PeopleSoft Financials and Supply Chain Management 9.2

PeopleSoft General Ledger

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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.

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. 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."

Installable PeopleSoft Online Help now includes PDF versions of each PeopleBook. For more information, see Understanding Locally Installed PeopleSoft Online Help.

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 three main types of common help are:

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- Application Fundamentals
- Using PeopleSoft Applications
- Using and Managing the PeopleSoft Online Help

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.

Finally, *Using and Managing the PeopleSoft Online Help* (this guide) introduces you to the setup, features, and usage of the online help system.

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, Country, 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.

An example of a region-specific heading is: "(Latin America) Setting Up Depreciation"

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Country Identifiers

Countries are identified by a three-letter country code. The following are examples of country identifiers that may appear in the PeopleSoft Online Help:

- ARG (Argentina)
- AUS (Australia)
- CAN (Canada)
- NLD (The Netherlands)

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Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following are examples of industry identifiers that may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- 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 Application Fundamentals: Understanding Keyword Search within Components topic.

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Spotlight Series

Contact Us

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

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

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Getting Started With PeopleSoft General Ledger

PeopleSoft Application Fundamentals and Companion Documentation

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

The following companion documentation applies to PeopleSoft General Ledger:

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

Getting Started

These topics provide an overview of Oracle's PeopleSoft General Ledger and discuss:

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

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

Pages with Deferred Processing

Several pages in the PeopleSoft General Ledger application operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, any value that you

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enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

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

Common Elements Used in General Ledger

Field or Control	Description
Account	ChartField that identifies the nature of a transaction for corporate accounts.
Accounting Date	Date for accounting entries for an activity.
Affiliate	ChartField used to map transactions between business units when using a single interunit account.
Alt Acct (alternate account)	ChartField that identifies the nature of a transaction for statutory accounts. This field appears only if you enable the Alternate Account option for your organization and for the general ledger business unit.
As of Date	The last date for which a report or process includes data.
Balance	Amount of an item that is still open (unpaid).
Budget Ref (budget reference)	ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Category	ChartField value that represents the category for a project transaction in Project Costing. A category further defines a source type. For example, if you have a source type of labor, you might have categories for architect labor, carpenter labor, and plumber labor. This field is available only if you have Project Costing.
Chartfield 1 to **Chartfield 3**	ChartFields that you configure to meet your organization's requirements.
Class	ChartField that identifies a particular appropriation when you combine it with a Fund, DeptID, Program Code, and Budget Reference. Group of customers in a trade, such as grocers or mass merchandisers.
Currency	Code that identifies the type of currency for an amount, such as USD or EUR.
Dept (department)	ChartField that indicates who is responsible for or affected by the transaction.
Description	Freeflow text up to 30 characters.

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

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

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

General Ledger Business Processes

Business processes listed below are discussed in the business process section of this General Ledger documentation:

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- Create and process journal entries.
- Create and process interunit and intraunit transactions.
- Build summary ledgers.
- Close ledgers.
- Process multiple currency.
- Create and process Average Daily Balance (ADB).
- Create and process open items.
- Consolidate financial data.
- Maintain standard budgets.
- Monitor background processes.
- Review financial information.
- Archive tables.
- Generate regulatory ledger reports.
- Create XBRL documents.
- Generate general reports.
- Generate federal reports.
- Create and process allocations.
- Generate statutory reports.
- Create and process Commitment Control transactions in General Ledger.
- Create and process entry event transactions.
- Process subsystem journals using Journal Generator.
- Import and process spreadsheet journal entries.
- Import and process transactions from a flat file.
- Enter and process statistical transactions.
- Enter and process Value Added Tax (VAT) transactions.
- Approve journal entries for processing.
- Perform account reconciliation.
- Run General Ledger background processes.

General Ledger Integrations

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

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

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

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Run Journal Generator to create journals from these accounting tables.

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

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

- Flat File Imports—General Ledger has several file import processes for you to import journals, ledger data, and commitment control budgets into the system.

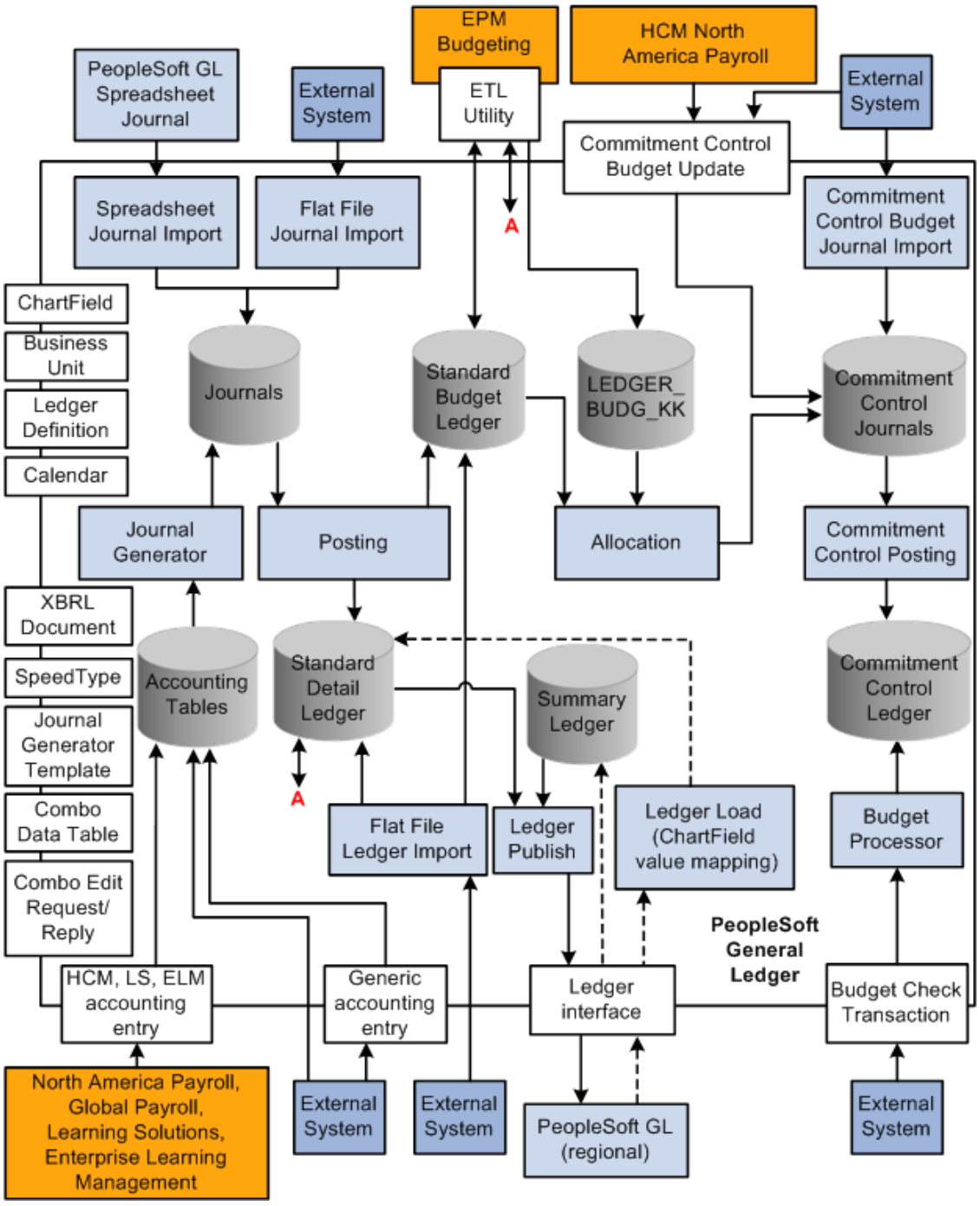
- XML import over internet—General Ledger delivers a Spreadsheet Journal interface for you to prepare your journals offline and then import them over the internet using XML and HTTP connection.

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

This diagram details the various integrations with General Ledger:

General Ledger Integration Map

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

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

Related Topics

- Integrating General Ledger with Other PeopleSoft Applications
  This topic discusses:

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General Ledger Implementation

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

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

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

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

Component	Component Interface	References
ALTACCT Alternate Account ChartField	ALTACCT_CF	See Application Fundamentals: Alternate Account Page.
BD_SCENARIO Budget Scenario ChartField	BUDGET_SCENARIO	See Application Fundamentals: Scenario Page.
BUDREF_PNL Budget Reference ChartField	BUDGET_REF_CF	See Application Fundamentals: Budget Reference Page.
CHARTFIELD1 ChartField1	CHARTFIELD1	See Application Fundamentals: ChartField 1 Page.
CHARTFIELD2 ChartField2	CHARTFIELD2	See Application Fundamentals: ChartField 1 Page.
CHARTFIELD3 ChartField3	CHARTFIELD3	See Application Fundamentals: ChartField 1 Page.
CLASS_PNL Class ChartField	CLASS_CF	See Application Fundamentals: Class Field Page.
DEPARTMENT Department ChartField	DEPT_CF	See Application Fundamentals: Department Page.
FUND_DEFINITION Fund ChartField	FUND_CF	See Application Fundamentals: Fund Code Page.
GL_ACCOUNT Account ChartField	ACCOUNT_CF	See Application Fundamentals: Account Page.
GL_PE_CF_SEC_COMP ChartField pagelet security	SECURITY_CF_PAGELET	See Application Fundamentals: Describing General ChartField Security Functionality
LEDGER_SECURITY nVision Ledger Security	SECURITY_NVISION_LEDGER	See Application Fundamentals: Defining Row-Level Security.

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Component	Component Interface	References
OPERATING_UNIT Operating Unit ChartField	OPER_UNIT_CF	See Application Fundamentals: Operating Unit Page.
OPR_DEFAULT_FIN User Preferences	OPR_DEFAULT_FIN	See Application Fundamentals: Defining Cross-Application User Preferences.
PRODUCT Product ChartField	PRODUCT_CF	See Application Fundamentals: Product Page.
PROGRAM_DEFINITION Program ChartField	PROGRAM_CF	See Application Fundamentals: Program Code Page.
PROJECT Project ChartField	PROJECT_CF	See Application Fundamentals: Project Page.
SEC_BU_CLS Business Unit Security by Permission List	SECURITY_BU_CLS	See Application Fundamentals: Defining Row-Level Security.
SEC_BU_OPR Business Unit Security by User ID	SECURITY_BU_OPR	See Application Fundamentals: Defining Row-Level Security.
SEC_LEDGER_CLS Ledger Security by Permission List	SECURITY_LEDGER_CLS	See Application Fundamentals: Defining Row-Level Security.
SEC_LEDGER_OPR Ledger Security by User ID	SECURITY_LEDGER_OPR	See Application Fundamentals: Defining Row-Level Security.
STATISTICS_TBL Statistics Code	STATISTICS_CODE	See Application Fundamentals: Statistics Code Page.
TAX_AUTHORITY_VAT Value Added Tax Authority	TAX_AUTHORITY_VAT	See PeopleSoft Global Options and Reports: Value Added Tax Authorities Page.
TAX_BU_CODE_VAT VAT Accounts by Business Unit component	TAX_BU_CODE_VAT	See PeopleSoft Global Options and Reports: VAT Accounts by Business Unit Page.
TAX_CODE_VAT Value Added Tax Code	TAX_CODE_VAT	See PeopleSoft Global Options and Reports: Value Added Tax Code Page.
VAT_ENTITY_ID Value Added Tax Entity	VAT_ENTITY_ID	See PeopleSoft Global Options and Reports: Identification Page.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, and data models.

PeopleTools Documentation: PeopleSoft Setup Manager

PeopleTools Documentation: PeopleSoft Component Interfaces

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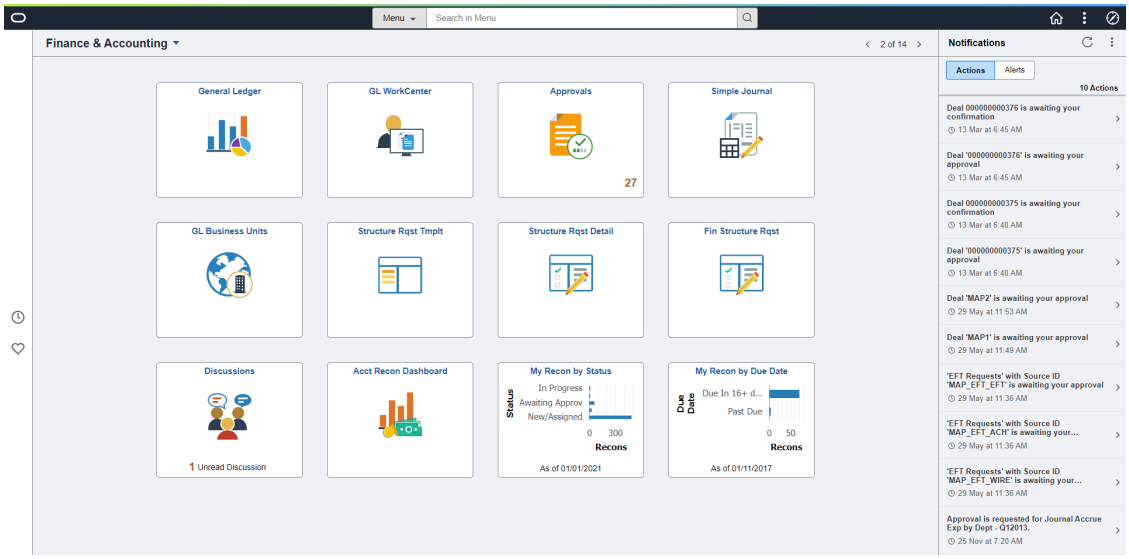
Navigating in General Ledger

Understanding the Finance and Accounting Fluid Homepage

Based on PeopleSoft Fluid User Interface technology, the Finance and Accounting Homepage helps customers organise their work by roles. You can use this information to handle finance and accounting tasks performed throughout the day.

> **Note**
>
> The tiles on the Finance and Accounting Homepage and associated pages were designed using PeopleSoft Fluid User Interface technology. They can be accessed from a mobile device. See Application Fundamentals: Understanding PeopleSoft Fluid User Interface and *PeopleTools: Fluid User Interface Developer's Guide* for more information.

This example illustrates the fields and controls on the Finance and Accounting Fluid Homepage.



From the Finance & Accounting Homepage, users can review these areas:

- **General Ledger**

  The Finance and Accounting users can access General Ledger navigation collections.

  For more information, see the General Ledger Tile.

- **GL WorkCenter**

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In this scenario, a Finance and Accounting user can access the General Ledger WorkCenter page in PeopleSoft Fluid.

For more information, see the General Ledger WorkCenter Tile.

- **Approvals**

  For example, you can review and approve reconciliation transactions and access header details.

  > **Note**
  >
  > The Approvals tile also appears on the Employee Self Service Homepage and lists all approval transactions.

  For more information, see the Pending Approvals - GL Reconciliation Page.

- **GL Business Units**

  You can access the General Ledger business unit management feature to set up General Ledger business units.

  For more information, see Business Unit Management Tile.

- **Structure Rqst Tmplt**

  You can define, modify or view information on the Structure Request Template.

  For more information, see Application Fundamentals: Structure Request Template.

- **Structure Rqst Detail**

  You can view or update the Structure Request Detail.

  For more information, see Application Fundamentals: Structure Request Detail - Request Assignment Page.

- **Financial Structure Request**

  You can to inquire about, create, update or copy a request.

  For more information, see Application Fundamentals: Financial Structure Request.

- **Discussions**

  You can view all discussions here.

  For more information, seeEnterprise Components: Discussions Tile .

- **Acct Recon Dashboard**

  The Accounting Manager can access the tiles associated with Account Reconciliation.

  For more information, see Understanding Account Reconciliation

- **My Recon by Status** (my reconciliations by status)

  Your can access My Recon by Status and view graphs and charts.

- **My Recon by Due Date** (my reconciliations by due date)

  You can access My Recon by Due Date and view graphs and charts.

Related Topics

- Application Fundamentals: Adding Homepages and Tiles

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Navigating in General Ledger

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

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

For more information, see *PeopleTools Documentation: PeopleSoft Applications User's Guide*.

Pages Used to Navigate in General Ledger

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

Component	Usage
Using the PeopleSoft Fluid General Ledger WorkCenterUsing the PeopleSoft Classic General Ledger WorkCenter Dashboard	Perform a broad range of tasks without leaving the WorkCenter, such as journal functions with exception alerts, monthly closing activities, tree manager, or reconciliation and reporting.
Account Reconciliation	See Understanding Account Reconciliation and Configuring Account Reconciliations and .
General Ledger Center	Access primary General Ledger Center menu options and activities.
Allocations	Access the Define and Perform Allocations and the Reports folders on the Allocations page. See Application Fundamentals: Defining Allocation Process Steps
Define and Perform Allocations	Access the Define Allocation Step, Copy/Rename/Delete Step, Define Allocation Group, and Request Allocation options on the Define and Perform Allocations page.Application Fundamentals: Defining Allocation Process Steps
Reports	Access the Allocation Step, the Allocation Group, and the Allocation Calculation Log options on the Reports page.
Commitment Control	Access the Define Control Budgets, Define Budget Security, Budget Journals, Post Control Budget Journals, Review Budget Activities, Close Budget, Budget Reports, Third Party Transactions, and Review Budget Check Exceptions folders on the Commitment Control page.
Budget Journals	Access the Enter Budget Journals, Import Budget Journals, Enter Budget Transfer, and Mass Delete Budget Journals options on the Budget Journals page.

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

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Component	Usage
General Ledger	Access the Journal, Payroll, Generic Transaction Entry, Budget Journal, Payroll Encumbrances, and HR Payroll Exceptions options on the General Ledger page.
Project and Grants	Access the Project Journal, Project Budget and Facilities Administration options on the Project and Grants page.
Purchasing and Cost Management	Access the Requisition, Requisition Non-prorated, Purchase Order, Purchase Order Non-prorated, Procurement Card, Receipt Accrual Expense, Receipt Accrual Encumbrance, and Cost Management options on the Purchasing and Cost Management page.
Revenues	Access the Billing Invoice, Revenue Estimate, and Direct Journal options on the Revenues page.
Travel and Expenses	Access the Travel Authorization and Expense Sheet options on the Travel and Expenses page.
Consolidate Financial Data	Access the Consolidation, Review Results Online, Equitization, Reports, and Load Ledgers folder options.
Consolidation	Access the Elimination Sets, Consolidation Ledger Sets, Subsidiary Ownership, Consolidation Set, Minority Interest Sets, and Request Consolidation options on the Consolidation page.
Equitization	Access the Equitization Rules, Equitization Groups, and Request Equitization options on the Equitization page.
Load Ledgers	Access the ChartField Mapping Set, ChartField Value Mapping, Publish Ledgers, and Request Ledger Load options on the Load Ledgers page.
Reports	Access the Elimination Sets, Minority Interest Sets, Ownerships Sets, Consolidation Set, Elimination Sets Audit, Minority Interest Elimination/Adjustment, Elimination Out of Balance, Equitization Rules, and Equitization Calculation Log options on the Reports page.
Review Results Online	Access the Consolidation Dashboard, Consolidation Process Log, and Equitization Process Log options on the Review Results Online page.
Inquiry	Access the Journals, Ledgers, and Accounting Entries folder options on the Inquiry page.
Accounting Entries	Access Global Consolidation Accounting Entries, Contributor Relations Accounting, Enterprise Learning Management Accounting, Entry Event Budget Accounting, Entry Event GL Adjustment Accounting, Generic Accounting Entries, Payroll Accounting Entries, and Student Financial Accounting Entries options on the Accounting Entries page.

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Component	Usage
Journals	Access the Journals, Review Journal Status, Review Status Online, Review Standard Journals, and Review Suspense Cross Reference options on the Journals page.
Ledgers	Access the Ledger, Ledger Group, Ledger Period Comparison, Compare Across Ledgers, Review Summary Ledger Status, and Define Inquiry Record and Page options on the Ledgers page.
Journals	Access the Create/Update/Copy/Import, Standard Journals, Subsystem Journals, Edit, Budget Check, Post, Inquiry, Suspense Correction, Open Items, Entry Event, and Setup folder options on the Journals page.
Budget Check	Access the Budget Check Journals, Budget Checking Status, Budget Exceptions, and Mark Journals for Override options on the Budget Check page.
Create/Update/Copy/Import	Access the Create/Update Journal Entries, Copy Journals, Flat File Journal Import, and Spreadsheet Journal Import options on the Create/Update/Copy/Import page.
Edit	Access the Edit Journals and Journal Edit Errors Report options on the Edit page.
Entry Event	Access the Entry Event Journals option on the Entry Event page.
Inquiry	Access the Journals and Review Journal Status options on the Inquiry page.
Open Items	Access the Review Status Online, Process Reconciliation, Maintenance, Open Item Listing Report on the Open Items page.
Post	Access the Mark Journals Posting, Mark Journals for Unposting, Post Journals, and Post Journal Summary Report options on the Post page.
Setup	Access the Class, Entry Template, and Source Template options on the Setup page.
Standard Journals	Access the Define Standard Journals, Create Standard Journals, Review Standard Journals options on the Standard Journals page.
Subsystem Journals	Access the Accounting Entry Definition, the Journal Generator Template, and the General Journals options on the Subsystem Journals page.
Suspense Correction	Access the Correct Suspense Entries, Review Suspense Cross Reference, and Suspended Activity Report options on the Suspense Correction page.
Ledgers	Access the Definition, Summary, Closing, Average Daily Balance, Import/Export, Ledger Definition Reports, Ledger Reports, and ADB Reports folder options on the Ledgers page.

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Component	Usage
ADB Reports	Access the ADB Definition Report and ADB Calculation Report options on the ADB Reports page.
Average Daily Balance	Access the ADB Definition and ADB Process options on the Average Daily Balance page.
Closing	Access the Closing Rules, Request Ledger Close, and Closing Rule Report on the Closing page.
Definition	Access the Ledger Templates, Detail Ledgers, Ledger Groups, and Ledger Codes options on the Definition page.
Import/Export	Access the Import Ledger from Flat File, Ledger File Formats, and Export Ledger Data options on the Import/Export page.
Ledger Definition Reports	Access the Template Report, Detail Ledger Report, Ledger Codes Report, and Summary Ledger Definition Report options on the Ledger Definition Reports page.
Ledger Reports	Access the Summary Ledger Detail Report, Closing Trial Balance, and Journal Closing Status Report options on the Ledger Reports page.
Summary	Access the Ledger Set for Summary Ledger, Summary Ledger Definition, Build Summary Ledger, and Review Summary Ledger Status options on the Summary page.
Monitor Background Processes	Access the Journal Unlock, Non-Shared Table Maintenance, Shared Table Statistics, and Background Process Report options on the Monitor Background Processes page.
Process Multi-Currency	Access the Define and Process and Reports folder options on the Process Multi-Currency page.
Define and Process	Access the Revaluation Step, Translation Rules, Translation Steps, Translation Within Ledgers, Define Process Group, and Request Process options on the Define and Process page.
Reports	Access the Revaluation Step, Revaluation Calculation Log, Translation Step, Translation Calculation Log, Translation in Ledger, Translation in Ledger Calculation Log, Translation Ledger In-Sync, and Translation Ledger Reconcile options on the Reports page.
Regulatory Ledger Reports	Access the Definition, Mapping Structure, Mapping Rules, Submission Information, Build Regulatory Ledger, Ledger File Extract, Review Ledger Errors, Review Ledgers, Ledger Errors, and ChartField Value Mapping options on the Regulatory Ledger Reports page.
Reporting	Access the General Reports, Federal Reports, Cash Flow Statement, and XBRL folder options on the Reporting page.

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Component	Usage
General Reports	Access the GL Subsystem Reconciliation folder option and the Ledger Activity, Ledger Activity with Attribute, Journal Entry Detail, Ledger vs Journal Integrity, Standard Journals, InterUnit Activity, Trial Balance, Ledger Summary, nVision Scope, nVision Request Summary, Journal Entry with Attributes, and Journal Line/ Accounting Reconciliation options on the Reporting page.
GL Subsystem Reconciliation	Access the Load Reconciliation Data, Reconciliation by System Source, Reconciliation by ChartFields, GL Reconciliation Inquiry, and Subsystem Document Definition options on the GL Subsystem Reconciliation page.
Federal Reports	Access the FACTS I, FACTS II Definition, FACTS II Creation, FACTS II Review, FACTS II Reports, SF224/1219/1220, Fund Balance Reconciliation, and TAS/BETC folder options and the Define Reimbursable Account, Federal Transaction Register, Define FACTS Tree Group, and Federal Trial Balance options on the Federal Reports page.
FACTS I	Access the Define FACTS Tree Group, Load FACTS I Data, Review FACTS I MAF, and Generate FACTS I options on the FACTS I page.
FACTS II Creation	Access the Create Preparer File, Load MAF Data, Accumulate FACTS II Data, and Create FACTS II File on the FACTS II Creation page.
FACTS II Definition	Access the FACTS II Contact Information, Attribute Cross Reference, Treasury Symbol Cross Reference, and Miscellaneous ChartFields options on the FACTS II Definition page.
FACTS II Reports	Access the Ledger with Attributes Report and the FACTS II Trial Balance options on the FACTS II Reports page.
FACTS II Review	Access the Review MAF Data, Validate FACTS II Data, and Review FACTS II Data options on the FACTS II Review page.
Fund Balance Reconciliation	Access the Define Report Definition, Import Treasury Files, and Generate Reconciliation Report options on the Fund Balance Reconciliation page.
SF224/1219/1220	Access the SF224/1220 Report Definition, SF1219 Report Definition, Generate SF224/1220 Data, Run SF224 Report/Create File, SF224 Transaction Report, Run SF1219 Report, Run SF1220 Report, and Create SF1219/1220 File options on the SF224/1219/1220 page.
TAS/BETC	See Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements.
GTAS Definition	See Understanding the GTAS Adjusted Trial Balance System.

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Component	Usage
GTAS Processes	See Processing and Generating a GTAS Bulk File.
GTAS Review	See Reviewing the GTAS Workbench
Cash Flow Statement	Access the Data Source, Elements, Ledger Set, Worksheet, and Transition Grid on the Cash Flow Statement Page.
XBRL	Access the Context, NameSpace, Element, Instance Template, and Create Instance options on the XBRL page.
Standard Budgets	Access the Budget Journals, Budget Import, Edit Journals, Post Journals, Copy Budgets, and Maintain Budgets folder options on the Standard Budgets page.
Budget Import	Access the Flat File Journal Import, Spreadsheet Journal Import, and Budget Journal Import options on the Budget Import page.
Budget Journals	Access the Create Journal Entry and Copy Journal options on the Budget Journals page.
Copy Budgets	Access the Budget Copy Definition, Budget Copy Group, Request Budget Copy, and Budget Copy Calculation Log options on the Copy Budgets page.
Edit Journals	Access the Edit Journals and Journal Edit Errors Report options on the Edit Journals page.
Maintain Budgets	Access the Detail Budget Maintenance and Detail Project Maintenance options on the Maintain Budgets page.
Post Journals	Access the Mark Journals for Posting, Mark Journals for Unposting, Post Journals, and Posted Journals Summary Report options on the Post Journals page.
Definition and Administration	Access the Installation/User Preference, Security, Business Unit Related, Calendars/ Schedules, Currency, Design ChartFields, Document Sequencing, Entry Event, Journal Options, Subsystem Journals, Value Added Tax, and Miscellaneous folder options on the System Configurations page.
Business Unit Related	Access the BU/Open Periods/SetID, Ledger, and Inter/IntraUnit folder options on the Business Unit Related page.
BU/Open Periods/SetID	Access the General Ledger Definition, Ledgers For A Unit, Maintain Process Date, Open Period Display, Open Period Update, Open Periods Mass Update, Adjustment Periods Mass Update, TableSet IDs, Record Group, TableSet Control, General Ledger Unit Report, and Ledgers For A Unit Report options on the BU/Open Periods/ SetID pages.

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Component	Usage
Inter/Intra Unit	Access the System Transaction Definition, Transaction Code, System Transaction Map, InterUnit Pair, InterUnit Pair Mass Maintenance, InterUnit Template, IntraUnit Template, and Setup Validation options.
Ledgers	Access the Templates, Detail Ledgers, Ledger Groups, Ledger Codes, Template Report, Detail Ledger Report, and Ledger Codes Report options on the Ledgers page.
Calendars/Schedules	Access the Budget Period Calendar, Budget Period Calendar Builder, Business Calendar, Calendar Builder, Closure Calendar, Detail Calendar, Detail Calendar Report, Schedules, Schedules Report, Summary BP Calendar, Summary Calendar, Summary Calendar Report, TimeSpans, and TimeSpans Report options on the Calendars/Schedules page.
Currency	Access the Currency Code, Currency Quotation Method, Market Rate Type, and Market Rates options on the Currency page.
Design ChartFields	Access the ChartField Definition, ChartField Reports, and Combination Editing folder options on the Design ChartFields page.
ChartField Definition	Access the Account Balancing Group, Account Types, Attributes, ChartField Values, Setup ChartField Value Sets, Review Alternate Account Mapping, and SpeedTypes options on the ChartField Definition page.
ChartField Reports	Access the Account Balancing Group, Account Types, Alternate Account Cross Reference, ChartField Attributes, ChartField Reports, and SpeedTypes options on the ChartField Reports page.
Combination Editing	Access the ChartField Editing Template, Combination Definition, Combination Rule, Combination Group, Combination Rule Report, Combination Group Report, Build Combination Data, Combo/Copy/Rename/Delete, Review Budgets Combo Data, Review Combination Data, Review Combination Build, and Review Combination Selector Table Data options on the Combination Editing page.
Document Sequencing	Access the Document Type, Document Type Report, Journal Code, Journal Code Report, Journal Type, Journal Type Report, Sequence Range, and Sequence Range Report options on the Document Sequencing page.
Entry Event	Access the Code Definition, Process, Source, and Step Detail Report options on the Entry Event page.
Installation/User Preference	Access the Installation Options, Installation Options Report, Define User Preferences, and User Preferences Report options on the Installation/User Preference page.

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Component	Usage
Journal Options	Access the Class, Class Report, Entry Template, Entry Template Report, Source, and Source Report options on the Journal Options page.
Miscellaneous	Access the Units of Measure, Units of Measure Report, and Position Accounting options on the Miscellaneous page.
Security	Access the ChartField Security Folder and the Security Options, User by User ID, Unit by Permission List, TableSet by User ID, TableSet by Permission List, Ledger by User ID, Ledger by Permission List, Book by User ID, Book by Permission List, Pay Cycle by User ID, Pay Cycle by Permission List, Projects, Security View Name, Apply Security Setup, ChartField Pagelet Security, nVision Ledger Security, Grants Security, Proposal Management Security, Problem Instance by User ID, and Problem Instance by Permission List options on the Security page.
ChartField Security	Access the Maintain Security and the Security Edit Tables Folders and the Secure ChartField Options and Register Components options on the ChartField Security page.
Subsystem Journals	Access the Accounting Entry Definition and Journal Generator Template options on the Subsystem Journals page.
Value Added Tax	Access the VAT Transaction Type, Express VAT Code, VAT Authority, VAT Code, VAT Accounts by Business Unit, VAT Country Options, VAT Entity, VAT Use Type, VAT Apportionment, VAT Defaults, Service VAT Treatment Defaults, Business Unit Interunit Option, Business Unit Interunit Pairs, VAT Report Definition, VAT Transaction Report Setup, VAT Return XML Tags, and VAT Setup Validation Report options on the Value Added Tax page.

Using General Ledger Navigation Collection

PeopleSoft General Ledger provides a custom navigation page, which contains folders that provide access General Ledger Classic pages . The General Ledger Fluid tile can be added to any homepage using the Personalize Homepage option.

Pages Used to Navigate General Ledger Using PeopleSoft Fluid

Page Name	Definition Name	Usage
General Ledger Tile	PS_CHART_GENERAL_L_FL	Access General Ledger navigation collections.
General Ledger (navigation collection)	EP_GL_GENERALLEDGERNC_FL_GBI	Access frequently used pages.

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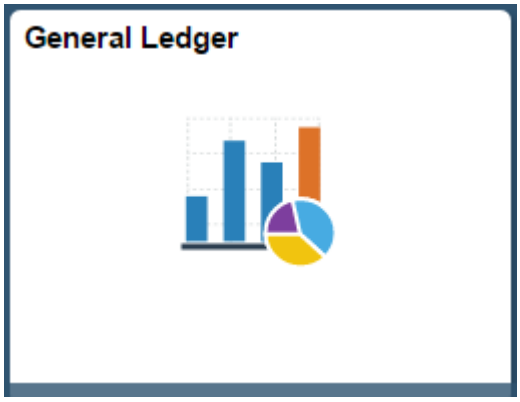
General Ledger Tile

Use the General Ledger tile (PS_CHART_GENERAL_L_FL) to access General Ledger navigation collections.

Navigation:

You can add the delivered tile as part of a homepage or any suitable location.

This example illustrates the fields and controls on the General Ledger Tile.



To add this tile to a homepage, access the desired homepage. Select the Actions List button, Personalize Homepage, click the Add Tile button, click FSCM Navigation Collections, select General Ledger, and then click the Save button.

General Ledger (navigation collection)

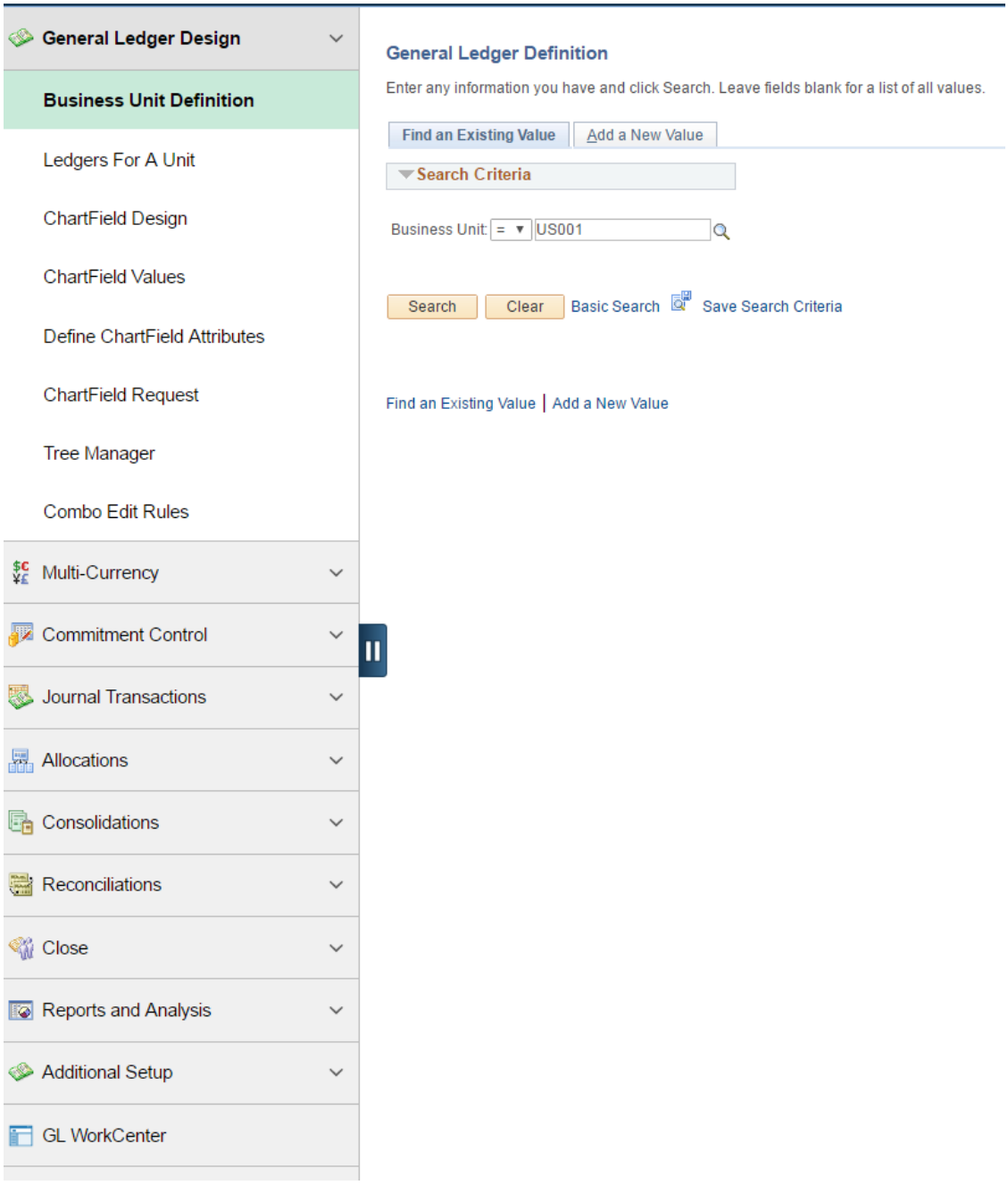
Use the General Ledger (navigation collection) page (EP_GL_GENERALLEDGERNC_FL_GBI) to access frequently used pages.

