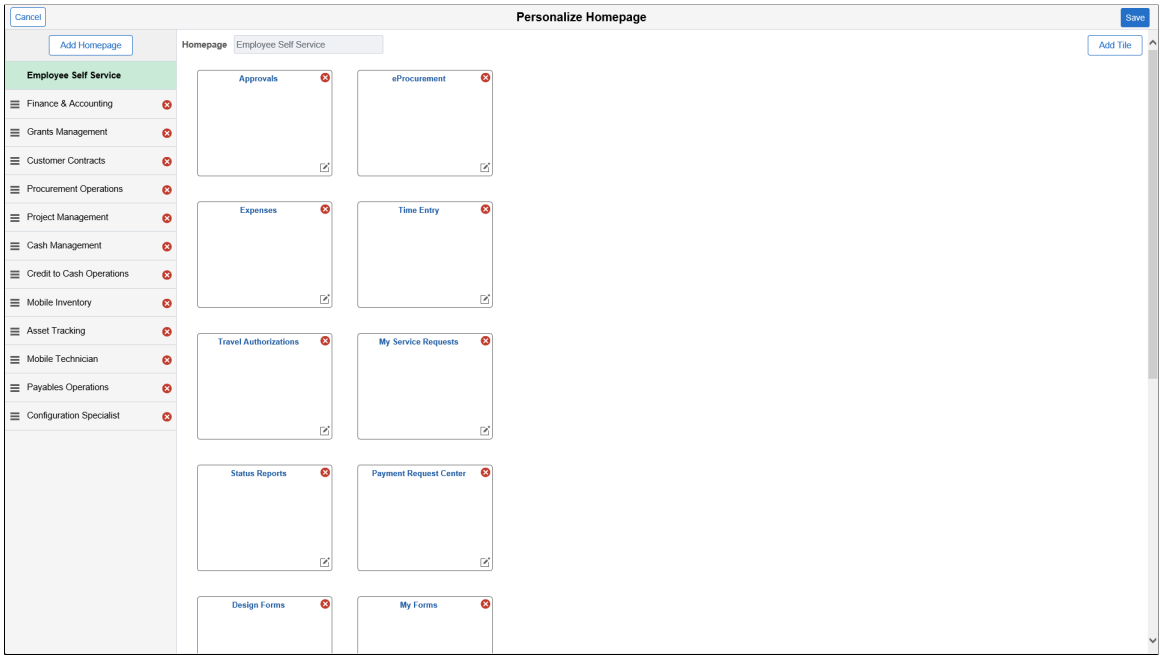
Personalize Homepage Page

Use the Personalize Homepage page (PT_LANDINGPAGE) to add a Homepage or add a tile to an existing Homepage

Navigation:

Fluid Home > **Homepage Actions** > **Personalize Home Page**

This example illustrates the fields and controls on the Personalize Homepage Page.



Add Homepage Page

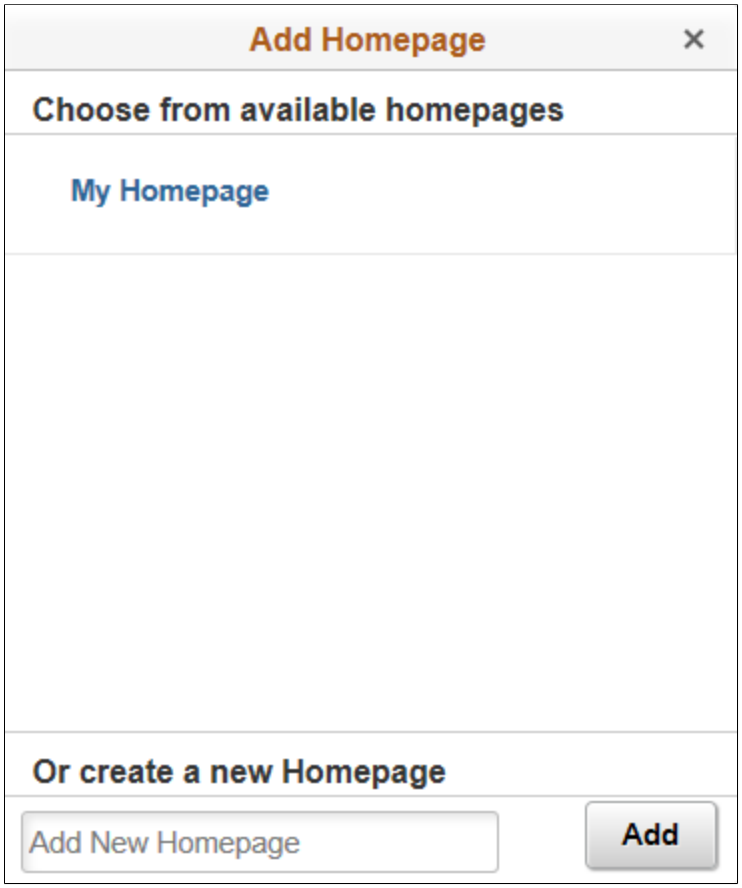
Use the Add Homepage page (PTNUI_ADDLP_SEC) to select My Homepage or create a new Homepage.

Navigation:

Fluid Home > **Action List** > **Personalize Home Page** > **Add Homepage**

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This example illustrates the fields and controls on the Add Homepage Page.



Add Tile Page

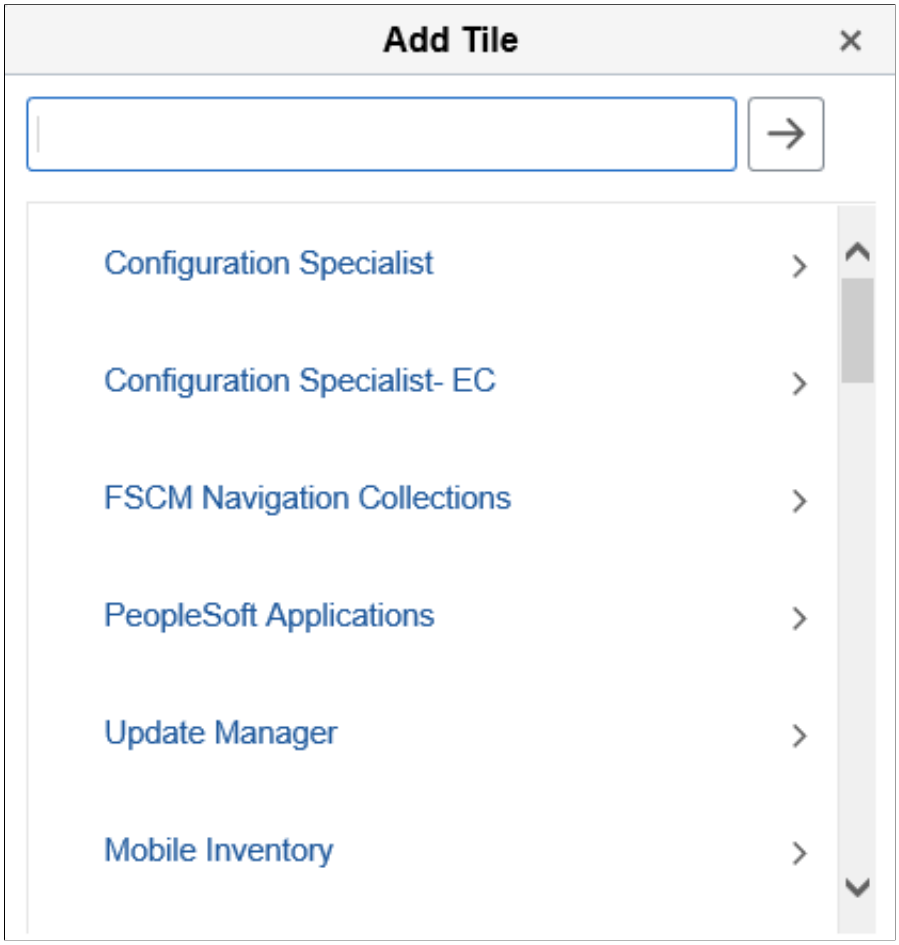
Use the Add Tile (PT_LANDINGPAGE) page to add a tile to a Homepage.

Navigation:

Fluid Home > **Action List** > **Personalize Home Page** > **Add Tile**

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This example illustrates the fields and controls on the Add Tile page.



PeopleSoft delivers many tiles for its applications. Select the application to access a list of delivered tiles. Select the tile and the system adds it to the intended Homepage.

For information about how to add a tile to a PeopleSoft Fluid Home page, see *PeopleTools: Application User's Guide*, "Working With PeopleSoft Fluid User Interface", Working With Fluid Homepages and Dashboards, Managing Tiles on Fluid Homepages and Dashboards.

Understanding Configuration Specialist Tiles

Tile definitions are available for you to add to any Homepage for Configuration Specialists within your organization. PeopleSoft delivers Tiles that access PeopleTools configuration pages and Enterprise Component configuration pages.

PeopleTools

When adding these tiles to any homepage, use the Configuration Specialist folder on the Add Tile page.

Note: To access these tiles, you must have PeopleTools 8.58 or higher. You may need to updated the security settings of the tiles so they can be added with appropriate permissions.

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PeopleTools Tile	*Documentation Reference*
Activity Guide	See PeopleTools: *Portal Technology*, Developing and Deploying Activity Guides
Notifications	See PeopleTools: *Fluid User Interface Developer's Guide*, Working with the Push Notification Framework
Pivot Grid	See PeopleTools: *Pivot Grid*
Manage Dashboard Pages	See PeopleTools: *Portal Technology*, Administering Homepages and Dashboard Pages, Managing Dashboard Pages
Related Content Service	See PeopleTools: *Portal Technology*, Using the PeopleSoft Related Content Framework
Navigation Collections	See PeopleTools: *Portal Technology*, Working with Navigation Pages and Navigation Collections
Tile Wizard	See PeopleTools: *Portal Technology*, Creating and Managing Tiles, Using Tile Wizard

Enterprise Components Tiles

Enterprise Components Tiles can be added by users who have access to the underlying functionality associated and granted by the corresponding permission list.

When adding these tiles to a homepage, use the Configuration Specialist - EC folder on the Add Tile page.

Enterprise Component Tile	*Permission List*	*Documentation Reference*
Setup Approvals	EOAW1000	"Setting Up and Using Fluid Approvals" (Enterprise Components)
Classic Plus	EOCP1000	Using PeopleSoft Classic Plus
Configurable Analysis (CAF)	EOCAF010	"Understanding Configurable Analysis Framework" (Enterprise Components)
Setup Delegations	EODL1000	"Understanding Delegation" (Enterprise Components)

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Enterprise Component Tile	*Permission List*	*Documentation Reference*
Forms	EOFM1000	“Understanding PeopleSoft Forms and Approval Builder” (Enterprise Components)
Page and Field Configurator	EOCC9000	“Understanding Page and Field Configurator” (Enterprise Components)
Supplemental Data	EOSD2000	“Understanding Supplemental Data” (Enterprise Components)
WorkCenters	EOWC2000	“Understanding WorkCenters and Dashboards” (Enterprise Components)

Sending Notifications Using PeopleSoft Fluid Pages

Page Used to Send Notifications Using PeopleSoft Fluid Pages

Page Name	*Definition Name*	*Usage*
Notify Page	PC_EMAILER_FL	Send an e-mail notification to an employee, an employee’s manager, or a resource.

Understanding the Notify Page

The Notify page is a common page that can be accessed from multiple PeopleSoft Fluid pages. It is used to send an e-mail notification to an employee, a manager, a resource, a contract administrator, and more.

Typically, the notify option is available when you select the Related Action icon and then select *Notify <option>*. The Notify page is available from these pages, using this navigation:

- “My Project Teams (pivot) Page” (PeopleSoft Project Costing), Related Actions, Notify Manager.
- “Project Team Resources Page” (PeopleSoft Project Costing), Related Actions, Notify Resource.
- “Project Financials (detail) Page” (PeopleSoft Project Costing), Related Actions, Notify Manager.
- “Project Performance Page” (PeopleSoft Project Costing), Related Actions, Notify Manager.
- “Project Timesheets Due (pivot) Page” (PeopleSoft Project Costing), Related Actions, Notify Resource.
- “Project Timesheets Due (detail) Page” (PeopleSoft Project Costing), Related Actions, Notify Resource.

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- “Project Profit Margin (pivot) Page” (PeopleSoft Project Costing), Related Actions, Notify Manager.
- “Contract Profit Margin (pivot) Page” (PeopleSoft Project Costing), Related Actions, Notify Contract Administrator.
- “Project Unbilled Cost WIP (pivot) Page” (PeopleSoft Project Costing), Related Actions, Notify Manager.
- “Project Status Reports Page (pivot)” (PeopleSoft Project Costing), Related Actions, Notify Resource.