Navigation:

Select the General Ledger tile.

This example illustrates the fields and controls on the General Ledger (navigation collection).

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The General Ledger navigation collection allows users to access frequently used components from one location. When you expand each category in the left side of the page and select an option, the right side of the page displays the Find an Existing Value and Add a New Value search for the selected option. For example, when you expand General Ledger Design and select Business Unit Definition, the system take you to the Find an Existing Value and Add a New Value search for General Ledger Definition.

Administrators can edit these categories by navigating to the Structure and Content page. (PeopleTools, Portal, Structure and Content, Portal Objects, Navigation Collections, General Ledger.

This table lists the expandable sections on the left side of the page and the options within each section:

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Section	Section Options
General Ledger Design	• Business Unit Definition • Ledgers For A Unit • ChartField Design • ChartField Values • Define ChartField Attributes • ChartField Request • Tree Manager • Combo Edit Rules
Multi-Currency	• Market Rates • Ledger Groups • Revaluation Step • Translation Rules • Translation Steps
Commitment Control	• Budget Definitions • Enter Budget Journals • Budgets Overview
Journal Transactions	• Journal Entries • Define Standard Journals • Create Standard Journals • Review Standard Journals • Spreadsheet Journals • Journal Generate • UnPost Journals
Allocations	• Define Allocation Step • Define Allocation Group • Request Allocation
Consolidations	• Tree Manager • Elimination Sets • Minority Interest Sets • Subsidiary Ownership • Consolidation Ledger Sets • Consolidation Set • Consolidation Dashboard
Reconciliations	• GI Subsystem Recon Inquiry • Configure Reconciliations • Reconciliation Rule • Assign Reconciliations • Reconciliation Workbench
Close	• Year End Closing Rules • AP Posting Control by Group • Open Period Update • Open Periods Mass Update • Request Year End Close
Reports and Analysis	• nVision Report Request • Ledger Inquiry • Inquiry across Ledgers • Journal Inquiry • Ledger Period Comparison

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Section	Section Options
Additional Setup	• Calendar Builder • Accounting Entry Templates • Define InterUnit Templates • Define InterUnit Pairs • Setup ChartField Value Sets • Journal Generator Template • Enable Audit Logging • Approval Process Setup • TimeSpans
GL WorkCenter	(none)

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3

Using the PeopleSoft Classic General Ledger WorkCenter

Understanding the PeopleSoft Classic General Ledger WorkCenter and Dashboard

PeopleSoft Classic General Ledger WorkCenter

The PeopleSoft Classic General Ledger WorkCenter is a role-based central navigational component that is designed for users of the General Ledger application and related accounting functions.

> **Note**
>
> The PeopleSoft Classic General Ledger WorkCenter is no longer supported as of FSCM Update Image 9.2.037. However, a fluid version of the General Ledger WorkCenter is available. See Understanding the PeopleSoft Fluid General Ledger WorkCenter and Using the PeopleSoft Fluid General Ledger WorkCenter.

For a general understanding of Workbenches and how to configure them, see Application Fundamentals: Understanding PeopleSoft Classic WorkCenters and Dashboards

General Ledger Dashboard

Like other components, the General Ledger Dashboard can be accessed directly (General Ledger, General Ledger Dashboard), or from the PeopleSoft Classic General Ledger WorkCenter. As delivered, the General Ledger Dashboard includes the Ledger Balances Analysis pagelet and the Account Reconciliation pagelet. You can personalize settings, use pivot grids, and filters to retrieve data for these pagelets within your WorkCenter.

For system administration setup information for WorkCenters and Dashboards, see *Enterprise Components documentation: Setting Up WorkCenters and Dashboards.*

For information about setting up PeopleTools options for the WorkCenter, see *PeopleTools: Global Technology.*

For more information about setting up pivot grids, see *PeopleTools: Pivot Grid.*

Using the PeopleSoft Classic General Ledger WorkCenter - My Work Pagelet

The My Work pagelet of the Main tab includes links to pages that you frequently access as well as exceptions and alerts that require your attention or action. All the delivered components can

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be accessed by all users by default. However, the system administrator can control access for the exceptions by User, Role and Permission List at the WorkCenter framework setup level.

If enabled by the system administrator, you can click the Pagelet Settings icon and select Personalize to tailor your My Work pagelet for your own needs. Each Financials and Supply Chain application has its own configuration IDs that enable users to select which page links to display, the display order, and whether a link should be the starting page.

Pages Used in the PeopleSoft Classic General Ledger WorkCenter - My Work Pagelet

Page Name	Definition Name	Usage
PeopleSoft Classic General Ledger WorkCenter - My Work Pagelet	GL_WORKCENTER	The PeopleSoft Classic General Ledger WorkCenter hub provides the frame within which all selected content components and pagelets are accessed and displayed for use. From here, you can view and edit your most commonly-used components and be alerted to those items that require your attention.
WorkCenter Journal Entries Page	GL_WC_JRNLS	Designed like the Journal Entry component, use this page to manage journals from within your WorkCenter transaction pane, according to security setup.
WorkCenter Budget Journal Exceptions Page	GL_WC_BJRN_EXCPT	Designed like the budget journal exceptions components, use this page to manage control budget exceptions from within your WorkCenter transaction pane, according to security setup.
WorkCenter Journals Pending My Approval Page	GL_WC_JRNL_APPR_M	Designed like the Manage GL Journal Approval component, use this page to manage journal approvals from within your WorkCenter transaction pane, according to security setup.
WorkCenter ChartField Requests Pending My Approval Page	GL_WC_FLD_REQ_APPR	Designed like the Manage Business Request Approval component, use this page to manage field request and approval from within your WorkCenter transaction pane, according to security setup.

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Page Name	Definition Name	Usage
WorkCenter Reconciliations Pending My Approval	GL_WC_GLRN_WB	Designed like the Reconciliation Workbench component, use this page to manage reconciliations that are pending your approval from within your WorkCenter transaction pane, according to security setup.

PeopleSoft Classic General Ledger WorkCenter - My Work Pagelet

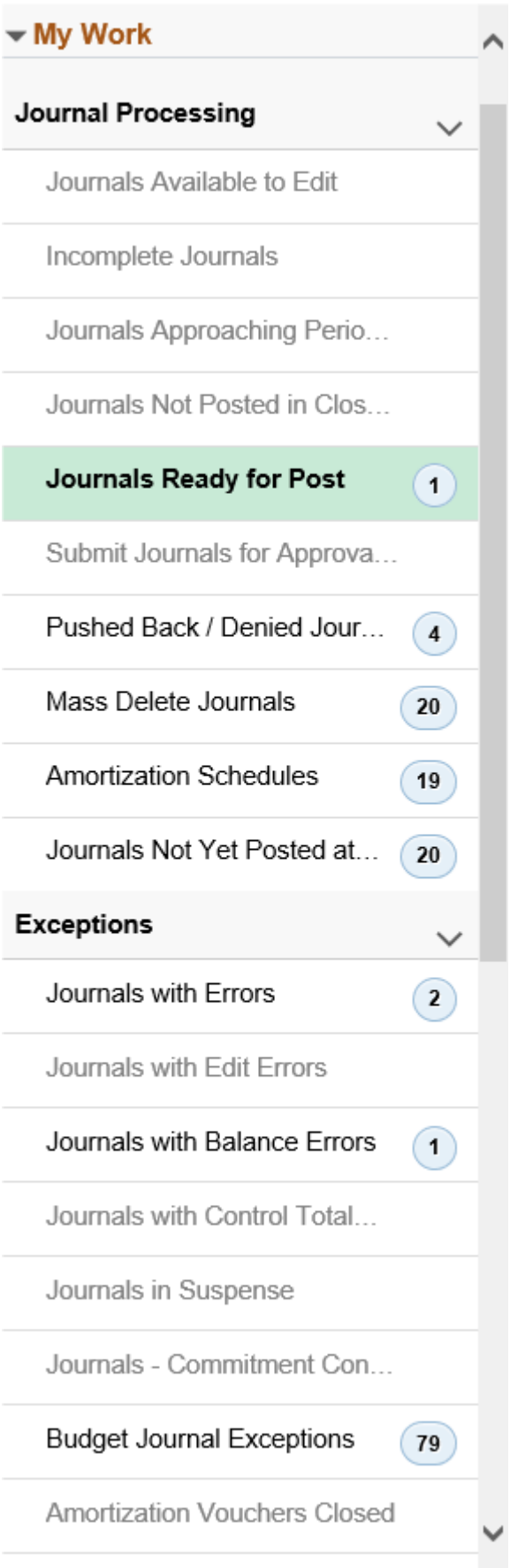
Use the My Work pagelet within the PeopleSoft Classic General Ledger WorkCenter (GL_WORKCENTER) to view and edit your most commonly-used components and be alerted to those items that require your attention.

Navigation:

General Ledger, and then **GL WorkCenter**

This example illustrates the fields and controls on the PeopleSoft Classic General Ledger WorkCenter - My Work Pagelet. You can find definitions for the fields and controls later on this page.

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The My Work links are delivered in separate sections as an option of how you might organize the links by function (Journal Processing, My Approval and Exceptions, for example). However, your administrator can design the My Work pagelet (as well as the other pagelets) to meet your specific needs. For more information, see Application Fundamentals: Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator

To view the My Work pagelet in its entirety, you can hover over the dotted line between the My Work pagelet and the Links pagelet until the cursor turns into a two-sided arrow, drag up or down, and left-click to anchor it in place; or, you can minimize the Links pagelet by clicking the Pagelet Settings arrow in the Links pagelet and select Minimize.

Click on the link in the left pane of the WorkCenter to display the corresponding page in the working zone (right pane of the WorkCenter). For example, for the journal-related links, the PeopleSoft Classic General Ledger WorkCenter uses the GL_WC_JRNLS page, which is designed with many of the same fields as the Journal Entry component. You can select certain common actions to perform on the listed journals from this page and you can also drill into the Journal Entry component and update an individual journal without leaving the WorkCenter. The same is true for the other links and their associated pages.

Each link (if enabled), displays a parenthetical numeric count of instances that require your attention based on the criteria for the link. The working zone functions as though you had navigated directly to the application pages, but without leaving the WorkCenter. Select the item(s) for processing, the action that you want to perform, and click the GO button.

The PeopleSoft Classic General Ledger WorkCenter - My Work pagelet includes the following delivered links to access the corresponding pages that are used within the WorkCenter:

My Work Link / Page Name	Definition Name	Usage
Journals Available to Edit	GL_WC_JRNLS	Manage journals that are available to edit and budget check.
Incomplete Journals	GL_WC_JRNLS	Manage journals that are saved with an Incomplete status.
Journals Approaching Period End	GL_WC_JRNLS	Manage journals that are not posted and are within a user-specified number of days from the current date to the period end date. The period end date is determined by the journal accounting period (filter definition GLJRNLPEND).
Journals Not Posted in Closed Period	GL_WC_JRNLS	Manage journals that are not posted and are in a closed accounting period where the journal date is less than the calendar Open From date.
Journals Ready for Post	GL_WC_JRNLS	Manage journals that ready to post.
Submit Journals for Approval in Mass	GL_WC_JRNLS	Submit one or more journals for approval in mass.
Pushed Back /Denied Journals for Rework	GL_WC_JRNLS	View and edit journals pushed back or denied by approvers and require action.
Mass Delete Journals	GL_WC_JRNLD	Delete multiple journals at the same time. See: Deleting Journals in Mass
Amortization Schedules	AMR_SCHED_ACT	Validate the values passed from the amortization voucher, create stage journals, review and approve the schedule.
Journals Not Yet Posted at Period End	GL_WC_JRNLS_FL	View journals that are not yet posted and whose Journal Date is after the current open period.

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My Work Link / Page Name	Definition Name	Usage
Journals Pending My Approval	GL_WC_JRNL_APPR_M	Manage approvals for journals that are pending approval from the current user.
ChartField Requests Pending My Approval	GL_WC_FLD_REQ_APPR	Manage approvals for ChartField requests that are pending approval from the current user. See Application Fundamentals: Understanding the Business Request and Approval Process.
Reconciliations Pending My Approval	GL_WC_GLRN_WB	Manage approvals for account reconciliations that are pending approval from the current user. See Understanding Account Reconciliation
Journals with Errors	GL_WC_JRNLS	View and edit journals with any type of error that require action.
Journals with Edit Errors	GL_WC_JRNLS	View and edit journals specifically with edit errors that require action.
Journals with Balance Errors	GL_WC_JRNLS	View and edit journals specifically with balance errors that require action.
Journals with Control Total Errors	GL_WC_JRNLS	View and edit journals specifically with control total errors that require action.
Journals in Suspense	GL_WC_JRNLS	Manage posted journals in suspense status where the suspense correction journal is not created.
Journals - Commitment Control Exceptions	GL_WC_JRNLS	View and edit journals with budget check exceptions that require action.
Budget Journal Exceptions	GL_WC_BJRN_EXCPT	View and edit control budget journals with exceptions that require action.

Click the Edit Filters link from the My Work pagelet to add filter criteria that limit the data that you access from each of your My Work link pages. See Edit Filters page.

If you are already working within the transaction page of a specific My Work link, you can click the Refine Filter Criteria link to access the Configure Filters page for that particular My Work link.

WorkCenter Journal Entries Page

Use the WorkCenter Journal Entries page (GL_WC_JRNLS) to manage several journal-related tasks from within your WorkCenter transaction pane, depending on security setup. Click one of the following delivered My Work links to access the corresponding page that is based upon the WorkCenter Journal Entries page:

- Journals Available to Edit
- Incomplete Journals
- Journals Approaching Period End
- Journals Not Posted in Closed Period
- Journals Ready for Post
- Submit Journals for Approval in Mass
- Pushed Back /Denied Journals for Rework
- Mass Delete Journals
- Amortization Schedules

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- Journals Not Yet Posted at Period End
- Journals Pending My Approval
- Reconciliations Pending My Approval
- Journals with Errors
- Journals with Edit Errors
- Journals with Balance Errors
- Journals with Control Total Errors
- Journals in Suspense
- Journals - Commitment Control Exceptions
- Budget Journal Exceptions

This page is similar to the Journal Entry component, displaying journal Header and Line information. You can perform common actions on the selected journals as well as drill into the Journal Entry component to update an individual journal without leaving the WorkCenter. Following are examples of some of these links. The page definitions that are presented are common to all of the pagelet links that are listed in this section and based on the WorkCenter Journal Entries page (GL_WC_JRNLS).

For detailed field information for the Journal Entry component, see Creating Journal Entries

Journals Available to Edit

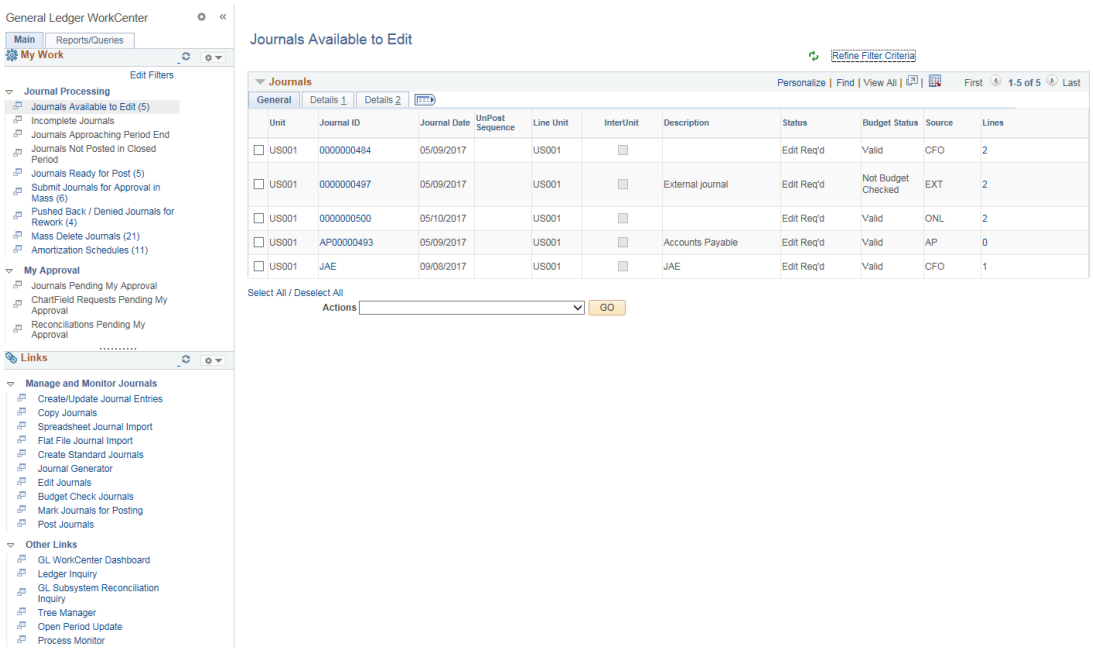
Use the Journals Available to Edit link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)) and manage journals that are available to edit and budget check.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Journals Available to Edit** link.

This example illustrates the fields and controls on the PeopleSoft Classic General Ledger WorkCenter - Journals Available to Edit pagelet. You can find definitions for the fields and controls later on this page.

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Example 3-1 Journals

The Journals grid includes three tabs, General, Details 1 and Details 2, which display the journal header information. You can select the check box in the first column of any or all rows in the Journals grid to perform required action for the journal or journals.

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Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for this page. The WorkCenter Journal Entries page uses the Generic Journal Filter (GLJRNL1), which is used for many of the journal-based links. Supply or change any of the following filter values as needed and click OK. The search criteria include: Business Unit, Ledger Group, Fiscal Year, Accounting Period, Description, Budget Checking Header Status, Suspense Reconciliation Status, Line Business Unit, Journal Creation Date, User ID, Currency Code, Journal Total Debits, Journal Date and Journal ID. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For journal filter criteria, you are required to select values for Business Unit, Ledger Group, and Fiscal Year. This requirement is delivered to prevent performance issues. You can hover over this link to see the current selected criteria without having to navigate to the Filter Values page. **Note:** The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*.
 **Refresh icon**	Click this icon to refresh the grid data to reflect any changes.
Journal ID link	Click the journal ID link to access the journal entry in a modal window. This launches the Journal Entry component where you can update and process the journal. Once you have finished your work in the Journal Entry component, you can close the modal window, click the refresh button at the top of your exceptions page, and the journal that you corrected should no longer appear.

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Field or Control	Description
Status link	Click the link in the Status column for the journal that you want to research. This displays the journal error information below the Action field in two grids: Header Errors and Line Errors. If there are no line errors, a message appears below the Header Errors to that effect. If there are line errors, only those lines in error appear in the Line Errors grid.
Lines link	Click the value in the Lines column (value represents the total lines in the journal) to display the journal lines in the Lines grid, which appears below the Action field when you click the link. **Note:** In certain cases, the total lines value may not reflect the actual number of lines in the grid. For example, the grid may display zero total lines for copied or imported journals that are not edited.
Select All/Deselect All	Click this link to select all journals or deselect all journals in the grid for which to perform an action.
Action	Select the check box of the journal or journals for which you would like to perform an action, select the action from the list box, and click the GO button. Action values are: • Budget Check Journals • Budget Pre-Check Journals • Edit Journals **Note:** When running journal edits from the WorkCenter, the Online Journal Edit Defaults that are defined on the User Preferences - General Ledger page are not used, • Post Journals • Save Journals Complete Status – for journals that are not complete (T status), resets the selected journals to status = N.

Example 3-2 Header Errors (grid)

The header errors grid displays the header level errors. This grid is displayed when you select the Errors status link from the Journals grid. The Header grid is hidden when there are no header errors. The Header Errors grid is displayed in the example pictured.

Example 3-3 Lines (grid)

When you click the Lines link value from the Journals grid, all of the journal lines for that journal are displayed in the Lines grid. The Lines grid also appears if you click the Errors status link from the Journals grid. In this case, the Lines grid displays only the journal lines that are in Error from the journal. If there are no line errors, there is a message that displays in place of the Lines grid beneath the Header Errors grid.

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Incomplete Journals

Use the Incomplete Journals link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)) and manage journals that are saved with an Incomplete status.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Incomplete Journals** link.

Example 3-4 Journals

The Journals grid includes three tabs, General, Details 1 and Details 2, which display the journal header information. You can select the check box in the first column of any or all rows in the Journals grid to perform required action for the journal or journals.

Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for this page. The WorkCenter Journal Entries page uses the Generic Journal Filter (GLJRNL2), which is used for many of the journal-based links. Supply or change any of the following filter values as needed and click OK. The search criteria include: Business Unit, Ledger Group, Fiscal Year, Accounting Period, Description, Budget Checking Header Status, Suspense Reconciliation Status, Line Business Unit, Journal Creation Date, User ID, Currency Code, Journal Total Debits, Journal Date and Journal ID. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For journal filter criteria, you are required to select values for Business Unit, Ledger Group, and Fiscal Year. This requirement is delivered to prevent performance issues. You can hover over this link to see the current selected criteria without having to navigate to the Filter Values page. **Note:** The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*.
 **Refresh icon**	Click this icon to refresh the grid data to reflect any changes.

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Field or Control	Description
Journal ID link	Click the journal ID link to access the journal entry in a modal window. This launches the Journal Entry component where you can update and process the journal. Once you have finished your work in the Journal Entry component, you can close the modal window, click the refresh button at the top of your exceptions page, and the journal that you corrected should no longer appear.
Status link	Click the link in the Status column for the journal that you want to research. This displays the journal error information below the Action field in two grids: Header Errors and Line Errors. If there are no line errors, a message appears below the Header Errors to that effect. If there are line errors, only those lines in error appear in the Line Errors grid.
Lines link	Click the value in the Lines column (value represents the total lines in the journal) to display the journal lines in the Lines grid, which appears below the Action field when you click the link. **Note:** In certain cases, the total lines value may not reflect the actual number of lines in the grid. For example, the grid may display zero total lines for copied or imported journals that are not edited.
Select All/Deselect All	Click this link to select all journals or deselect all journals in the grid for which to perform an action.
Action	Select the check box of the journal or journals for which you would like to perform an action, select the action from the list box, and click the GO button. Action values are: • Budget Check Journals • Budget Pre-Check Journals • Edit Journals • Post Journals • Save Journals Complete Status – for journals that are not complete (T status), resets the selected journals to status = N.

Example 3-5 Header Errors (grid)

The header errors grid displays the header level errors. This grid is displayed when you select the Errors status link from the Journals grid. The Header grid is hidden when there are no header errors.

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Example 3-6 Lines (grid)

When you click the Lines link value from the Journals grid, all of the journal lines for that journal are displayed in the Lines grid. The Lines grid also appears if you click the Errors status link from the Journals grid. In this case, the Lines grid displays only the journal lines that are in Error from the journal. If there are no line errors, there is a message that displays in place of the Lines grid beneath the Header Errors grid.

Journals Approaching Period End

Use the Journals Approaching Period End link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)) and manage journals that are not posted but are within a user-specified number of days from the current date to the period end date. The period end date is determined by the journal accounting period. You specify the number of days as the criteria. For example, if you want to view journals that are not posted and there are only 5 days to the period end date.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Journals Approaching Period End** link.

Example 3-7 Journals

The Journals grid includes three tabs, General, Details 1 and Details 2, which display the journal header information. You can select the check box in the first column of any or all rows in the Journals grid to perform required action for the journal or journals.

Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for Journals Approaching Period End. This page uses the Journals Close to Period End filter (GLJRNLCPEND). Supply or change the filter values as needed and click OK. Required filter values are Business Unit, Ledger Group, Fiscal Year, and Days to Closed. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*. **Note:** The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields.
Refresh icon	Click this icon to refresh the grid data to reflect any changes.

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Field or Control	Description
Journal ID link	Click the journal ID link to access the journal entry in a modal window. This launches the Journal Entry component where you can update and process the journal. Once you have finished your work in the Journal Entry component, you can close the modal window, click the refresh button at the top of your exceptions page, and the journal that you corrected should no longer appear.
Status link	Click the link in the Status column for the journal that you want to research. This displays the journal error information below the Action field in two grids: Header Errors and Line Errors. If there are no line errors, a message appears below the Header Errors to that effect. If there are line errors, only those lines in error appear in the Line Errors grid.
Lines link	Click the value in the Lines column (value represents the total lines in the journal) to display the journal lines in the Lines grid, which appears below the Action field when you click the link. **Note:** In certain cases, the total lines value may not reflect the actual number of lines in the grid. For example, the grid may display zero total lines for copied or imported journals that are not edited.
Select All/Deselect All	Click this link to select all journals or deselect all journals in the grid for which to perform an action.
Action	Select the check box of the journal or journals for which you would like to perform an action, select the action from the list box, and click the GO button. Action values are: • Budget Check Journals • Budget Pre-Check Journals • Edit Journals • Post Journals • Save Journals Complete Status – for journals that are not complete (T status), resets the selected journals to status = N.

Example 3-8 Header Errors (grid)

The header errors grid displays the header level errors. This grid is displayed when you select the Errors status link from the Journals grid. The Header grid is hidden when there are no header errors.

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Example 3-9 Lines (grid)

When you click the Lines link value from the Journals grid, all of the journal lines for that journal are displayed in the Lines grid. The Lines grid also appears if you click the Errors status link from the Journals grid. In this case, the Lines grid displays only the journal lines that are in Error from the journal. If there are no line errors, there is a message that displays in place of the Lines grid beneath the Header Errors grid.

Journals Not Posted in a Closed Period

Use the Journals Not Posted in Closed Period link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)). Manage journals that are not posted and are in a closed accounting period where the journal date is less than the calendar Open From date. The criteria for this page do not include future-dated journals.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Journals Not Posted in a Closed Period** link.

Example 3-10 Journals

The Journals grid includes three tabs, General, Details 1 and Details 2, which display the journal header information. You can select the check box in the first column of any or all rows in the Journals grid to perform required action for the journal or journals.

Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for Journals Not Posted in Closed Period. This page uses the Journals Not Posted filter (GLJRNLCP). Supply or change the filter values as needed and click OK. Required filter values are Business Unit, Ledger Group, Fiscal Year, as for all journals. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*. **Note:** The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields.
 **Refresh icon**	Click this icon to refresh the grid data to reflect any changes.

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Field or Control	Description
Journal ID link	Click the journal ID link to access the journal entry in a modal window. This launches the Journal Entry component where you can update and process the journal. Once you have finished your work in the Journal Entry component, you can close the modal window, click the refresh button at the top of your exceptions page, and the journal that you corrected should no longer appear.
Status link	Click the link in the Status column for the journal that you want to research. This displays the journal error information below the Action field in two grids: Header Errors and Line Errors. If there are no line errors, a message appears below the Header Errors to that effect. If there are line errors, only those lines in error appear in the Line Errors grid.
Lines link	Click the value in the Lines column (value represents the total lines in the journal) to display the journal lines in the Lines grid, which appears below the Action field when you click the link. **Note:** In certain cases, the total lines value may not reflect the actual number of lines in the grid. For example, the grid may display zero total lines for copied or imported journals that are not edited.
Select All/Deselect All	Click this link to select all journals or deselect all journals in the grid for which to perform an action.
Action	Select the check box of the journal or journals for which you would like to perform an action, select the action from the list box, and click the GO button. Action values are: • Budget Check Journals • Budget Pre-Check Journals • Edit Journals • Post Journals • Save Journals Complete Status – for journals that are not complete (T status), resets the selected journals to status = N.

Example 3-11 Header Errors (grid)

The header errors grid displays the header level errors. This grid is displayed when you select the Errors status link from the Journals grid. The Header grid is hidden when there are no header errors.

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Example 3-12 Lines (grid)

When you click the Lines link value from the Journals grid, all of the journal lines for that journal are displayed in the Lines grid. The Lines grid also appears if you click the Errors status link from the Journals grid. In this case, the Lines grid displays only the journal lines that are in Error from the journal. If there are no line errors, there is a message that displays in place of the Lines grid beneath the Header Errors grid.

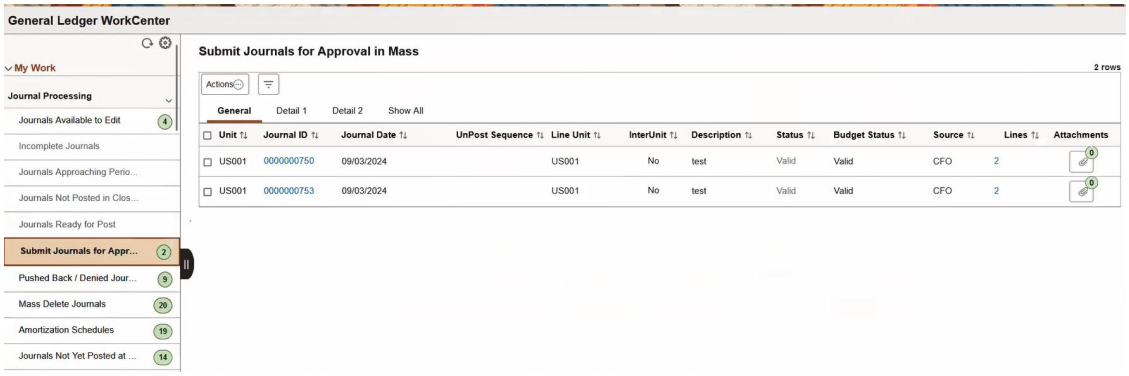
Submit Journals for Approval in Mass Page

Use the Submit Journals for Approval in Mass link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)). Submit one or more journals for approval in mass.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Submit Journals for Approval in Mass** link.

This example illustrates the fields and controls on the Submit Journals for Approval in Mass pagelet. You can find definitions for the fields and controls later on this page.



The Journals grid includes three tabs, General, Details 1 and Details 2, which display the journal header information. You can select the check box in the first column of any or all rows in the Journals grid to perform required action for the journal or journals.

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Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for this page. The WorkCenter Journal Entries page uses the Generic Journal Filter (GLJRNL1), which is used for many of the journal-based links. Supply or change any of the following filter values as needed and click OK. The search criteria include: Business Unit, Ledger Group, Fiscal Year, Accounting Period, Description, Budget Checking Header Status, Suspense Reconciliation Status, Line Business Unit, Journal Creation Date, User ID, Currency Code, Journal Total Debits, Journal Date and Journal ID. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For journal filter criteria, you are required to select values for Business Unit, Ledger Group, and Fiscal Year. This requirement is delivered to prevent performance issues. You can hover over this link to see the current selected criteria without having to navigate to the Filter Values page. **Note:** The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*.
 **Refresh icon**	Click this icon to refresh the grid data to reflect any changes.
Journal ID link	Click the journal ID link to access the journal entry in a modal window. This launches the Journal Entry component where you can update and process the journal. Once you have finished your work in the Journal Entry component, you can close the modal window, click the refresh button at the top of your exceptions page, and the journal that you corrected should no longer appear.
Status link	Displays the journal status as valid always.
Lines link	Click the value in the Lines column (value represents the total lines in the journal) to display the journal lines in the Lines grid, which appears below the Action field when you click the link. **Note:** In certain cases, the total lines value may not reflect the actual number of lines in the grid. For example, the grid may display zero total lines for copied or imported journals that are not edited.

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Field or Control	Description
Select All/Deselect All	Click this link to select all journals or deselect all journals in the grid for which to perform an action.
Actions	Select the check box of the journal or journals for which you would like to perform an action. Then select one of these options from the list box: • *Submit Journal* - After selecting this option, the Journal Approval Comments window appears. Optionally, enter comments and select the Submit button. • *Email Notification*

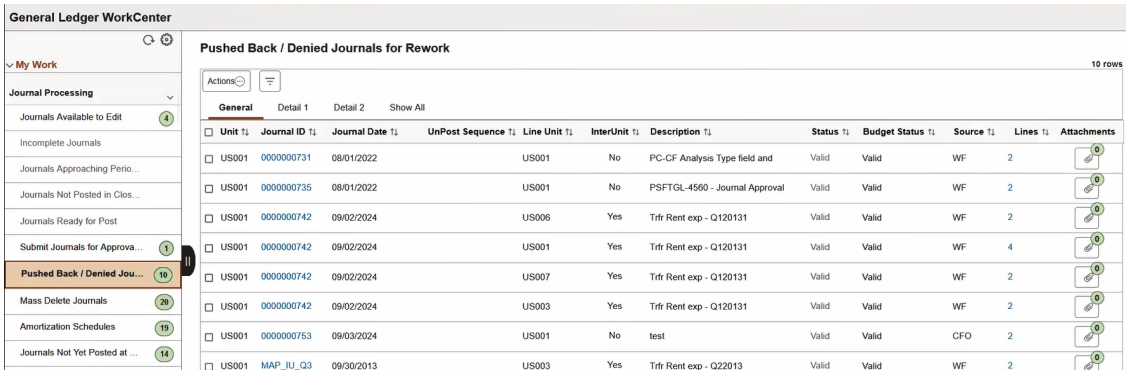
Pushed Back /Denied Journals for Rework Page

Use the Pushed Back /Denied Journals for Rework link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)). Review and take action on journals pushed back or denied by approver.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Pushed Back / Denied Journals for Rework** link.

This example illustrates the fields and controls on the Pushed Back / Denied Journals for Rework pagelet.



The Journals grid includes three tabs, General, Details 1 and Details 2, which display the journal header information. You can select the check box in the first column of any or all rows in the Journals grid to perform required action for the journal or journals.

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Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for this page. The WorkCenter Journal Entries page uses the Generic Journal Filter (GLJRNL1), which is used for many of the journal-based links. Supply or change any of the following filter values as needed and click OK. The search criteria include: Business Unit, Ledger Group, Fiscal Year, Accounting Period, Description, Budget Checking Header Status, Suspense Reconciliation Status, Line Business Unit, Journal Creation Date, User ID, Currency Code, Journal Total Debits, Journal Date and Journal ID. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For journal filter criteria, you are required to select values for Business Unit, Ledger Group, and Fiscal Year. This requirement is delivered to prevent performance issues. You can hover over this link to see the current selected criteria without having to navigate to the Filter Values page. **Note:** The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*.
 **Refresh icon**	Click this icon to refresh the grid data to reflect any changes.
Journal ID link	Click the journal ID link to access the journal entry in a modal window. This launches the Journal Entry component where you can update and process the journal. Once you have finished your work in the Journal Entry component, you can close the modal window, click the refresh button at the top of your exceptions page, and the journal that you corrected should no longer appear.
Status link	Displays the journal status as valid always.
Lines link	Click the value in the Lines column (value represents the total lines in the journal) to display the journal lines in the Lines grid, which appears below the Action field when you click the link. **Note:** In certain cases, the total lines value may not reflect the actual number of lines in the grid. For example, the grid may display zero total lines for copied or imported journals that are not edited.

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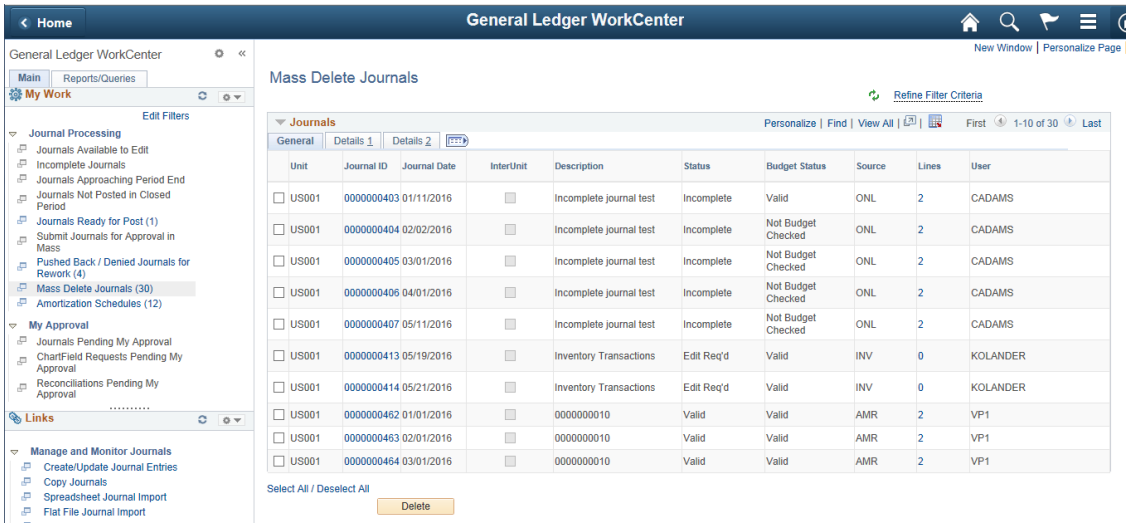
Field or Control	Description
Select All/Deselect All	Click this link to select all journals or deselect all journals in the grid for which to perform an action.
Actions	Select the check box of the journal or journals for which you would like to perform an action. Then select one of these options from the list box: • *Submit Journal* - After selecting this option, the Journal Approval Comments window appears. Optionally, enter comments and select the Submit button. • *Email Notification*

Mass Delete Journals

Use the Mass Delete Journals page (Fluid) (GL_WC_JRNLD_FL) to delete anchor journals in mass using the Fluid GL WorkCenter.

Navigation:

This example illustrates the fields and controls on the General Ledger WorkCenter - Mass Delete Journals page (Classic).



When an anchor journal is deleted, all journal lines are deleted.

See General Ledger WorkCenter - Mass Delete Journals page (Classic)

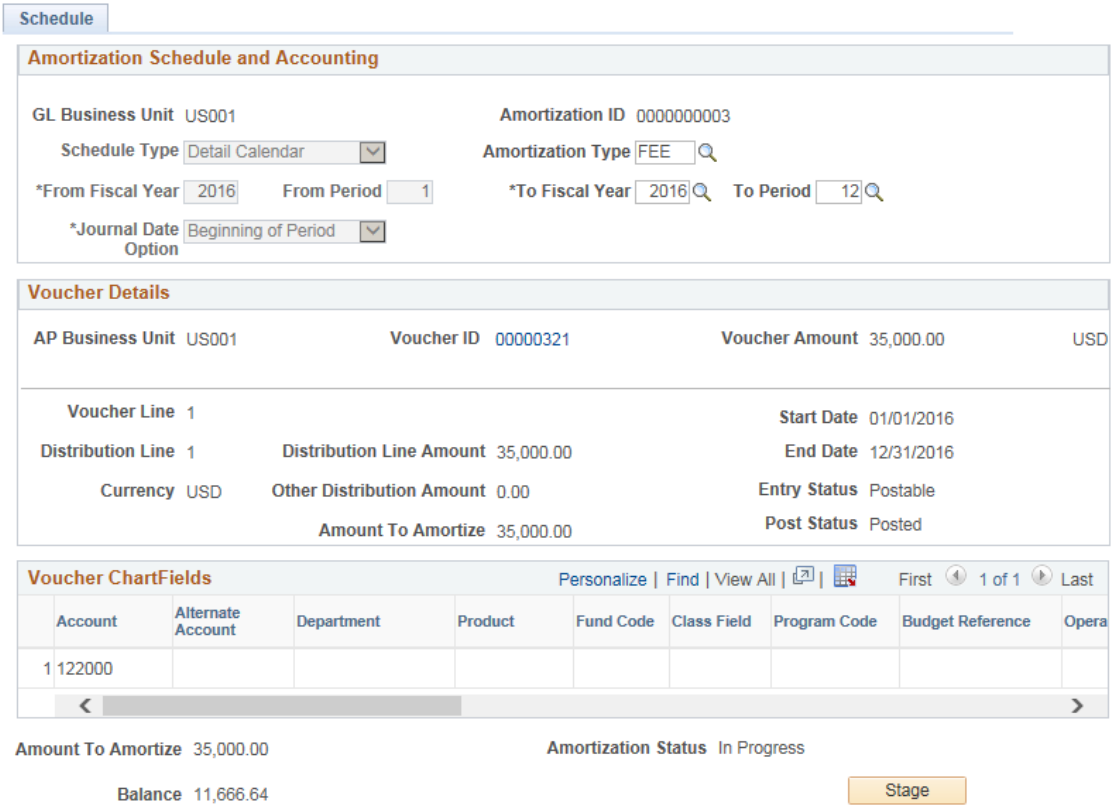
Amortization Schedules

Use the Amortization Schedule page (AMR_SCHED_ACT) to validate the values passed from the amortization voucher, create stage journals, review and approve the schedule.

Navigation:

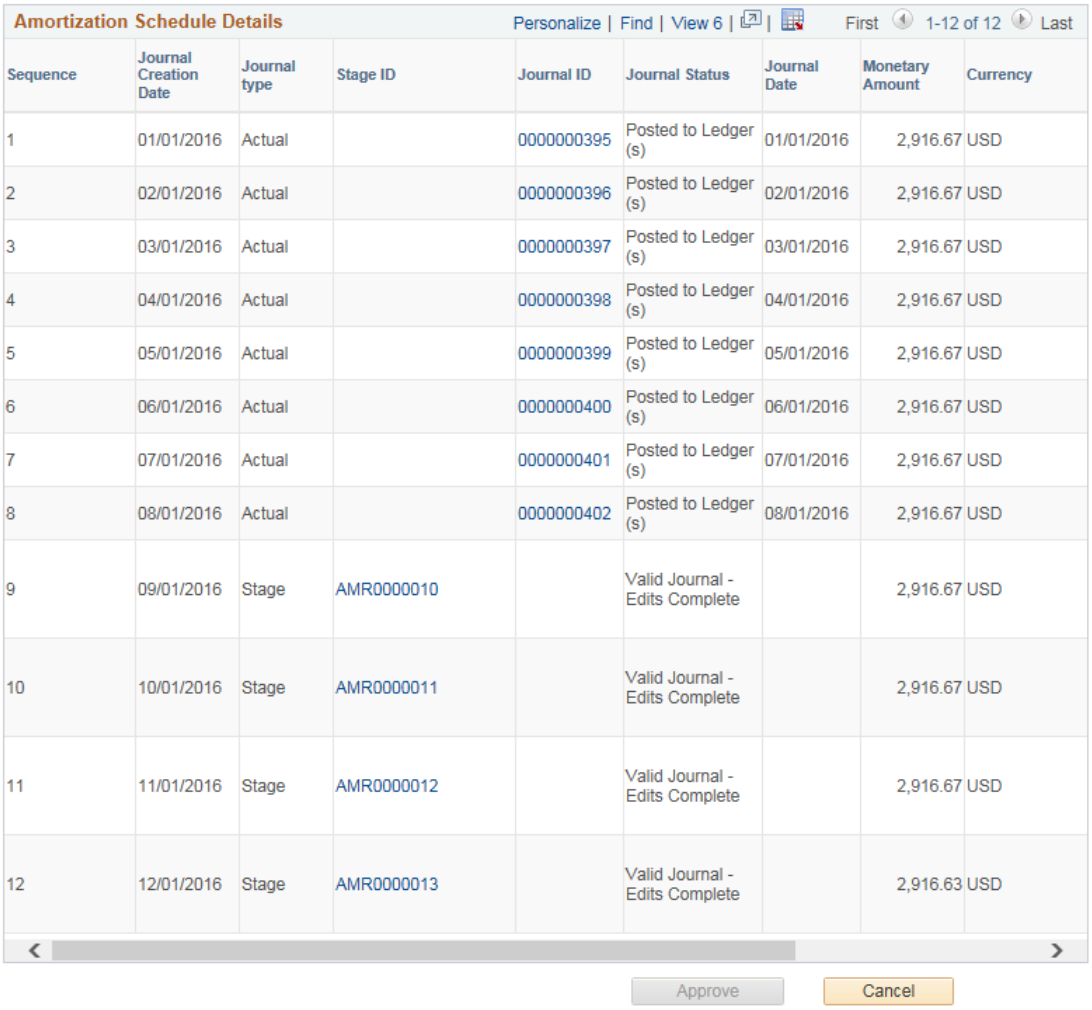
This example illustrates the fields and controls on the Amortization Schedules 1 to 2. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Amortization Schedules 1 to 2. You can find definitions for the fields and controls later on this page.

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Amortization Schedule Details Personalize | Find | View 6 | First 1-12 of 12 Last

Sequence	Journal Creation Date	Journal type	Stage ID	Journal ID	Journal Status	Journal Date	Monetary Amount	Currency
1	01/01/2016	Actual		0000000395	Posted to Ledger (s)	01/01/2016	2,916.67	USD
2	02/01/2016	Actual		0000000396	Posted to Ledger (s)	02/01/2016	2,916.67	USD
3	03/01/2016	Actual		0000000397	Posted to Ledger (s)	03/01/2016	2,916.67	USD
4	04/01/2016	Actual		0000000398	Posted to Ledger (s)	04/01/2016	2,916.67	USD
5	05/01/2016	Actual		0000000399	Posted to Ledger (s)	05/01/2016	2,916.67	USD
6	06/01/2016	Actual		0000000400	Posted to Ledger (s)	06/01/2016	2,916.67	USD
7	07/01/2016	Actual		0000000401	Posted to Ledger (s)	07/01/2016	2,916.67	USD
8	08/01/2016	Actual		0000000402	Posted to Ledger (s)	08/01/2016	2,916.67	USD
9	09/01/2016	Stage	AMR0000010		Valid Journal - Edits Complete		2,916.67	USD
10	10/01/2016	Stage	AMR0000011		Valid Journal - Edits Complete		2,916.67	USD
11	11/01/2016	Stage	AMR0000012		Valid Journal - Edits Complete		2,916.67	USD
12	12/01/2016	Stage	AMR0000013		Valid Journal - Edits Complete		2,916.63	USD

Approve Cancel

This page appears as read-only until the voucher is posted. Once the voucher is posted, you can update the following fields:

- Schedule Type
- Amortization Type
- From Fiscal Year
- From Period
- To Fiscal Year
- To Period
- Journal Date Option

Details that are passed from the payables amortization voucher cannot be modified on this page (GL business unit, Amortization ID, Voucher details and Voucher ChartFields)

Journals with Errors

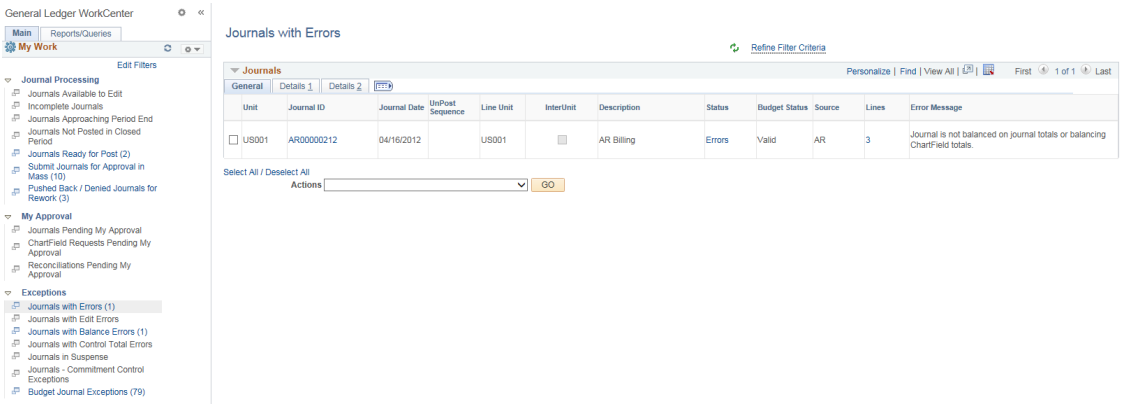
Use the Journals with Errors link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)). Review and correct journals with any type of error.

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Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Journals with Errors** link.

This example illustrates the fields and controls on the Journals with Errors pagelet. You can find definitions for the fields and controls later on this page.



Example 3-13 Journals

The Journals with Errors page displays journals that have any type of error that requires action. For example, the journals pictured include a balancing error and an ADB date error.

The Journals grid includes three tabs, General, Details 1 and Details 2, which display the journal header information. You can select the check box in the first column of any or all rows in the Journals grid to perform required action for the journal or journals.

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Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for the Journals with Errors exception. This exception uses the Journal Generic Filter (GLJRNL3). Supply or change any of the following filter values as needed and click OK: Business Unit, Ledger Group, Fiscal Year, Accounting Period, Description, Budget Checking Header Status, Suspense Reconciliation Status, Line Business Unit, Journal Creation Date, User ID, Currency Code, Journal Total Debits, Journal Date and Journal ID. For journal filter criteria, you are required to select values for Business Unit, Ledger Group, and Fiscal Year. This requirement is delivered to prevent performance issues. You can hover over this link to see the current selected criteria without having to navigate to the Filter Values page. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. **Note:** The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*.
 **Refresh icon**	Click this icon to refresh the grid data to reflect any changes.
Journal ID link	Click the journal ID link to access the journal entry in a modal window. This launches the Journal Entry component where you can update and process the journal. Once you have finished your work in the Journal Entry component, you can close the modal window, click the refresh button at the top of your exceptions page, and the journal that you corrected should no longer appear.

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Field or Control	Description
Status link	Click the link in the Status column for the journal that you want to research. This displays the journal error information below the Action field in two grids: Header Errors and Line Errors. If there are no line errors, a message appears below the Header Errors to that effect. If there are line errors, only those lines in error appear in the Line Errors grid.
Lines link	Click the value in the Lines column (value represents the total lines in the journal) to display the journal lines in the Lines grid, which appears below the Action field when you click the link. **Note:** In certain cases, the total lines value may not reflect the actual number of lines in the grid. For example, the grid may display zero total lines for copied or imported journals that are not edited.
Select All/Deselect All	Click this link to select all journals or deselect all journals in the grid for which to perform an action.
Action	Select the check box of the journal or journals for which you would like to perform an action, select the action from the list box, and click the GO button. Action values are: • Budget Check Journals • Budget Pre-Check Journals • Edit Journals • Post Journals • Save Journals Complete Status – for journals that are not complete (T status), resets the selected journals to status = N.

Example 3-14 Header Errors (grid)

The header errors grid displays the header level errors. This grid is displayed when you select the Errors status link from the Journals grid. The Header grid is hidden when there are no header errors.

Example 3-15 Lines (grid)

When you click the Lines link value from the Journals grid, all of the journal lines for that journal are displayed in the Lines grid. The Lines grid also appears if you click the Errors status link from the Journals grid. In this case, the Lines grid displays only the journal lines that are in Error from the journal. If there are no line errors, there is a message that displays in place of the Lines grid beneath the Header Errors grid.

Journals with Edit Errors

Use the Journals with Edit Errors link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)). Review and correct only the journals with edit errors.

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Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Journals with Edit Errors** link.

The fields within the Journals with Edit Errors link and the Journal with Edit Errors are the same. Refer to the previous section for detail field descriptions. The Journals with Edit Errors presentation is a specific subset of the Journals with Errors link.

Journals with Balance Errors

Use the Journals with Balance Errors link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)). Review and correct only the journals with balance errors.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Journals with Balance Errors** link.

The fields within the Journals with Balance Errors link and the Journal with Errors are the same. Refer to the *Journals with Errors* section for detail field descriptions. The Journals with Balance Errors presentation is a specific subset of the Journals with Errors link.

Journals with Control Total Errors

Use the Journals with Control Total Errors link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)). Review and correct only the journals with control total errors.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Journals with Control Total Errors** link.

The fields within the Journals with Control Total Errors link and the Journal with Errors are the same. Refer to the *Journals with Errors* section for detail field descriptions. The Journals with Control Total Errors presentation is a specific subset of the Journals with Errors link.

Journals - Commitment Control Exceptions

Use the Journals – Commitment Control Exceptions link to access the corresponding page within the WorkCenter transaction pane (WorkCenter Journal Entries page (GL_WC_JRNLS)). Review and edit only the journals with budget check exceptions.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Journals - Commitment Control Exceptions** link.

The fields within the Journals - Commitment Control Exceptions link and the Journal with Errors are the same. Refer to the *Journals with Errors* section for detail field descriptions. The Journals - Commitment Control Exceptions presentation is a specific subset of the Journals with Errors link.

WorkCenter Budget Journal Exceptions Page

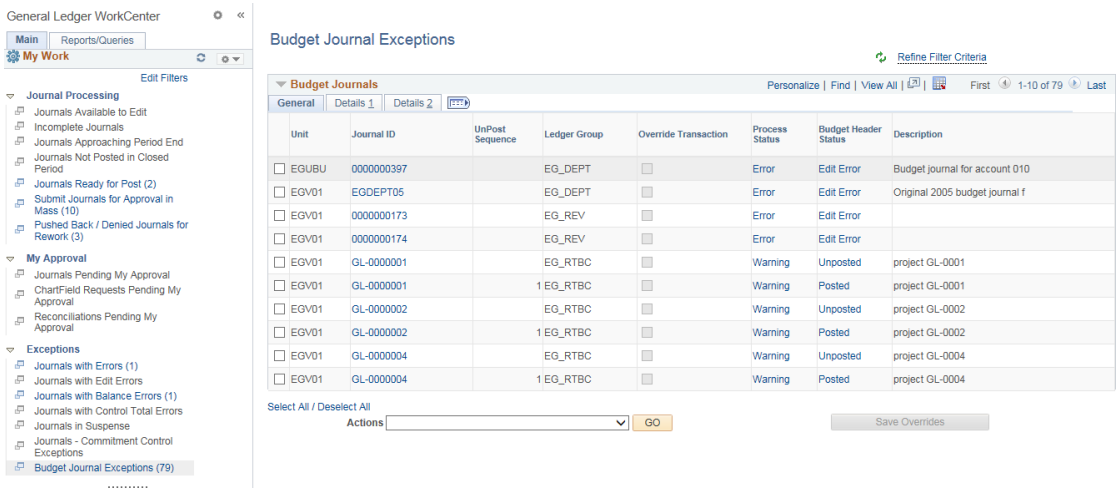
Use the WorkCenter Budget Journal Exceptions page (GL_WC_BJRN_EXCPT) to review and edit budget journals with exceptions that require action. This page displays control budget journals that have a process status of *Error* or *Warning*.

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Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Budget Journal Exceptions** link.

This example illustrates the fields and controls on the WorkCenter Budget Journal Exceptions page. You can find definitions for the fields and controls later on this page.



Example 3-16 Budget Journals (grid)

Like the Journals grid, the Budget Journals grid includes three tabs: General, Details 1, and Details 2, which display the budget header information. You can select the check box in the first column of any or all rows in the grid to perform required action for the budget journal or journals.

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Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for Budget Journal Exceptions. This page uses the Budget Journal Exceptions filter (GLBJRNLXCP). Supply or change the filter values as needed and click OK. Required filter values are Business Unit, Ledger Group, Fiscal Year, as for all journals. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*. **Note:** The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields.
 **Refresh icon**	Click this icon to refresh the grid data to reflect any changes.
Journal ID link	Click the journal ID link to access the Control Budget Entry component in a modal window, where you can update and process the budget journal. See PeopleSoft Commitment Control: Entering Budget Journals and Budget Transfer Journals Once you have finished your work in the Control Budget Entry component, you can close the modal window, click the refresh button at the top of your exceptions page, and, if the exception is corrected, the budget journal should no longer appear in your exception list.
Override Transaction	Select the check box to mark the budget journal (or multiple budget journals) to override all affected budgets. This check box is only available if exception overrides are allowed based on Commitment Control security and other rules (all exceptions allow overrides). See PeopleSoft Commitment Control: Budget Journal Exceptions Page. Once you have selected budget journals for override, click the Save Overrides button to save the selected overrides for processing. You can deselect the check boxes to unmark previously marked overrides and click the **Save Overrides** button.

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Field or Control	Description
Save Overrides button	Click this button after selecting those budget journals that you would like to mark for overriding the budget constraints. This saves the budget overrides for processing. You can deselect the Override check boxes to unmark previously-marked overrides and click the **Save Overrides** button.
Process Status link	Click the link in the Process Status column to display the budget journal lines that have exceptions within the budget journal. The exception lines are displayed in the Budget Line Exceptions grid below the Action field.
Budget Header Status link	Click the link in the Budget Header Status column to access the Budget Journal Exception Component in a modal window. Make your changes, save and close the window. If you have corrected the exception, you can click the refresh button at the top of the exceptions page and your budget journal should no longer appear in the list.
Select All/Deselect All	Click this link to select all budget journals or deselect all budget journals in the grid for which to perform an action.
Action	Select the check box of the journal or journals for which you would like to perform an action, select the action from the list box, and click the GO button. Action values are: • Budget Check Journals • Budget Pre-Check Journals

Example 3-17 Budget Line Exceptions (grid)

When you click the Process Status link for a budget journal from the Budget Journals grid, the Budget Line Exceptions grid appears and displays only the budget journal lines that have line level exceptions (Error or Warning) from the budget journal. You can select to override the affected budgets at the line level as well. Select the Override check box for each line for which you want to avoid budget constraints, if available, and click the Save Overrides button.

WorkCenter Journals Pending My Approval Page

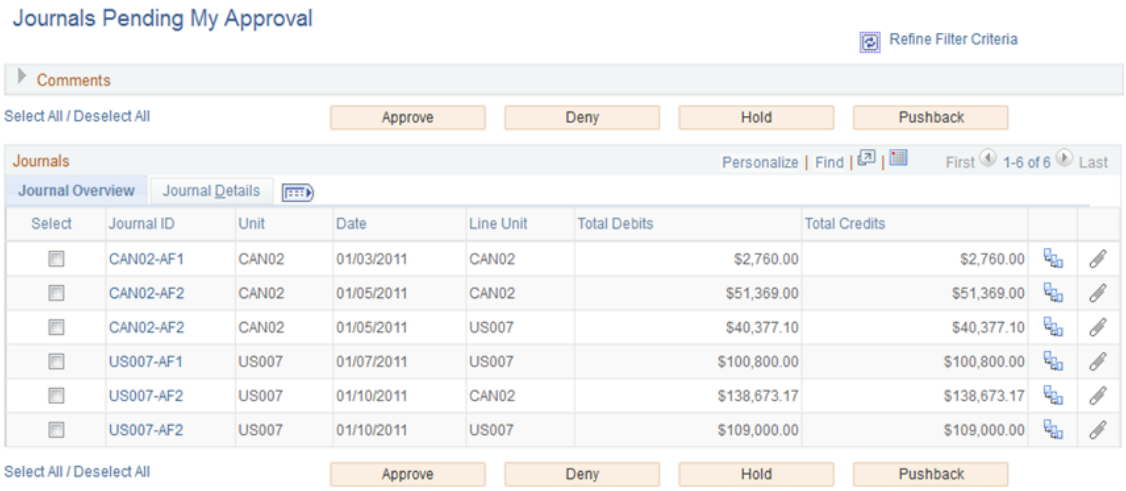
Use the WorkCenter Journals Pending My Approval page (GL_WC_JRNL_APPR_M) to manage approvals for journals that are pending approval from the current user.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Journals Pending My Approval** link.

This example illustrates the fields and controls on the WorkCenter Journals Pending My Approval page. You can find definitions for the fields and controls later on this page.

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Use the fields on this page as you would on the Manage GL Journal Approvals page.

For field information, see Manage GL Journal Approval Page

Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for the Journals Pending My Approval page. This page uses the GL Journal Approval filter (GLJRNLAPPR). Supply or change any of the filter values as needed and click OK. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For journal filter criteria, you are required to select values for Business Unit, Ledger Group, and Fiscal Year. This requirement is delivered to prevent performance issues. You can hover over this link to see the current selected criteria without having to navigate to the Filter Values page. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*. **Note:** The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields.
Refresh icon	Click this icon to refresh the grid data to reflect any changes.

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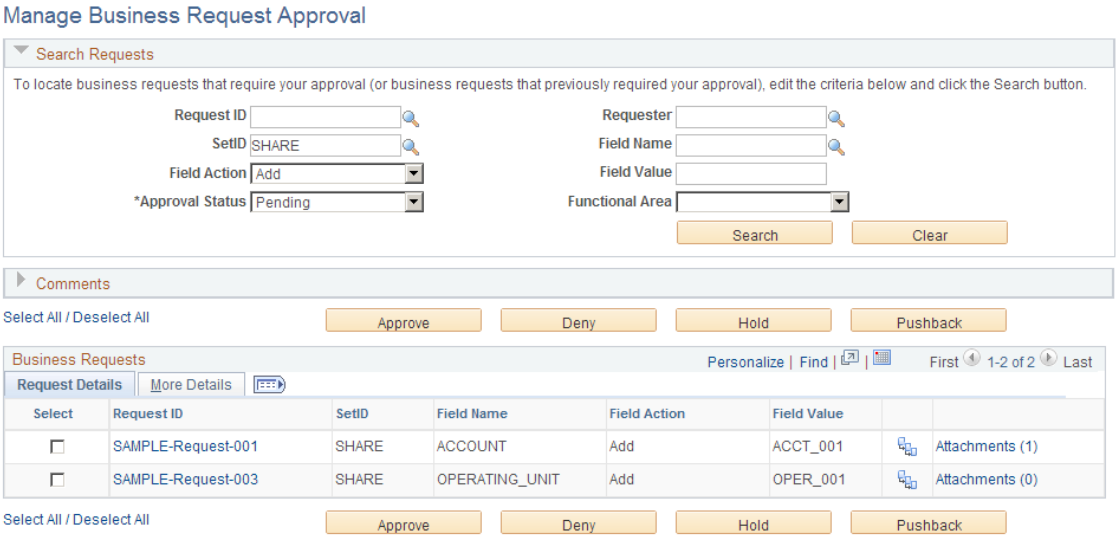
WorkCenter ChartField Requests Pending My Approval Page

Use the WorkCenter ChartField Requests Pending My Approval page (GL_WC_FLD_REQ_APPR) to manage business requests that are pending approval from the current user.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **ChartField Requests Pending My Approval** link.

This example illustrates the fields and controls on the WorkCenter Manage Business Request Approval page. You can find definitions for the fields and controls later on this page.



Use the fields on this page as you would on the Manage Business Request Approval page.

For information on ChartField requests and field details, see Application Fundamentals: Understanding the Business Request and Approval Process.

Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria that is used to retrieve the data that you want to see for the ChartField Requests Pending My Approval page. This page uses the Field Request Approval filter (GLFLDAPPR). Supply or change any of the filter values as needed and click OK. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator*. **Note:** There are no required fields or restricted operands for this filter page.
Refresh icon	Click this icon to refresh the grid data to reflect any changes.

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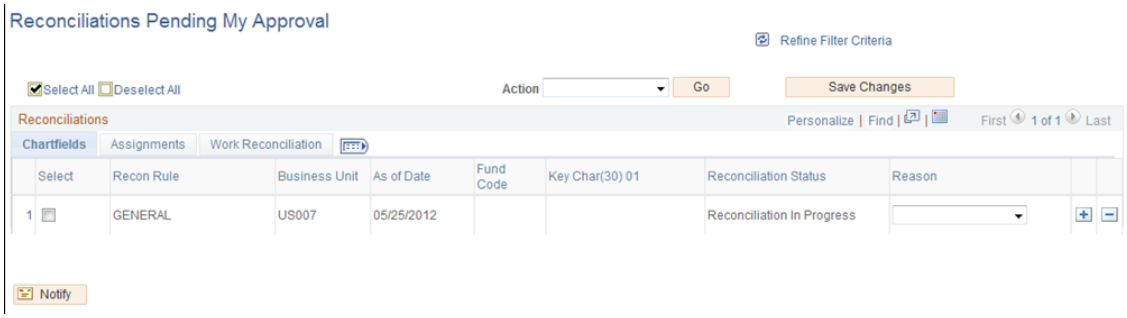
WorkCenter Reconciliations Pending My Approval

Use the WorkCenter Reconciliations Pending My Approval page (GL_WC_GLRN_WB) to manage reconciliations that are pending approval from the current user.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **My Work**, and then **Reconciliations Pending My Approval** link.

This example illustrates the fields and controls on the WorkCenter Reconciliations Pending My Approval page. You can find definitions for the fields and controls later on this page.



The fields on this page are like those on the Reconciliation Workbench. For detail field information, see Managing Reconciliations Using the Reconciliation Workbench.

Field or Control	Description
Refine Filter Criteria link	Click this link to edit the filter criteria used to retrieve the data that you want to see for the Reconciliations Pending My Approval page. This page uses the Recon Workbench filter (GLRCWB). Supply or change any of the filter values as needed and click OK. See Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter. For more information, see *Enterprise Components: Setting Up Filter Definitions as a System Administrator.* **Note:** There are no required fields or restricted operands for this filter page.
Refresh icon	Click this icon to refresh the grid data to reflect any changes.

Related Topics

- Application Fundamentals: Understanding PeopleSoft Classic WorkCenters and Dashboards
- Application Fundamentals: Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator

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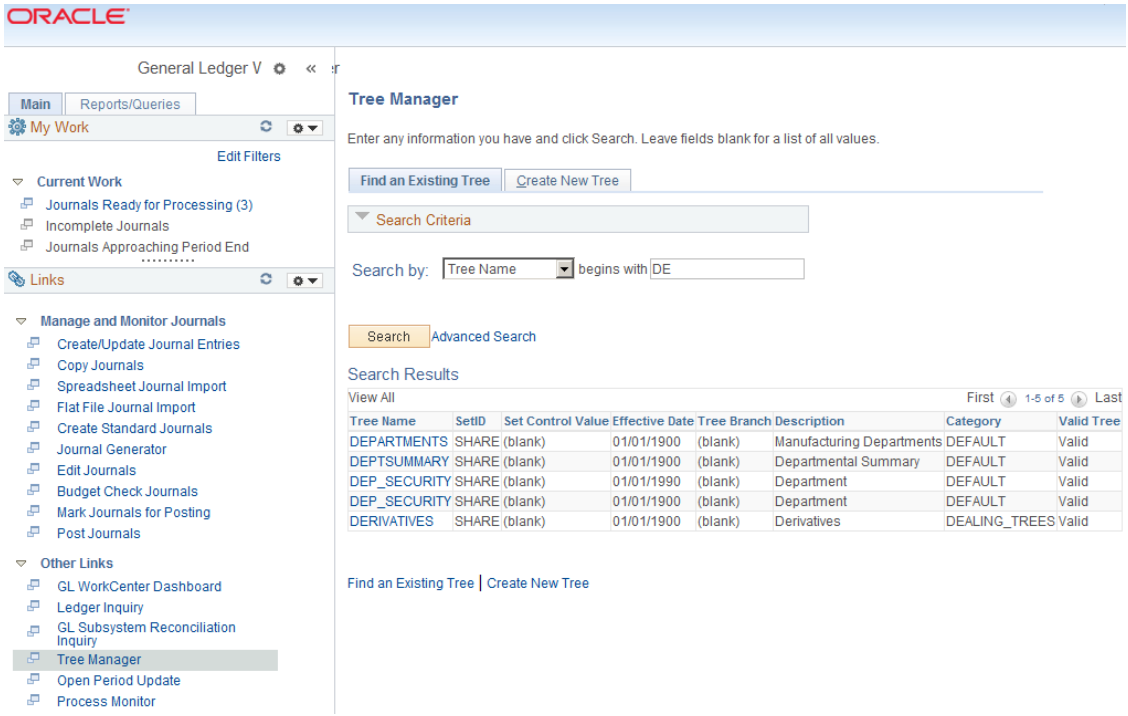
Using the PeopleSoft Classic General Ledger WorkCenter - Links Pagelet

The Links section of the Main tab includes additional links to components that you commonly access such as Tree Manager, Process Monitor, Open Period Updates, and Spreadsheet Journal Import, for example. A System administrator can configure the list of links that are available for this pagelet and can enable an end user to personalize their display options, as well as define group labels and links.

You can personalize the links that you want to display on your WorkCenter. Links to external pages can also be placed in this section.

A sample configured Links pagelet is delivered in the PeopleSoft Classic General Ledger WorkCenter to help you create your own pagelet:

This example illustrates the fields and controls on the PeopleSoft Classic General Ledger WorkCenter - Links Pagelet.



To view the Links pagelet in its entirety, you can hover over the dotted line between the My Work pagelet and the Links pagelet until your cursor turns into a two-sided arrow, drag up or down, and left-click to anchor the pagelet in place; or, you can minimize the My Work pagelet by clicking the Pagelet Settings arrow in My Work and select Minimize.

The delivered Links pagelet for PeopleSoft Classic General Ledger WorkCenter categorizes useful links within the following groups:

- Manage and Monitor Journals
- Other Links

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Click the links to access the selected application component, which appears within your working zone. Notice that the highlighted link in the pictured example is Tree Manager. The working zone on the right displays the Tree Manager component and you can proceed to add or update your trees without leaving your WorkCenter.

Related Topics

- Application Fundamentals: Working With and Personalizing the Classic Links Pagelet As an End User
- Application Fundamentals: Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator

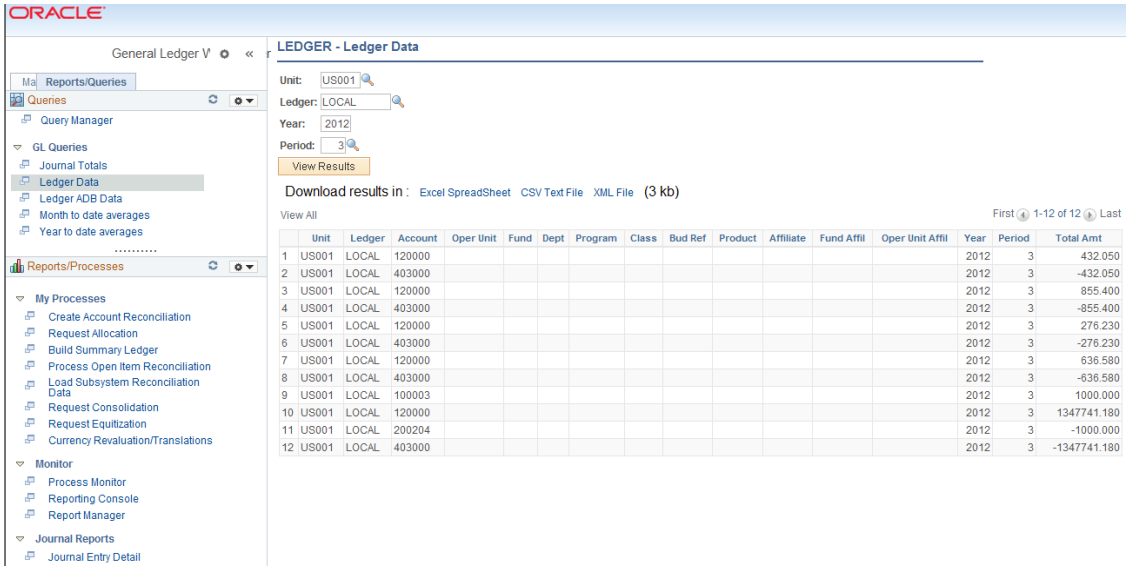
Using the PeopleSoft Classic General Ledger WorkCenter - Queries Pagelet

Use the Queries pagelet within the Reports/Queries pagelet group to access Query Manager, public queries, private queries, and Pivot Grids without leaving your WorkCenter. The system administrator can add queries to this pagelet and determine if an end user can add public queries in Query Manager.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **Reports/Queries**, and then **Queries**

This example illustrates the fields and controls on the PeopleSoft Classic General Ledger WorkCenter - Queries Pagelet. You can find definitions for the fields and controls later on this page.



PeopleSoft delivers the PeopleSoft Classic General Ledger WorkCenter, Queries pagelet with sample links as pictured in the example. Select the **Query Manager** link to add, update and run public queries or your own private queries, depending on your security access. The GL Queries section should include your commonly-used queries, so that you can navigate directly to the one that you want to run. Define the queries to be included in this section with prompt type expression criteria so that you are prompted to enter values when you click the link to

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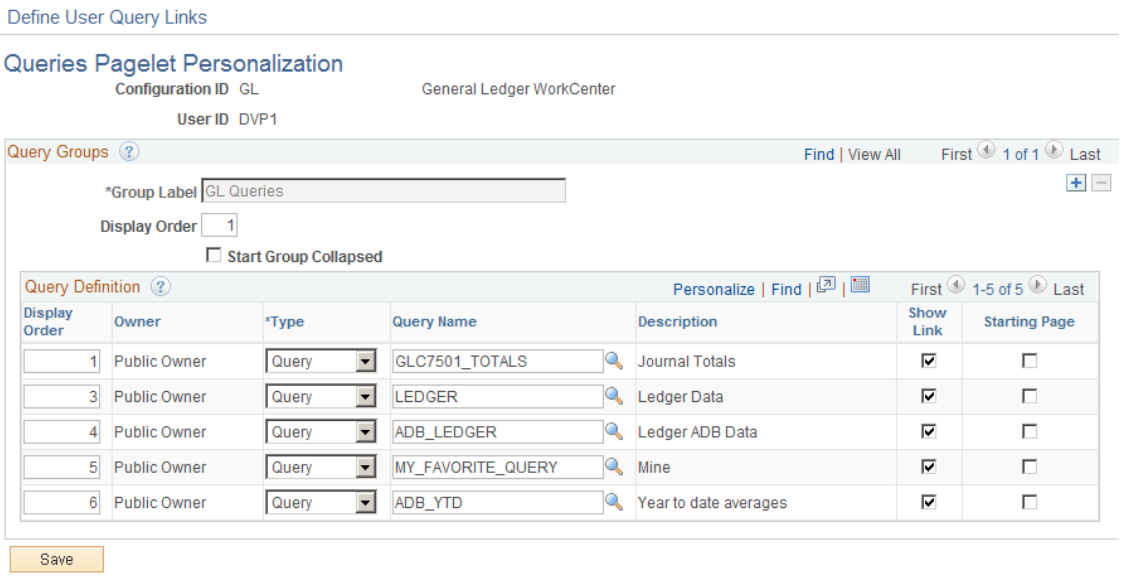
access the query. Otherwise, you are presented with the result set and unable to alter criteria unless you select the Query Manager link.