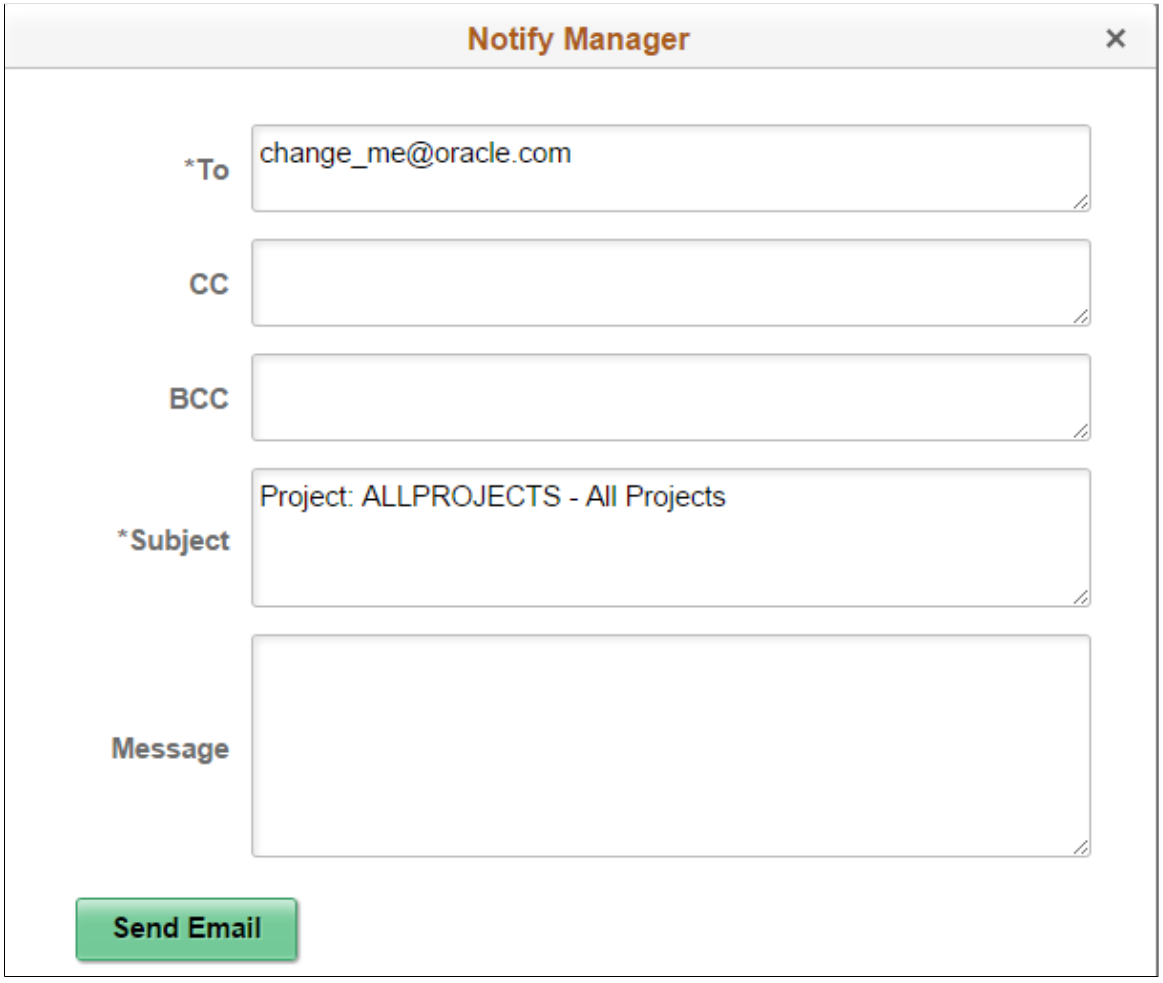
Notify Page

Use the Notify page (PC_EMAILER_FL) to send an e-mail notification to an employee, an employee’s manager, or a resource.

Navigation:

Select the *Notify* action from the Actions drop down list box on a PeopleSoft Fluid page.

This example illustrates the fields and controls on the Notify page.



Use the Notify page to send a message to various individuals. Depending on the page from which you select the notify option, the system automatically completes some fields.

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Field or Control	*Description*
To	Review, add, or change the e-mail address for whom you want to send the notification. If you have set up e-mail addresses in your system, this field may be automatically completed by the system.
Subject	Review, add, or change the text in the subject field. Depending on the page from where you selected the notify option, the system automatically enters a subject.

Viewing the Business Card

Page Used to View the Business Card

Page Name	*Definition Name*	*Usage*
View Business Card Page	RS_BUS_CRD_FL	View personal details as a business card.

Understanding the Business Card Page

To view the Business Card page, you must be using PeopleTools 8.54 and you must integrate with PeopleSoft HRMS 9.2.00 or later.

The information is loaded using these asynchronous messages, which are published by HCM.

- USER_PHOTO_FULLSYNC
- USER_PHOTO_SYNC

View Business Card Page

Use the View Business Card page (RS_BUS_CRD_FL) to view personal details as a business card.

Navigation:

Click the Related Action icon. Select View Business Card.

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This example illustrates the fields and controls on the View Business Card page.



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Chapter 32

PeopleSoft Fluid Approvals

Understanding Fluid Approvals in FSCM

The PeopleSoft Approval feature provides an option to approve transactions using a mobile device and the Fluid User Interface as opposed to using the Classic User Interface.

See PeopleSoft Enterprise Components documenation: “Understanding Fluid Approvals in Enterprise Components” (Enterprise Components)

Important! PeopleSoft Financials and Supply Chain Management no longer uses PeopleTools - Mobile Approval Platform (MAP) technology. Enterprise Components - Fluid Approval technology is now used. This chapter discusses the Enterprise Components - Fluid Approval only. For information about PeopleTools MAP technology, see previous image documentation.
When taking PeopleSoft Image 20, if you select ‘All Updates Not Installed’ you receive Fluid approval technology for applications that previously used MAP technology. In addition, if you pull any MAP main Unit of Work (UOW) from a previous image, it switches all MAP applications to a Fluid Approval application.

Click to view a Video Feature Overview of PeopleSoft FSCM Fluid Approvals.

Related Links

“Setting Up and Using Fluid Approvals” (Enterprise Components)

Prerequisites

For Enterprise Components - Fluid Approval Technology, the prerequisites are:

1. PeopleTools 8.54 is the minimum requirement.
2. Follow the instructions in the Fluid Approval Installation document, which can be accessed on Oracle’s My Oracle Support (support.oracle.com), document number 2166359.1.
3. Enable and configure the PeopleSoft applications for Approval Framework.

   See “Understanding the Approval Framework Feature” (Approval Framework).

PeopleSoft FSCM - Fluid Approval Transactions

This table lists the PeopleSoft FSCM and transactions that allow fluid approvals.

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PeopleSoft Application	*PeopleSoft Fluid Approval Transactions*	*Additional Information*
Asset Management	Cost adjustments Cost line additions Cost transfers (including interunit and chartfield transfers) Cost recategorizations Cost revaluations Fixed price markups Addition reversal Adjustment reversal Interunit transfer reversal Transfer Reversal Asset Physical Transfer Asset Retire Asset Disposal Asset Self Service Mass Transaction Manager Asset Upload Spreadsheet Data	See “Approving Assets Using the PeopleSoft Fluid User Interface” (PeopleSoft Asset Management)
Billing	Invoice	See “Approving Invoices Using PeopleSoft Fluid User Interface” (PeopleSoft Billing)
Commitment Control	Budget Journal	See “Approving Control Budget Journals Using Mobile Approvals” (PeopleSoft Commitment Control)
eSettlements	Invoice	See “Approving Invoices Using Mobile Approvals” (PeopleSoft eSettlements)

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PeopleSoft Application	*PeopleSoft Fluid Approval Transactions*	*Additional Information*
Expenses	Expense Reports Expense Reports Post Payments Time Reports Time Adjustments Travel Authorizations Cash Advances Cash Advance Post Payments	“Approving Expense Reports Using PeopleSoft Fluid User Interface” (PeopleSoft Expenses) “Approving Expense Reports Post Payments Using PeopleSoft Fluid User Interface” (PeopleSoft Expenses) “Approving Time Reports Using PeopleSoft Fluid Interface” (PeopleSoft Expenses) “Approving Time Adjustments Using PeopleSoft Fluid Interface” (PeopleSoft Expenses) “Approving Travel Authorizations Using PeopleSoft Fluid User Interface” (PeopleSoft Expenses) “Approving Cash Advances Using PeopleSoft Fluid User Interface” (PeopleSoft Expenses) “Approving Cash Advance Post Payments Using PeopleSoft Fluid User Interface” (PeopleSoft Expenses)
General Ledger	Journal Entry Account Reconciliation ChartField Journal Entries for Posting and Unposting	See “Understanding Configurable Workflow” (PeopleSoft General Ledger) “Approving Reconciliations Using PeopleSoft Fluid User Interface” (PeopleSoft General Ledger) and Pending Approvals - Field Request Page (Fluid) Defining and Using ChartField Request and Approval “Approving Journal Entries for Posting Using PeopleSoft Fluid User Interface” (PeopleSoft General Ledger) “Approving Journal Entries For Unposting Using PeopleSoft Fluid User Interface” (PeopleSoft General Ledger)
Grants	Proposal	See “Approving Proposals Using the PeopleSoft Fluid User Interface” (PeopleSoft Grants)

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PeopleSoft Application	*PeopleSoft Fluid Approval Transactions*	*Additional Information*
Payables	Vouchers Payment Requests	See “Approving Vouchers Using Mobile Approvals” (PeopleSoft Payables) and “Approving Payment Requests Using Mobile Approvals” (PeopleSoft Payables).
Project Costing	Project Requests	“Approving Project Requests Using Fluid Approvals” (PeopleSoft Project Costing)
eProcurement	Requisitions	See “Setting Up Approval Framework in PeopleSoft eProcurement” (PeopleSoft eProcurement). See “Approving Requisitions Using PeopleSoft Fluid User Interface” (PeopleSoft eProcurement)
Purchasing	Purchase Orders Supplier User Registration	See “Setting Up the Approval Framework for PeopleSoft Purchasing” (PeopleSoft Purchasing). “Approving Purchase Order Using PeopleSoft Fluid User Interface” (PeopleSoft Purchasing) “Approving Supplier User Registration Using the PeopleSoft Fluid User Interface” (PeopleSoft Purchasing)
Receivables	Draft Write-Offs Maintenance Write-Offs Payment Write-Offs Maintenance Refunds	“Approving Draft Write-Offs Using PeopleSoft Fluid User Interface” (PeopleSoft Receivables) “Approving Maintenance Write-Offs Using PeopleSoft Fluid User Interface” (PeopleSoft Receivables) “Approving Payment Write-Offs Using PeopleSoft Fluid User Interface” (PeopleSoft Receivables) “Pending Approvals - Maintenance Refund Page” (PeopleSoft Receivables)

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PeopleSoft Application	*PeopleSoft Fluid Approval Transactions*	*Additional Information*
Services Procurement	Service Work Orders Service Expenses Services Invoices Services Progress Logs Services Timesheets	See “Approving Services Work Orders Using the PeopleSoft Fluid User Interface” (PeopleSoft Services Procurement)“Approving Services Expenses Using the PeopleSoft Fluid User Interface” (PeopleSoft Services Procurement) “Approving Services Invoices Using the PeopleSoft Fluid User Interface” (PeopleSoft Services Procurement) “Approving Services Progress Logs Using the PeopleSoft Fluid User Interface” (PeopleSoft Services Procurement) “Approving Services Timesheets Using the PeopleSoft Fluid User Interface” (PeopleSoft Services Procurement)
Strategic Sourcing	Sourcing Events Sourcing Plans	See “Approving Sourcing Events Using PeopleSoft Fluid User Interface” (PeopleSoft Strategic Sourcing) “Approving Sourcing Plans Using PeopleSoft Fluid User Interface” (PeopleSoft Strategic Sourcing)
Treasury	Treasury Settlements Treasury Deals Deal Confirmations	“Approving Settlements Using the PeopleSoft Fluid User Interface” (PeopleSoft Cash Management) “Approving Deals Using PeopleSoft Fluid User Interface” (PeopleSoft Deal Management) “Confirming Deals Using PeopleSoft Fluid User Interface” (PeopleSoft Deal Management)
Supplier Contract Management	Supplier Contract Clause Supplier Contract	“Approving Clauses Using PeopleSoft Fluid User Interface” (PeopleSoft Supplier Contract Management) “Approving Documents Using PeopleSoft Fluid User Interface” (PeopleSoft Supplier Contract Management)

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PeopleSoft Application	*PeopleSoft Fluid Approval Transactions*	*Additional Information*
Source to Settle Common Information	Bidder Registration Supplier Registration	"Approving Bidder Registrations Using the PeopleSoft Fluid User Interface" (PeopleSoft Source to Settle Common Information) "Approving Supplier Registrations Using the PeopleSoft Fluid User Interface" (PeopleSoft Source to Settle Common Information) "Pending Approvals Page" (PeopleSoft Source to Settle Common Information)
Maintenance Management	Preventive Maintenance Schedules Work Orders	See "Approving Preventive Maintenance Schedules Using PeopleSoft Fluid User Interface" (PeopleSoft Maintenance Management). See "Approving Work Orders Using PeopleSoft Fluid User Interface" (PeopleSoft Maintenance Management).

Configuring Fluid Approvals

Pages Used to Configure PeopleSoft Fluid Approvals

Page Name	*Definition Name*	*Usage*
Web Profile Configuration – Look and Feel	WEB_PROF_LOOKFEEL	(Optional) Configure appearance and character of web profile.
"Fluid Approval Setup - General Settings Page" (Enterprise Components)	HMAP_MBL_TYPE_SET	Configure the general settings for Fluid Approvals.
"Fluid Approval Setup - Transactions Page" (Enterprise Components)	HMAP_MBL_TYPE_SET2	Configure the transaction settings for Fluid Approvals.
"CAVF Configuration Setup Page" (Enterprise Components)	EOATT_CONFIG_DTLS	Set up the Comments and Attachments View configuration.