Your WorkCenter Queries pagelet allows you to perform most query functions, including the ability to download your query results to Microsoft Excel, CSV file, or XML file.

You can also create new public queries and replace the query links when personalizing your Queries pagelet. Click the Pagelet Settings button and select **Personalize**:

Example 3-18 PeopleSoft Classic General Ledger WorkCenter - Queries Pagelet Personalization Page

This example illustrates the fields and controls on the Queries Pagelet Personalization Page.



In the example pictured, a newly-created public query, MY_FAVORITE_QUERY, was entered in the Query Name field, replacing the delivered query. Once you click **Save** and refresh the Queries pagelet, the new query appears in the GL Queries section.

See also *Enterprise Components: Setting Up Pagelets for Queries as a System Administrator.*

Related Topics

- Application Fundamentals: Working With and Personalizing the Classic Queries Pagelet As an End User
- Application Fundamentals: Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator

Using the PeopleSoft Classic General Ledger WorkCenter - Reports and Processes Pagelet

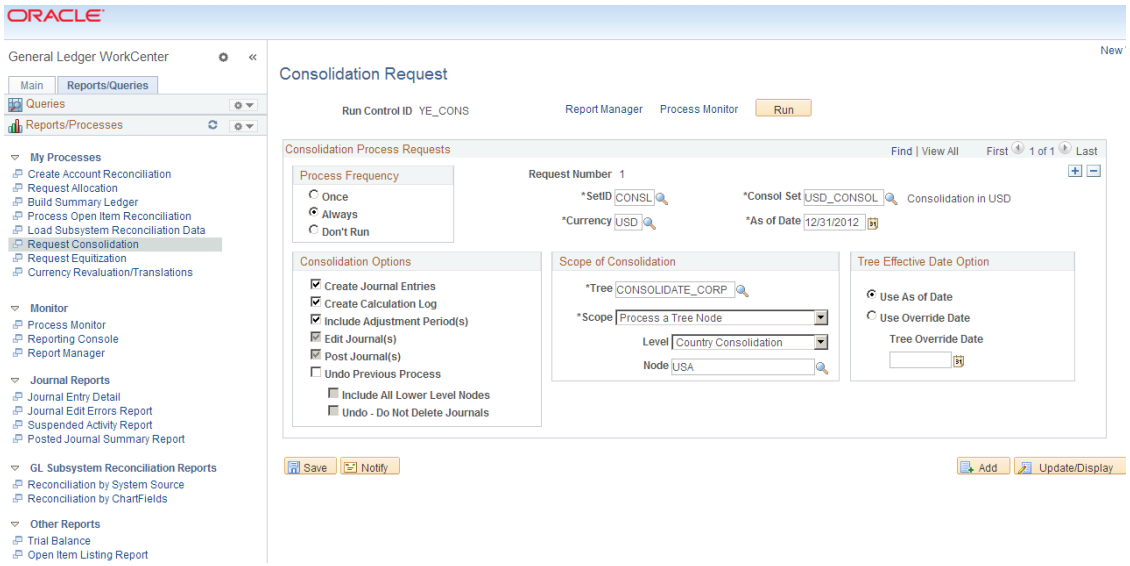
Use the Reports/Processes pagelet of the Reports/Queries pagelet group to easily access links to commonly-used report and process run controls. The system administrator can add links to this pagelet and determine whether an end user can configure their pagelet. The objective of this pagelet is to minimize the number of clicks to access commonly-used reports or processes and their results.

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Navigation:

General Ledger, and then **GL WorkCenter**, and then **Reports/Queries**, and then **Reports/Processes**

This example illustrates the fields and controls on the PeopleSoft Classic General Ledger WorkCenter - Reports/Processes Pagelet.



PeopleSoft delivers the PeopleSoft Classic General Ledger WorkCenter, Reports/Processes pagelet with sample links as pictured in the example and categorized within the following groups:

- My Processes – Provides quick access to run control pages of your most commonly-used processes.
- Monitor – Provides quick access to Process Monitor, Reporting Console, and Report Manager.
- Journal Reports
- Monitor – Provides quick access to Process Monitor, Reporting Console, and Report Manager.
- Other Reports – Provides convenient access to your most commonly run reports, such as Trial Balance or Open Item Listing.

You can personalize your Reports/Processes pagelet to suit your organizational needs. For more information, see *Enterprise Components: Setting Up Pagelets for Reports and Processes as a System Administrator.*

Related Topics

- Application Fundamentals: Working With and Personalizing the Classic Reports and Processes Pagelet As an End User
- Application Fundamentals: Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator

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Using the PeopleSoft Classic General Ledger WorkCenter Dashboard

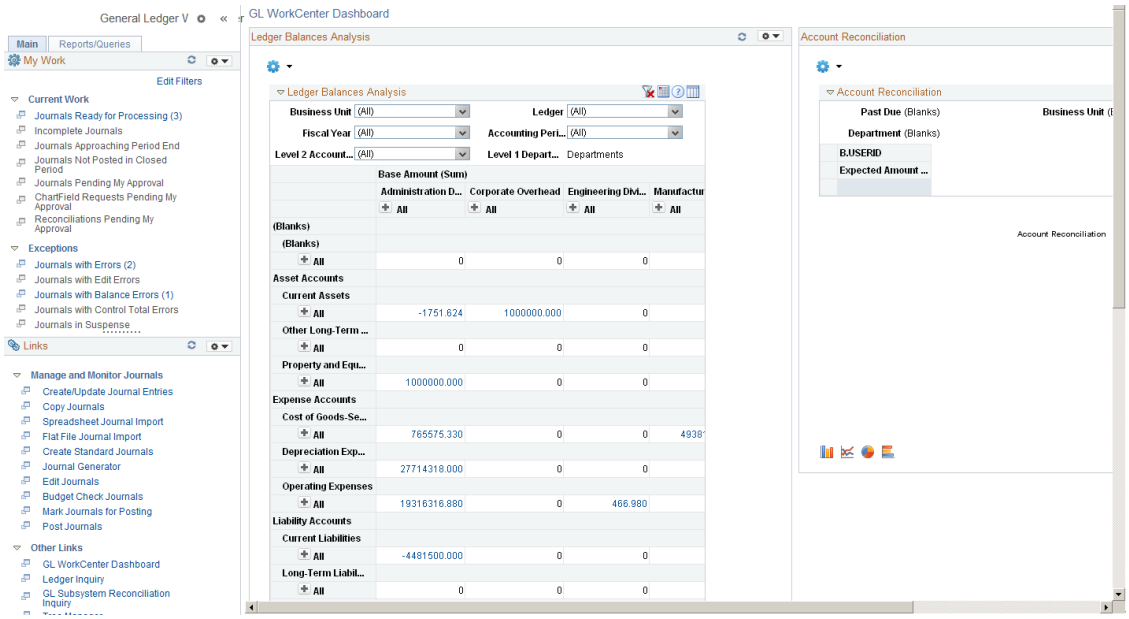
Use the PeopleSoft Classic General Ledger WorkCenter Dashboard to display portal pagelets that provide metrics, pivot grids, and graphics with information in various stages of completion in one aggregated location in the WorkCenter.

You can access the General Ledger Dashboard directly (General Ledger, GL Dashboard), or you can access it from within your PeopleSoft Classic General Ledger WorkCenter, Links pagelet (PTPG_PGVIEWER):

Navigation:

General Ledger, and then **GL WorkCenter**, and then **Main**, and then **Links**, and then **GL WorkCenter Dashboard**

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



Using the PeopleSoft Classic General Ledger WorkCenter Dashboard and Pivot Grids

PeopleSoft delivers the following pagelets with the General Ledger Dashboard:

- Ledger Balances Analysis
- Account Reconciliation

These are General Ledger portal pagelets that are configured to appear in your WorkCenter when you click the link within the Links pagelet. When you first click the GL WorkCenter Dashboard link, the delivered pagelets appear by default in collapsed form and in vertical alignment. You can click the refresh button for each pagelet to view the data, if available.

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You can configure and personalize the Dashboard pagelet presentation (for example, presenting the pagelets side-by-side) by using Personalize Content/Layout links located in the top right corner of your transaction pane.

The pagelets use Pivot Grids, which are based on PSQuery and display the results in grid format, chart format, or both. You can use the filters to limit data, drag and drop rows and columns, expand the summary levels to view details, and display data in various chart formats. .You use the Pivot Grid Wizard (Reporting Tools > Pivot Grid > Pivot Grid Wizard) to design how the page is displayed. For more information about setting up pivot grids, see *PeopleTools: PeopleSoft Pivot Grids.*

Related Topics

- Application Fundamentals: Dashboards and Pivot Grids
- PeopleSoft Financials, ESA, ALM, and SCM Portal Packs: PeopleSoft Financials, ESA, ALM, and SCM Portal Packs Overview

Maintaining and Personalizing the PeopleSoft Classic General Ledger WorkCenter

After the system administrator configures the WorkCenters using the Enterprise Components - WorkCenter/Dashboards component, you can set personalization options and configure your PeopleSoft Classic General Ledger WorkCenter pagelet display and filters for data selection.

Pages Used in Personalizing the PeopleSoft Classic General Ledger WorkCenter

Page Name	Definition Name	Usage
General Ledger WorkCenter Page	GL_WORKCENTER	The PeopleSoft Classic General Ledger WorkCenter hub provides the frame within which all selected content components and pagelets are accessed and displayed for use. View and edit your most commonly-used components and be alerted to those items that require your attention.
Edit Filters Page	FSPC_MYWORK_FILTER	View and edit the My Work Links and filter data for each link.
Configure Filter Values Page	FSFB_FILTER_VALUES	Add filter values to limit data within the specific pagelet
User Personalization - Personalize General Ledger WorkCenter Page	PTAL_USER_PREF	Personalize the general display layout of the WorkCenter pagelets by pagelet group (Main and Reports/Queries).
Pagelet Personalization Pages	FSPC_USER_MYWORK FSPC_USER_LINKS FSPC_USER_QUERY FSPC_USER_REPORT	Personalize your pagelet display settings, such as link display order, show count, show link, start group collapsed, and so on.

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Related Topics

- Application Fundamentals: Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator
- Application Fundamentals: Working With and Personalizing the Classic WorkCenter As an End User

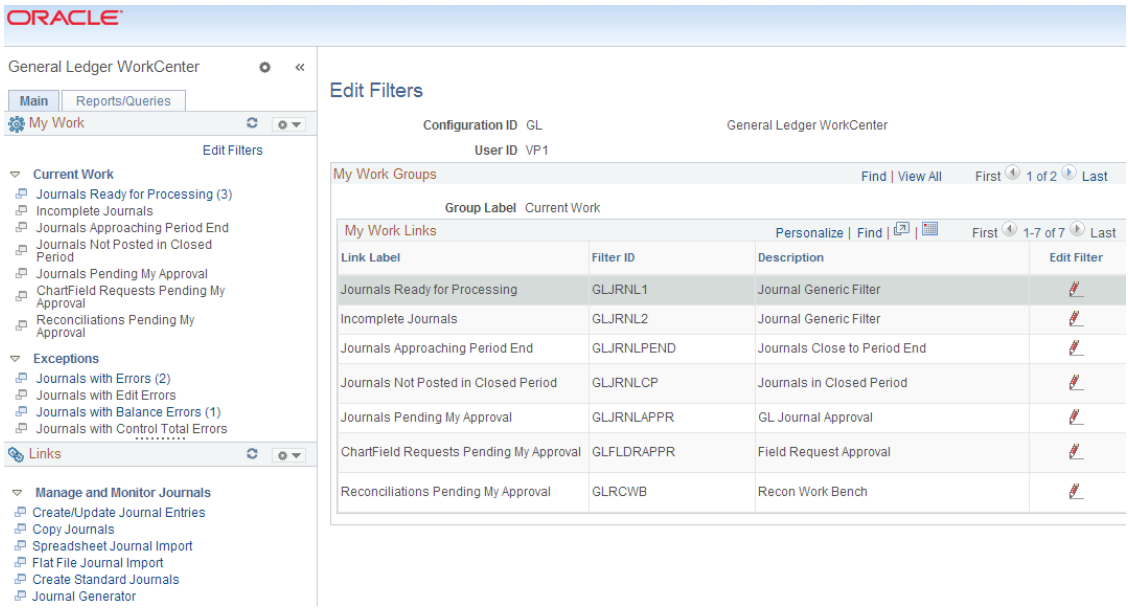
Edit Filters Page

Use the Edit Filters page (FSPC_MYWORK_FILTER) to view and edit the My Work Links and filter data for each link.

Navigation:

General Ledger, and then **GL WorkCenter**. Click the Edit Filters link from the My Work pagelet of the GL WorkCenter.

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.



Click the Edit Filter icon (pencil) to access the Configure Filter Values page and specify selection criteria for each My Work Link.

Configure Filter Values Page

Use the Configure Filter Values page (FSFB_FILTER_VALUES) to add filter values for limiting data within a specific pagelet.

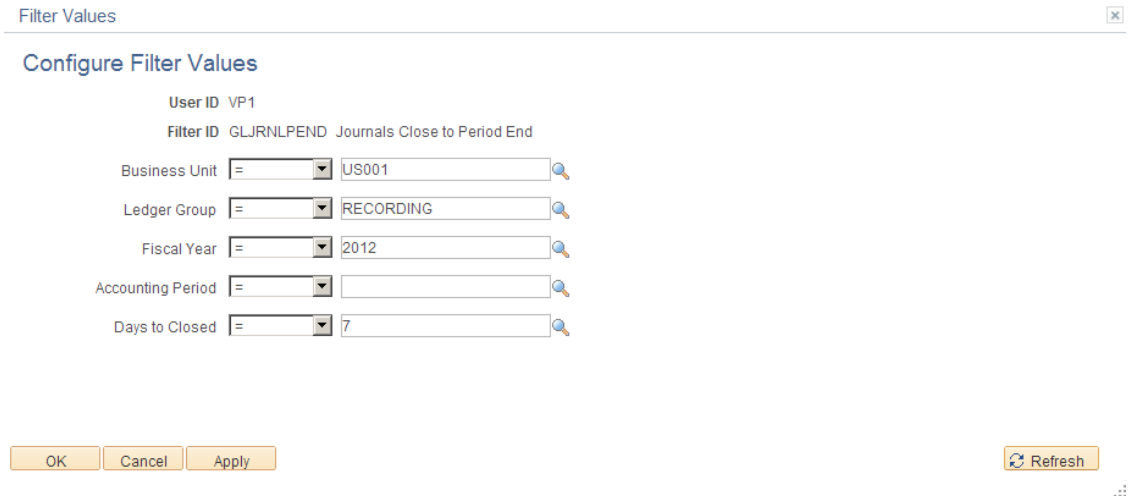
Navigation:

From the Edit Filters page, click the Edit Filter button for the My Work link for which you want to specify criteria to access the Configure Filter Values page (FSFB_FILTER_VALUES); OR,

From the transaction pane of a specific My Work link, click the **Refine Filter Criteria** link to access the Configure Filter Values page for that link:

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



Certain values are required, depending on the link. For example, for journal filter criteria, you are required to select values for Business Unit, Ledger Group, and Fiscal Year. This requirement is delivered as such to prevent performance issues.

> **Note**
>
> The administrator can change the filter definition to make the Business Unit field optional so that you can display journals from all business units. However, the administrator must make sure that at least two criteria fields are required and that there is an index on the journal header record to support the required fields.

Application Fundamentals: Working With and Personalizing the Classic My Work Pagelet As an End User.

User Personalization - Personalize General Ledger WorkCenter Page

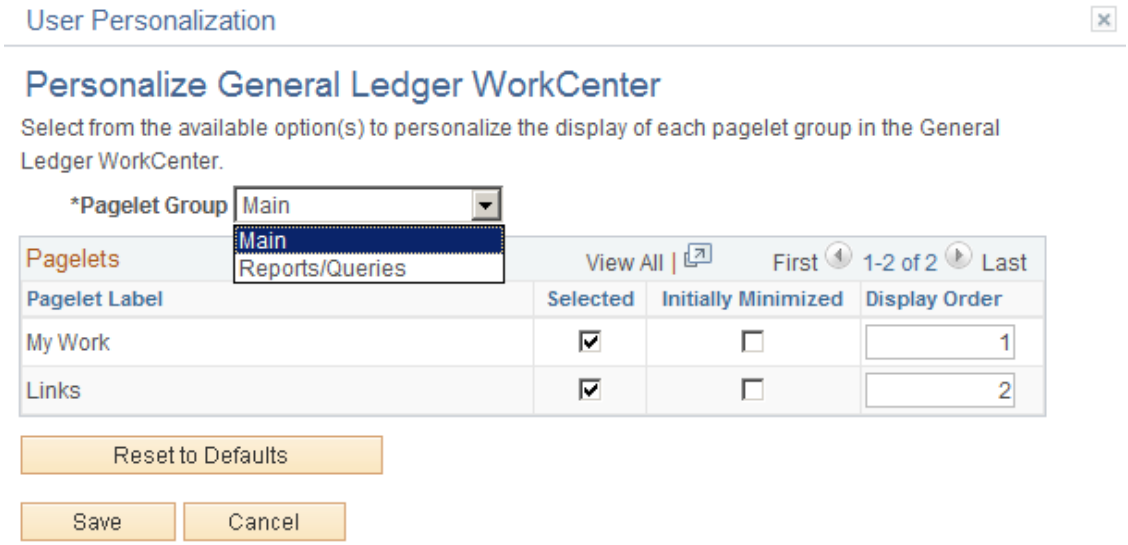
Use the Personalize General Ledger WorkCenter page (PTAL_USER_PREF) to personalize the general display layout of the PeopleSoft Classic WorkCenter pagelets by pagelet group.

Navigation:

Click the WorkCenter Settings button (top left of WorkCenter page), and select **Personalize**.

This example illustrates the fields and controls on the User Personalization - Personalize General Ledger WorkCenter Page.

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For more information, see Application Fundamentals: Pages Used to Work With and Personalize the Classic WorkCenter As an End User.

Pagelet Personalization Pages

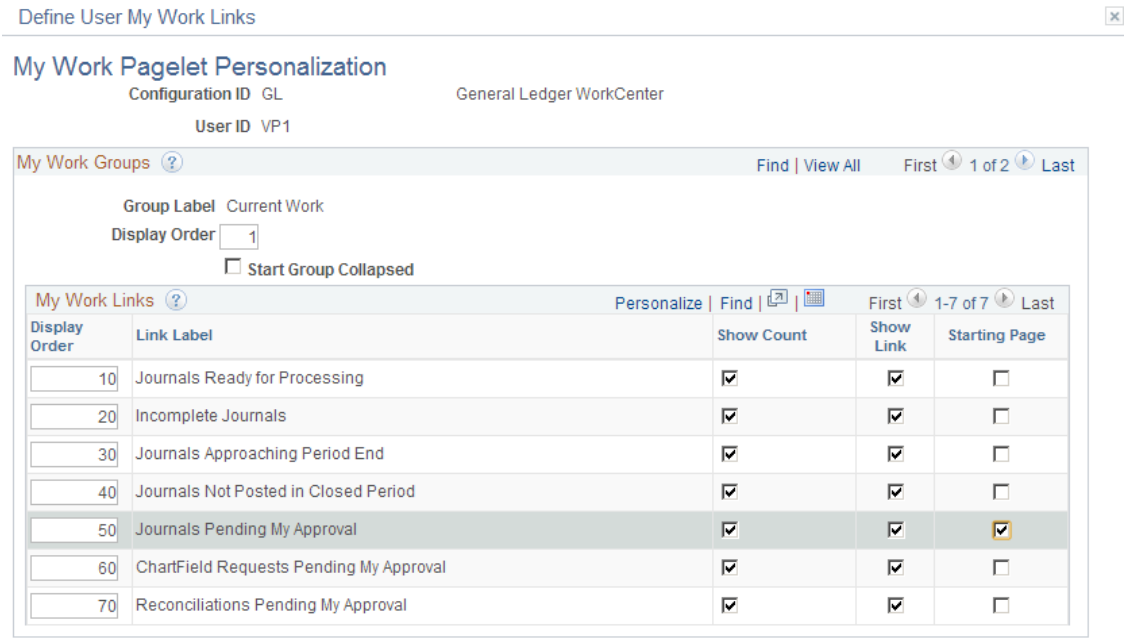
Use the Pagelet Personalization pages (FSPC_USER_MYWORK; FSPC_USER_LINKS; FSPC_USER_QUERY; and FSPC_USER_REPORT) to personalize your pagelet display settings, such as link display order, show count, show link, start group collapsed, and so on. There is a separate personalization page for each of the delivered pagelets in the PeopleSoft Classic General Ledger WorkCenter.

Navigation:

Click the Pagelet Settings button on the My Work pagelet, the Links pagelet, the Queries pagelet, or the Reports/Processes pagelet. Select **Personalize.**

This example illustrates the fields and controls on the My Work Pagelet Personalization page. You can find definitions for the fields and controls later on this page.

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You can configure your WorkCenter to display the links according to your needs for each of the four pagelets (My Work, Links, Queries, and Reports/Processes. In this example, all links are displayed for the My Work pagelet in the order shown, along with the count of instances requiring your attention, and the page that is designated as the Starting Page, Journals Pending My Approval, will appear in the transaction pane every time you launch your PeopleSoft Classic General Ledger WorkCenter.

For more information, see Application Fundamentals: Working With and Personalizing the Classic WorkCenter As an End User.

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4

Using the PeopleSoft Fluid General Ledger WorkCenter

Understanding the PeopleSoft Fluid General Ledger WorkCenter

The PeopleSoft Fluid General Ledger WorkCenter is a role-based central navigational component that is designed for users of the General Ledger application and related accounting functions.

> **Note**
>
> PeopleTools 8.55 is required for the PeopleSoft Fluid WorkCenters.

It offers power users a single place to perform a broad range of tasks without leaving the WorkCenter, such as journal functions with exception alerts, monthly closing activities, or reconciliation and reporting, resulting in improved efficiency, productivity, and effectiveness. The WorkCenter is configurable by organization and by function to support a wide range of requirements.

Fluid WorkCenters have all the advantages of PeopleSoft Fluid technology. Fluid users can review and take actions on General Ledger journal entries and Commitment Control budget journals. Actions include editing and posting journals when using Large and Small Form Factor.

Related Topics

- Application Fundamentals: Understanding PeopleSoft Fluid WorkCenters
- Application Fundamentals: Setting Up and Personalizing PeopleSoft Fluid WorkCenters

Setting Up and Personalizing the PeopleSoft Fluid General Ledger WorkCenter

To personalize the PeopleSoft Fluid General Ledger WorkCenter, see Application Fundamentals: Setting Up and Personalizing PeopleSoft Fluid WorkCenters. When creating the Enterprise Components: Configure Pagelets - WorkCenter/Dashboard Page to create a configuration ID for General Ledger, enter *EPGL_WORKCENTER_FL_GBL* in the Fluid WorkCenter Menu Item field.

Using the PeopleSoft Fluid General Ledger WorkCenter

Setting Up the General Ledger WorkCenter for Fluid

To set up the General Ledger WorkCenter for Fluid:

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- See Application Fundamentals: Setting Up and Personalizing PeopleSoft Fluid WorkCenters
- Use the Configuring Pagelets component.

  See Enterprise Components: Configuring Pagelets

Pages Used with the PeopleSoft Fluid General Ledger WorkCenter

Page Name	Definition Name	Usage
General Ledger WorkCenter Tile	NA	Access the General Ledger WorkCenter page in PeopleSoft Fluid.
General Ledger WorkCenter Page (Fluid)	NA	Access frequently-used areas according to your role and security using the PeopleSoft Fluid User Interface.
General Ledger WorkCenter - My Work Page (Fluid)	NA	View and take action on frequently-used components and be alerted to the transactions that require your attention.
General Ledger WorkCenter - My Approvals Page (Fluid)	NA	View and approve pending transactions.
General Ledger WorkCenter - Links Page (Fluid)	NA	Access frequently-used links to components such as Tree Manager, Process Monitor, Open Period Updates, Spreadsheet Journal Import, and so on.
General Ledger WorkCenter - Queries Page (Fluid)	NA	Access Query Manager, public queries, and private queries, without leaving your WorkCenter.
General Ledger WorkCenter - Reports/Processes Page (Fluid)	NA	Access frequently-used report and process run controls.

Common Elements Used in the General Ledger WorkCenter

Most WorkCenters have a similar look and are configured the same. Some icons are developed in PeopleTools and appear on WorkCenter pages.

For additional information about common elements in FSCM WorkCenters, see Application Fundamentals: Common Elements Used in WorkCenters.

Elements that are specific to General Ledger are:

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Field or Control	Description
 **(Actions)**	Select an action to apply to the selected rows. Actions are specific to the selected pagelet or exception. Some examples include: • Edit Journal • Post Journal • Save Jrnl Status (Save Journal Incomplete Status) • Budget Check • Budget Pre Check • Unpost Journal Now • Email Notification • Delete • Approve Action options for each user can be different based on their privileges.

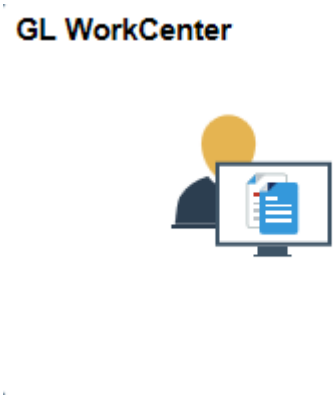
General Ledger WorkCenter Tile

Use the General Ledger WorkCenter Tile (GL_WORKCENTER_FL) to access the General Ledger WorkCenter page in PeopleSoft Fluid.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page. For additional 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, Managing Tiles, Adding Tiles to a Fluid Homepage.

This example illustrates the fields and controls on the GL WorkCenter Tile.



General Ledger WorkCenter Page (Fluid)

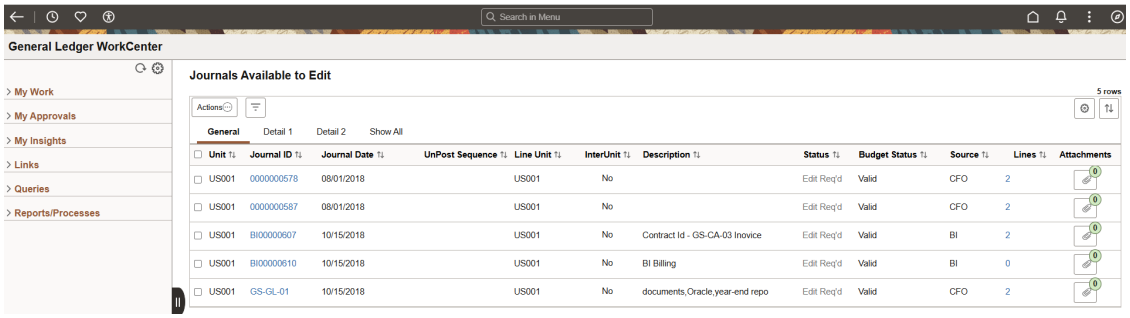
Use the General Ledger WorkCenter page to access frequently-used areas according to your role and security using the PeopleSoft Fluid User Interface.

Navigation:

Select the General Ledger WorkCenter tile.

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This example illustrates the fields and controls on the General Ledger WorkCenter Page (Fluid).



Use the Enterprise Components: Configure Pagelets - WorkCenter/Dashboard Page to determine the sequence of the expandable sections in the left hand navigation pane.

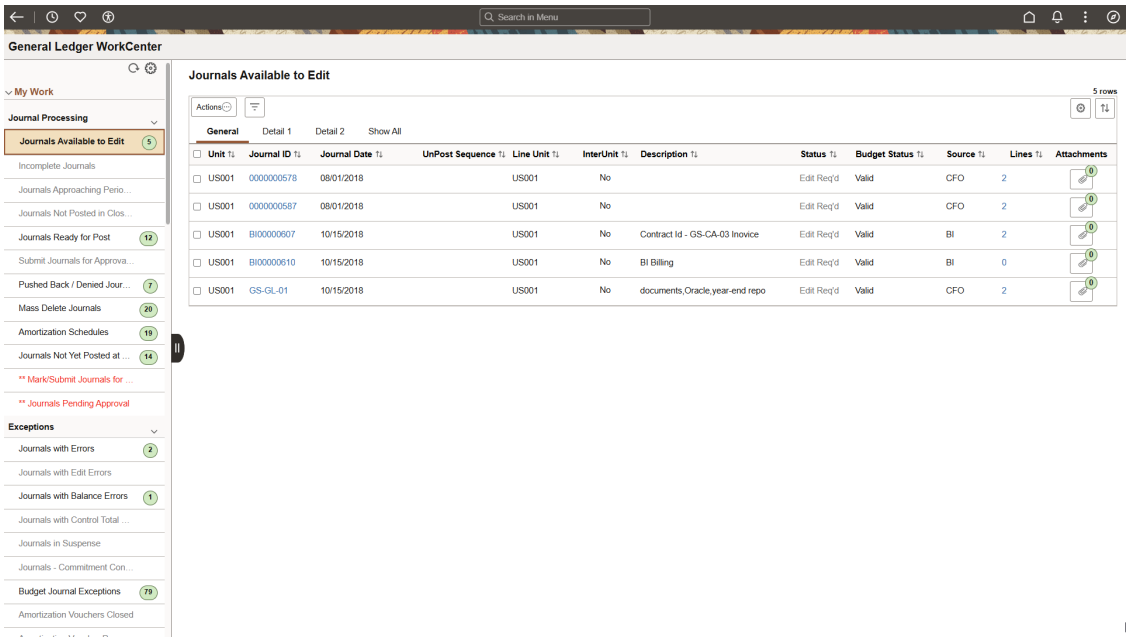
General Ledger WorkCenter - My Work Page (Fluid)

Use the General Ledger WorkCenter - My Work page to view and take action on frequently-used components and be alerted to the transactions that require your attention.

Navigation:

Select the General Ledger WorkCenter tile and expand My Work section.

This example illustrates the fields and controls on the General Ledger WorkCenter - My Work Pagelet (Fluid).



The My Work section includes links to pages that you need to access most often. The My Work pagelet can also include exceptions and alerts for items that require your attention and potentially some type of action. Some links that are set up for the My Work section can be subject to filter criteria that limit the amount of data that is available to a user. If enabled by the

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system administrator, you can personalize your My Work section by clicking the Pagelet Settings icon.

My Work Links

General Ledger WorkCenter - My Work includes the following delivered links to access the corresponding pages that are used within the WorkCenter:

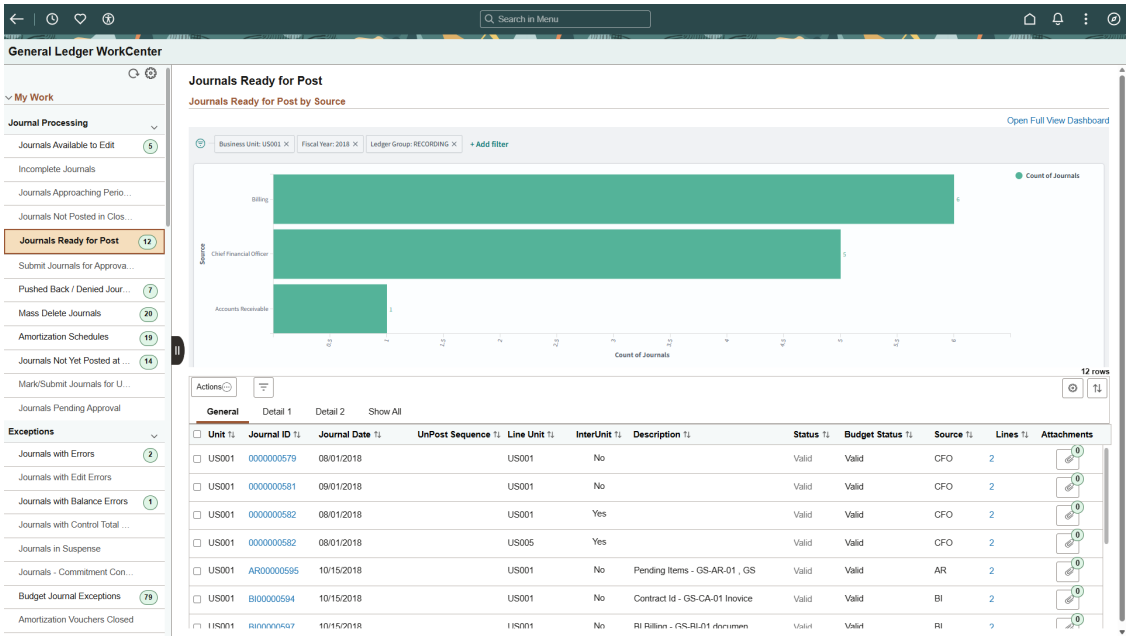
My Work Link / Page Name	Definition Name	Usage
Journals Available to Edit	GL_WC_JRNLS	Manage journals that are available to edit and budget check.
Incomplete Journals	GL_WC_JRNLS	Manage journals that are saved with an Incomplete status.
Journals Approaching Period End	GL_WC_JRNLS	Manage journals that are not posted and are within a user-specified number of days from the current date to the period end date. The period end date is determined by the journal accounting period (filter definition GLJRNLPEND).
Journals Not Posted in Closed Period	GL_WC_JRNLS	Manage journals that are not posted and are in a closed accounting period where the journal date is less than the calendar Open From date.
Journals Ready for Post	GL_WC_JRNLS	Manage journals that ready to post.
Submit Journals for Approval in Mass	GL_WC_JRNLS	Submit one or more journals for approval in mass.
Pushed Back /Denied Journals for Rework	GL_WC_JRNLS	View and edit journals pushed back or denied by approvers and require action.
Mass Delete Journals	GL_WC_JRNLD	Delete multiple journals at the same time.
Amortization Schedules	AMR_SCHED_ACT	Validate the values passed from the amortization voucher, create stage journals, review and approve the schedule.
Journals Not Yet Posted at Period End	GL_WC_JRNLS_FL	View journals that are not yet posted and whose Journal Date is after the current open period.
Journals Pending Approval	GL_WC_JRNLS_FL	View journals that are pending approval.
Mark/Submit Journals for Unposting	GL_WC_UNPOST_FL	View journals that are marked for unposting. Select journals for unposting or submit for approval.

Insights in My Work

As of Update Image 55, the **Journals Ready for Post** link label can optionally display an Insights dashboard, which can have one or more visualizations. The visualization is interactive, meaning that you can select a specific section, which alters the chart below.

This example illustrates the fields and controls on the General Ledger WorkCenter - My Work Pagelet (Fluid) showing the Interactive Insights for Journals Ready for Post.

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The **Journals Ready for Post** visualization allows you to see if additional journals came from sub-modules during month end that may have missed the batch posting process. Typically, you want to make sure your sub-module journals are all posted before making any adjustments or corrections. This feature allows you to drill to the sub-module journals, post from the Insight, and then continue with online correction journals.

To display an Insight dashboard, or visualization, for a My Work transaction, follow the steps outlined in Enterprise Components: Configuring Pagelets.

In addition, you must select the **Show Insights** check box for the link label, on the WorkCenter - Application Fundamentals: Personalize Page (Fluid), My Work tab.