Approving Pending Transactions in Fluid

PeopleSoft Approvals is an system-wide feature that is primarily set up using Enterprise Components. PeopleSoft application developers use the Enterprise Component foundation as a base and determine

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which features and functionality are appropriate. For a better understanding of how to setup and use Fluid Approvals see “Setting Up and Using Fluid Approvals” (Enterprise Components).

Pages Used to Approve Pending Transactions in Fluid

Note: The page shots in this section are examples only. For application-specific behavior, please see the application-specific documentation.

Page Name	*Definition Name*	*Usage*
Approvals Tile	EOAWMA_TXNHDTL_FL	Review pending and historical approval requests that are associated with the user who is logged in.
Pending Approvals Page	EOAWMA_MAIN_FL	View a list of all transactions that apply to the selected transaction category and access the respective transactions that are pending your approval
Filters Page	EOAWMA_FLTR_SCF	Refine the results displayed in the Pending Approvals page.
Approval Header Detail Page	EOAWMA_TXNHDTL_FL	View transaction information and perform approval tasks.
Approval Chain Page	EOAWMA_APPC_SCF	View and add to the approval chain.
Approve Page	EOAWMA_HDRACT_SCF	Submit or cancel your action selected for the transaction.
Approval Line Detail Page	EOAWMA_TXNDTL_FL	View line details.
Approvals History Page	EOAWMA_MAIN_FL	View a list or approval transactions you have worked on in the past.
Approvals History - <Transaction Details> Page	(not available)	View details about an approval request you have already worked on.

Approvals Tile

Use the Approval tile to access the Pending Approvals page.

This tile can be placed on any PeopleSoft Fluid Home page. For information about how to add a tile to a PeopleSoft Fluid Home page, see Adding Homepages and Tiles

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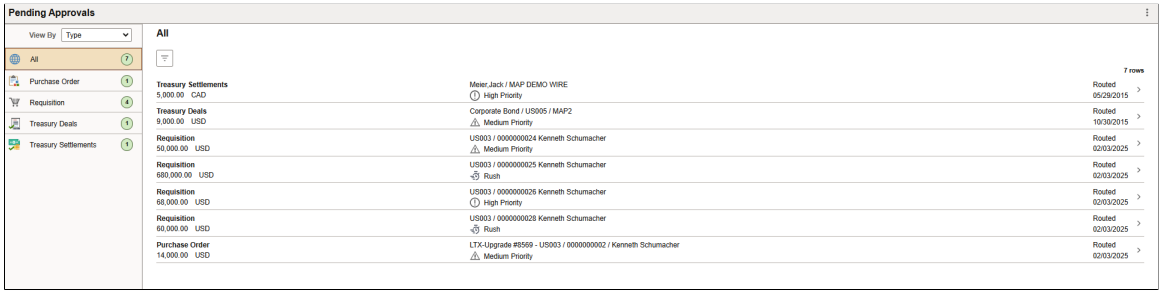
Pending Approvals Page

Use the Pending Approvals page (EOAWMA_MAIN_FL) to view a list of all transactions that apply to the selected transaction category and access the respective transactions that are pending your approval.

Navigation:

Select the Approval tile.

This example illustrates the fields and controls on the Pending Approvals page. You can find definitions for the fields and controls later on this page.



Note: Approval transactions listed for each user depends on the permission level established for the user logged in.

Notifications

You can select the Notification icon at the top of either the PeopleSoft Fluid or Classic pages to view alerts in a notification window.

Action Menu

You can access one of these approval views (by selecting the Action Menu drop-down option) to access either of these pages:

- Pending Approvals

  An approver can view transactions pending their approval under one interface, thus eliminating the need to go to several different components to look for pending approvals.

- Approvals History

  An approver can view approval transactions that they already worked on. This functionality enables the user to view the status of the approval request in the approval chain and view comments by individuals within the chain. Your administrator defines how far, in the past, historical approvals can be viewed.

- Review Approval

  An approver can review approval transactions. This functionality enables the user to review the status of the approval request in the approval chain and view comments by individuals within the chain.

- Administer Approval

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An administer approval gives administrators a view into all approvals to which they have access, as well as the ability to take necessary actions on pending approvals. Administrators are provided access to Approval Transactions based on the Role defined as System Administrator on the Approval Process Definition page.

Pending Approvals

The Pending Approvals page can display a mixture of HCM and FSCM approvals, based on the permissions of the current user. The initial list is displayed by transaction type and the corresponding number of pending approvals.

On the left side of the page, vertical tabs group approval transaction types into categories that are defined by the **View By** type value selected. The *All* category type appears at the top of the list for all view types when there are pending transactions. Transaction categories within a **View By** type display a badge identifying the number of pending approvals for that transaction category. If you do not have pending approvals for a transaction category, the tab does not appear in the list.

Note: If you are using the approvals pages in portrait mode on your mobile device, the page displays an arrow on the left side of the page. Select this arrow to reveal or hide the category tabs.

Select a transaction category tab to display the pending approvals that apply to that category. When you select a transaction category, the page displays pending approvals sorted by the date on which the approval request was received, with the oldest pending approval displaying first.

The system displays View By options on the left side of the page. The system displays a summarized list of the selected View by option on the right side of the page. In the example above, a summary of all pending approvals displayed. The right side displays header information for the selected View By option (left side).

Field or Control	***Description***
View By	Select a type to view a list of transactions to be approved. Options are *Date Routed*, *From*, *Last Operator*, *Priority*, *Requester*, *Status*, and *Type*. Depending on the option selected, the options below this field change. For example, if you select Priority, the selection options below this field are Rush, High, Medium, Low, and a combination of all priorities, depending on applicable transactions. If you do not have pending approvals for a priority, that tab does not appear in the list. **Note:** For Requisition and Purchase Orders, Rush priority is available along with High, Medium, and Low. A bubble count displays the number of transactions within each view by category.

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Field or Control	*Description*
Load More	Select to display remaining transactions in chunks. The number of transactions displayed is based on the value entered on the “Fluid Approval Setup - General Settings Page” (Enterprise Components) in Enterprise Components. This button displays the next list of transactions out of total transactions to be displayed.
 **Filter icon**	Select the Filter icon to access the Filters Page. The Filter icon changes color when filters have been applied to your search.
	Select to access a menu where you can select another page to jump to such as Review Approvals, Approvals History, Administer Approvals, Create Delegation Request, and View Approval Status.

The right side of the page displays transactions that belong to the selected option on the left. Select a transaction row to access the Approval Header Detail Page.

If a transaction type category is not set up to allow mass approvals, then the page lists the approval request transactions but the action buttons do not appear. For these types of transactions, you must select the desired row to access the Approval Header Detail Page, and approve the transaction from there. Mass approvals is determined on the “Fluid Approval Setup - Transactions Page” (Enterprise Components).

Filters Page

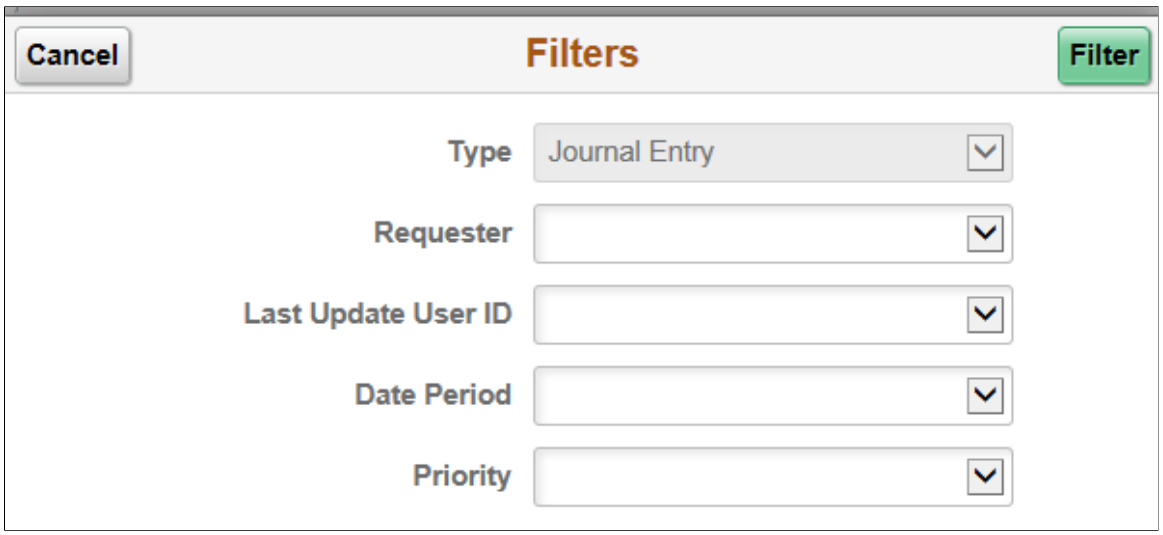
Use the Filters page (EOAWMA_FLTR_SCF) to refine the results displayed in the Pending Approvals page.

Navigation:

From the Pending Approvals page, select the Filter icon.

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This example illustrates the fields and controls on the Filters page.



Each filter field provides the same options that display below the View By field on the Pending Approvals page. For example, the Type field in the page shot above provides these options: Purchase Order, Requisition Approvals, Treasury Deals, and Treasury Settlements. If there are other types of approvals for you to approve, such as Expense Reports or Journal Entries, then they are displayed as well. The list is made up of the transactions you need to approve and the View By option selected.

Field or Control	*Description*
Cancel	Select to return to the Pending Approvals or Approvals History page.
Filter	Select to apply the filters and refine the approval request results on the Pending Approvals or Approvals History page. The Filter icon on the Pending Approvals or Approvals History page changes color, indicating that there are filters in place.

Approval Header Detail Page

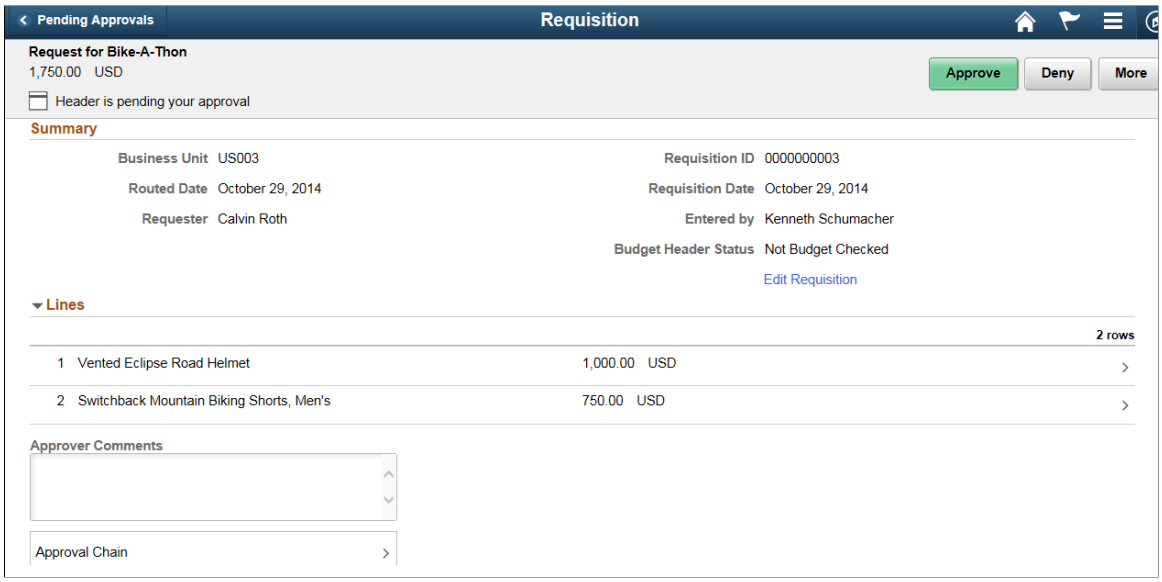
Use the Approval Header Detail page (EOAWMA_TXNHDTL_FL) to view transaction information and perform approval tasks.

Navigation:

From the Pending Approval page, select a transaction on the right.

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This example illustrates the fields and controls on the Approval Header Detail Page. You can find definitions for the fields and controls later on this page.



Note: The title in the banner of this page changes based on the approval request selected. Fields and elements on this page also vary depending on the type of approval transaction you are reviewing.

When viewing transaction details on a phone, you must scroll down to view each section; Summary, Lines, Requester Comments, Approver Comments, and approval chain.

The buttons that are available on the page are determined by the “Pending Approvals Page ” (Enterprise Components). Buttons can include:

- **Approve**
- **Deny**
- **Pushback**
- **Hold**
- **More** (the page displays this button when the other buttons do not all fit on the page)

Field or Control	*Description*
Approve, **Deny**, **Pushback**, **Hold**	Select an option for the transaction. When you select one of these buttons, the system allows you to confirm or cancel your action.

Summary Section

The Summary section displays high-level information about the transaction. Most of this information is also displayed on the Pending Approvals page.

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Lines Section

The Lines section displays a summarized list of all lines on the transaction. Select the right arrow to access line summary and detail information.