General Ledger WorkCenter - My Approvals Page (Fluid)

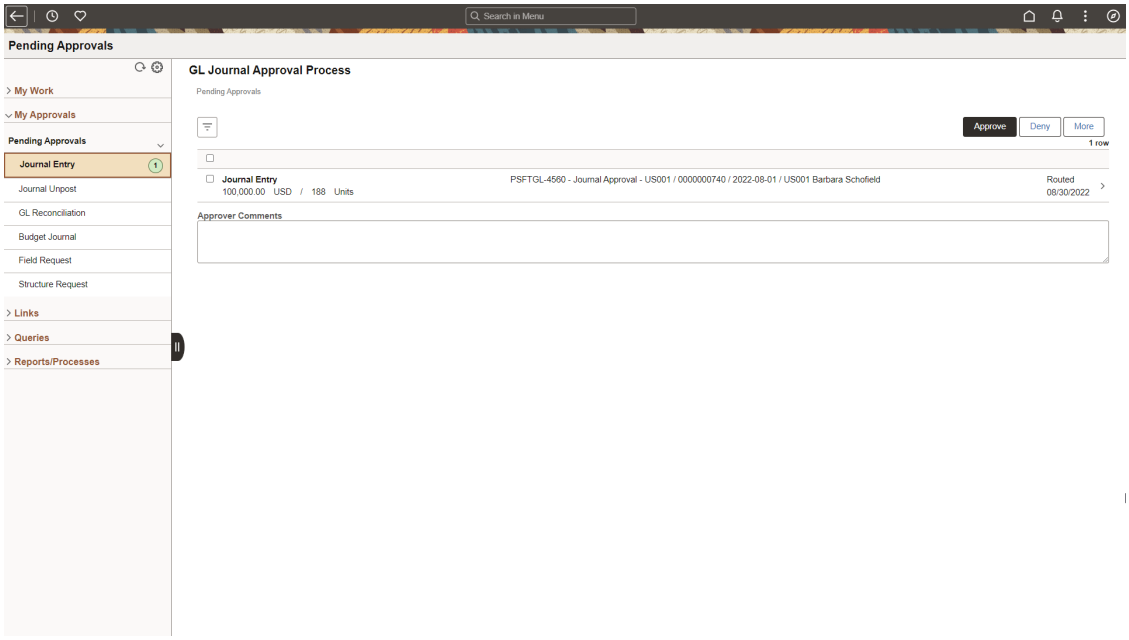
Use the General Ledger WorkCenter - My Approvals page to view and approve pending transactions.

Navigation

Select the General Ledger WorkCenter tile and expand the My Approvals pagelet.

This example illustrates the fields and controls on the General Ledger WorkCenter - My Approvals pagelet (Fluid).

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Approval	Reference
Journal Entry	Pending Approvals - Journal Entry Page
Journal Unppost	Pending Approvals - Journal Entry Page
GL Reconciliation	Pending Approvals - GL Reconciliation Page
Budget Journal	PeopleSoft Commitment Control: Pending Approvals PagePeopleSoft Commitment Control: Budget Journal Page
Field Request	Application Fundamentals: Pending Approvals - Field Request Page (Fluid)
Structure Request	

General Ledger WorkCenter - Links Page (Fluid)

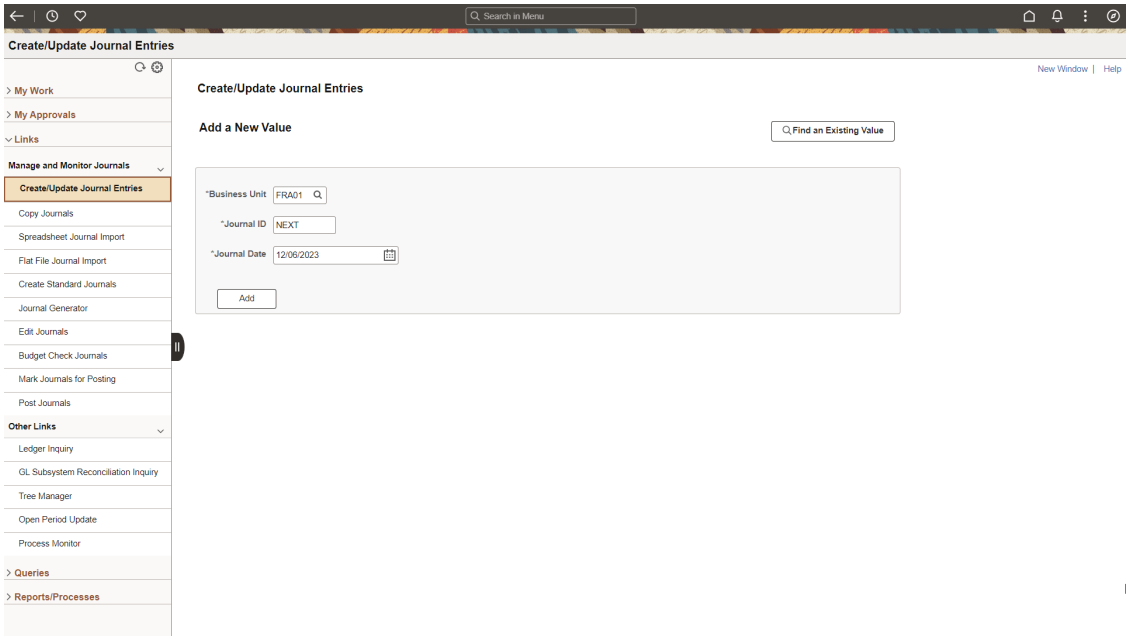
Use the General Ledger WorkCenter - Links page to access frequently-used links to components such as Tree Manager, Process Monitor, Open Period Updates, Spreadsheet Journal Import, and so on.

Navigation

Select the General Ledger WorkCenter tile and expand the Links pagelet.

This example illustrates the fields and controls on the General Ledger WorkCenter - Links pagelet (Fluid).

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The Links pagelet includes additional links to pages or other areas of interest to the user role. A system administrator maintains the list of links that are available to the users, as well as related security. Users can then personalize the links that they want to access from their WorkCenter. Commonly-used external links can also be added to this section.

General Ledger WorkCenter - Queries Page (Fluid)

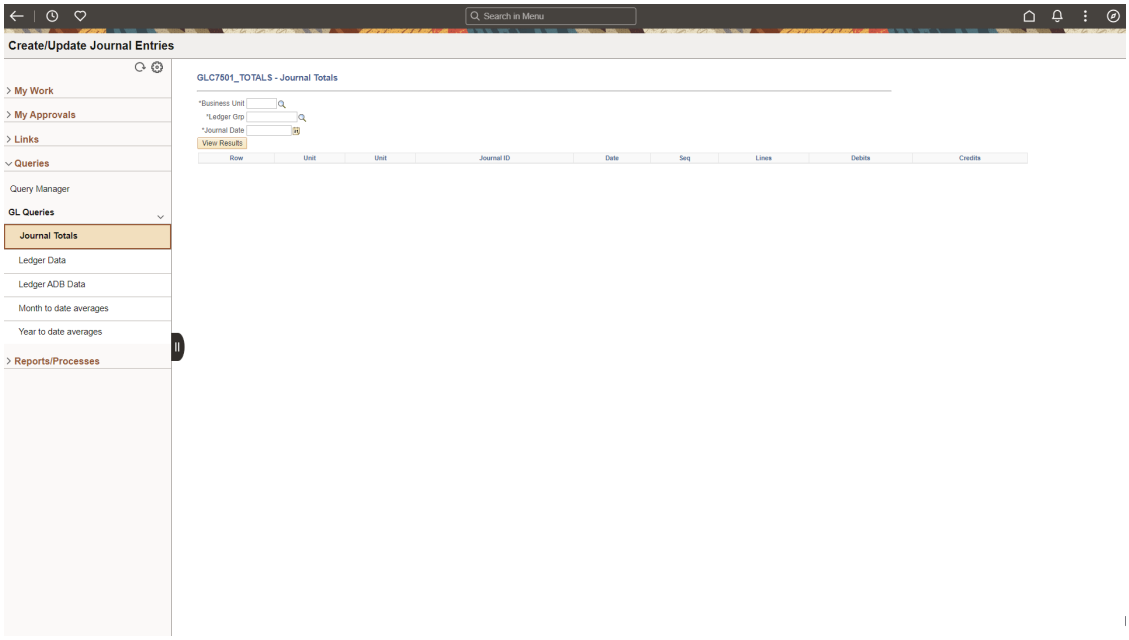
Use the General Ledger WorkCenter - Queries page to access Query Manager, and frequently-used public queries and private queries, without leaving your WorkCenter.

Navigation

Select the General Ledger WorkCenter tile and expand the Queries pagelet.

This example illustrates the fields and controls on the General Ledger WorkCenter - Queries Pagelet (Fluid).

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The Queries pagelet includes links to Query Manager, public queries, and private queries. The system administrator can determine if an end user can add public or private queries, and you can personalize your queries accordingly. When a link is selected, the results are displayed in the transaction pane of the WorkCenter (right side) or in a new window. As in Query Manager, the query results that you generate from within your WorkCenter can be downloaded and saved to Microsoft Excel.

General Ledger WorkCenter - Reports/Processes Page (Fluid)

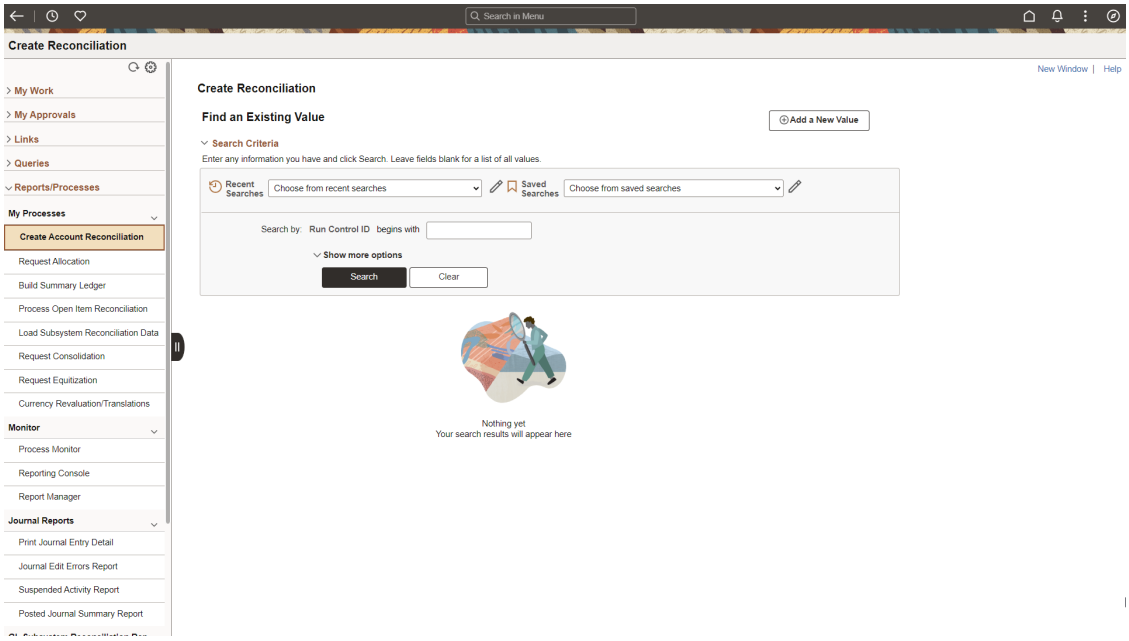
Use the General Ledger WorkCenter - Reports/Processes page to access commonly-used report and process run controls.

Navigation

Select the General Ledger WorkCenter tile and expand the Reports/Processes pagelet.

This example illustrates the fields and controls on the General Ledger WorkCenter - Reports and Processes Pagelet (Fluid).

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The Reports and Processes pagelet includes links to reports and processes that you commonly use. The links take you to the run control page for reports, processes, and the Reporting Console. The system administrator enables users to configure this pagelet to their own specifications.

Using Work Management in the General Ledger WorkCenter

The PeopleSoft Fluid General Ledger WorkCenter can optionally use the Work Management Framework, which is an Enterprise Components feature.

This topic discusses how to setup up Work Management for the General Ledger WorkCenter and provides examples for addressing Journals with Errors.

Understanding Work Management in the General Ledger WorkCenter

The purpose of the Work Management Framework is to view and manage transactions when they appear in the My Work section of the WorkCenter.

It is important to understand the Work Management Framework from a high-level perspective before applying it to PeopleSoft General ledger. Please review Enterprise Components: Understanding the Work Management Framework prior to reading the following information.

The Work Management framework is designed track and address errors and warnings when a system-based resolution is not available. It assists the person who has the best knowledge of your organization's finance and accounting policies. You can take various actions to resolve the transaction issue, track comments, assign a transaction to yourself for future follow-up, or inactivate a transaction if it is not a valid issue.

Some examples of General Ledger transactions where Work Management can be useful are:

- A journal is in error dues to an invalid ChartField combination.

  This example appears in the Journals with Errors section.

- A journal is not posted for some reason and your period end is approaching.

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This example appears in the Journals Approaching Period End section.

- An Amortization Schedule has not been approved.

  This example appears in the Amortization Schedule section.

One or more people can work on Work Management transactions in your organization. If another user acts on a transaction, you can view the transactions assigned to that person by changing your view to *All Assigned.* This view displays all transactions regardless of who it is assigned to. Select the *Exception History* action and view the name in the **User Name** column to discover who is working on a transaction.

Setting Up Work Management for the General Ledger WorkCenter

This list provides the steps to setup the optional Work Management feature for the General Ledger WorkCenter:

1. Use the EOXC_USER role to access the Work Management setup pages.
2. Access the Enterprise Components: Work Management Link ID's Page.
3. Search for the corresponding Link ID (component ID) for each type of transaction where you want to use the Work Management feature.

   General Ledger transactions and their corresponding Link ID are:

Link ID	Description
GLAMRCLOSE	Amortization Vouchers Closed
GLAMRPYMT	Amortization Voucher Payment Canceled
GLAMRTSCH	Amortization Schedule
GL_JRNLSINCOMPLETE	Incomplete Journals
GL_JRNL_APPR_PEREND	Journals Approaching Period End
GL_JRNL_BALERRORS	Journals with Balance Errors
GL_JRNL_CNTLTOTERRORS	Journals with Control Total Errors
GL_JRNL_EDITERRORS	Journals with Edit Errors
GL_JRNL_ERRORS	Journals with Errors
GL_JRNL_OPEN_AFTOPNPER	Journals Not Yet Posted at Period End
GL_JRNL_PAST_CLOSEDPER	Journals Not Posted in Closed Period
PUSHBACKORDENIEDJRNLS	Pushed Back / Denied Journals
GL_JRNL_SUSPENSE	Journals in Suspense
JOURNALSWITHKKEXCEPTIO	Journals - Commitment Control Exceptions
BUDGETJRNLXCP	Budget Journal Exceptions
JRNLSPENDINGAPPROVAL	Journals Pending My Approval

4. Select the **View** button to access the Enterprise Components: Enable Work Mgmt Exception Page.
5. Select the **Enable** option to activate the Work Management feature for that transaction.
6. Follow instructions in the Enterprise Components documentation for the Enterprise Components: Enable Work Mgmt Exception Page to complete your setup.
7. Use the EPGL3000 permission list to access the General Ledger WorkCenter.

   This has not changed with the Work Management feature.

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Page Used to Manage Work in the General Ledger WorkCenter

Page Name	Definition Name	Usage
General Ledger WorkCenter Page (Work Management Enabled)	NA	Access and manage outstanding transactions in various views.

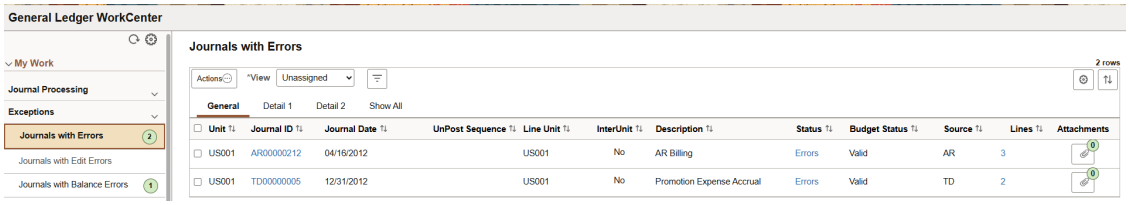
General Ledger WorkCenter Page (Work Management Enabled)

Use the General Ledger WorkCenter page when Work Management is enabled to access and manage outstanding transactions in various views.

Navigation:

Select the General Ledger WorkCenter tile, expand My Work, and select a transaction from the Exceptions section.

This example illustrates the fields and controls on the General Ledger WorkCenter - Journals with Errors page when Work Management is enabled.



When Work Management is enabled for an exception, there are two changes on the WorkCenter page:

- The **View** drop-down box appears above the grid.
- Additional action options are added to the **Actions** button.

  The original action options remain. The additional (Work Management) action options depend on the **View** option selected.

The initial actions for Outstanding Cash Advances are **Reconcile Cash Advance, Notify Employee,** and **Notify Manager**. When Work Management is enabled, additional actions are available depending on the option selected in the **View** field: See Enterprise Components: Understanding the Work Management Framework, Actions by View section.

Work Management Example for Journals with Errors

The following example explains how you might approach a long list of journals with errors.

Upon enabling Work Management for Journals with Errors, you have a list of nine transactions.

Your first step might be to inactivate all Journals that are NOT true errors. For example, you notice that a journal is for a future period that hasn't been opened yet.

To do this:

1. Select the **Actions** icon from the *Unassigned* view.

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2. Select *Mark as Inactive*.
3. In the Exception Comments window, enter text to indicate why you are inactivating the exception, such as, *"Accounting period is not open yet."*
4. Select **Done**.

   When you change the **View** to *Inactive*, you see this exception.

Now you're left with eight exceptions in the *Unassigned* view. There are two transactions where you want to notify the employee's manager.

To do this:

1. Select the **Update Selected Rows** icon.
2. Select the check box for the two rows you want to assign to yourself.
3. Select the **Actions** button.
4. Select *Assign to Me*.
5. In the Exception Comments window, verify the follow-up date, which defaults from the Work Management page.
6. Enter a comment that describes your action, such as, *"Follow up with Jane Doe next week about invalid ChartField errors."*
7. Select **Done**.
8. Click **OK** to the verification message.

   These transactions move to the *Assigned to Me* view until the follow up date is reached. When the follow up date is reached, the system moves the transaction into the *Unassigned* view.

You now have six exceptions that appear in the *Unassigned* view.

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5

Defining Your Operational Structure

Understanding General Ledger Business Units and Options

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

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

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

This section lists prerequisites and includes the following:

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

Related Topics

- Application Fundamentals: Setting Up Interunit and Intraunit Processing
- Creating Interunit and Intraunit Journal Entries
- General Ledger Definition - VAT Defaults Page
  Use the General Ledger Definition - VAT Defaults page (BUS_UNIT_TBL_GL5) to define VAT options that are provided by default to the journal line from your general ledger business units and select the VAT Default link to define additional central VAT defaults.

Prerequisites

Before you set up business units, decide on the TableSet structure and set up your SetIDs.

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

See also *PeopleTools: PeopleSoft Application Designer Developer's Guide, "Creating Record Definitions"*.

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Related Topics

- Application Fundamentals: Account Balancing Group Page

General Ledger Business Units

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

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

ADB Incremental Calculation Method

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

Journal Processing Options for a Business Unit

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

Set journal options for the following types of errors:

Term	Definition
Journal Balance Errors	When you define ledgers, specify them as balanced or unbalanced. Journal entries for balanced ledgers, such as an actuals ledger, must be in balance before posting. A journal balance error occurs when an unbalanced journal is targeted to a balanced ledger.
Journal Edit Errors	When you edit journals, General Ledger verifies that all ChartField values are valid as of the journal date. A journal edit error occurs if you enter an invalid ChartField value or combination on the journal lines. This error category also includes other line errors, such as a blank currency code or an invalid OpenItem reference value.

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Term	Definition
Control Total Errors	When you edit journals, any amounts entered on the Journal Entry Totals page are checked against the actual totals of the journal line amounts.
Journal Amount Errors	Foreign amounts and monetary amounts in a journal line must have the same sign. This error processing verifies that all amounts are either positive or negative.
Journal Date Errors	The journal date is validated against the open period. An error is generated if the journal date entered is not within the specified open period.

Related Topics

- Application Fundamentals: Journal Source - Journal Options Page

VAT Options

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

Related Topics

- PeopleSoft Global Options and Reports: Understanding VAT
- Understanding General Ledger VAT Setup and Processing
  This section provides an overview of VAT in PeopleSoft General Ledger and discusses:

Defining General Ledger Business Units

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

Pages Used to Define General Ledger Business Units

Page Name	Definition Name	Usage
General Ledger Definition - Definition Page	BUS_UNIT_TBL_GL1	Define a General Ledger business unit.
GL Business Unit ID Numbers Page	BU_ID_NBRS_GL_SEC	Enter the ID for the reporting entity for a business unit.
Incremental Calculation Method Page	BU_ADB_INCR_SEC	Identify the ADB definition and period type combinations that the system runs regularly, and use the incremental method to calculate average balances.

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Page Name	Definition Name	Usage
Maintain Mandate Sequence Number Page	PMT_SEQ_NUM_SEC	Identify the sequence type (mandate ID and reference number), beginning sequence number, maximum length and last auto-assigned number to apply to a mandate form.

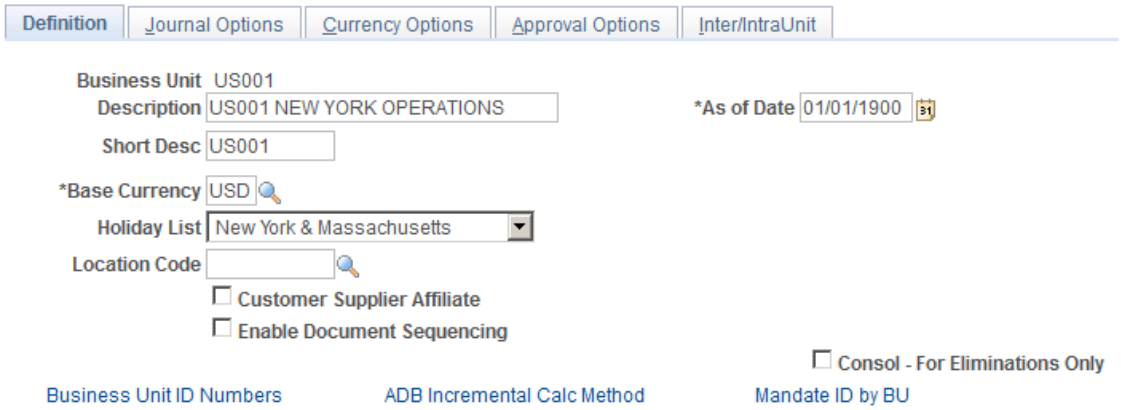
General Ledger Definition - Definition Page

Use the General Ledger Definition - Definition page (BUS_UNIT_TBL_GL1) to define a General Ledger business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **General Ledger Definition**, and then **Definition**

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



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

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Field or Control	Description
As of Date	Enter a date that is the benchmark for the system's current reporting period and calculations of year-to-date amounts. The as-of date is a report option on PS/nVision report requests. When you change the as-of date for a business unit, all reports using this option run relative to the as-of date that you specify here, so it is not necessary to change the report specifications.
Default SetID	Enter a SetID to determine the preliminary tableset sharing setup for the business unit. This field does not appear after the business unit is created.
Create BU (create business unit)	Click to create a new business unit. After you create the business unit, this button is not visible.
Holiday List	Select to identify holiday calendars for different countries or business units. Several General Ledger processes—including the Journal Post process, the Journal Entry process, and many others—use this calendar to determine working days and limit journal dates to working days only.
Location Code	Select a location code for the business unit. Financial Gateway uses this field to derive the address information for the business unit. PeopleSoft Financial Gateway: PeopleSoft Financial Gateway Implementation
Customer Supplier Affiliate	Select to obtain the interunit ChartField value from the customer or supplier tables when you create a transaction for the business unit.
Enable Document Sequencing	Select to use document sequencing for business units that operate in a country requiring it. You can track journal entries by document sequence number, if desired.
Consol - For Eliminations Only (consolidate - for eliminations only)	To automate the elimination of intercompany transactions, select to set up this special type of General Ledger business unit as an eliminations entity for consolidations processing.

GL Business Unit ID Numbers Page

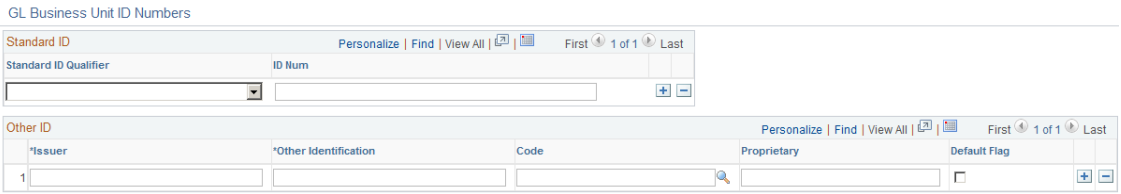
Use the Business Unit ID Numbers page (BU_ID_NBRS_GL_SEC) to enter the ID for the reporting entity for a business unit.

Navigation:

Click the **Business Unit ID Numbers** link on the General Ledger Definition - Definition page.

This example illustrates the fields and controls on the GL Business Unit ID Numbers. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Standard ID Qualifier	Select the qualifier for the type of reporting entity. Use *BEI Identifier* to populate the ISO and SEPA formats.
ID Num (ID number)	Enter the ID number for the reporting entity for the business unit.
Other Identification	Provide Other ID information for the business unit entity that will be used in ISO and SEPA formats. Other ID information consists of Issuer, Identification, and either an ISO Code List or a Proprietary Scheme Name under which the identification was issued. You must designate one issuer as the default that will be populated on the ISO and SEPA format.

Incremental Calculation Method Page

Use the Incremental Calculation Method page (BU_ADB_INCR_SEC) to identify the Average Daily Balance (ADB) definition and period type combinations that the system runs regularly, and use the incremental method to calculate average balances.

Navigation:

Click the **ADB Incremental Calc Method** (Average Daily Balance incremental calculation method) link on the General Ledger Definition - Definition page.

> **Note**
>
> Enabling the Average Daily Balance (ADB) feature in the middle of a fiscal year can lead to inaccurate ADB values.

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

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Field or Control	Description
Period Type	Select a period type to associate with the definition. Values are: *Date to Date:* Calculates ADBs from a beginning date to the run request date. *Month to Date:* Calculates ADBs from the first day of the month (which is the beginning date of the accounting period in which the run request date falls) to the run request date. To use this option, the detail ledger for the business unit must be tied to a detail calendar that uses monthly periods. *Quarter to Date:* Calculates ADBs from the first day of the quarter (the beginning date of the first accounting period in the quarter in which the run request date falls) to the run request date. To use this option, the detail ledger for the business unit must be tied to a detail calendar that uses monthly periods 1 through 12. *Regular Date:* Calculates average balances for the date range specified on the Average Daily Balance Process - Request page. *Regular Period:* Calculates ADBs for a specified period range in a specified fiscal year. The calculations use the beginning date of a From period to the ending date of a To period. *Year to Date:* Calculates ADBs from the first day of the year (which is the beginning date of accounting period 1) to the run request date.

Related Topics

- Processing Average Daily Balances
- ADB Definition - Definition page
  Use the ADB Definition - Definition (average daily balance definition - definition) page (ADB_DEFN) to identify the ledgers and their amount fields to be used in the definition.
- Understanding Average Balance Calculation
  These topics provide an overview of the average balance calculation and discuss how to:

Maintain Mandate Sequence Number Page

Use the Maintain Mandate Sequence Number page (PMT_SEQ_NUM_SEC) to identify the sequence type (mandate ID and reference number), beginning sequence number, maximum length and last auto-assigned number to apply to a mandate form.

Navigation:

Click the **Mandate Sequence Number** link on the General Ledger Definition - Definition page.

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

The mandate sequence number is an auto-assigned number on the Mandate Entry page. It is maintained by GL Business Unit. Mandate Reference Number is used to uniquely identify a

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mandate provided by a customer. You can print mandate forms where the reference number is auto-assigned.

Field or Control	Description
Sequence Type	Select the following sequence types for which to track the auto-assigned sequence numbers: • *Mandate ID* - Select this option to automatically generate a new number that will appear on a customer or counterparty mandate form created using this business unit in Financial Gateway that gives a creditor permission to process of a SEPA direct debit transaction. Setting up the sequence numbering for this number results in the sequencing of the mandate ID every time the mandate form is modified in Financial Gateway. • *Mandate Reference #* - Select this option to set up automatic sequencing of a number that is entered by the creditor on the customer or counterparty mandate form that was created using this business unit. This number is used to uniquely identify the mandate across parties for banking purposes. Setting up the sequencing on this page results in the automatic sequencing of this unique number every time the mandate form is printed. See PeopleSoft Financial Gateway: SEPA Direct Debit.
Beg Seq (beginning sequence)	Enter the beginning number from which to increment the sequential counter for the sequence number.
Max Length (maximum length)	Enter the maximum length of the sequence number.
Last Auto-Assigned Number	Enter the number of the last sequence number that the system assigned.

Defining Journal Processing Options for a Business Unit

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

This section discusses how to:

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

See Application Fundamentals: Account Balancing Group Page.

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Pages Used to Define Journal Processing Options for a Business Unit

Page Name	Definition Name	Usage
General Ledger Definition - Journal Options Page	BUS_UNIT_TBL_GL2	Specify how the system handles the journal error processing options for a business unit and how the system determines the process date for journal processing.
Balance Suspense ChartFields Page	BU_JE_BS_CFS_SEC	Specify the suspense ChartFields for balancing errors for a business unit.
Edit Suspense ChartFields Page	BU_JE_ES_CFS_SEC	Specify the suspense ChartFields for journal edit errors for a business unit.
Amount Suspense ChartFields Page	BU_JE_AS_CFS_SEC	Specify the suspense ChartFields for journal amount errors for a business unit.

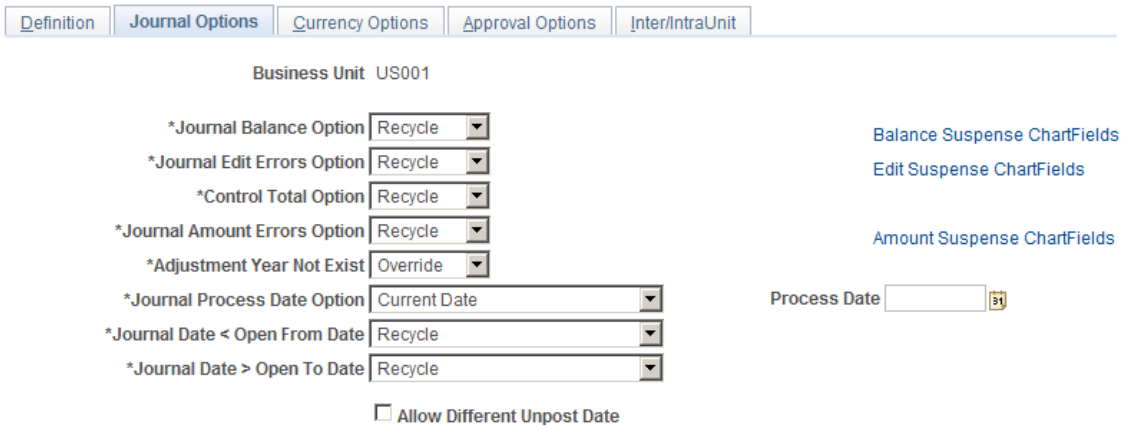
General Ledger Definition - Journal Options Page

Use the General Ledger Definition - Journal Options page (BUS_UNIT_TBL_GL2) to specify how the system handles the journal error processing options for a business unit and how the system determines the process date for journal processing.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **General Ledger Definition**, and then **Journal Options**

This example illustrates the fields and controls on the General Ledger Definition - Journal Options page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Journal Balance Option	Specify how the system handles balancing errors for the business unit. Values are: *Recycle:* Marks journal containing this error as invalid and prevents you from posting them. Once you've made the corrections and reedited the journal, you can post the journal successfully. *Suspend:* Posts the amount required to bring each journal into balance to suspense ChartFields.
Balance Suspense ChartFields	Click to access the Balance Suspense ChartFields page.
Journal Edit Errors Option	Specify how the system handles journal edit errors for the business unit. Values are: *Recycle:* Marks journal entries containing errors as invalid and prevents you from posting them. Once you've made the corrections and reedited the journal, you can post the journal successfully. *Suspend:* Moves the journal entry amounts containing errors into suspense ChartFields and enables you to continue with the posting. Access the Edit Suspense ChartFields page to specify the ChartFields and ChartFields values that need to be suspended.
Edit Suspense ChartFields	Click to access the Edit Suspense ChartFields page.
Control Total Option	Specify how the system handles control total errors for the business unit. Values are: *Recycle:* Marks journal containing control total mismatches as invalid and prevents you from posting them. Once you've made the corrections or changed the control totals and reedited the journal, you can post the journal successfully. *N/A:* Excludes any control totals previously set. The *N/A* option is available only for control total errors.

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Field or Control	Description
Journal Amount Errors Option	Specify how the system handles errors when the foreign amounts and the monetary amounts do not have the same sign. For example, the system must determine how to handle errors for a journal that has a foreign amount that is 10.00 GBP and the monetary amount is -200.00 USD. Values are: *Accept:* Accepts the amounts and does not generate an error. *Recycle:* Marks journal entries containing errors as invalid and prevents you from posting them. Once you've made the corrections and reedited the journal, you can post the journal successfully. *Suspend:* Posts the journal to a suspense account with the monetary amount sign reversed. In the preceding example, the suspense line has a foreign amount of 10.00 GBP and a monetary amount of -200.00 USD. Access the Amount Suspense ChartFields page to specify the ChartFields and ChartField values for the suspense account for balancing errors.
Amount Suspense ChartFields	Click to access the Amount Suspense ChartFields page.
Adjustment Year Not Exist	Specify the journal edit handling of the Fiscal Year default for the Journal Entry - Header page. By default, the Journal Edit process selects the fiscal year that is associated with the open adjustment period from the Open Period Update page. When journals are loaded from an external source, there may be a discrepancy between the fiscal year on the Journal Header page and the fiscal year that is open for the corresponding adjustment period on the Open Period Update. The edit process changes the fiscal year on the header and processes the journal as valid. This option allows you to control this behavior as follows: *Override:* This is the default option, which allows the Journal Edit process to change the fiscal year on the header to the fiscal year that is associated with the open adjustment period (Open Period Update page), thereby passing validation. *Recycle:* This option assumes that the original fiscal year on the adjustment journal header is correct, but since it is not the year that is associated with the open adjustment period, the journal does not pass validation and is recycled so that you can evaluate and process accordingly.

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Field or Control	Description
Journal Process Date	Specify how processes determine the process date for journals. The Journal Post process (GLPPPOST), the Journal Generator process (FS_JGEN), and many other General Ledger processes, support the use of the Process Date option. Values are: *Current Date:* For general ledger processes that use the process date in their run controls, uses the date at the time that the batch process runs. *Process Date:* Uses a date that you specify in the next field for all journals in the batch. The system permits you to enter only a working calendar day. Before you run any processes that use a process date, you can use the Maintain GL BU Process Date (maintain general ledger business process date) process to perform a mass update of the journal process date. You can run this process for an individual business unit, a range of business units, or all business units.
Process Date	Specify a process date.
Journal Date < Open From Date	Interunit journals contain multiple journals, one for each related business unit. Each business unit and its ledger group can have different accounting period opening and closing options. A journal date can be open for one business unit, and closed for another. You can make the Journal Edit process change the journal date if its period is closed, so the journal (if valid for all other edits) can be posted to an open period. When the journal date is less than the open-from date, recycle the journal or change the journal date to the open-from date.
Journal Date > Open To Date	When the journal date is greater than the open-to date, either recycle the journal or change the journal date to the open-to date.
Allow Different Unpost Date	Select to enable users to specify an unpost date for a posted journal. This date becomes the journal date for the unpost journal when the original journal is unposted. The unposting journal carries its original journal date in the UNPOST_JRNL_DATE field. The default is not to allow unpost dates. For interunit journals, users cannot change an unpost date if any of the business units are not enabled for this. Otherwise, all journals in the set use the user-specified date. For suspense correction journals, the system uses the same date as the base journal. For reversals, the system uses the original journal date unless the period is closed. There is a runtime option for reversal the journal date if the original period is closed.

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Related Topics

- Posting Journals

Balance Suspense ChartFields Page

Use the Balance Suspense ChartFields page (BU_JE_BS_CFS_SEC) to specify the suspense ChartFields for balancing errors for a business unit.

Navigation:

Click the **Balance Suspense ChartFields** link on the Journal Options page.

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

Field or Control	Description
Group	Specify the account balancing group to distinguish balance-sheet accounts from off-balance-sheet accounts.
ChartField	Specify the type of ChartField (such as Account or Department) for suspense entries for balancing errors.
ChartField Value	Specify the ChartField value for suspense entries for balancing errors.

Application Fundamentals: Balance Suspense ChartFields Page

Edit Suspense ChartFields Page

Use the Edit Suspense ChartFields page (BU_JE_ES_CFS_SEC) to specify the suspense ChartFields for journal edit errors for a business unit.

Navigation:

Click the **Edit Suspense ChartFields** link on the Journal Options page.

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

Amount Suspense ChartFields Page

Use the Amount Suspense ChartFields page (BU_JE_AS_CFS_SEC) to specify the suspense ChartFields for journal amount errors for a business unit.

Navigation:

Click the **Amount Suspense ChartFields** link on the Journal Options page.

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

Related Topics

- Balance Suspense ChartFields Page
  Use the Balance Suspense ChartFields page (BU_JE_BS_CFS_SEC) to specify the suspense ChartFields for balancing errors for a business unit.

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Defining Currency Options for a Business Unit

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

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

Page Used to Define Currency Options for a Business Unit

Page Name	Definition Name	Usage
General Ledger Definition - Currency Options Page	BUS_UNIT_TBL_GL3	Specify the journal currency options for a business unit.

General Ledger Definition - Currency Options Page

Use the Currency Options page (BUS_UNIT_TBL_GL3) to specify the journal currency options for a business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **General Ledger Definition**, and then **Currency Options**

Field or Control	Description
Currency Balancing Option	Specify how journal lines are balanced for a particular business unit. Values are: *Balance by All Currencies:* Balances by individual transaction currency type. For example, all lines in British pounds are balanced together, and all lines in Mexican pesos are balanced together. Select this option when the **Keep Ledgers in Sync** option is selected for the ledger group. *Balance by Base Currency Only:* Balances all journal lines by the base currency only.
Base Currency Adjust Option	Select to control manual adjustments to the base currency in foreign currency journals for a particular business unit. Values are: *Allow Base Curr Adjustments* (allow base currency adjustments): Enables you to directly change the base currency amount on foreign currency journal lines. *Disallow Base Curr Adjustments* (disallow base currency adjustments): Prevents you from directly changing the base currency amount on foreign currency journal lines.

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Field or Control	Description
Foreign Currencies per Journal	Select to control the number of foreign currencies for each journal for a particular business unit. Values are: *Multiple Foreign Currencies:* Allows journals to contain lines in multiple foreign currencies. *Only One Foreign Currency:* Allows journals to contain lines only in the base currency and a single foreign currency. You must specify the foreign currency in the journal header. *No Foreign Currencies:* Allows journals to contain lines only in the base currency.
Translate Ledger Exchange Rate	Select to control the exchange rate default of the translate ledger consistently for both online and batch edit processing: *Inherit from Primary Ledger:* Translate ledger inherits the currency exchange rate of the primary ledger within the ledger group. For example, during journal edit, if the foreign currency of the primary ledger line is the same as that of the base currency of translate ledger line, then the exchange rate of the primary ledger line is copied to the translate ledger line; hence, the foreign amount of the primary line will be the same as that of the base amount of the translate line. *Retain Exchange Rate:* Translate ledger retains the currency exchange rate from the rate type that is specified on the ledger group of the translate ledger. In other words, when this option is selected, there is no change in the base amount or exchange rate of the translate line. See Understanding Multiple Currency Processing in General Ledger.

Defining Approval Options for a Business Unit

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

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

Page Used to Define Approval Options for a Business Unit

Page Name	Definition Name	Usage
General Ledger Definition - Approval Options Page	BUS_UNIT_TBL_GL4	Specify journal entry approval options for a business unit.

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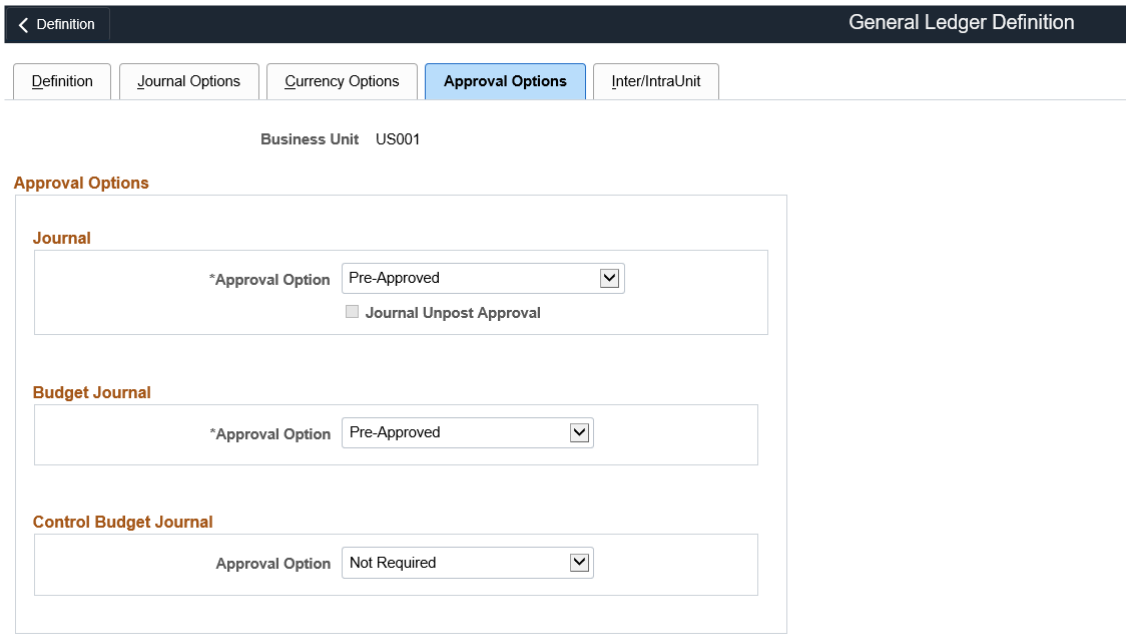
General Ledger Definition - Approval Options Page

Use the General Ledger Definition - Approval Options page (BUS_UNIT_TBL_GL4) to specify journal entry approval options for a business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **General Ledger Definition**, and then **Approval Options**

This example illustrates the fields and controls on the Approval Options page. 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 Application Fundamentals: 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.

Field or Control	Description
Journal	Select an option for transaction journals. Values are: • *Pre-Approved:* Allows journal entry without approval through PeopleSoft Workflow. The **Post Journal** option is available on the Journal Entry - Lines page. • *Require Approval:* Requires approval through PeopleSoft Workflow.

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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 *Pre-Approved* for posting, then same is applicable for unposting. If approval is not required for posting then same is applicable for unposting also. If approval is required for posting then approval can be enabled for unposting by selecting this check box.
Budget Journal	Select a journal approval option for standard budget journals. Values are: • *Pre-Approved:* Allows journal entry without budget approval through PeopleSoft Workflow. The **Post Journal** option is available on the Journal Entry - Lines page. • *Require Approval:* Requires budget approval through PeopleSoft Workflow.
Control Budget Journal	Select the Required approval option to enable Commitment Control budget journal approval (using Approval Framework) for the entire business unit. The default value is Not Required. See PeopleSoft Commitment Control: Approving Control Budget Journals Using Approval Framework. See also, PeopleSoft General Ledger Documentation Update: Commitment Control Budget Journal Approval. Visit My Oracle Support website - Article ID 1369486.1.

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

Related Topics

- Understanding Configurable Workflow
  PeopleSoft Enterprise Components Approval Framework (AF) is a feature that provides a configurable framework and page interface to implement workflow approval. PeopleSoft General Ledger uses AF for its header-level actuals journals, standard budget journals, and Commitment Control budget journal approval processes.
- Approving Journals Using the GL Journal Approval Components
  In PeopleSoft General Ledger, an approved journal is one that is marked to post (the approval process automatically marks the journal for posting upon approval). You cannot post a journal that still requires approval.

Defining Interunit and Intraunit Options for a Business Unit

The Inter/IntraUnit page is used to select interunit and intraunit templates and to enter the legal entity to which the business unit belongs. You can also specify options for interunit billing and

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interunit transfer transactions. The page is presented in the context of the components, other pages and information necessary to implement interunit and intraunit accounting.

See Application Fundamentals: Setting Up Interunit and Intraunit Processing.

Enabling Journal Audit Logging

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

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

See Application Fundamentals: Setting Up Financials Audit Framework (Audit Logging).

Pages Used for Journal Audit Logging

Page Name	Definition Name	Usage
Enable Audit Logging Page	FS_AUDITLOG_ENABLE	Enable audit logging for PeopleSoft General Ledger.
Search Audit Logs Page	FS_AUDITLOG_SEARCH	Use this page to search for created audit logs.
Purge Audit Logs Page	FS_AUDITLOG_PURGE	Use this page to delete selected audit logs.

Enable Audit Logging Page

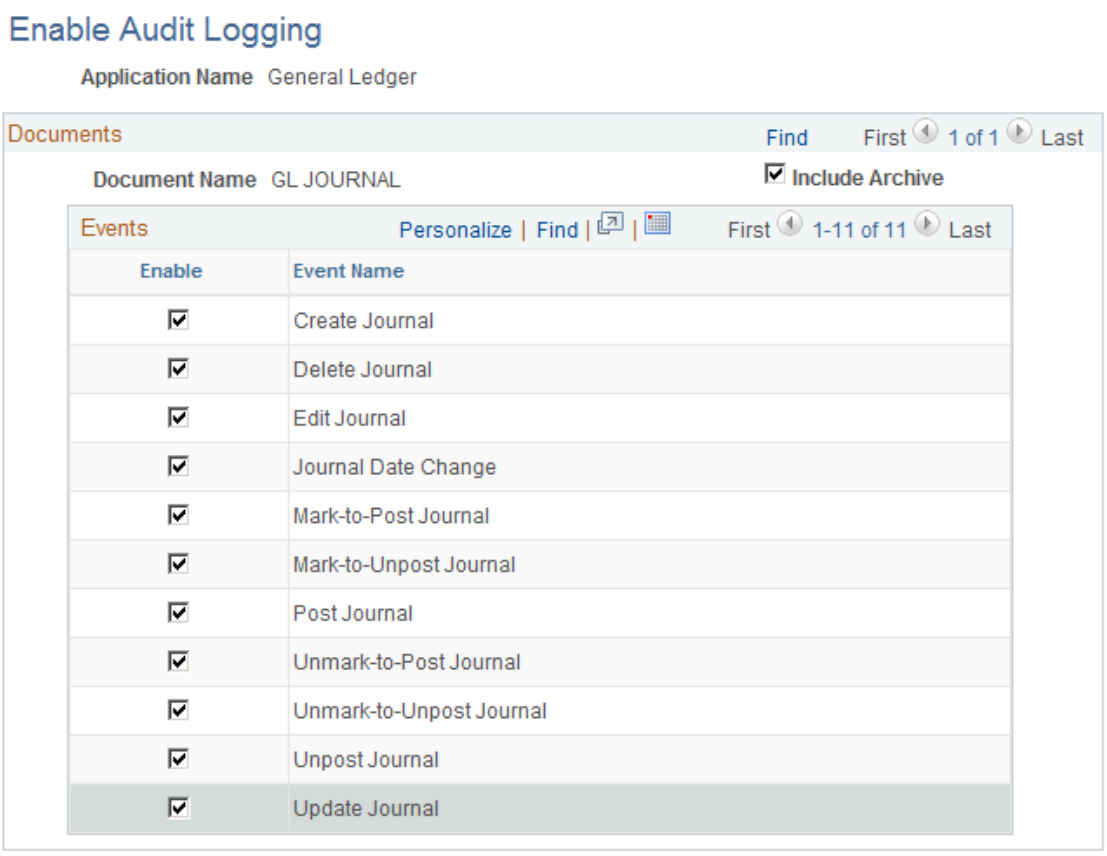
Use the Enable Audit Logging page (FS_AUDITLOG_ENABLE) to enable audit logging for PeopleSoft General Ledger journals.

Navigation:

Setup Financial/Supply Chain, and then **Common Definitions**, and then **Audit Logging**, and then **Enable Audit Logging**, and then **Enable Audit Logging**

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.

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

Search Audit Logs Page

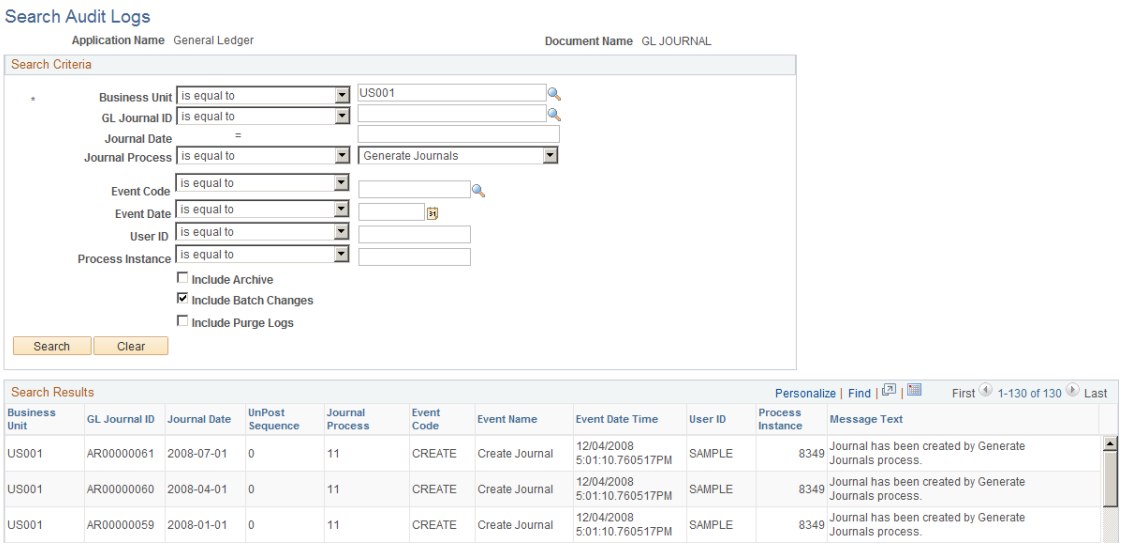
Use the Search Audit Logs page (FS_AUDITLOG_SEARCH) to search for journal audit logs.

Navigation:

Setup Financial/Supply Chain, and then **Common Definitions**, and then **Audit Logging**, and then **Search Audit Logs**, and then **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.

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

See Creating Journal Entries.

Field or Control	Description
Include Archive	Select to include archived logs in your search results.
Include Batch Changes	Some logs are created by batch processes. Select to track modifications to documents. However, tracking down a nightly scheduled process might not be very relevant. So, this option allows you to include or exclude the logs created in batch processes.
Include Purge Logs	Select to include deleted audit logs (that you purged using the Purge Audit Logs page) in the search display.

Purge Audit Logs Page

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

Navigation:

Setup Financial/Supply Chain, and then **Common Definitions**, and then **Audit Logging**, and then **Purge Audit Logs**, and then **Purge Audit Logs**

See Application Fundamentals: Setting Up Financials Audit Framework (Audit Logging).

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Enabling ChartField Security

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

The primary features for ChartField security are:

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

See Application Fundamentals: Securing ChartFields for PeopleSoft General Ledger.

Enabling Journal Source Security

Pages Used to Enable Journal Source Security

Page Name	Definition Name	Usage
Journal Source Security by SetID Page	GL_JRNL_SRC_SETID	Add SetID for which the journal source security has to be applied.
Journal Source Security by BU Page	GL_JRNL_SRC_SEC_BU	Add Business Units for which the journal source security has to be applied.
Journal Source Security by User Page	GL_JNL_SRC_SEC_USR	Add users for which the journal source security has to be enabled.
Journal Source Security by Role Page	GL_JRNL_SRC_ROLE	Add specific roles for which the journal source security has to be enabled.
Period End Cutoff Definition Page	GL_JNL_SRC_PRD_END	Define the period end cutoff schedule for particular business unit, ledger, and fiscal year.
Copy PeriodEnd Cutoff Schedule Page	GL_JSRC_PRDCUT_COP	Copy period end cutoff schedule from one BU/Ledger Group/Fiscal Year to another, or a range of BUs, or a complete copy of all Business Units.

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Page Name	Definition Name	Usage
Journal Source Audit Report Page	GL_JSRC_AUD_RPT	Create audit reports for changes made to the Journal Source Security by BU page, Journal Source Security by User page, Journal Source Security by Role page, and Period End Cutoff Definition page.
Journal Source Security Report Page	GL_JSRC_DATA_RPT	Create reports that show the information entered in the Journal Source Security by BU , Journal Source Security by User , Journal Source Security by Role , and the Period End Cutoff Definition pages.

Journal Source Security by SetID Page

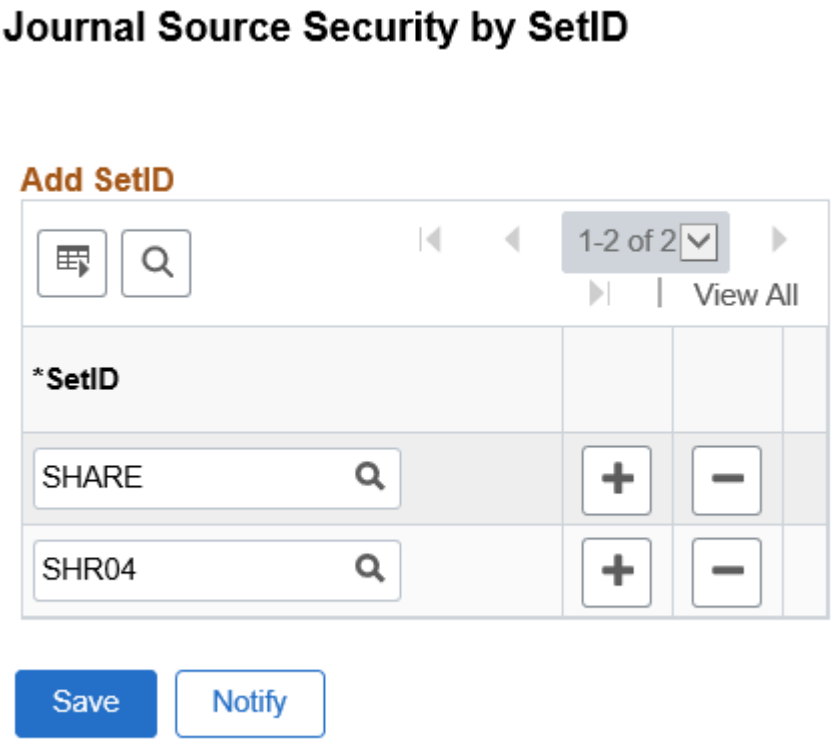
Use the Journal Source Security by SetID page (GL_JRNL_SRC_SETID) to add SetID for which the journal source security has to be applied. User cannot delete SetID for which the journal source security has been added based on the Business Unit.

Navigation:

Set Up Financials/Supply Chain , and then **Security**, and then **Journal Source Security SetID**

This example illustrates the fields and controls on the Journal Source Security by SetID page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
SetID	Click the prompt to select SetID for which the journal source security has to be applied.
Add icon	Click to add a new row for selecting SetID.
Delete icon	Click to delete a SetID from the list.
Save	Click to save the changes.

Journal Source Security by BU Page

Use the Journal Source Security by BU page (GL_JRNL_SRC_SEC_BU) to add Business Units for which the journal source security has to be applied. Prior to adding the BU, the SetID for the Business Unit has to be added in the Journal Source Security by SetID page. Once the journal source security is applied to the BU, you have to create at least one source in the Journal Source Security by User/Role page.

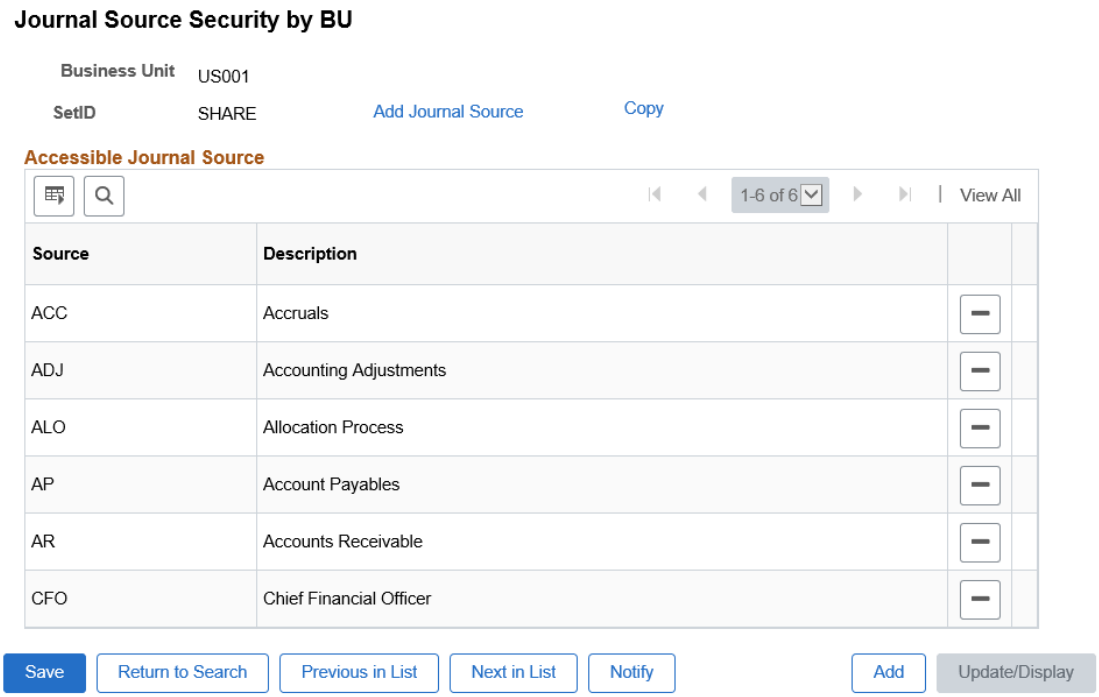
> **Note**
>
> Only Business Units that have a SetID in the Record Group *FS_11* with security enabled, will be available for selection.

Navigation:

Set Up Financials/Supply Chain , and then **Security**, and then **Journal Source Security by BU**

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This example illustrates the fields and controls on the Journal Source Security by BU page.



Field or Control	Description
Add Journal Source	Click to open the Add Journal Source modal window. Select required journal sources to be added to the Business Unit.
Copy	Click to open the Copy Business Unit modal window. Select Business Units to which the journal sources have to be copied.
Delete icon	Click to delete a source from the list. If the source deleted is the last one in the list, then the BU will also be deleted after getting confirmation from the user.
Add	Click to add BU for which the journal source security has to be applied.

Journal Source Security by User Page

Use the Journal Source Security by User page (GL_JNL_SRC_SEC_USR) to select the business unit and journal source combination that the user can access.

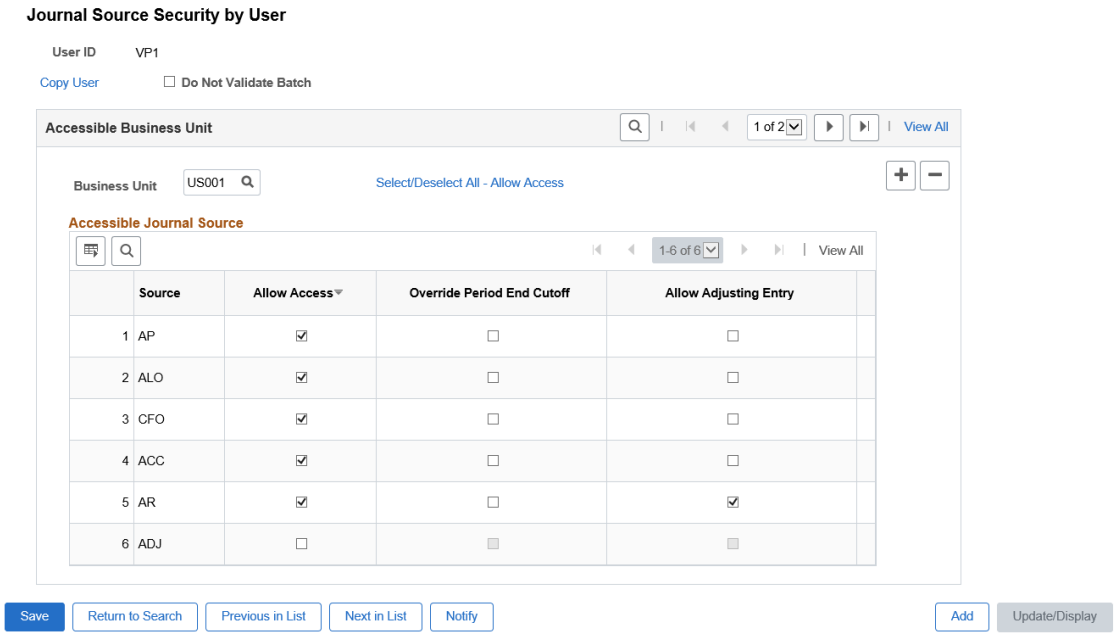
> **Note**
>
> Journal Source Security by User is only applicable for exceptions. The recommended set up is via Journal Source Security by Role.

Navigation:

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Set Up Financials/Supply Chain , and then **Security**, and then **Journal Source Security User**

This example illustrates the fields and controls on the Journal Source Security by User page . You can find definitions for the fields and controls later on this page.



Field or Control	Description
Copy User	Click to open the Copy User modal window. Select User IDs to which the security sources will be copied.
Do Not Validate Batch	Select this check box to prevent the system from validating the journals during any posting process initiated by the user. This is applicable only to batch posting process, and not online posting of journals.
Business Unit	Select the business unit for which the source security has to be applied. Add a row to add another business unit.
Select/Deselect All - Allow Access	Click this link to select/deselect all sources populated for the BU for providing/denying access to the source security.
Allow Access	Select the Allow Access check box for the sources for which the user has access to. These sources are associated with the selected BU.
Override Period End Cutoff	Select this check box for required sources for which the user can post journal, even if the period end cutoff date has passed for the associated BU/source. The period end cutoff schedule is defined on the Period End Cutoff Definition page.

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Field or Control	Description
Allow Adjusting Entry	Select this check box for required sources to allow the user to select appropriate option for the Adjusting Entry field in the Create/Update Journal Entries - Header Page.
Add	Click to add a new user for enabling journal source security.

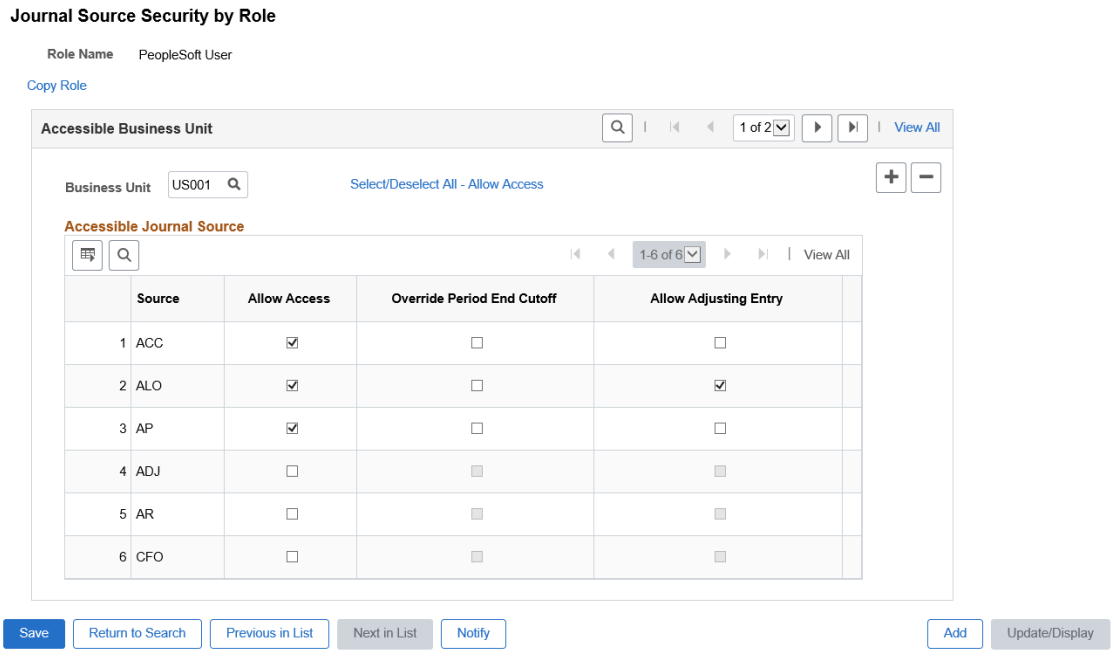
Journal Source Security by Role Page

Use the Journal Source Security by Role page (GL_JRNL_SRC_ROLE) to allow user to add specific roles for which the journal source access has to be provided for the Business Unit and Source. This is the recommended method for allowing access to Business Unit / Source combinations. After selecting the role, add the Business Unit for which the source security access has to be provided.

Navigation:

Set Up Financials/Supply Chain , and then **Security**, and then **Journal Source Security Role**

This example illustrates the fields and controls on the Journal Source Security by Role page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Role Name	Displays the role name selected by the user for enabling journal source security.

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Field or Control	Description
Copy Role	Click to open the Copy Role modal window. Select role names to which the data has to be copied.
Allow Access	Select the Allow Access check box for the sources for which the Role has access to, for the associated BU.
Override Period End Cutoff	Select this check box for required sources for which the Role will be allowed to post journals, although the period end cutoff time has passed for the associated BU/source. The period end cutoff schedule is defined on the Period End Cutoff Definition page.

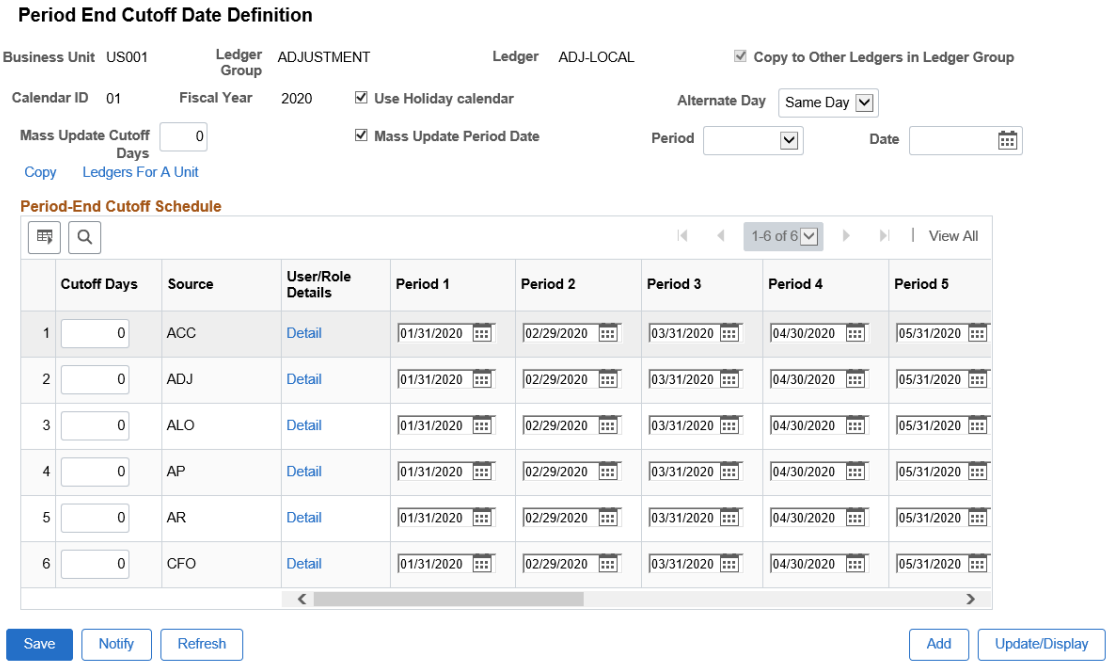
Period End Cutoff Definition Page

Use the Period End Cutoff Definition page (GL_JNL_SRC_PRD_END) to define the period end cutoff schedule for particular business unit, ledger, and fiscal year.

Navigation:

Set Up Financials/Supply Chain , and then **Common Definitions**, and then **Journals**, and then **Period-End Cutoff Schedule**

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



Journal sources are populated from the Journal Source Security BU page and associated with the business unit for which the cutoff schedule is defined.

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Period end cutoff dates are calculated based on the calendar ID period end dates, value in the Cutoff Days, Use Holiday calendar, and Alternate Day fields.

Field or Control	Description
Ledger	Displays the primary ledger for the defined ledger group.
Copy to Other Ledgers in Ledger Group	This check box is selected and grayed out when the **Keep Ledgers in Sync** check box is selected. This check box is deselected and enabled when the **Keep Ledgers in Sync** check box is deselected. You can choose to select this check box to copy the schedule to all ledgers in the group when the schedule is created. If this check box is not selected before creating the schedule you must manually copy to other ledgers in the group.
Use Holiday calendar	Select this check box to enable the alternate day to select, in case the period end date is a holiday.
Alternate Day	Select from the given options as alternate day for period end date. The period end date is recalculated based on the selected alternate day. This field is displayed only when the **Use Holiday** calendar check box is selected.
Mass Update Cutoff Days	Enter the number of days based that determines when all the cutoff days are to be mass updated, and the period end dates are to be recalculated.
Mass Update Period Date	Select this check box to update all the period end dates for a particular period, and for all the sources present in the cutoff schedule.
Period	Enter the period for mass update.
Date	Enter the date for mass update.
Copy	Select to access the Copy Period End Cutoff Schedule page modal window. Enter BU/Ledger Group/Ledger/Fiscal Year details for copying to.
Ledgers For A Unit	Select to access the Ledgers Groups for a Unit page modal window. Ledger details for the BU can be viewed/edited.
Cutoff Days	Enter cutoff days for the source, based on when the cutoff dates in the schedule for the source are to be calculated and populated.
Detail	Select to open the Source Details page modal window. This page displays all the users/roles that have access to the source for the associated business unit.
Period	You can manually change the period dates for all the given Periods associated with the sources. Manually modified dates are marked in red.
Add	Click to add the BU/Ledger Group/Fiscal Year for which the period end cutoff date is defined. Only ledger groups having 12 to 13 calendar periods can be added.

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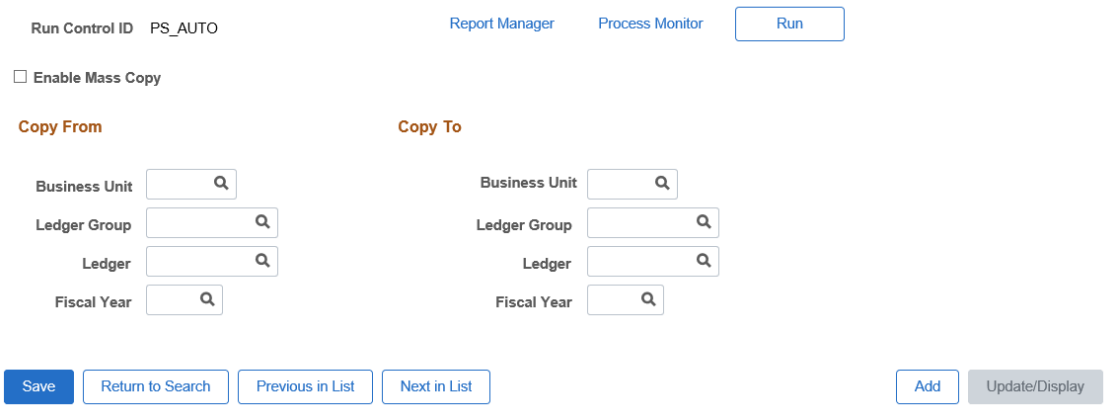
Copy PeriodEnd Cutoff Schedule Page

Use the Copy PeriodEnd Cutoff Schedule page (GL_JSRC_PRDCUT_COP) to copy period end cutoff schedule from one business unit, ledger group, ledger, fiscal year to another. You can also copy to a range of Business units, or a complete copy of all business units from one fiscal year to another.

Navigation:

Set Up Financials/Supply Chain , and then **Common Definitions**, and then **Journals**, and then **Copy Period End Cutoff Sched**

This example illustrates the fields and controls on the Copy PeriodEnd Cutoff Schedule page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Enable Mass Copy	Select to copy based on these options: • **By Business Unit Range** - Copies the data from a BU/Ledger Group/Ledger/Fiscal Year to a specified Business Unit range. • **All** - Copies all schedules from one specified Fiscal Year to another. If this check box is not selected, then the user can copy schedules from one BU/Ledger Group/ Ledger/Fiscal Year to another.

A log file is generated which includes the details of the schedules that are copied.

Journal Source Audit Report Page

Use the Journal Source Audit Report page (GL_JSRC_AUD_RPT) to create audit reports for changes made to the Journal Source Security by BU page, Journal Source Security by User page, Journal Source Security by Role page, and Period End Cutoff Definition page.