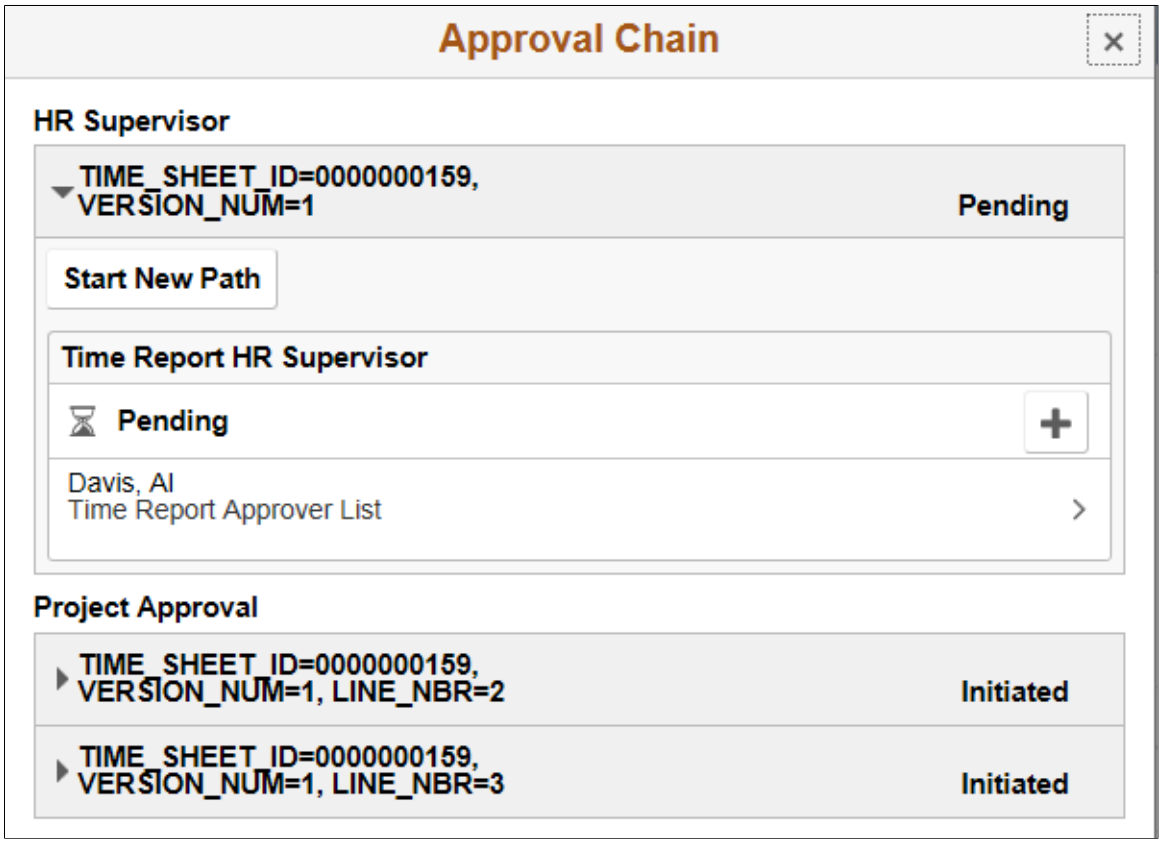
Approval Chain

Select Approval Chain to view approvers and add approvers to the approval chain.

Approval Chain Page

Use the Approval Chain page (EOAWMA_APPC_SCF) to view and add to the approval chain.

This example illustrates the fields and controls on the Approval Chain page.



The Approval Chain section displays the status of the approval chain for the transaction. You can expand and collapse subsections displayed. See application-specific documentation for how this section or page operates.

Approve Page

Use the Approve page (EOAWMA_HDRACT_SCF) to submit or cancel your action selected for the transaction.

Navigation:

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From the Pending Approvals (by Transaction) Page or the Transaction Approval page, select one or more transactions and select an action (Approve, Deny, Pushback, Hold).

This example illustrates the fields and controls on the Approve page.

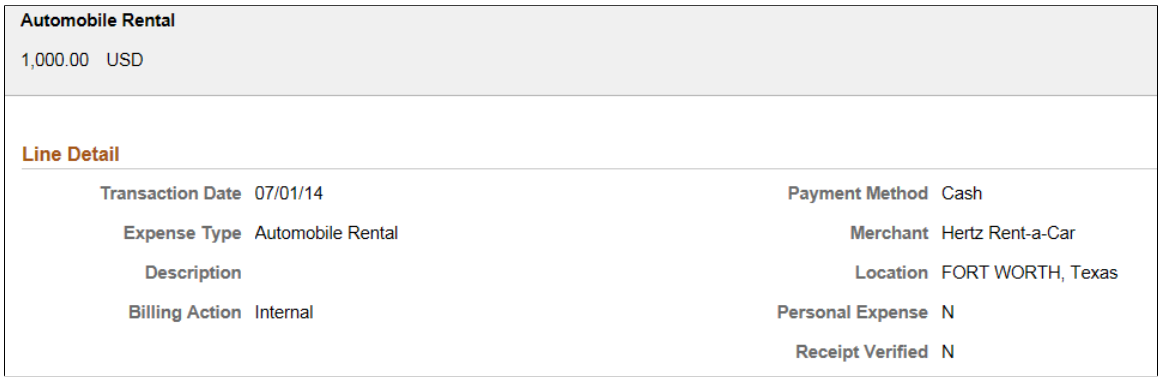


Enter a comment and then select the Submit button to send your approval of the transaction to the system. The system removes the transaction from your Pending Approvals queue and adds it to your Approvals History page.

Approval Line Detail Page

Use the Approval Line Detail page (EOAWMA_TXNDTL_FL) to view line details.

This example illustrates the fields and controls on the Approval Line Detail page.



Some applications allow you to approve a transaction at the line level. This is performed on the Approval Header Detail Page.

Approvals History Page

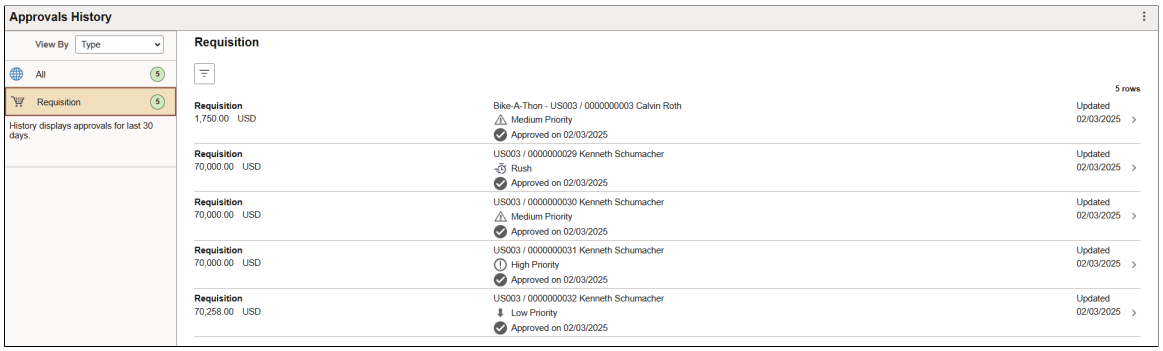
Use the Approvals History page (EOAWMA_MAIN_FL) to view transactions that you have previously approved.

Navigation:

Select the Approvals tile on the Employee Self Service home page, and then select the Approvals History option from the Action List (located in the banner) from the Pending Approvals page.

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This example illustrates the fields and controls on the Approvals History Page. You can find definitions for the fields and controls later on this page.



The Approvals History page shows approval transactions you have addressed in the past. How far back you can view historical approval transactions is defined by the administrator on the “Fluid Approval Setup - General Settings Page” (Enterprise Components) setup page. This page displays a message below the category tabs indicating the time period for which history is displayed.

When you select a category, the page displays historical approvals sorted by the date on which the last person updated or took action on the request, with the most recently updated approvals displaying first.

Select a transaction row to view details of the transaction.

Viewing Approval Status

Requester and approvers can view the status of submitted transactions as the transactions move through the approval process.

Using the View Approval Status page allows:

- Requesters to have easy access to track submitted transactions and approval details without returning to the original submission component.
- Approvers to have quick access to the transactions that have been approved or denied by them.

Setting Up the View Approval Status Feature

Follow these steps to set up the View Approval Status feature.

To set up the View Approval Status feature:

1. Use the “Fluid Approval Setup - General Settings Page” (Enterprise Components) to configure general settings.
2. Use the “Fluid Approval Setup - Transactions Page” (Enterprise Components), **Visible to Requester** check box to enable or disable a transaction from being displayed to the requester.

   PeopleSoft delivers all transactions enabled for this feature. If you want to remove any transactions from the View Approval Status Page, you can do so using this step.

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3. Use the User Profiles page (PeopleTools > Security > User Profiles > User Profiles) to add the *Requester Fluid* role to the user profile to provide access to the View Approval Status Page.

   PeopleSoft added the *EOAW1100* permission list to the Requester Fluid role. The existing *Approvals Fluid role* includes the *EOAW1100* permission list for approvers to access the View Approval Status Page. Any user with the existing *Approvals Fluid*, by default, has access to the new tile and functionality.

   Users are configured to be an AWE (approval workflow engine) user as a requester, submitter, reviewer, or approver.

4. Use the Add Tile Page to add the View Approval Status Tile to any homepage.

Pages Used to View Approval Status

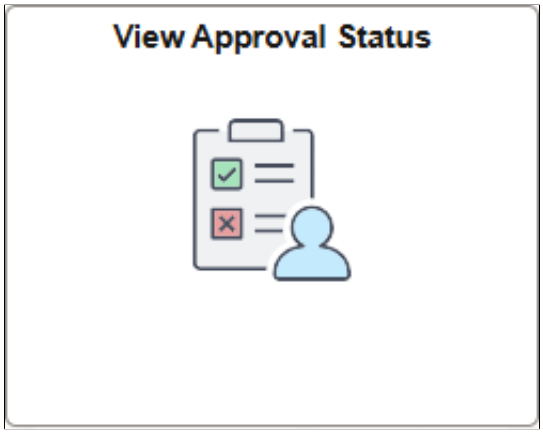
Page Name	***Definition Name***	***Usage***
View Approval Status Tile	EOAW_RQSTR_TILE_FL	Access the View Approval Status page
View Approval Status Page	EOAWMA_MAIN_FL	View approval transactions that are submitted by requesters and transactions where you are an approver.

View Approval Status Tile

Use the View Approval Status Tile to access the View Approval Status page.

Navigation:

This example illustrates the View Approval Status Tile.



This tile is delivered on the Employee Self Service Homepage and can be placed on any PeopleSoft Fluid Home page.

For information about how to add a tile to a PeopleSoft Fluid Homepage, see Adding Homepages and Tiles.

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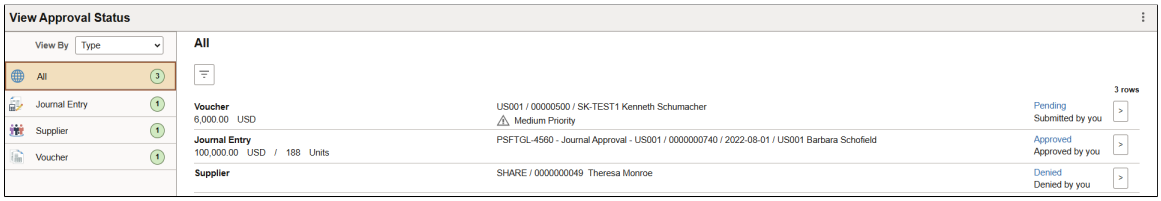
View Approval Status Page

Use the View Approval Status page (EOAWMA_MAIN_FL) to view approval transactions that are submitted by requesters and transactions where you are an approver.

Navigation:

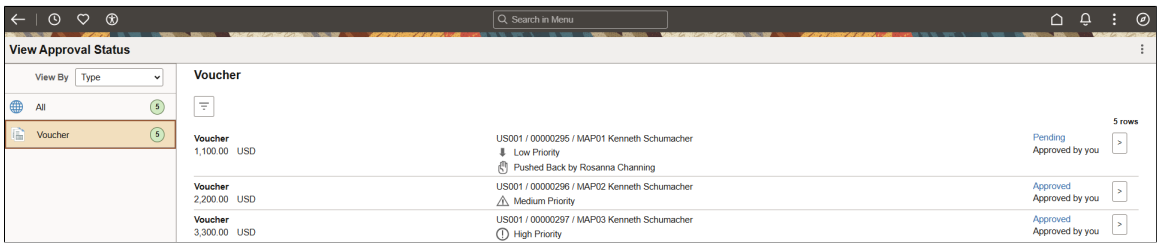
Select the View Approval Status tile.

This example illustrates the fields and controls on the View Approval Status page.



Note: This page does not replace the Pending Approvals Page, which is used by managers and approvers to approve or deny transactions. In addition, requesters must use application-specific transaction pages to resubmit or withdraw transactions.

This example illustrates the fields and controls on the View Approval Status page with a Voucher that is Pushed Back in row one.



When a requester is logged in:

- The list only displays transactions where the person who is logged in is the requester.
- Transactions are in read-only mode, and you cannot act on them.
- The list includes transactions that have a status of Pending: In-Process, On-Hold, or Pushed Back; or Completed: Approved, Denied, or Withdrawn.
- Transactions that are submitted by the person logged-in are indicated with *Submitted by You*.
- Transactions that are submitted by a proxy user for you are indicated with *Submitted for you.*
- Transactions that have an Approved or Denied status are displayed for x number of days.

  The number of days is determined on the “Fluid Approval Setup - General Settings Page” (Enterprise Components) page, **Age for Approvals History in Days** field, and is calculated by the last updated date on the transaction.

When a submitter is logged in:

- The behavior is the same as the requester view.

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- Transactions are in read-only mode, and you cannot act on them.
- Transactions that you submitted on behalf of someone else are indicated with *Submitted by You*.

  For example, if Sam submitted a voucher on behalf of Karl for approval, then both Sam and Karl see the transaction in their respective Requester's view of the View Approval Status Page.

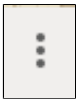
When an approver is logged in:

- Transactions are in read-only mode, and you cannot act on them.
- The list displays transactions where you are an approver and you have already acted on the transaction such as approving or denying the transaction.

  Transactions that are waiting for the logged-in user's approval are not listed. Use the Pending Approvals Page to act on transactions.
- Transactions where you are included in the approval chain are indicated with *Approved by you* or *Denied by you*.
- Transactions are displayed for x number of days.

  The number of days is determined on the "Fluid Approval Setup - General Settings Page" (Enterprise Components) page, **Age for Approvals History in Days** field. and calculated by the last updated date on the transaction.
- If you are a requester and an approver who acted on a transaction, the Requester role takes precedence, and is indicated with *Submitted by you*.

  For example: You submit a voucher request, and you are listed as one of the approvers. You approve the voucher. The transaction is listed on the View Approval Status page and identified as *Submitted by you*. In addition, it displays the approver action taken by you.

Field or Control	***Description***
	Select to access a menu where you can select Pending Approvals. This option allows you to jump to the Pending Approvals Page. You can jump back to this page using the same icon and selecting View Approval Status.

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Field or Control	*Description*
View By	Select to group and filter approval requests in the left-hand navigation pane. Options include: • *Date Routed* - displays a weekly list based on the transaction date of the routing. • *From* - displays transactions based on the last sender. The last sender could be the requestor of the transaction or the last approver in the approval chain. • *Priority* - displays transactions base on priority such as High, Medium, and Low, if configured for the transactions. • *Requester* - displays transactions by requester, which is helpful you are a requester and an approver. • *Status* - displays transactions based on the status. • *Type* - displays approval requests by transaction type and appears by default when you access the page.
Load More (button)	Select to display additional transactions in chunks according to the value entered on the “Fluid Approval Setup - General Settings Page” (Enterprise Components), **Maximum Lines Displayed** field.
 (filter)	Select to access the Filters window where you can filter transactions by *Type, Requester, From, Priority*, and *Status*.
(center column)	The center column displays: • Transaction information. • Priority - if defined. • Pushed Back by with username, if the Status is **Pushed Back** .
(status link)	Select the linked status to access the Approval Chain window. This window is read-only and displays the approval path for the transaction and approval comments. Comments that are entered by approvers are displayed for requesters and approvers. **Pushed Back** - Displays if you have approved a request, and the person next in the approval chain pushes back the approval. The name of the person who pushed back the request appears in the center column.

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Field or Control	*Description*
 (view detail)	Select to access the transaction detail page. The detail page opens in read-only mode. No actions are allowed from this page.

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Chapter 33

Third Party Images Provided with Sample Data

Using Third Party Images Provided with Sample Data

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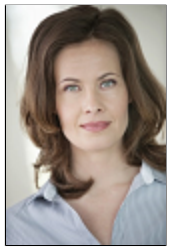
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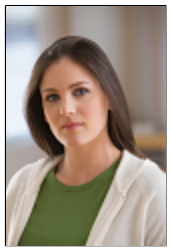
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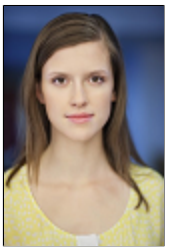
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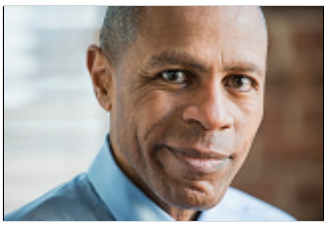
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Chapter 34

FSCM Abbreviations

FSCM Abbreviations

Throughout PeopleSoft Financial and Supply Management (FSCM) applications fields may be labeled with an abbreviation rather than with the full spelling of the field name. Those abbreviations are used in FSCM applications, along with the corresponding full name.

Term	***Definition***
#	Number
# Interviewed	Number Of Interviewed
# of Bids Received	Number Of Bids Received
# of Past Due Tasks	Number of Past Due Tasks
# of Rejects	Number of Rejects
# of Reporting Months	Number of Reporting Months
# Submitted	Number of Submitted
%	Percentage
% Complete	Percentage Complete
% Complete TD	Percent Complete To Date
% of WO	Percentage of Work Order
% of WO Labor Amount	Percentage of Work Order Labour Amount
3rd Party Markup %	3rd Party Markup Percentage
Accnt	Account

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Term	*Definition*
Acct	Account
Accr	Accrual
Acctg	Accounting
ACH	Automated Clearing House
Ack	Acknowledgement
Acpt w/err	Accepted with Error
ADB Date	Average Daily Balance Date
Adj	Adjust or adjustment
Adj Meth	Adjustment Method
Adjusted Sales/Use Tax %	Adjusted Sales or Use Tax Percentage
Admin	Administration
Advance ID	Advance identifier
AE	Application Engine
AERP	Advanced Enterprise Resource Planning
Affil	Affiliate
AG Number	Accept Giro Number
Alert Seq Num	Alert Sequence Number
Alloc	Allocation
Allow Time/Expense Overage %	Allow Time or Expense Overage Percentage
Alt	Alternate

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Term	*Definition*
Alt Acct	Alternate Account
Alt SetID	Alternate Stead
Altacct	Alternate Account
AM	Asset Management
AM Unit	Asset Management Business Unit
Amt	Amount
An Type	Analysis Type
Appr	Approval
Approval Amount Tolerance %	Approval Amount Tolerance Percentage
Approval User Id	Approval User Identifier
Approver ID	Approver Identifier
AR	Account Receivable
AR Distribution Code	Accounts Receivable Distribution Code
AR Specialist	Accounts Receivable Specialist
ARM	Asset Repository Master
ASN	Advance Shipping Notification / Notice
ASR	Advanced Shipping Receipt
Asset Profile ID	Asset Profile Identifier
Assignment ID	Assignment Identifier
Asy	Assembly

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Term	*Definition*
ATP	Available to promise
Att	Attachments
Att Version Wrk	Attachment Version
Attachment ID	Attachment Identifier
Attn	Attention
Attr	Attribute
Auth	Authorization (as in Credit Card Authorization Status)
Av. Filled Amt.	Average Filled Amount
Avail Qty	Available Quantity
Ave Cost	Average Cost
Avg	Average
Avg Fill Rate	Average Fill Rate
Avg Rate	Average Rate
Avg Response	Average Response
Avg. Filled Rate	Average Filled Rate
BAL	Balance
Bank Account #	Bank Account Number
Basis Amt	Basis Amount
BC	Bar Code
Bcc	Blind Copy

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Term	*Definition*
Beg	Beginning (as in Beginning Amount)
BI Unit	Billing Unit
Bid Id	Bidder Identifier
bid id	Bidder Identifier
Bid Qty	Bid Quantity
Bid#	Bid Number
Bidder Display Seq #	Bidder Display Sequence Number
Bill Addrs	Bill Address
Bill Hrs	Bill Hours
Bnk	Bank
BOE	Bill of Entry
BOL	Bill of Lading
Both Parent and Child WO	Both Parent and Child Work Order
BSP	Bank Statement Processing
BU	Business Unit
BU AM	Business Unit Asset Management
Bud	Budget
Bud Ref	Budget Reference
Budg Chk	Budget Check
Budge Misc Status	Budget Miscellaneous Status

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Term	*Definition*
Bus	Business (as in Business Unit)
Bus Unit-Auction ID	Business Unit-Auction ID
Business Unit HR	Business Unit Human Resources
Buying Agreement ID	Buying Agreement Identifier
Buying Agreement Line Nbr	Buying Agreement Line Number
Calc	Calculation
Calendar ID	Calendar Identifier
Canc	Cancellation
Capital Acquisition Plan #	Capital Acquisition Plan Number
Carrier ID	Carrier Identifier
Cat	Catalog
Cat Descr	Category Description
CBB	Canadian Bank Branch
CC	Copy
Cd	Code
CF	Chartfield
Chartfield	Chart Field
Chk	Check
Chk'd	Checked
CIF Amount	Charge-In-Full Amount

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Term	*Definition*
Cmpnt	Component
Cntr Id	Container Id
CntrctAdjScroll	Contract Adjustment Scroll
cntrl	Control
Combo	Combination
Comp Rev	Component Revision
Comp w/Err	Completed with Error
Config	Configuration
Config Code	Configuration Code
consol	Consolidation
Consol Inv	Consolidated Invoice
Consol Unit	Consolidated Unit
Constraint Cd	Constraint Code
Consumed on Current WO	Consumed on Current Work Order
Contract Adj Scroll	Contract Adjustment Scroll
Contract ID	Contract Identifier
Contract Line Nbr	Contract Line Number
Conv	Conversion
COP	Cancellation of Plan
Copy Sub	Copy Substitutes

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Term	*Definition*
Correct HCM Data and Resubmit	Correct Human Capital Management Data and Resubmit
Correct HCM Data Manually	Correct Human Capital Management Data Manually
Cost %	Cost allocation percentage
Cost Elmnt	Cost Element
CPS	Change of Plan Status
Cpty	Counterparty
CR	Credit
Crrnt	Current
CTS	Change of Task Status
CUR	Currency
Cur Effdt	Current Effective Date
Curr	Currency
Curr Trans	Currency Translation
Currency/UOM	Currency or Unit of Measurement
Cust Draft	Customer Draft
Cust	Customer
Customer Ref id	Customer Reference Identifier
D&B Rating	Dun and Bradstreet Rating
DB	Database
Deal ID	Deal Identifier

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Term	*Definition*
Del	Delete
Dept	Department
Dept ID	Department ID
DeptID	Department Identifier
Descr	Description
Descr2	Description 2
Dest	Destination
Direct DB	Direct Debit
Disc	Discount
Dist	Distribution
Dist Id AR	Distribution Identifier Accounts Receivable
Dist Line	Distribution Line
Dist Type	Distribution Type
Distr	Distribution
Distrib	Distribution
Distrib Line	Distribution Line
Distribution Li	Distribution Line
DM	Deal Management
Doc	Document
Doc ID	Document Identification

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Term	*Definition*
Doc Tol Status	Document Tolerance Status
Docs	Documents
Don't	Do Not
DR	Debit
Draft ID	Draft identifier
Dt	Date
Dtl	Detail
Dtl	Detail (as in Exchange Rate Detail)
DTTM	DateTime
Dun Date	Dunning Date
EBOM	Engineering Bill of Material
ECO	Engineering change order
ECR	Engineering change requests
EDI Comments	Electronic Data interchange Comments
EE	Entry Event
Eff Rev	Effective Revision
Effdt	Effective date
Effective Dated VMS Definition	Effective Dated Vendor Managed Services Definition
Effseq	Effective sequence
EFT	Electronic Funds Transfer

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Term	*Definition*
Email ID	Email Identifier
Empl	Employee
Empl ID	Employee ID
Empl ID	Employee Identifier
Empl ID's	Employee IDs
Empl Rcd Nbr	Employee Record Number
ENC	Encumbrance
Encum	Encumbrance
End Supplier ID	End Supplier Identifier
EOQ	Economic Order Quantity
ePro	eProcurement
Err	Error
ERS	Evaluated Receipt Settlement
Est	Estimated
Est. Invoice Total	Estimated Invoice Total
Est. Line Total	Estimated Line Total
Est. Total	Estimated Total
Establishment ID	Establishment Identifier
EstiMat	Estimated Maturity
Event Line #	Event Line Number

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Term	*Definition*
Event Qty	Event Quantity
Exch Rt	Exchange Rate
EXCH_RT_DTL_INQ	Exchange Rate Detail Inquiry
Exempt Cert	Exemption Certificate
Exp	Expense
Exp. Approver	Expense Approver
Expense Sheet ID	Expense Sheet Identifier
Ext	Extension
Ext	External
Ext Price	Extended Price
Ext. Line	Extended Line
Ext. Requisition	Extended Requisition
Extend WO	Extended Work Order
Fac	Facility
FAH	Financial Accounting Hub
FAH	Fusion Accounting Hub
Fee %	Fee Percentage
FG	Financial Gateway
Field Nbr	Field Number
File Ext	File Extension

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Term	*Definition*
File Line #	File Line Number
Fld	Field
Flds	Fields
Flg	Flag
FOQ	Fixed Order Quantity
FSAH	Financial Services Accounting Hub
Fund Affil	Fund affiliate
Fwd Balance	Forward Balance
Gen	General
GL	General ledger
GL Business Unit	General Ledger Business Unit
GL Equit	GL Equitization
GL SJI	GL Spreadsheet Journal Import
GL Unit	General Ledger Unit
GLN	Global Location Number
GPO	Group Purchasing Organization
Grp	Group
GTIN	Global Trade Identification Number
HCM Admin	Human Capital Management Administrator
HCM Administrator	Human Capital Management Administrator