Navigation:

Set Up Financials/Supply Chain , and then **Common Definitions**, and then **Journals**, and then **Journal Source Security**, and then **Journal Source Audit Report**

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The audit data is stored in the PSAUDIT table. The system creates individual reports for each audit option selected.

Journal Source Security Report Page

Use the Journal Source Security Report page (GL_JSRC_DATA_RPT) to create reports that show the information entered in the Journal Source Security by BU , Journal Source Security by User , Journal Source Security by Role , and the Period End Cutoff Definition pages.

Navigation:

Set Up Financials/Supply Chain , and then **Common Definitions**, and then **Journals**, and then **Journal Source Security**, and then **Journal Source Security Report**

This report show the information entered in the Journal Source Security by BU , Journal Source Security by User , Journal Source Security by Role , and the Period End Cutoff Definition pages based on filter values entered on the run control page.

Managing Business Units

This topic discusses how to manage business units using the Business Unit Management component (GL_BU_S_FL)

Pages Used to Manage Business Units

Page Name	Definition Name	Usage
Source System Page	GL_BU_QS_SRC	Select which products, or sub-systems are enabled when creating a new General Ledger business unit.
Question Definition Page	GL_BU_QS_DEFN	Define the business unit questions associated with the activity guide.
Item Question Page	GL_BU_QS_ASGN	Assign a question ID for each non-required step and sub-step of the activity guide.
Business Unit Management Tile	EPGL_BU_S_FL_GBL	Access the View Business Unit Management search component.
View Business Unit Management Page	GL_BU_S_FL	Search, modify, add, and copy General Ledger business units.
Questionnaire Page	GL_BU_QUES_FL	Answer the first set of questions that determine which steps are displayed in the activity guide.
Questionnaire: Advanced Features Page	GL_BU_QUES_SEC_FL	Answer questions that determine which sub-steps are displayed in the Advanced Features step of the activity guide.
Create New Ledger Page	GL_BU_LED_S_FL	Add or copy a ledger for a new or existing General Ledger business unit.

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Page Name	Definition Name	Usage
Create New Ledger Group Page	GL_BU_LG_S_FL	Add or copy a ledger group for a new or existing General Ledger business unit.
Basic Information	GL_BU_DEFN_FL	Configure basic information for the business unit such as description, default SetID, base currency, and so on.
Ledgers For A Unit Page	GL_BU_LED_GRP_FL	View ledger groups assigned to a business unit, including the calendar ID and default journal generator for each ledger group
Sub-ledger Definition Page	(This value varies by sub-ledger)	Create a sub-ledger business unit that is associated with the selected General Ledger business unit.
Change Log Page	GL_BU_CHG_LOG_FL	Optionally record an audit trail of changes made.
Submit Page	GL_BU_SMT_FL	Complete your changes to the business unit.

Understanding How to Manage Business Units

The Business Unit Management feature allows you to setup General Ledger and sub-ledger business units using the PeopleTools Activity Guide. It combines the most common components used to create General Ledger and sub-ledger business units into a single location so that you can use one central component (GL_BU_S_FL).

When adding a new General ledger business unit, the system asks whether you want to set up subsystem (sub-ledger) business units with the General Ledger business unit. Next, the system displays questions about the new business units. When these questions are complete, activity guide setup pages are displayed as steps, which are sequenced in the order that they should be completed to create new business units. Dependent steps are highlighted if one should be completed before the next. When you complete a step, you can mark the step complete so that subsequent users know it doesn't have to be revisited.

To save time, you can copy an existing General Ledger business unit that is similar to your new business unit, and then make modifications for the new business unit.

You can create a new sub-system business unit by copying an existing sub-system business unit, or review and modify an existing sub-system.

> **Note**
>
> The Business Unit Management feature currently supports only large form factor.
>
> You can only create sub-ledger business units by copying from an existing sub-ledger business unit when using this feature.

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Questionnaire

When adding a new General Ledger business unit, the system prompts you through a series of questions. These questions are associated with one or more steps in the activity guide. How you answer these questions determines whether the system displays or hides associate steps in the activity guide. All answers are saved for the business unit and displayed as the default each time the activity guide questionnaire is accessed. All answers apply to all users.

While you are in the activity guide, you can access the questionnaire from the **Return to Questionnaire** button.

If you inactivate all steps associated with a question in the activity guide template, that question is no longer displayed. To inactivate steps, select PeopleTools, Portal, Activity Guide, Manage Template, and then select *GL Business Unit* template. In the configure Action Items, select the General Information tab and deselect the Active check box.

> **Note**
>
> Do not inactivate the Basic Information and Ledgers for a Unit steps because they are required.

Activity Guide

Activity Guide Option	PeopleSoft Classic Navigation	PeopleSoft Classic Page
Create New Ledger	General Ledger > Ledgers > Detail Ledgers	Application Fundamentals: Detail Ledger Page
Create New Ledger Group	General Ledger > Ledgers > Ledger Groups	Application Fundamentals: Ledger Groups - Definition Page
Basic Information	Setup Financials/Supply Chain > Business Unit Related > General Ledger > General Ledger Definition	General Ledger Definition - Definition Page
Advanced Features	Setup Financials/Supply Chain > Business Unit R elated > General Ledger > General Ledger Definition.	GL Business Unit ID Numbers Page Incremental Calculation Method Page Maintain Mandate Sequence Number Page General Ledger Definition - Journal Options Page General Ledger Definition - Currency Options Page General Ledger Definition - Approval Options Page
Ledgers for a Unit	Setup Financials/Supply Chain > Business Unit Related > General Ledger > Ledgers For A Unit	Application Fundamentals: Ledgers For A Unit - Definition Page

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Activity Guide Option	PeopleSoft Classic Navigation	PeopleSoft Classic Page
Ledger Options	Setup Financials/Supply Chain > Business Unit Related > General Ledger > Ledgers For A Unit	Application Fundamentals: Ledgers For A Unit - Definition Page Application Fundamentals: Ledgers For A Unit - Journal Edit Options Page Application Fundamentals: Ledgers For A Unit - Currency Options Page Application Fundamentals: Ledgers For A Unit - Journal Post Options Page Application Fundamentals: Ledgers For A Unit - Approval Options Page Application Fundamentals: Ledgers For A Unit - Commitment Control Ledger Options Page ADB Definition - Definition page Application Fundamentals: Open Period Update Page
Summary Ledger Sets	General Ledger > Summary Ledgers >Associate Summary Ledger to BU	Application Fundamentals: Ledger Set Page
Billing Definition	Classic Navigation: **Set Up Financials/Supply Chain**, and then **Business Unit Related**, and then **Billing**, and then **Billing Definition** Fluid Navigation: Select the Business Unit Management tile. Add a new General Ledger business unit. Select *Yes* to **Copy or modify a Billing Business Unit** on the Questionnaire Page. Select Next. Select Next on the Questionnaire: Advances Features page. After entering required information, select **Billing Definition** on the Business Unit Management page.	Classic pages: PeopleSoft Billing: Establishing New PeopleSoft Billing Business Units Fluid pages: PeopleSoft Billing: Creating Billing Business Units Using Business Unit Management
Asset Management	**Set Up Financials/Supply Chain Management**, and then **Business Unit Related**, and then **Asset Management**, and then **Asset Management Definition**, and then **AM Business Unit Definition**.	Asset Lifecycle Management Fundamentals: Creating Asset Management Business Units Using Business Unit Management

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Activity Guide Option	PeopleSoft Classic Navigation	PeopleSoft Classic Page
Receivables	**Set Up Financials/Supply Chain**, and then **Business Unit Related**, and then **Receivables**, and then **Receivables Definition**, and then **Business Unit Definition**	PeopleSoft Receivables: Creating Receivables Business Units Using Business Unit Management
Payables	**Set Up Financials/Supply Chain**, and then **Business Unit Related**, and then **Payables**, and then **Payables BU Definition**	PeopleSoft Payables: Defining PeopleSoft Payables Business Units

Activity Guide Step Dependencies

This table explains dependencies for certain activity guide steps:

Step	Sub-Step	Dependent on Step	Notes
Create new ledger	none	none	
Create new ledger Group	none	none	
Basic Information	none	none	The status is set to Complete when you save. This enables all dependent steps.
Advanced Features	ID Numbers for Reporting	Basic Information	
Advanced Features	ADB Incremental Calc	Basic Information	
Advanced Features	Direct Debit Mandates	Basic Information	
Advanced Features	Journal Options	Basic Information	
Advanced Features	Currency Options	Basic Information	
Advanced Features	Approval Options	Basic Information	
Advanced Features	VAT	Basic Information	
Advanced Features	Inter/Intra Unit	Basic Information	
Advanced Features	ChartField Inheritance	Basic Information	This step supports a fully configured ChartField. However, if you wan to add a brand new ChartField, you must open the page in Application Designer and turn on the Include Labels in Grid Cells option for the new ChartField.
Ledgers For A Unit	None	Basic Information	The status is set to Complete when you save. This enables all dependent steps.
Ledger Options	Definition	Ledgers For A Unit	
Ledger Options	Journal Edit Options	Ledgers For A Unit	

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Step	Sub-Step	Dependent on Step	Notes
Ledger Options	Currency Options	Ledgers For A Unit	
Ledger Options	Journal Post Options	Ledgers For A Unit	
Ledger Options	Approval Options	Ledgers For A Unit	
Ledger Options	Commitment Control Options	Ledgers For A Unit	
Ledger Options	Average Balances (ADB)	Ledgers For A Unit	
Ledger Options	GL Open Period Update	Ledgers For A Unit	
Summary Ledger Sets	none	Basic Information	
Billing	None	Ledgers For A Unit	
Change Log	none	Basic Information	
Submit	none	Basic Information	

Prerequisites

The PeopleSoft Business Unit Management feature uses the PeopleTools Activity Guide feature. You must have PeopleTools 8.55 to use this feature.

Common Elements Used on Business Unit Management Pages

This section lists common elements that appear on Business Unit Management pages.

Field or Control	Description
Mark Complete	Select to change the status of the current (highlighted) step to *Complete*. This action is only available for optional steps (those not requiring user input). Setting the status of these steps to *Complete* is for information only and does not control processing. However, the status can be used to indicate whether a step requires additional review before it is considered complete. The status of required steps (those with a red asterisk) is maintained by the activity guide framework and is not impacted by this action.
Mark All Complete	Select to change the status of all optional steps to *Complete*.
Return To Questionnaire	Select to access the Questionnaire Page. You can change the answers to the questions, which displays a step that is currently hidden or hides a step that is not applicable to the business unit. **Note:** If you remove activities by changing a *Yes* to a *No*, the information is lost when you select the Next button on the Questionnaire page.

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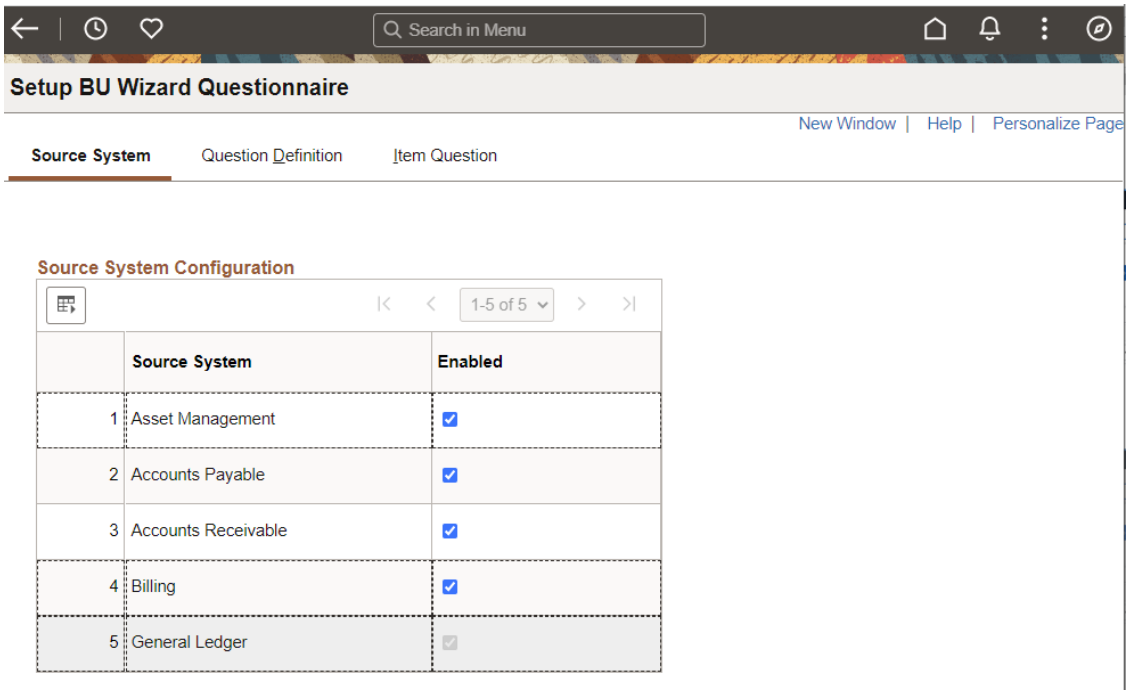
Source System Page

Use the Source System page (GL_BU_QS_SRC) to select which products, or sub-systems you wish to create when creating a new General Ledger business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **Setup BU Wizard Questionnaire**

This example illustrates the fields and controls on the Source System Page.



Select the source systems that appear on the Question Definition page. The related questionnaire pages for that source sub-system are loaded into the Business Unit Management activity guide.

Source systems that are available at this time are:

- Asset Management

  For more information about creating Asset Management business units, see Asset Lifecycle Management Fundamentals: Creating Asset Management Business Units Using Business Unit Management.

- Account Payables

  For more information about creating Payables business units, see PeopleSoft Payables: Creating Payables Business Units Using Business Unit Management.

- Accounts Receivable

  For more information about creating Receivables business units, see PeopleSoft Receivables: Creating Receivables Business Units Using Business Unit Management.

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- Billing

  For more information about creating Billing business units, see PeopleSoft Billing: Creating Billing Business Units Using Business Unit Management.

- General Ledger

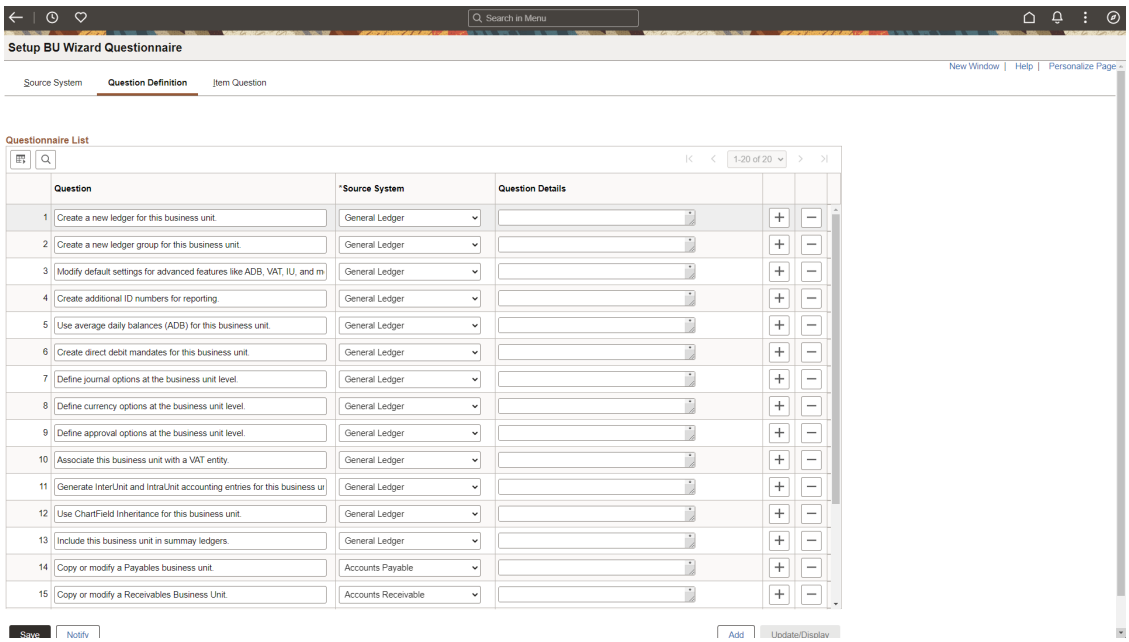
Question Definition Page

Use the Question Definition page (GL_BU_QS_DEFN) to define the business unit questions associated with the activity guide.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **Setup BU Wizard Questionnaire**. Select the Question Definition tab.

This example illustrates the fields and controls on the Question Definition Page.



When creating new business units using the activity guide, these questions appear to the user. If the user responds "Yes" to the question, the system displays item questions, which are defined on the Item Question Page.

> **Note**
>
> The questions are pre-delivered, but can be changed using the Question Definition Page. You can also add questions if needed.

Item Question Page

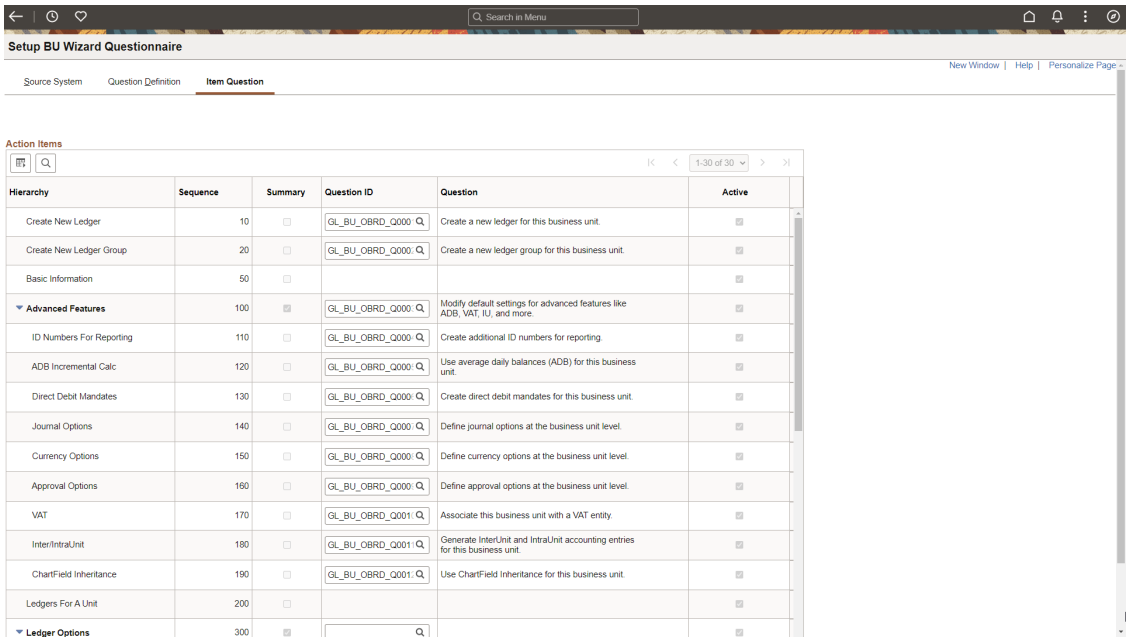
Use the Item Question page (GL_BU_QS_ASGN) to assign a question ID for each non-required step and sub-step of the activity guide.

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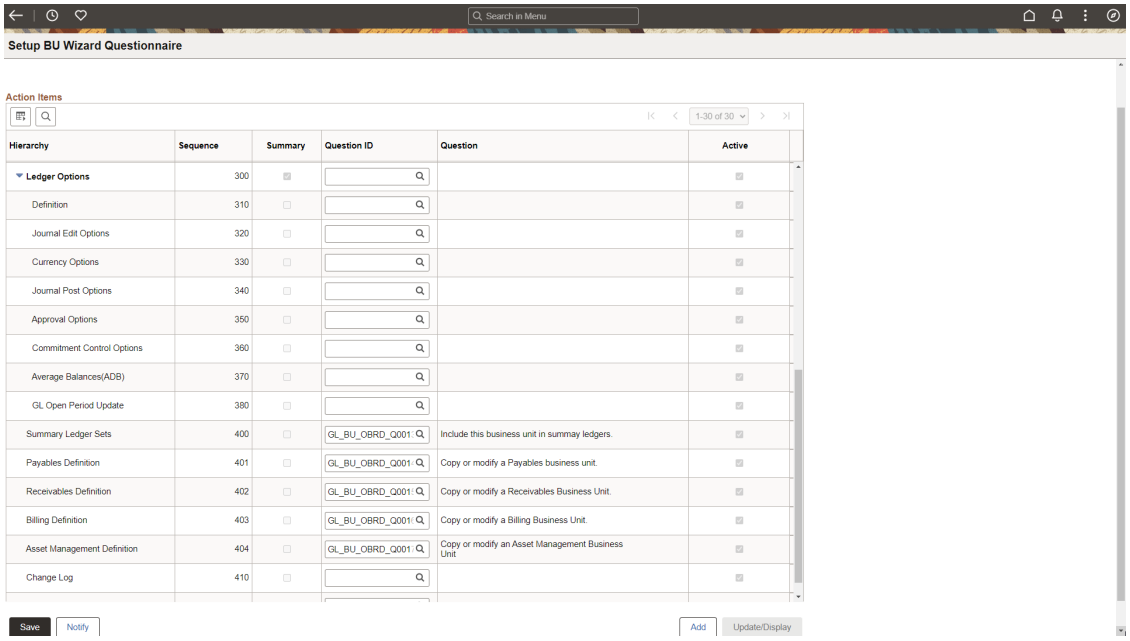
Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **Setup BU Wizard Questionnaire**. Select the Item Question tab.

This example illustrates the fields and controls on the Item Question (1 of 3) page.



This example illustrates the fields and controls on the Item Question (2 of 3) page.



This example illustrates the fields and controls on the Item Question (3 of 3) page.



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Field or Control	Description
Question ID	Select a question ID, using the search prompt. When you select a Question ID, the question is displayed in the Question column for the row.

Business Unit Management Tile

Use the Business Unit Management tile (EPGL_BU_S_FL_GBL) to access the View Business Unit Management search component.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page. For additional 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, Managing Tiles, Adding Tiles to a Fluid Homepage.

This example illustrates the fields and controls on the Business Unit Management tile.



View Business Unit Management Page

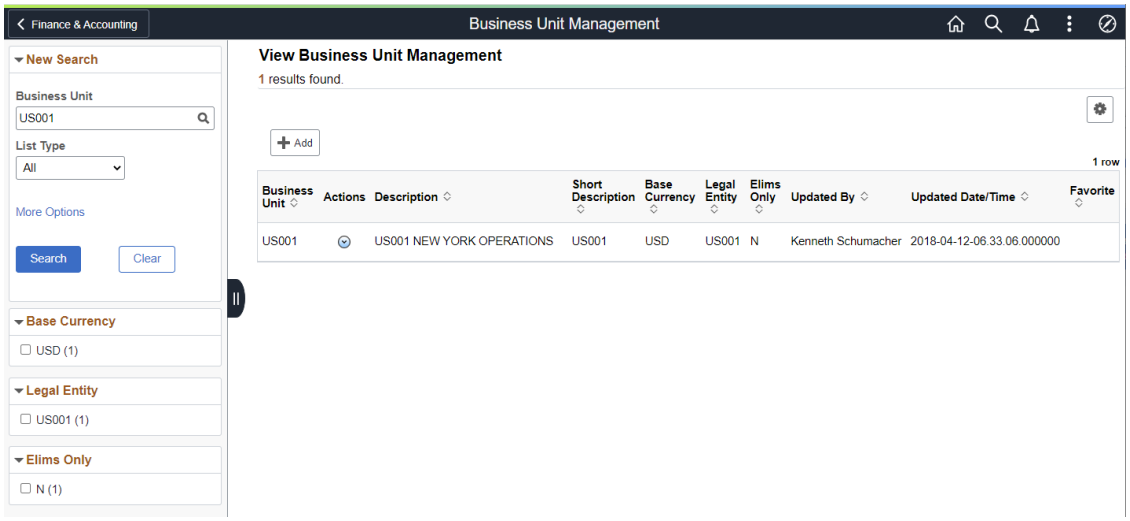
Use the View Business Unit Management page (GL_BU_S_FL) to search, modify, add, and copy business units.

Navigation:

Select the Business Unit Management tile.

This example illustrates the fields and controls on the View Business Unit Management page.

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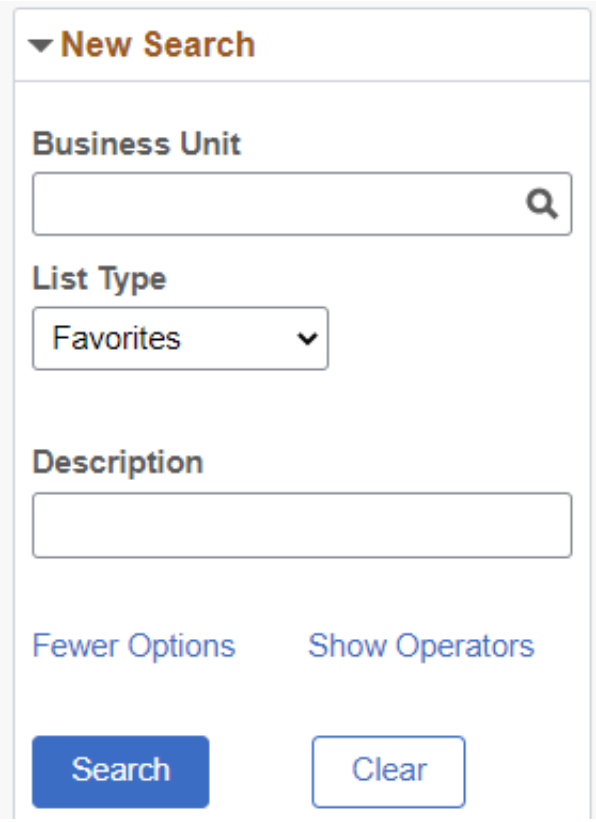
New Search

Use this section to search for an existing business unit.

Field or Control	Description
Business Unit	Enter a business unit or click the Look up business unit option to access the Lookup window.
List Type	Click the drop-down list box to access these options: • *All*: Select to view all business units. • *Favorites*: Select to view your favorites, which are determined by clicking the Actions icon on the right side of the page, and selecting Add to Favorites. • *Recent Updates*: Select to view the last 10 business units updated.
More Options	Click the More Options link to display the Description field and these two links: • Fewer Options • Show Operators
Show Operators	Click the Show Operators link to display an operator field for the Description field. Operators are: Contains, Does Not Contain, Equal To, In List, Not Equal To, Not in List.
Search	Click this button to initiate your search.
Clear	Click this button to clear all search criteria.

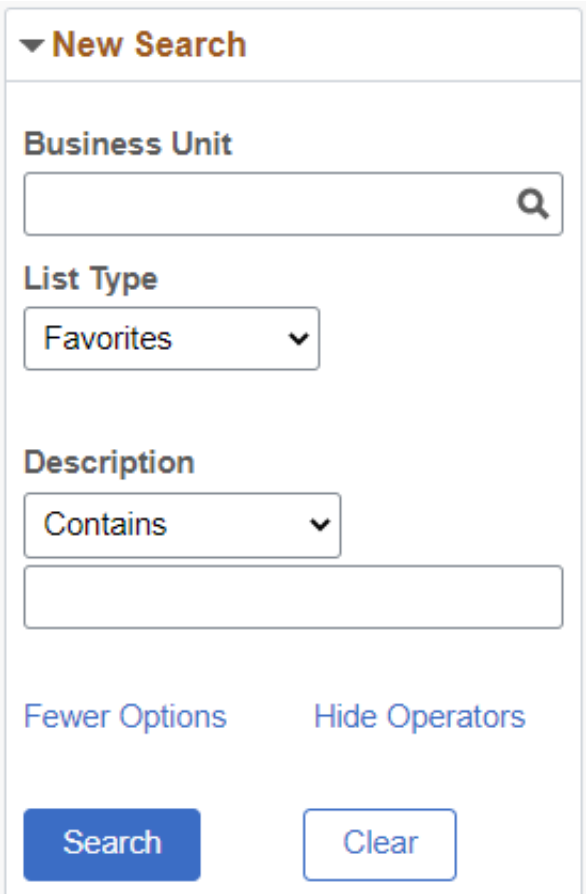
This example illustrates the fields and controls when the New Search - More Options link is clicked.

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This example illustrates the fields and controls when the New Search - Show Operators link is clicked.

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Filter Options

Use the expandable filter options to expand or reduce the list of business units by facet, displayed on the right side of the page.

View Business Unit Management Options

Click on an individual row to update an existing business unit.

Field or Control	Description
Add a new value	Click to access a page where you enter a new business unit. When you click the Add button, the system accesses the Questionnaire Page.
(Options Menu)	Click the Options Menu button to access additional options to save your search criteria. Options are: • Export Filtered Data • Threshold Options • *Save*: Select to indicate that you want this criteria as your default search criteria. • *Save As*: Select to indicate that you want to name this criteria so that it can be selected for future searches. • Add to Homepage

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Field or Control	Description
Actions	Click the Actions button for and existing business unit to access these options: • *Copy*: Select to create a new business from the business unit selected. The system takes you to the Questionnaire page. Activity guide field values are copied from the source business unit. • *Add to Favorites*: This option is only available for business units that have not been previously identified as a favorite for the user. • *Remove from Favorites*: this option is only available for business units that were previously identified as a favorite for the user.

Questionnaire Page

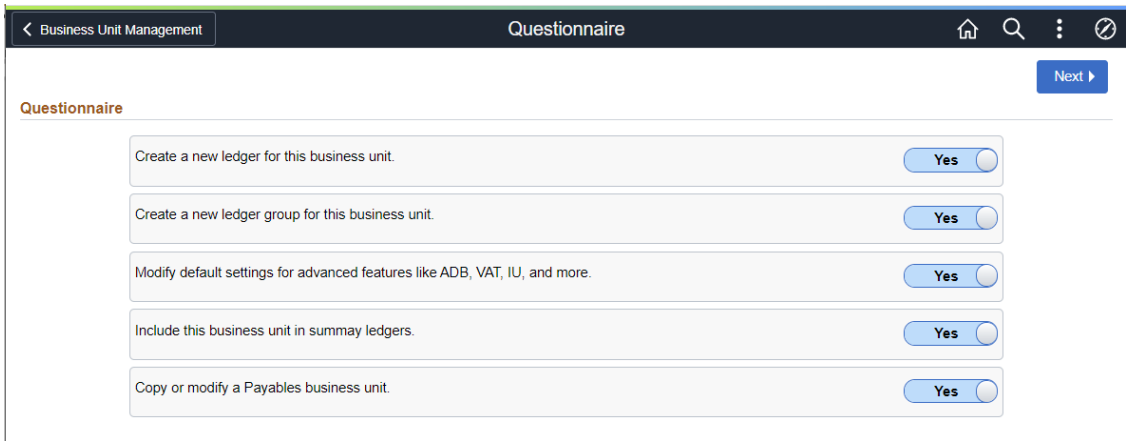
Use the Questionnaire page (GL_BU_QUES_FL) to answer the first set of questions that determine which steps are displayed in the activity guide.

Navigation:

Select the Business Unit Management tile. From the View Business Unit Management page, select the Add button. Enter a business unit code and select the Add button.

> **Note**
>
> The appearance of this page depends on the options selected on the Source System Page, the Question Definition Page, and the Item Question Page.

This example illustrates the fields and controls on the Questionnaire page.



The questions that appear on this page are configured on the Question Definition Page.

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Field or Control	Description
Yes or *No*	Select an option that determines the questions on the Questionnaire: Advanced Features Page as well as the tasks on the activity guide. • Select *Yes* to perform the setup task for the new business unit(s). • Select No to bypass the setup task for the new business unit(s).
Next	Select to access the Questionnaire: Advanced Features Page .

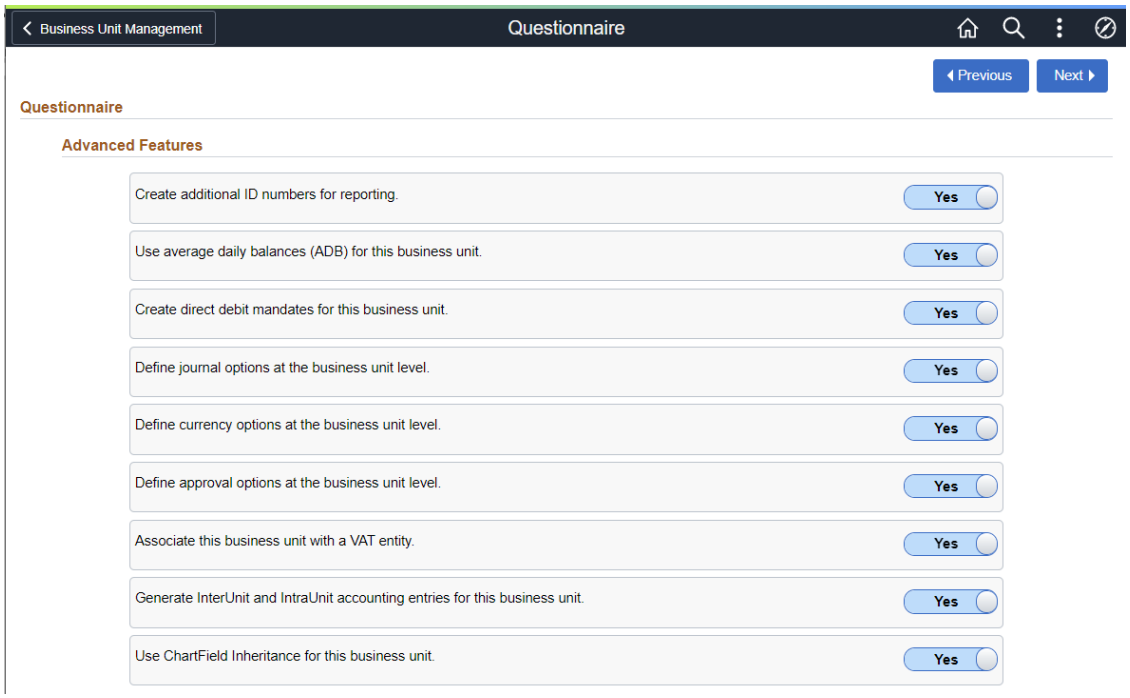
Questionnaire: Advanced Features Page

Use the Questionnaire: Advances Features page (GL_BU_QUES_SEC_FL) to answer questions that determine which sub-steps are displayed in the Advanced Features step of the activity guide.

Navigation:

Select the Business Unit Management tile. From the View Business Unit Management page, select the Add button. Enter a business unit code and select the Add button. Answer yes to the third question on the Questionnaire page and select the Next button.

This example illustrates the fields and controls on the Questionnaire: Advanced Features page.



The questions that appear on this page are configured on the Item Question Page.

After answering all questions, select the **Next** button to access the activity guide.

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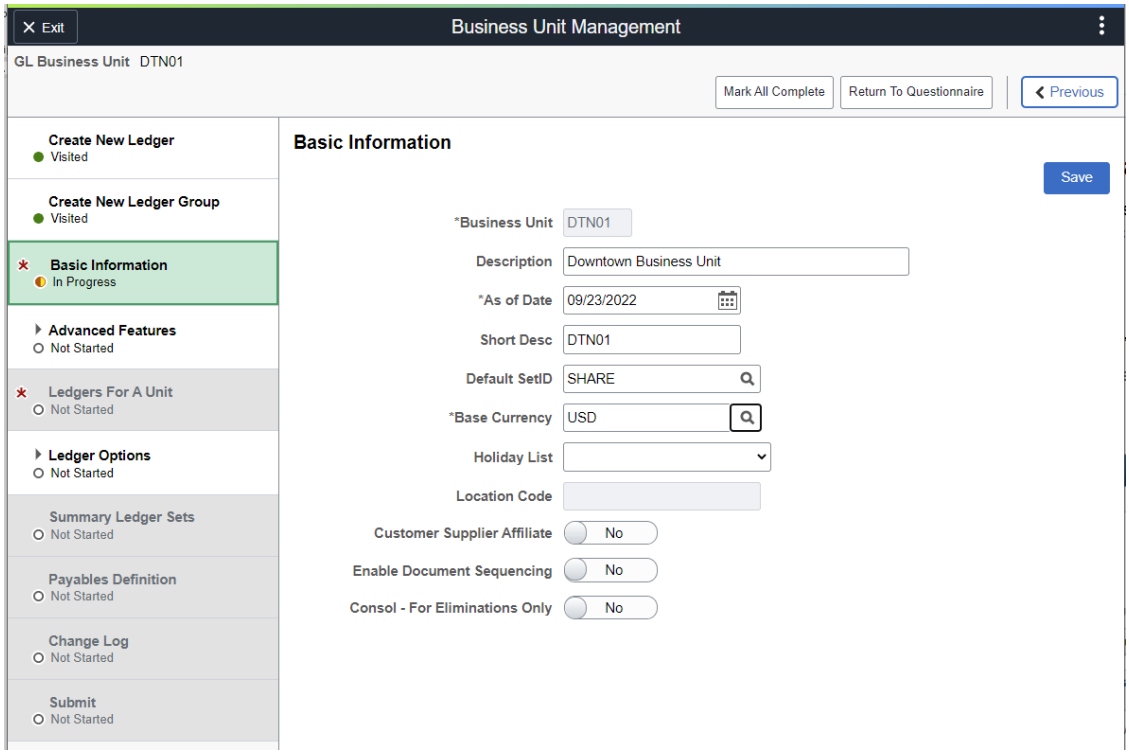
Basic Information

Use the Basic Information page (GL_BU_DEFN_FL) to configure basic information for the business unit such as description, default SetID, base currency, and so on.