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Term	*Definition*
HCM Error Information	Human Capital Management Error Information
HCM Fields	Human Capital Management Fields
HCM Integration	Human Capital Management Integration
HCM Job Code	Human Capital Management Job Code
HCM Person Integration Enabled	Human Capital Management Person Integration Enabled
Hdr	Header (as in Consolidated Header)
Hdr Score	Header Score
HR	Human Resources
HR Business Unit	Human Capital Management Business Unit
HTML Area	Hyper Text Markup Language Area
HYP	Hyperion
ID	Identification
ID	Identifier
Imp	Import
IN Unit	Inventory Business Unit
IN Unit	Inventory Unit
Incl	Include
Include CF	Include Chartfields
Incomplete Task Lbl	Incomplete Task Label
Ind	Indicator

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Term	*Definition*
Inf	Information
Info	Information
Infobox	Information Box
Insp	Inspect
InterU	InterUnit
Int'l	International
Int'l Prefix	International Prefix
IntraU	IntraUnit
Invcd	Invoiced
Invoice ID	Invoice Identifier
Invoice ID From	Invoice Identifier From
Invoice No	Invoice Number
ITAM	IT Asset Management
IUT	Interunit
JGEN	Journal Generator
Journal ID	Journal Identifier
JRNL	Journal
JrnlGen	Journal Generator
KK	Commitment Control
L/C ID	Letter of Credit Identifier

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Term	*Definition*
Labor & Expense Distribution %	Labour and Expense Distribution Percentage
Labor Distribution %	Labour Distribution Percentage
Last Activ Dt	Last Activity Date
LB File	Lockbox File
LC	Landed Cost
LC	Letter of Credit
Leave Opt Engine running	Leave Optimization Engine running
LED	Ledger
Lev	Level
Line Descr	Line Description
Line Nbr	Line Number
Linked Service SeqNbr	Linked Service Sequence Number
Ln Nbr	Line Number
Loc	Location
LOC Doc ID	Letter Of Credit Document Identifier
Logistical Group ID	Logistical Group Identifier
Logistical Task ID	Logistical Task Identifier
Long Descr	Long Description
Lvl	Level
Man	Manual

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Term	*Definition*
Manage VMS Details	Manage Vendor Managed Service Details
Managed Service Provider Fee %	Managed Service Provider Fee Percentage
Mass Maint Code	Mass Maintenance Code
Max	Maximum
Max Date	Maximum Date
Max Exp Rate	Maximum Expense Rate
Max Line #	Maximum Line Number
Max Primary Vendor Markup Amt	Maximum Primary Vendor Markup Amount
Max Quantity	Maximum Quantity
Max Rate	Maximum Rate
Max Rows	Maximum Rows
Max Search Result to Retrieve	Maximum Search Result to Retrieve
Max Submittal Limit/Position	Maximum Submittal Limit / Position
Max Total Markup	Maximum Total Markup
Max Vendor Markup	Maximum Vendor Markup
Max Workload	Maximum Workload
MBOM	Manufacturing Bill of Material
Merch	Merchant
Merch Amt Base	Merchandise Amount Base
Merchandise Amt	Merchandise Amount

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Term	*Definition*
Mfg	Manufacturer
Mfg ID	Manufacturer ID
Mfg Item ID	Manufacturer Item ID
Min	Minimum
Min Exp Rate	Minimum Expense Rate
Min Quantity	Minimum Quantity
Min Rate	Minimum Rage
Min. bddder's Bid Price	Minimum bidder's Bid Price
Min/Max	Minimum/Maximum
MinThreshold	Minimum Threshold
Misc	Miscellaneous
Misc Amt	Miscellaneous Amount
Misc Chg	Miscellaneous Charge
Misc. Charge Amount	Miscellaneous Charge Amount
Monetary Amount - VCHR BU Base	Monetary Amount - Voucher Business Unit Base
Msg	Message
Msg #	Message Number
Msg Line	Message Line
Msg Set	Message Set
MSP %	Managed Service Provider Percentage

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Term	*Definition*
MSP BY Service Type	Managed Service Provider By Service Type
MSP Fee	Managed Service Provider Fee
MSP Fee %	Managed Service Provider Fee Percentage
MSP Fee Rate	Managed Service Provider Fee Rate
MSP Fees by Service Type	Managed Service Provider Fees by Service Type
MSP Installation	Managed Service Provider Installation
MSP Percent	Managed Service Provider Percentage
MSP Rate	Managed Service Provider Rate
MSR	Material Stock Request
MSRP	Manufacturer's Suggested Retail Price
Mtchd	Matched
Nbr	Number
Nbr of Vouchers	Number of Vouchers
No	Number
No Rows Present	Number of Rows Present
No.	Number
No. of Submittals	Number of Submittals
No. of Times Sent	Number of Times Sent
No. Submitted	Number of Submitted
Non-Bill Hrs	Number of Bill Hours

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Term	*Definition*
Non-VMS	Non Vendor Managed Services
Nrcvry	Nonrecovery
Num	Number
O/W	Overwrite
Obs Rev	Obsolete revision
Obs Rev	Obsolete
Op Seq	Operational Sequence
Open Amt	Open Amount
Open Qty	Open quantity
Oper Unit	Operational Unit
Oper Unit	Operation Unit
Oper Unit Affil	Operational Unit Affiliation
Operator Id	Operator Identifier
Ord Line	Order line
Orig Item Amt	Original Item Amount
Orig Prom	Original Promise
Override Dflt Buyer's PO Sts	Override Default Buyers Status
Override UOM	Override Unit of Measure
Ovhd	Overhead
Parent WO Name	Parent Work Order Name

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Term	*Definition*
Parent Work Order ID	Parent Work Order Identifier
ParentDistribLn	Parent Distribution Line
Payment Terms ID	Payment Terms Identifier
PC	Project Costing
PC Bus Unit	Project Costing Business Unit
PC Business Unit	Project Costing Business Unit
PC Distribution Amount	Project Costing Distribution Amount
PC Distribution Base Amount	Project Costing Distribution Base Amount
PC Distribution Status	Project Costing Distribution Status
PC Status	Project Costing Status
Pct	Percent
PD	Pending Denial
Peg	Pegging
Pend	Pending
Pending Appr	Pending Approval
Per	Period
Person ID	Person Identifier
PK Slip No	Packing Slip Number
Pmt	Payment
PO	Purchase Order

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Term	*Definition*
PO Amount	Purchase Order Amount
PO Currency	Purchase Order Currency
PO ID	Purchase Order Identifier
PO Line 1	Purchase Order Line 1
PO Line 2	Purchase Order Line 2
PO Number	Purchase Order Number
PO Service Contracts Enabled	Purchase Order Service Contracts Enabled
PO Status	Purchase Order Status
PO Unit	Purchase Order Business Unit
PO Work Order Integration	Purchase Order Work Order Integration
Pos	Position
Pos Acct	Position Accounting
Prc	Process
Prcs	Processes
Prdn	Production
Prdn Opt Cntl	Production option control
Pre-Approved Req Sourcing Flg	Pre Approved Requisition Sourcing Flag
Pre-Enc	Pre-Encumbrance
Preferred Language Item Descr	Preferred Language Item Description
Prepaid Ref	Prepaid Reference

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Term	*Definition*
Price Adj Scroll	Price Adjustment Scroll
Print LC Advice	Print Letter of Credit Advice
Pro	Progressive
Proc	Processed
Processing Option ID	Processing Option Identifier
Prod	Production
Profile ID	Profile Identifier
Progress Log ID	Progress Log Identifier
Project BU Edit Table	Project Business Unit Edit Table
Project Bus Unit	Project Business Unit
Project ID	Project Identifier
Project ID Description	Project Identifier Description
Project Id Edit Table	Project Identifier Edit Table
Proposal Amount in Req Cur	Proposal Amount in Requisition Currency
Provider ID	Provider Identifier
PTC	Predecessor Task Completion
ptr	Partner
Published Job Data to HCM	Published Job Data to Human Capital Management
Pur	Purchase
Purchase Order ID From	Purchase Order Identifier From

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Term	*Definition*
Purchase Order ID To	Purchase Order Identifier To
PY Encum Open	Prior Year Encumbrance Open
Pymnt	Payment
Pymnt Installmt	Payment Installment
Qty	Quantity
Qty Accptd	Quantity Accepted
Qty Alloc	Quantity Allocated
Qty Awarded	Quantity Awarded
Qty Interface	Quantity Interface
Qty Rcvd	Quantity Received
Qty Requested	Quantity Requested
Qual Code	Qualifier Code
Quantity Open Standard UOM	Quantity Open Standard Unit of Measure
Quantity Requested Stand. UOM	Quantity Requested Standard Unit of Measure
Range Stat	Range Status
Rcpt	Recipient
Rcv	Receiving
Rcvd	Received
Rcvry	Recovery
Recon Id	Reconciliation Id

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Term	*Definition*
Recpt	Receipt
Recv	Receiving
Recv No	Receipt Number/Receiver Number
Recv Unit	Receiving Business Unit
Ref	Reference (used in Supplier Contract Ref)
Ref Desigs	Reference designator
Region Category ID	Region Category Identifier
Region Type ID	Region Type Identifier
Reimbursement Amt	Reimbursement Amount
Rem	Remaining (as in Remaining Amount)
Rem Rcpt Qty	Remaining Receipt Quantity
Remainder Time/Exp Amount	Remainder Time or Expense Amount
Remainder Time/Exp Expense Amt	Remainder Time or Expense Amount
Remit To Address Descr	Remit To Address Description
Replace VMS Coordinator	Replace Vendor Managed Service Coordinator
Report ID	Report Identifier
Req	Requisition
Req BU	Requisition Business Unit
Req ID	Requisition Identifier
Req Qty	Requisition Quantity

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Term	*Definition*
Req. Filled Currency code	Requisition Filled Currency Code
Req. line total amount in base	Requisition Line Total Amount in Base
Req. Origin Type	Requisition Origin Type
Reqs Filled	Requisitions Filled
Reqs Responded	Requisitions Responded
Reqs Sourced	Requisitions Sourced
Request BU	Request Business Unit
Request ID	Request Identifier
Requested Qty	Requested Quantity
Requesting Dept	Requesting Department
Requisition ID	Requisition Identifier
Requisition Id/ Work Order Id	Requisition Identifier or Work Order Identifier
Res %	Resource allocation percentage
Resource ID Last Used	Resource Identifier Last Used
Resource Service type BF	Resource Service Type Bid Factor
Resource Template ID	Resource Template Identifier
Response as Y/N	Response as Yes or No
Response Type ID	Response Type Identifier
Resrc	Resource
Return To Life Cycle WO List	Return To Life Cycle Work Order List

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Term	*Definition*
Rev	Revision
Rev	Revenue
Reval	Revaluation
Rever	Reversal
Revers	Reversal
RFID	Radio-frequency identification
RFQ	Request for Quote
RM	Risk Management
RMA	Return Material Authorization
Rpt Dt	Report Date
Rqst	Request
Rsn Code	Reason code
RTBL	Real Time Bottomline
Rtg Itm	Routing item
RTV	Return to Vendor
rtv	Return to Vendor
Rule ID	Rule Identifier
Run Ctrl	Run control
Rvrsl	Reversal
S/W	Software

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Term	*Definition*
Sal	Salary
Sales/Use Tax %	Sales or Use Tax Percentage
SBI	Self Billed Invoice
Sch Method	Schedule method
Sched	Schedule
Sched Num	Schedule Number
Sched Payments	Scheduled Payments
Scoring Rule ID	Scoring Rule Identifier
Scrap Pct	Scrap Percentage
SDF	Supplemental Data Framework
Sec	Security
Seg	Sequence
Sel	Select
Sel/Deselect	Select or Deselect
Seq	Sequence
Seq Nbr	Sequence Number
Seq Num	Sequence Number
Seq Number	Sequence Number
SeqNbr	Sequence Number
Service Coordinator Info	Service Coordinator Information

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Term	*Definition*
Services Supplier Id	Services Supplier Identifier
SetID	Set ID
Sheet ID	Sheet Identifier
Shift ID	Shift Identifier
Ship From INV BU	Ship From Inventory BU
Short Desc	Short Description
SJE	Standard Journal Entry
SJE ID	Standard Journal Entry identifier
SJE Type	Standard Journal Entry Type
SKU	Stock Keeping Unit
Social Security #	Social Security Number
Source CD	Source code
SP Administration Enabled	Service Provider Administration Enabled
SP Expense Enabled	Service Provider Expense Enabled
SP Fulfillment Enabled	Service Provider Fulfillment Enabled
SP Pay Types Enabled	Service Provider Pay Types Enabled
SP Settlement Enabled	Service Provider Settlement Enabled
SPD	Suspended Pending Denial
Specify Replacement Coordinator	Specify Replacement Coordinator
SPro Attribute	Services Procurement Attribute

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Term	*Definition*
SQL	Structured Query Language or SQL
Src BU	Source BU
SS Unit	Strategic Sourcing Business Unit
Start Date for Gen Standing PO	Start Date for Generating Standing PO
Stat	Status
Stat	Statistics Code
Stat Amt	Statistical amount
STD	Standard
Std Note	Standard Note
Stg Dt	Staged Date
Stmnt	Statement
Stor Code	Storage Code
Sub	Subcontracted
SubCust1	SubCustomer Qualifier 1
SubCust2	SubCustomer Qualifier 2
Subrog Case No	Subrogation Case Number
Sub-Topic	Subject Topic
Sup Itm ID	Supplier Item ID
Supp Draft	Supplier Initiated Draft
Supp ID	Supplier Identification

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Term	*Definition*
Supp Loc	Supplier Location
Supp/Item Rel	Create Supplier Item Relationship
Supplier ID	Supplier Identifier
Supplier Loc	Supplier Location
Supplier Loc Navigation Button	Supplier Location Navigation Button
Supplier Markup %	Supplier Markup Percentage
Supplier Ref Id	Supplier Reference Identifier
Survey ID	Survey Identifier
Susp	Suspense
SUT	Sales / Use Tax
SUT Information	Sales Use Tax Information
Sync	Synchronize
Sys	System
Task ID	Task Identifier
TAuth Template	Time Authorization Template
Tax Dep	Tax Dependency
Tax Pymnt Type	Tax Payment Type
Team ID	Team Identifier
Team Member ID	Team Member Identifier
Template ID	Template Identifier

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Term	*Definition*
Thru	Through
Thru Date	Through Date
Time Report ID	Time Report Identifier
Time Sheet ID	Time Sheet Identifier
Time/Expense Default TRC	Time or Expense Default Time Reporting Code
Time/Expense Tolerance %	Time or Expense Tolerance Percentage
Timesheet ID	Time Sheet Identifier
Tmp	Temporary
TMS	Transport Management System
Tol	Tolerance
Tolerance Over %	Tolerance Over Percentage
Tot	Total
Total PO Amount	Total Purchase Order Amount
Tran Group	Transaction Group
Tran w/Led	Translation Within Ledger
Trans	Transaction
Trans	Translation
Trans Dt	Transaction Date
Trans Qty	Transaction Quantity
Trans Src	Transaction Source

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Term	*Definition*
Trans UOM	Transaction UOM
Transfer ID	Transfer identifier
Travel Frequency (%)	Travel Frequency Percentage
TRC	Time Reporting Code
TRC Override	Time Reporting Code Override
TRC Type	Time Reporting Code Type
Treas	Treasury
Trm	Term
Trnsfr	Transfer
UID	Universal Identifier
Unit	Business Unit
UOM	Unit of Measure
UPC	Universal Product Code
Upd	Updated Upd
UPN	Universal Product Number
URL	Uniform Resource Locator or URL
Use Recipient's pref. Lang.	Use Recipient's preferred language
User ID	User Identifier
Utilization%	Utilization Percentage
Val'd	Validated

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Term	*Definition*
VAT	Value Added Tax
VAT Amount	Value Added Tax Amount
VAT Calculation Rules	Value Added Tax Calculation Rules
VAT Entity	Value Added Tax Entity
VAT Information	Value Added Tax Information
VAT Percent	Value Added Tax Percent
VAT/Intrastat	Value Added Tax or Intrastat
Vendor ID	Vendor Identifier
Vendor ID From	Vendor Identifier From
Ver	Version
VMI	Vendor Managed Inventory
VMS	Vendor Managed Service
VMS Amount	Vendor Managed Service Amount
VMS By BU and Service Type	Vendor Managed Service By Business Unit and Service Type
VMS Location	Vendor Managed Service Location
VMS Managed	Vendor Managed Service Managed
VMS Percent	Vendor Managed Service Percent
VMS Rate	Vendor Managed Service Rate
VMS Rate Base	Vendor Managed Service Rate Base
VMS Supplier	Vendor Managed Service Supplier

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Term	*Definition*
Voucher ID	Voucher Identifier
w/	with
w/	within
WIP	Work in Progress
WO	Work Order
WO Amount	Work Order Amount
WO History	Work Order History
WO ID	Work Order Identifier
WO Name	Work Order Name
WO Remainder	Work Order Remainder
WO Status	Work Order Status
WO Type	Work Order Type
Work Field for UOM	Work Field for Unit Of Measure
Work Order ID	Work Order Identifier
Work Order ID From	Work Order Identifier From
Work Order ID To	Work Order Identifier To
WOSource Status	Work Order Source Status
XBRL	Extensible Business Reporting Language
XFER	Transfer
Xfers	Transfers

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Term	*Definition*
XLAT	Translate
XML	Extensible Markup Language or XML
XSLT	XSL (Extensible Style sheet Language) transformations
Your Bid Qty	Your Bid Quantity
YR	Year
Zero Beginning Bal for Adj Per	Zero Beginning Balance for Adjustment Period

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Chapter 35

Application Fundamentals Reports

Application Fundamentals Reports: General Description

Use this table to find general information about PeopleSoft Application Fundamentals reports.

Note: You may see both of the terms XML Publisher (XMLP) and BI Publisher, depending on the version of your PeopleTools installation and the bundle version of your application. As of PeopleTools 8.52, references to XML Publisher (XMLP) have changed to BI Publisher. This does not denote a change to the reports; only the naming convention has changed.

See Managing ChartFields for Reports.

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
APY0003 AP Operator Profile	Displays Payables User defaults by SetID. For each user, the default values for Business Unit, SetID and Origin as well as Supplier and Voucher Processing Authority display.	**Set Up Financials/Supply Chain** > **Common Definitions** > **User Preferences** > **AP User Preferences Report**	RUN_APY0003
APY0006 Tax Authorities Report	Displays tax authorities by SetID. For each tax authority, the authority code, name, effective date, percentage and ChartField values appear.	**Set Up Financials/Supply Chain** > **Common Definitions** > **Sales and Use Tax** > **Authorities Report**	RUN_APY0006
APY0007 Tax Codes Report	Displays tax codes by SetID. For each tax code, a description, tax type, VAT reference, tax calculation information, taxing authority, effective date, and tax percentage appear.	**Set Up Financials/Supply Chain** > **Common Definitions** > **Sales and Use Tax** > **Sales and Use tax Code Report**	RUN_APY0007
APY0012 Accounting Entry Template	Displays available accounting entry templates and shows template name, effective date, type, description, account, department, product, and project.	**Set Up Financials/Supply Chain** > **Common Definitions** > **Accounting Entry Templates** > **Template Report**	RUN_APY0012

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
CFX001 ChartField Project	Displays steps to configure a ChartField to individual needs. (BI Publisher)	**Set Up Financials/ Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Run CF Config Steps Report**	RUN_CFC001
EO9030 Cross/Reciprocal Rate Calc	Displays the cross rates calculated for selected currency exchange rates. (SQR)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Market Rates** > **Calculate Market Rates**	RUN_EO9030
FSX0001 Installation Options (BI Publisher)	Displays the contents of the PeopleSoft Installation Table, which contains system-wide parameters used by the applications. (BI Publisher)	**Set Up Financials/Supply Chain** > **Install** > **Installation Options Report**	RUN_FIN0001
FSX0002 Detail Calendars (BI Publisher)	Displays information about detail calendars, including a description as well as a listing of the periods you have defined for the calendar. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Calendars/ Schedules** > **Detail Calendar Report**	RUN_FIN0002
FSX0003 TimeSpans (BI Publisher)	Displays the TimeSpan definitions for a SetID, including a description and information about the start year, start period, end year, and end period. The report also shows whether the TimeSpan includes forward balances and closing adjustments. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Calendars/ Schedules** > **Print TimeSpans Report**	RUN_FIN0003
FSX0004 Account Types (BI Publisher)	Displays all the account types, including the long and short descriptive name, and indicates whether the system carries forward the balance for that account type. (BI Publisher)	**Set Up Financials/ Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Define Acct Type**	RUN_FIN0004
FSX0005 Statistics Units of Measure (BI Publisher)	Displays a standard, portrait-style report of the contents of the Statistics Units of Measure table. The report also contains the unit of measure and description. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Units of Measure** > **Units of Measure Report**	RUN_FIN0005

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
FIN0006 User Preferences	Displays the values you enter for system users on the User Preference page. The User ID, business unit, SetID, ledger, source, and as-of date also display. These are the default settings that appear on the pages and reports used by each user. (SQR)	**Set Up Financials/Supply Chain** > **Common Definitions** > **User Preferences** > **User Preferences Report**	RUN_FIN0006
FSX0007 List of Valid SpeedTypes (BI Publisher)	Displays a valid list of SpeedTypes. A SpeedType enables you to enter shorthand keys to trigger a system expansion into pre-specified values for one or more fields on a page. For each SpeedType, the report prints a description, the User ID or class, and associated values for account, department, product, project, and statistics code.	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **SpeedTypes** > **Run** > **Process Scheduler Request** > **and select BI Publisher: List of Valid Speed Types**	RUN_FIN0007
FIN0008 Journal Sources	Displays valid journal entry sources. Source codes describe the origination of journal entries or the party responsible for generating the journal, define special processing, and make financial transactions easier to identify and report. (SQR)	**Set Up Financials/ Supply Chain** > **Common Definitions** > **Journals** > **Print Journal Source Report**	RUN_FIN0008
FSX0010 Valid General Ledger Accounts (BI Publisher)	Displays the valid general ledger accounts by SetID. For each account, the report prints a description, short name, and the account type. Shows if the account is a statistical account and if so, what unit of measure is used. If the account contains open items, lists their descriptions as well as the edit record and field that apply. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **select Account**	RUN_FIN0010
FSX0011 Valid Department Codes (BI Publisher)	Displays valid department codes by SetID. Prints the department ID and its description, along with each department manager's name. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **select Department**	RUN_FIN0011

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
FSX0012 Valid Product Codes (BI Publisher)	Displays valid product codes by SetID. Prints the product ID and its description, in ascending order by ID. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **select Product**	RUN_FIN0012
FSX0013 Valid Project IDs (BI Publisher)	Displays valid projects by SetID. For each project, prints the description, manager's name, and the project start and end dates. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **select Project**	RUN_FIN0013
FSX0015 Valid Statistics Code (BI Publisher)	Produces a standard portrait style report that show the contents of the Statistics Codes table. Displays the code along with a description, the standard unit of measure, and the ledger update method. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **select Statistics Code**	RUN_FIN0015
FSX0016 Record Groups (BI Publisher)	Displays tables by the record group they belong to. Displays a description and table name for each record group ID. (BI Publisher)	**Set Up Financials/ Supply Chain** > **Business Unit Related** > **Reports** > **Print Record Group List**	RUN_FIN0016
FSX0017 Valid Set IDs (BI Publisher)	Displays a short and long description of each SetID valid on a specific date. (BI Publisher)	**Set Up Financials/Supply Chain** > **Business Unit Related** > **Reports** > **TableSet IDs**	RUN_FIN0017
FIN0018 Table Set Controls	Displays the record groups associated with the TableSet you specify, including the field names and values you enter at the system prompt. Displays the trees designated for that TableSet. For each record group, shows the ID, description, SetID, and SetID description. (SQR)	**Set Up Financials/Supply Chain** > **Business Unit Related** > **Reports** > **TableSet Controls**	RUN_FIN0018
FIN0020 Valid General Ledger Business Units	Displays a list of business units that are valid as of a specific date. For each business unit, prints a description of the unit, and the default as-of date. (SQR)	**Set Up Financials/ Supply Chain** > **Business Unit Related** > **Reports** > **Print General Ledger BU list**	RUN_FIN0020

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
FIN0021 Ledgers for a Business Unit	Displays information about the ledgers that you have defined for a business unit. Shows information about each ledger, including type, ledger, definition, SetID, date of last update, and whether the ledger is balanced. Also shows open accounting periods, the adjustments year, and journal error handling options. (SQR)	**Set Up Financials/Supply Chain** > **Business Unit Related** > **Reports** > **Run Ledger for a Unit Report**	RUN_FIN0021
FSX0022 Detail Ledger Definition (BI Publisher)	Displays general information about detail ledgers. Includes a description, error handling options, accounting periods, record names, and a listing of the ChartFields associated with the ledger. (BI Publisher)	**General Ledger** > **Ledgers** > **Detail Ledger Report**	RUN_FIN0022
FSX0023 Detail Ledger Template Definition (BI Publisher)	Displays the records and fields included in detail ledger templates. (BI Publisher)	**General Ledger** > **Ledgers** > **Print Ledger Template Infor**	RUN_FIN0023
FSX0024 Valid Budget Reference (BI Publisher)	Lists all valid Budget Reference ChartField values in a SetID. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Report, Select Budget Reference	RUN_FIN0024
FSX0025 Scenario (BI Publisher)	Lists by SetID the current active budget scenario. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **Scenario**	RUN_FIN0025
FSX0030 PS/nVision Reports (BI Publisher)	Displays the PS/nVision reports for selected business units. Each report shows the ID, description, layout, scope ID, scope description, business unit, last run date, as-of date type, as-of date, tree date type, and tree date. (BI Publisher)	**General Ledger** > **General Reports** > **nVision Request by SetID**	RUN_FIN0030

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
FSX0031 PS/nVision Scopes (BI Publisher)	Displays the details of each PS/nVision Scope definition. (BI Publisher)	**General Ledger** > **General Reports** > **Create nVision Scope Rpt**	RUN_FIN0031
FSX0032 Valid Operating Units (BI Publisher)	Displays the valid operating units for a selected SetID. For each SetID, it shows the operating units, their description, their status, and the effective date of the status. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **select Operating Unit**	RUN_FIN0032
FSX0033 Valid Alternate Account (BI Publisher)	Displays the valid Alternate Accounts for a SetID. For each alternate account, the report prints a description, account type, if it has open items, if it's a statistical account, any control flags, the current effective status and, its effective date. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **select Alternate Account**	RUN_FIN0033
FSX0035 Currency Codes (BI Publisher)	Displays information about a currency, including code, effective date, description, symbol, country, and decimal point. (BI Publisher)	**Set Up Financials/ Supply Chain** > **Common Definitions** > **Currency** > **Currency Code Report**	RUN_FIN0035
FIN0036 Alternate Account Cross Reference	Displays accounts with corresponding cross-referenced alternate accounts, by SetID and Effective Date. (SQR)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Alt Acct Cross Reference**	RUN_FIN0036
FSX0037 Chartfield 1 (BI Publisher)	Displays the valid values for a selected SetID. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **Chartfield 1**	RUN_FIN0037
FSX0038 Chartfield 2 (BI Publisher)	Displays the valid values for a selected SetID. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **Chartfield 2**	RUN_FIN0038

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
FSX0039 Chartfield 3 (BI Publisher)	Displays the valid values for a selected SetID. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **Chartfield 3**	RUN_FIN0039
FSX0050 Valid Fund Codes (BI Publisher)	Displays a list of all valid fund code ChartField values. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **Fund Code**	RUN_FIN0050
FSX0052 Valid Program Codes (BI Publisher)	Displays a list of all valid program code ChartField values. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **select Program Code**	RUN_FIN0052
FSX0053 Valid Class (BI Publisher)	Displays a list of all valid class ChartField values. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **select Class Field**	RUN_FIN0053
FSX0057 Journal Types (BI Publisher)	Displays the various Journal Types defined on the Journal Types page for a particular SetID. Includes descriptions for each Journal Type and indicates whether they are sequenced by Document Type or Journal Code. Related to Document Sequencing. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Document Sequencing** > **Journal Type Report**	RUN_FIN0057
FSX0058 Journal Codes (BI Publisher)	Displays the various Journal Codes defined on the Journal Codes page for a particular SetID-Journal Type combination. Includes descriptions for each Journal Code, as well as Sequence Range and Sequencing Type information. Related to Document Sequencing. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Document Sequencing** > **Print Journal Code Report**	RUN_FIN0058

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
FSX0059 Document Types (BI Publisher)	Displays the various Document Types defined on the Document Type page for a particular SetID-Journal Type-Journal Code combination. Includes descriptions for each Document Type, as well as Sequence Range and Sequencing Type information. Related to Document Sequencing. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Document Sequencing** > **Document Sequencing Type Rpt**	RUN_FIN0059
FSX0060 Document Sequence Ranges (BI Publisher)	Displays the detail range(s) defined on the Document Sequence Range page for a specified Sequence Range. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Document Sequencing** > **Print Sequence Range Report**	RUN_FIN0060
FIN0061 ChartField Attribute Report	This report lists all or a selected list of ChartFields and their associated attributes, attribute descriptions, and attribute values. (SQR)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **Print CF Attribute Report**	RUN_FIN0061
FIN1001 Message Log Report	Prints message logs for a process instance ID and batch report type, similar to the online query available for each background program. Displays job ID, program name, date, time, sequence number, logged message, and explanation for each process instance ID. (SQR)	**Background Processes** > **Business Process Log Rpt**	RUN_FIN1001

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
FIN2001 Journal Entry	Displays all journal entries entered in the system for a business unit and ledger within the date range specified. Prints the journal entries in ascending ID order within the ledger and shows the journal date, the source, whether a reversal entry was created, journal status, posted date (if any), and a description. For each line included in the journal entry, lists the line number of the entry, the account number, a description, the department, product, and project ChartField values, and debit and credit detail. Also prints statistical information where included in a journal entry. (SQR)	**General Ledger** > **General Reports** > **Print Journal Entry Detail**	RUN_FIN2001
FIN5001 Reconciliation by System Source	This report consists of detailed subsystem and GL journal transactions that are aggregated to the business unit, subsystem source, ledger, account or alternate account, fiscal year and accounting period level. For example, it lists the data at the system source level, such as AP, and then lists all the activity for AP, including what was posted and not posted, for one or more selected ChartFields that appear in the data that you loaded. (SQR)	**General Ledger** > **General Reports** > **GL Reconciliation Subsystem** > **Reconciliation by System Srce (source)**	RUN_FIN5001
FIN5005 Reconciliation by ChartField	This report lists the data based on one or more selected ChartFields that appear in the data that you loaded. Each of the subsystem amounts that fall within the ChartField combination is listed on the report along with the total amounts for the ChartFields and the related ledgers. (SQR)	**General Ledger** > **General Reports** > **GL Subsystem Reconciliation** > **Reconciliation by ChartFields**	RUN_FIN5005

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GLX1001 Ledger Codes (BI Publisher)	List Ledger Codes with associated Book Code and provides description. (BI Publisher)	**General Ledger** > **Ledgers** > **Ledger Codes Report**	RUN_GLC1001
GLX4004 Adjustment Types (BI Publisher)	By SetID, displays current active Adjustment Type ChartField values. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **Adjustment Type**	RUN_GLC4004
GLX4005 Book Codes (BI Publisher)	By SetID, displays current active Book Codes. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **Book Code**	RUN_GLC4005
GLX4006 Balancing Groups (BI Publisher)	Display all Balancing Groups and describes whether they are active or inactive and shows the default balancing group. (BI Publisher)	**Set Up Financials /Supply Chain** > **Common Definitions** > **Design ChartFields** > **Reports** > **ChartField Reports** > **Account Balancing Group**	RUN_GLC4006
GLX4007 Journal Entry Template Report (BI Publisher)	Displays Journal Entry Templates by the security applied that is available to a user. (BI Publisher)	**Set Up Financials/Supply Chain** > **Common Definitions** > **Journals** > **Journal Entry Template Report.** Click the Run button, then select Process Scheduler Request, and select BI Publisher: Journal Entry Template	RUN_GLC4007
GLX4009 Inconsistent ChartField on Combination Editing (BI Publisher)	Displays inconsistencies between the Set ID of the Combination Editing ChartFields and Business Unit Set Control value.	**Set Up Financials/ Supply Chain** > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Inconsistent ChartField Report** > **Inconsistent ChartField on Combination Editing Report**	RUN_GLC4009
GLX5501 ADB Processes Report (BI Publisher)	Lists ADB calculation details, including averaged period, date, and time. (BI Publisher)	**General Ledger** > **Average Daily Balance** > **ADB Calculation Report**	RUN_GLC5501

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
GLX6001 Allocation Group (BI Publisher)	Lists detail information that is associated with a particular allocation group. (BI Publisher)	**Allocations** > **Reports** > **Print Allocation Group Report**	RUN_GLC6001

Managing ChartFields for Reports

The following discusses how to:

- Use Oracle BI Publisher reports to support configured ChartFields.
- Select ChartFields for SQR reports.

Using Oracle Business Intelligence (BI) Publisher Reports to Support Configured ChartFields

Oracle BI Publisher (formerly XMLP) technology streamlines report and form generation and is accessible from PeopleTools 8.52 PS Query and all PeopleTools 8.52-based applications and beyond. This technology enables PeopleSoft to deliver BI Publisher reports. The BI Publisher reports do not require manual changes to support ChartField configuration.

The following is a list of the reports that can be generated in the BI Publisher formats:

- Installation Options: FSX0001 BI Publisher report.
- Detail Calendars: FSX0002 BI Publisher report.
- TimeSpans: FSX0003 BI Publisher report.
- Account Types: FSX0004 BI Publisher report.
- Statistics Units of Measure: FSX0005 BI Publisher report.
- Valid SpeedTypes: FSX0007 BI Publisher report.
- Valid Accounts: FSX0010 BI Publisher report.
- Valid Departments: FSX0011 BI Publisher report.
- Valid Products: FSX0012 BI Publisher report.
- Valid Project IDs: FSX0013 BI Publisher report.
- Valid Statistics Codes: FSX0015 BI Publisher report.
- Tables by Record Group: FSX0016 BI Publisher report.
- Valid SetIDs: FSX0017 BI Publisher report.

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- Detail Ledger Definition: FSX0022 BI Publisher report.
- Ledger Template: FSX0023 BI Publisher report.
- Budget Reference: FSX0024 BI Publisher report.
- Scenario: FSX0025 BI Publisher report.
- List of PS/nVision Reports: FSX0030 BI Publisher report.
- List of PS/nVision Scopes: FSX0031 BI Publisher report.
- Valid Operating Units: FSX0032 BI Publisher report.
- Alternate Accounts: FSX0033 BI Publisher report.
- Currency Codes: FSX0035 BI Publisher report.
- ChartField1: FSX0037 BI Publisher report.
- ChartField2: FSX0038 BI Publisher report.
- ChartField3: FSX0039 BI Publisher report.
- Valid Funds: FSX0050 BI Publisher report.
- Valid Programs: FSX0052 BI Publisher report.
- Valid Sub Class: FSX0053 BI Publisher report.
- Journal Types: FSX0057 BI Publisher report.
- Journal Codes: FSX0058 BI Publisher report.
- Document Types: FSX0059 BI Publisher report.
- Document Sequence Ranges: FSX0060 BI Publisher report.
- Regulatory Ledger Translation Error: FSX5101 BI Publisher report.
- Ledger Code: GLX1001 BI Publisher report.
- Combination Edit Group: GLX4003 BI Publisher report.
- Adjustment Type ChartField: GLX4004 BI Publisher report.
- Book Code: GLX4005 BI Publisher report.
- Account Balancing Group: GLX4006 BI Publisher report.
- Journal Entry Template: GLX4007 BI Publisher report.
- Inconsistent ChartField on Combination Editing: GLX4009 BI Publisher report.
- ADB Processes: GLX5501 BI Publisher report.
- Allocation Group Definition: GLX6001 BI Publisher report.

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- Budget Attributes: GLX8100 BI Publisher report.
- Associated Budgets: GLX8110 BI Publisher report.
- Budget Checking Batch Process Statuses: GLX 8530 BI Publisher report.
- Activity Log Detail: GLX8570 BI Publisher report.
- Activity Log Summary: GLX8571 BI Publisher report.

Note: The navigation to the reports listed above is included in this report lists for PeopleSoft Application Reports and in the report lists for each of the applications.

See “PeopleSoft Global Options and Reports: A-Z” (PeopleSoft Global Options and Reports).

See “Managing ChartFields for Reports” (PeopleSoft Commitment Control).

The BI Publisher report templates are designed in Microsoft Word's rich text format and contain the report layout and BI Publisher tags (placeholders) that are associated with the BI Publisher input file elements.

The following are general formatting features:

- All elements are placed in tables to optimize exact placement and alignment when the template is transformed to the actual report format.
- BI publisher can split columns to multiple pages if the columns exceed one page.

  However, the GL report templates are designed to display all of the columns for a row on one page in most instances. There will be exceptions if some of the columns will be split on multiple pages. For example, if you have additional ChartFields. Multiple ChartFields will be grouped in a single column to optimize horizontal space.
- Some of the reports use intelligent formatting to display ChartFields only where a value exists in a row.
- Intelligent formatting is also used on other data such as statistical amount and statistical code to optimize horizontal spacing.

Selecting ChartFields for SQR Reports

The *ChartField Selection* grid is used by many report request pages and enables you to select the ChartFields you want to view for SQR based reports that print ChartField values.

To enter report selection criteria in the ChartField Selection Grid:

1. Enter the header selection criteria and click **Refresh** to populate the grid with rows for each ChartField.
2. Click **Include CF** for the ChartFields that you want to include values for in the report.

   PeopleSoft delivers reports with a fixed number of lines on the report heading. This number is determined based on the most common business practice. There is just enough space for a few ChartFields on the heading and still retain enough space for detail lines on each page. If you elect to include more ChartFields, the report will not have enough space to print all ChartField headings. This results in report heading and detail lines that overlay each other. If your circumstances require

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you to print more than the optimum number of ChartField values, change the report to increase the report heading lines. Increasing the number of ChartFields is a customization and is not supported by PeopleSoft.

3. (Optional) Use the *Value* field to enter ChartField values for the budgets on which you want to report.

   Leave blank to select all values for the ChartField. Some Commitment Control report request pages include *Value From* and *Value To* fields to enable you to select ranges of ChartField values.

4. (Optional) Change the *Sequence* in which the ChartFields appears on the report.

   For example, if you are reporting by Account and Department and you select Account to be first in the sequence, the report displays budget rows as follows:

Account	***Department***
60000	100
	110
	120
62000	100
	110
	130

   The default sequence is alphabetical.

5. (Optional) Select *Descr* to include a description of the ChartField value.

6. (Optional) Select *Subtotal* to include a subtotal of all amounts for the ChartField.

   For example, if you are reporting by Account and Department as in the above example, and you select Subtotal for Account, the report displays a subtotal amount for each Account:

Account	***Department***	***Amount***
60000	100	1000
	110	2000
	120	1000
Subtotal		*4000*

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Account	***Department***	***Amount***
62000	100	2000
	110	1000
	130	3000
Subtotal		*6000*

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