Navigation

Select the Business Unit Management tile. From the View Business Unit Management page, select the Add button. Enter a business unit code and select the Add button. Answer all questions on the Questionnaire and the Questionnaire: Advanced Features pages and select the Next button.

This example illustrates the fields and controls on the Basic Information page.



See the fields and controls on the General Ledger Definition - Definition Page.

Create New Ledger Page

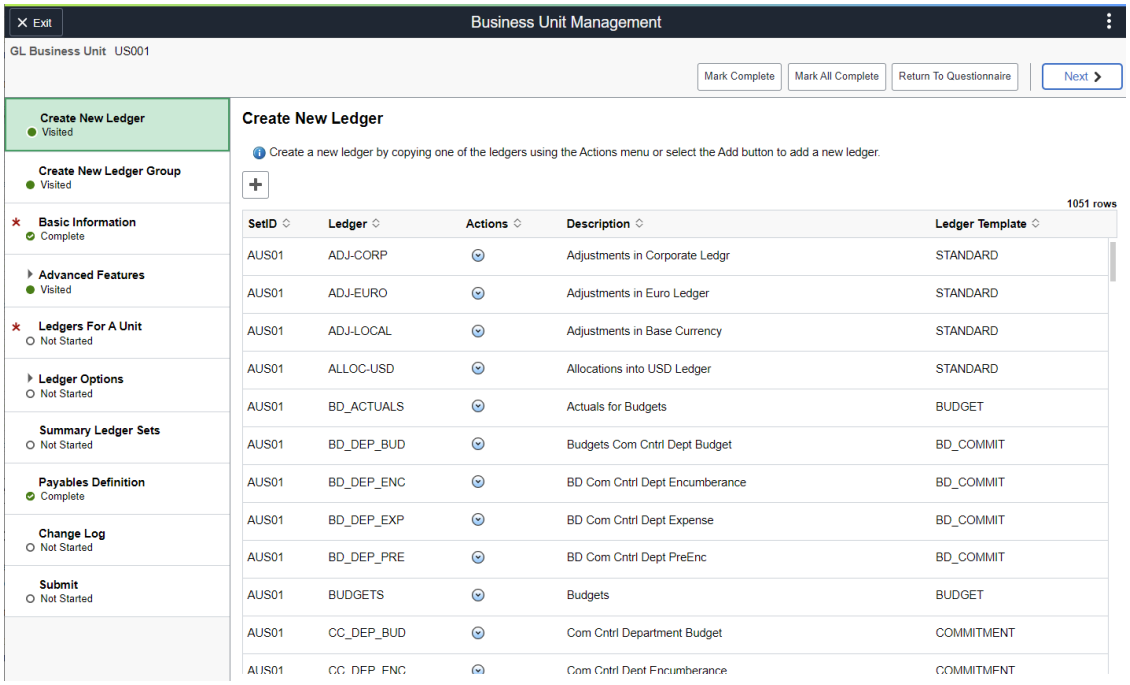
Use the Create New Ledger page (GL_BU_LED_S_FL) to add or copy a ledger for a new or existing General Ledger business unit:

Navigation:

Select the Business Unit Management tile. From the View Business Unit Management page, select the Add button. Enter a business unit code and select the Add button. Answer all questions on the Questionnaire and the Questionnaire: Advanced Features pages and select the Next button.

This example illustrates the fields and controls on the Create New Ledger page.

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The activity guide is displayed on the left side of the page. When you make a selection in the activity guide, the page selected is displayed on the right side of the page.

The pages in the activity guide relate to existing pages. The table in the Understanding How to Manage Business Units, Activity Guide section above provides the PeopleSoft Classic navigation for each option listed in the activity guide.

Field or Control	Description
 (Add a New Value)	Click the Add a New Value button to access the Ledger Definition page.

Ledgers For A Unit Page

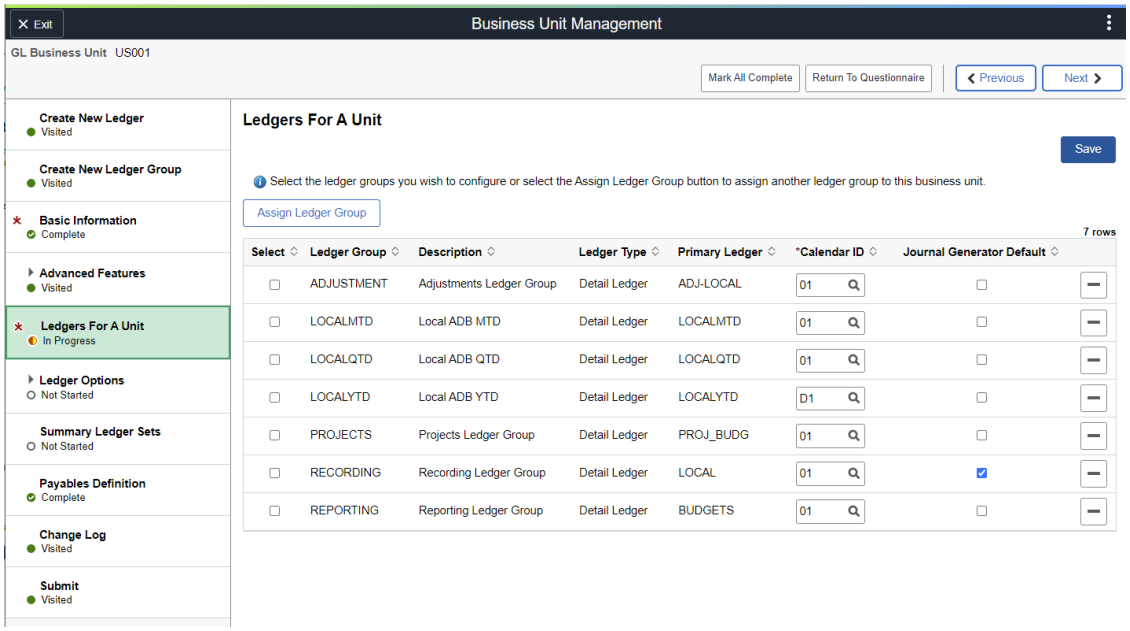
Use the Ledgers For A Unit page (GL_BU_LED_GRP_FL) to view ledger groups assigned to a business unit, including calendar ID and default journal generator for each ledger group.

Navigation

From the Business Unit Management activity guide, select Ledgers For A Unit.

This example illustrates the fields and controls on the Ledgers For A Unit page.

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Select one or more ledger groups to assign to the business unit.

> **Note**
>
> If you do not assign a ledger group to a business unit, the steps that depend on this step are inactive.

Field or Control	Description
Save	Select after selecting one or more ledger groups to activate dependent steps.
Assign Ledger Group	Select this button to assign a new ledger group to the business unit. When copying from an existing business unit, select this button to select from a list of existing ledger groups that exist for the source business unit.
Select	Select one or more ledger groups to configure for the business unit. These ledger groups are configured in the Ledger Options steps.
Calendar	Select the calendar associated with the ledger group.
Journal Generator Default	Select only one ledger group in the list. The ledger group selected as the default is used when subsystem accounting entries do not contain a ledger group.

Sub-ledger Definition Page

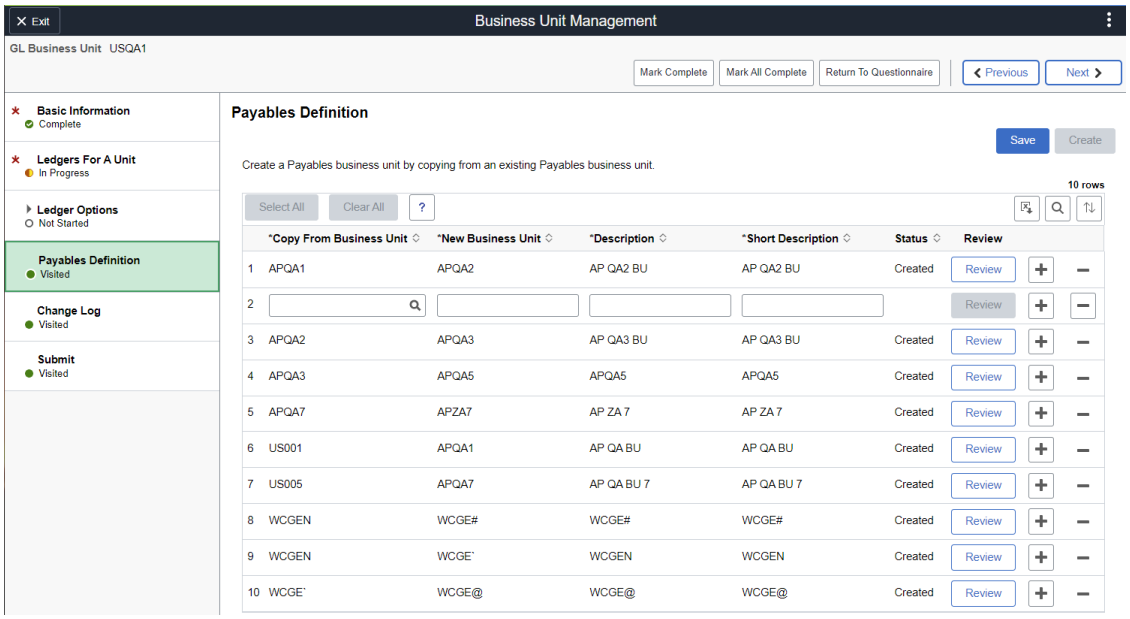
Use the <*Sub-ledger*> Definition page (this value varies by sub-ledger) to create a sub-ledger business unit that is associated with the selected General Ledger business unit.

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Navigation

From the Business Unit Management activity guide, select the <*Sub-ledger*> Definition option on the left side of the page.

This example illustrates the fields and controls on the Sub-ledger Definition page.



The <*sub-ledger*> Definition page allows you to create a new sub-ledger business unit by copying from an existing sub-ledger business unit. The new sub-ledger business unit is not created until you select the **Create** button. When the **Create** button is selected, the Review button is available to proceed to the sub-ledger Questionnaire page. The system then proceeds to the sub-ledger configuration pages.

See the links provided in the Source System Page section to access documentation about business unit definition pages for each source system.

Field or Control	Description
Save	Select to save changes. This allows you to return to this page at a later time while not loosing your changes. Business units are not created until you select the Create button.
Create	Select to create all selected business units. **Note:** When you select the Create button the system creates the Table Set Control values from the sub-ledger source business unit. Oracle's PeopleSoft recommends that you verify these values after the sub-ledger business unit is created.
Review	Select to access the Questionnaire page for the sub-ledger business unit. From this Questionnaire page you can access the business unit configuration pages.

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Field or Control	Description
(delete row)	Select to delete a row prior to selecting the Create button. This button is disabled after selecting the Create button and creating the business unit.

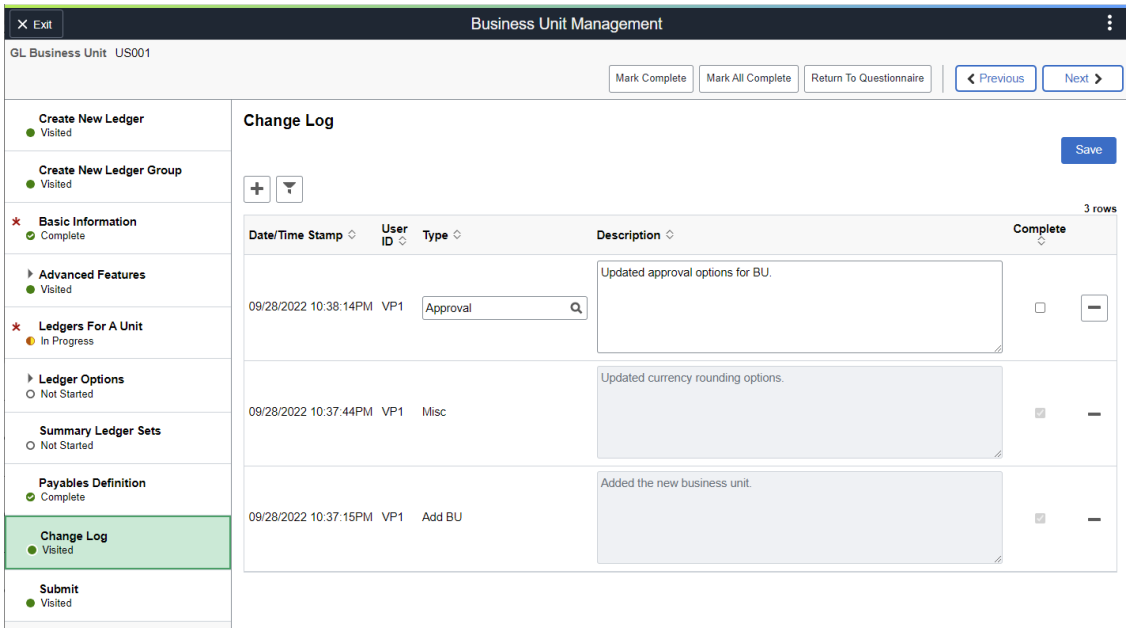
Change Log Page

Use the Change Log page (GL_BU_CHG_LOG_FL) to optionally record an audit trail of changes made.

Navigation:

From the Business Unit Management activity guide, select the Change Log option on the left side of the page.

This example illustrates the fields and controls on the Change Log Page.



Field or Control	Description
Type	Enter or select the type of change. The system retains values entered in this field for future selection.
Complete	Select this check box and Save to indicate that the row is complete and cannot be edited. When this check box is not selected, the row can be edited and deleted.

Submit Page

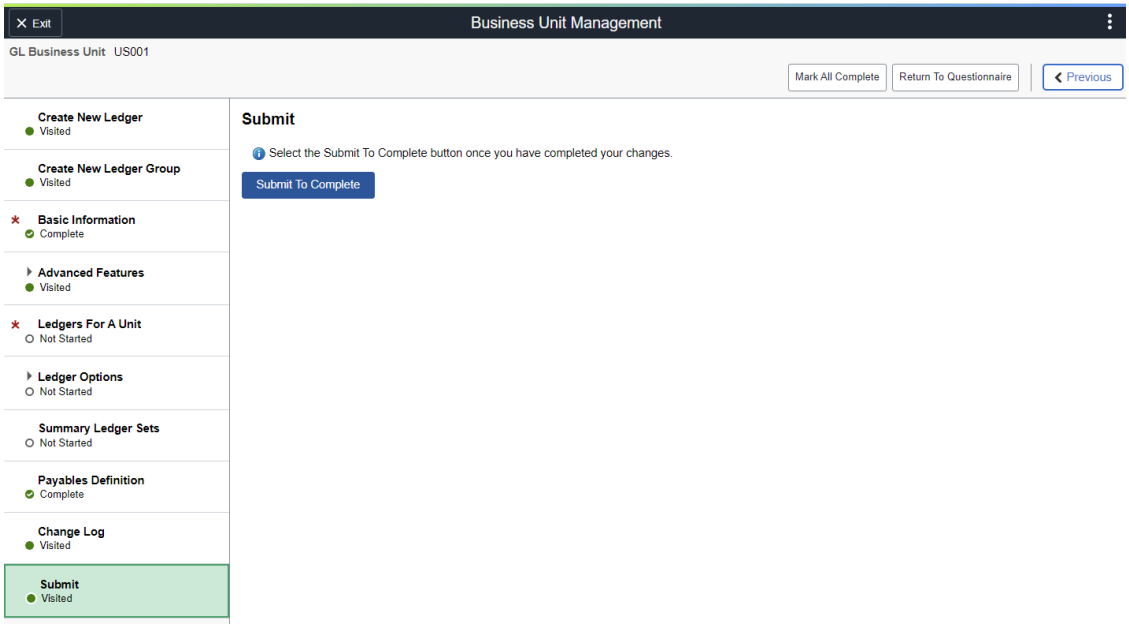
Use the Submit page (GL_BU_SMT_FL) to complete your changes to the business unit.

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Navigation:

From the Business Unit Management activity guide, select the Submit option on the left side of the page.

This example illustrates the fields and controls on the Submit Page.



Field or Control	Description
Submit to Complete	Click this button to indicate that you have completed your changes. The system resets the activity guide so it can be used for future changes. Although clicking this button is not required for your changes to take effect, it is highly recommended that you do so after you have completed your changes. **Note:** When you click this button and then re-access the business unit, the system takes you to the Question Definition Page so you can determine which steps are displayed for the changes you intend to make.

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6

Using Statistics

Understanding Statistical Journals

These topics provide an overview of statistical journals and discuss how to set up for journal entries using statistics as well as how to create journal entries using statistics.

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

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

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

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

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

You can use one of two methods to implement statistics:

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

Prerequisites

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

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

Related Topics

- Application Fundamentals: Understanding Ledgers

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- Application Fundamentals: Units of Measure Page
- Application Fundamentals: Detail Ledger Page
- Application Fundamentals: Understanding PeopleSoft ChartFields

Statistical Ledger and Accounts Method

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

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

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

Statistics Code Method

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

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

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

Budget Checking Statistical Budgets

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

Approving Statistical Journals

Statistical journals can be approved using the PeopleSoft Fluid Pending Approvals (summary) Page or the Pending Approvals - Journal Entry Page.

Setting Up for Journal Entries Using Statistics

This topic discusses how to set up for journal entries using statistical accounts and statistics codes.

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Pages Used to Set Up for Journal Entries Using Statistics

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

Setting Up for Journal Entries Using Statistical Accounts

To set up for journal entries using statistical accounts:

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

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

2. Create the statistic accounts from the Account page.

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

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

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Setting Up for Journal Entries Using Statistics Codes

To set up for journal entries using statistics codes:

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

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

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

See Application Fundamentals: Units of Measure Page.

See Application Fundamentals: Statistics Code Page.

Creating Statistical Journal Entries Using Statistics

This section discusses how to:

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

Page Used to Create Statistical Journal Entries

Page Name	Definition Name	Usage
Create/Update Journal Entries - Lines Page	JOURNAL_ENTRY2_IE	Record both monetary and statistical debit and credit amounts.

Creating Statistical Journal Entries Using Statistical Accounts

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

1. Access the Create Journal Entries - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines).
2. To debit and credit the statistical account ChartFields, enter the amount based on the UOM that you set up for the account ChartField.
3. Create a second journal entry for the monetary accounts and amounts associated with the previous statistical journal entry.
4. When you process these journal entries, the statistical data is posted in the statistical ledger associated with the business unit and the monetary amounts are posted to the appropriate monetary ledgers associated with the business unit.

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

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

See Creating Journal Entries.

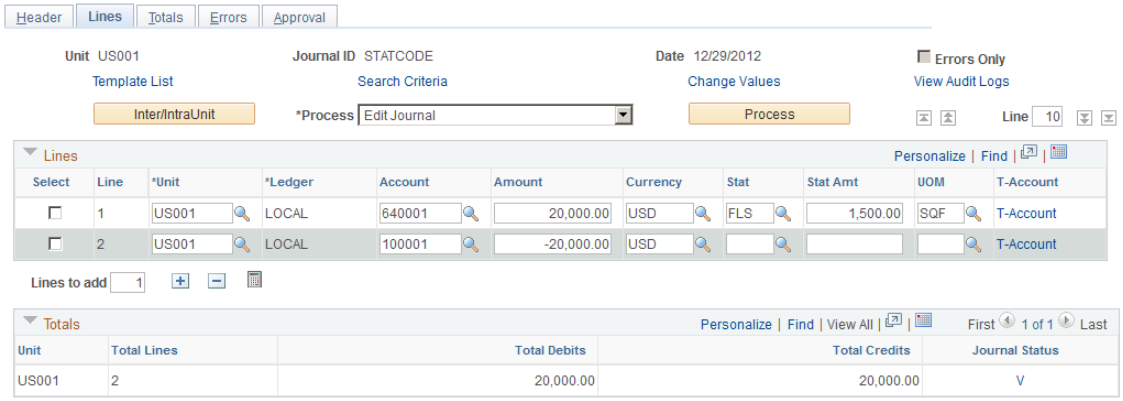
Creating Statistical Journal Entries Using Statistics Codes

Use the Journal Entry - Lines page (JOURNAL_ENTRY2_IE) to record both monetary and statistical debit and credit amounts.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Lines**

This example illustrates the fields and controls on the Journal Entry - Lines page (statistics code entry). You can find definitions for the fields and controls later on this page.



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

Field or Control	Description
Stat (statistic)	Select a code.

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

Related Topics

- Creating Journal Entries

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7

Understanding General Ledger Background Processes

The Background Process Model

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

The model includes the following elements:

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

PeopleTools Documentation: PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"

Unit of Work

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

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

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

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Process Instance (Run ID)

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

Request Records

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

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

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

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

Message Log

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

Initiation of Processes from Application Pages

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

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PeopleTools Documentation: PeopleSoft Process Scheduler, "Submitting and Scheduling Process Requests"

Related Topics

- Selection Criteria Page
  Use the Selection Criteria page (JRNL_SRCH_SEC) to specify search values for any or all fields listed.

Restart and Recovery of Processes

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

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

Concurrent Processing

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

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

- Physical usage.

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

- Functional usage.

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

Most of the General Ledger batch processes are designed to enable efficient concurrent processing by using nonshared temporary tables to minimize contention on these tables. Each process has its own temporary table when multiple jobs run concurrently. For example, if two Equitization jobs (GLPQEQTZ) are running, the first job uses EQTZ_SUB_TMP001 and the second job uses EQTZ_SUB_TMP002.

For COBOL processes, the nonshared tables are maintained in table TEMP_TBL_ASGNM. General Ledger provides a set of four nonshared tables for each temporary table. The system administrator can add more nonshared temporary tables if necessary. If all temporary tables are in use—for example, one job is submitted while four other jobs run concurrently—the

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shared temporary table (CURR_WRK_TBL in the case of the Currency Translation process) is shared by the fifth job and by subsequent jobs submitted.

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

Related Topics

- Using Non-Shared Tables
  This section discusses how to:

Concurrent Processes

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

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

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Utility	Function	Tables Used	When to Run	Locked Tables	Commit After Loading
COMBO_BUILD_REQ	Build combo data	COMBO_DATA_TBL and selector tables (depending on the setup)	Alone	COMBO_DATA_TBL and selector tables (depending on the setup)	

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

FIN9001.SQR

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

Background Process Concurrency

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

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

Allocations Application Engine Process (FS_ALLC)

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

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

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

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

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

Alternate Account Edit Application Engine Process (GL_AA_EDIT)

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

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

Application tables used for SELECT SQL or editing are:

- PS_INSTALLATION
- PS_COMBO_EDIT_TMPL
- PS_BUS_UNIT_TBL_GL
- PS_COMBO_EDIT_LNS
- PS_LED_GRP_LED_TBL
- PS_LED_FLDS_TBL
- PS_BU_LED_GRP_TBL
- PS_ALTACCT_XREF

Average Daily Balance Calculation Process (GL_ADB_CALCX)

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

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

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

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

The request record of the Average Daily Balance process enables you to specify multiple periods of average balances to calculate, so that the commit point is a subset of the request

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record. A commit is issued after each period for which average balances are calculated and adjusted.

ChartField Combination Build Process (FS_CEBD)

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

The result of the ChartField Combination Build process is a refresh of the valid ChartField combinations in the PS_COMBO_DATA_TBL or the COMBO_SEL *nn* selector tables.

The ChartField Combination Build background process uses these tables:

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

ChartField Combination Editing Process (FS_CEDT_PROC)

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

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

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

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

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

Closing Process (GLPCLOSE or GL_YC)

The Closing process uses information defined for record and field definitions, account types, account attributes, calendars, ChartField value sets, ledger definitions, and closing rule

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definitions. It also uses ledger and journals data to perform the closing. SELECT SQL access is used to retrieve this data.

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

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

> **Note**
>
> When processing interim close, the journals for the specified period are locked. You should not run other activities that require access to these journals. Interim close is only available as a COBOL process.

Commitment Control Budget Closing Process (FSPYCLOS)

The LEDGER_KK table, which holds the Commitment Control budget balances, is selected and updated during the Budget Closing process. Calculation log entries in tables KK_CLOSE_CALC_S, KK_CLOSE_CALC_T, and KK_CLOSE_OFFSET are created to provide the supporting information on how the remaining balances are updated and rolled forward to a new budget period. One or more rows are created for the process log table KK_CLOSE_PR_LOG, which can be reviewed online and undoes the Budget Close process. KK_BD_ATTRB_MST, KK_BD_ATTRIB, and KK_BD_ATTRIB_BP are updated for the budget status. Insert and Update functions are performed against this table within the unit of work interval. KK_CLOSE_STATUS is maintained by both the Budget Closing process and the Run Control Validation process (GLS1211) to track the closing status of Budget Ledgers by Budget Period, and it can be reported or reviewed online.

The Budget Closing process creates Commitment Control journals in KK_BUDGET_HDR and KK_BUDGET_LN tables, and it calls the Budget Journal Posting process (FS_BP) to update the LEDGER_KK table.

Commitment Control Budget Process (FS_BP)

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

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

- PS_KK_SOURCE_HDR

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- PS_KK_SOURCE_LN
- PS_KK_ACTIVITY_LOG
- PS_LEDGER_KK
- PS_LIQUIDATION
- PS_KK_REFERENCED
- PS_KK_TRANS_LOG
- PS_KK_EXCPTN_TBL
- PS_KK_CHECK_REQ
- PS_KK_CHECK_REQ2

The process accesses these Commitment Control tables:

- PS_KK_BUDGET_TYPE
- PS_KK_SUB_TYPE
- PS_KK_KEY_CF
- PS_KK_CF_VALUE
- PS_KK_EX_ACCT_TYPE
- PS_KK_EX_ACCT_VAL
- PS_KK_BD_DFLT_ACCT
- PS_KK_BD_OFFSET
- PS_KK_TRX_OFFSET
- PS_KK_BD_ATTRIB
- PS_KK_BD_ATTRIB_BP
- PS_KK_REV_XREF
- PS_KK_EX_XREF
- PS_KK_FS_VALUE
- PS_KK_SOURCE_TRAN
- PS_KK_TRAN_SELECT
- PS_KK_STATUS_FLDS
- PS_KK_REFREC_KEYS

The process accesses these application definitional tables:

- PS_BU_LED_GRP_TBL
- PS_BUL_CNTL_BUD
- PS_LED_GRP_TBL
- PS_LED_FLDS_TBL
- PS_CAL_DETP_TBL
- PS_CAL_BP_TBL
- PS_GL_ACCOUNT_TBL

The process accesses these PeopleTools definitional tables:

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- PSDBFIELD
- PSRECFIELD

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

Consolidations Process (GLPOCONS)

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

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

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

The Consolidation process also maintains the process status in CONSOL_ND_STAT. The status appears on the Consolidation Process Monitor page.

Equitization Process (GLPQEQTZ)

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

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

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

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

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

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Flat File Journal Import Process (GL_JRNL_IMP)

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

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

Flat File Ledger Import Process (GL_LED_IMP)

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

This process inserts rows into the PS_LEDGER and PS_LEDGER_BUDG tables from data in a flat file. A commit is issued after all the data in the file is loaded.

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

HRMS Account Code Interface Process (HR_ACCT_CD)

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

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

Journal Copy Application Engine Process (GL_JRNL_COPY)

This Application Engine process copies journal line information to a new journal. It inserts new rows into PS_JRNL_HEADER and PS_JRNL_LN. There is minimal risk of concurrency issues with this process.

Journal Edit Process (GL_JEDIT)

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

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

Other tables used to edit individual journals are:

- PS_BUS_UNIT_TBL_GL
- PS_BU_LED_TBL
- PS_BU_LED_GRP_TBL
- PS_CAL_DEFN_TBL
- PS_CAL_DETP_TBL
- PS_RT_TYPE_TBL

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- PS_LED_DEFN_TBL
- PS_OPEN_ITEM_GL
- PS_GL_POS_ACT_DEF
- PS_GL_POS_ACT_CFS
- PS_GL_POS_ACT_DETL
- PS_SET_CNTROL_REC
- PS_SET_CNTROL_TBL
- PS_SET_CNTROL_TREE
- PS_SOURCE_TBL
- XLATTABLE
- Various ChartField tables
- Various VAT definition tables

These tables are updated during background journal edits:

- PS_JRNL_EDIT_REQ
- PS_JRNL_EDIT_LOG
- PS_JRNL_HEADER
- PS_JRNL_LN
- PS_JRNL_CF_BAL_TBL
- PS_TSE_JHDR_FLD
- PS_TSE_JLNE_FLD
- PS_JRNL_VAT
- PS_JRNL_IU_ANCHOR

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

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

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

Journal Generator Process (FS_JGEN)

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

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The main activity of the Journal Generator process is creating journal entries from accounting entries. Journal entries are created in two steps. The first step inserts rows into the JGEN_WRK_TBL*nnn* work table from accounting entries. The second step inserts rows into the JRNL_HEADER and JRNL_LN tables by selecting from the JGEN_WRK_TBL *nnn* work table. The accounting entries are then updated with the journal information. A commit is issued after each journal is created.

Journal Post Process (GL_JP)

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

Posting has the following functions:

1. To update or insert rows into the LEDGER table to which you are posting.

   Rows in JRNL_HEADER are updated after they are successfully posted.

2. To create journal entries for the unpost, reversal creation, and when using ledger code for Multi-Gapp posting that may create adjustment journals for the different ledger codes.

   This consists of Update, Insert, and Delete activity against the JRNL_HEADER, JRNL_LN and JRNL_VAT tables. The posting unit of work is the same as the request. If open item journals are involved, table OPEN_ITEM_GL is updated.

   If Commitment Control is being used, posting calls the Commitment Control process (FS_BP) after creating journals.

3. If Average Daily Balance (ADB) setup is enabled, the Journal Post program also posts to the ADB ledgers.

Based on the request options or the configuration of the ledgers, additional tables may be updated during the posting process. OPEN_ITEM_GL is updated if the Open Item Reconciliation process is selected. SLEDGER_STG is updated if incremental summary ledger is enabled.

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

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

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

Ledger Load Process (GL_LED_LOAD)

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

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

Other tables used to edit individual journal are:

- PS_BUS_UNIT_TBL_GL
- PS_CAL_DETP_TBL
- PS_CF_MAPPING_SET
- PS_CF_VALUE_MAP

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- PS_CFV_MAP_BU_SET
- PS_CF_TARGET_TBL
- PS_CF_SOURCE_TBL
- PS_CF_MAPPING_CF
- PS_LED_TMPLT_TBL
- PS_BU_LED_GRP_TBL
- PS_LED_GRP_LED_TBL

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

Multicurrency Processing Process (FS_MC)

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

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

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

Open Item Reconciliation Process (GL_OI_RECON)

The only table that Open Item Reconciliation updates is the OPEN_ITEM_GL table. The unit of work is the same as the request. Work table GL_OI_TMP *nnn* is used for the Open Item Reconciliation process. Insert and Update functions are performed against this table within the unit of work interval.

Summary Ledger Application Engine Process (GL_SUML)

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

Multiple INSERTS, UPDATES, and DELETES are performed on the summary ledger tables, S_LEDGER_xxxxxx, and on the status table, SUMLED_STATUS. The incremental summary ledger update also updates and deletes rows from the staging table, SLEDGER_STG.

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

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

Spreadsheet Journal Batch Import Process (GL_EXCL_BATC)

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

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

Standard Journal Entry Application Engine Process (GL_SJE)

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

Related Topics

- Integrating General Ledger with Other PeopleSoft Applications
  This topic discusses:
- Understanding General Ledger Journal Entries
  This section discusses:

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8

Integrating and Transferring Information Among Applications

Understanding Integration in PeopleSoft General Ledger

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

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

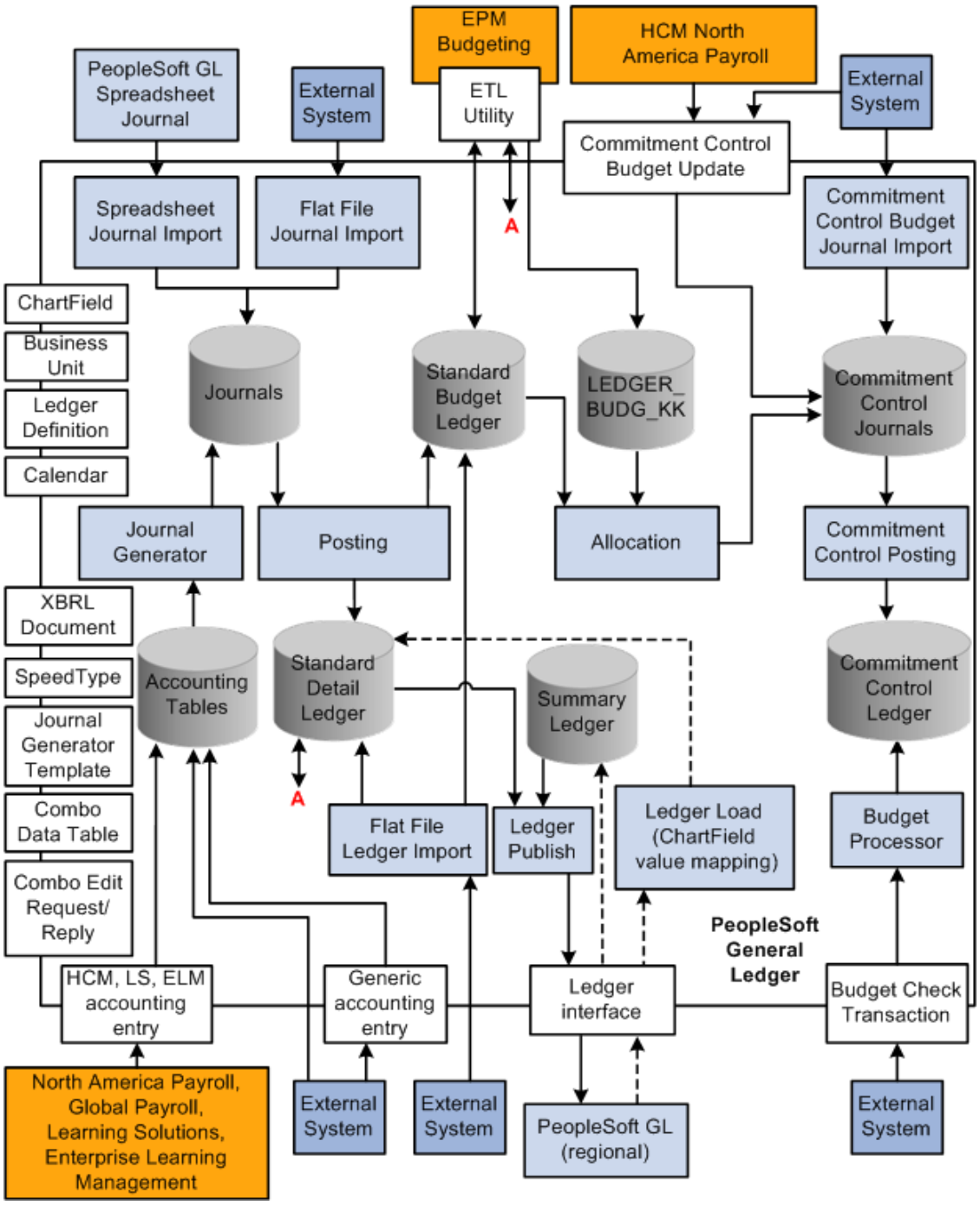
In addition to flat file imports, the General Ledger interface uses Integration Points (IPs) to publish and subscribe data and web services to expose services and service operations for applications that do not share the Financials database.

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

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

General Ledger Integration

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See *PeopleTools Documentation: Integration Broker*

See *PeopleTools Documentation: Integration Broker: Backporting Integration Metadata*

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

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Prerequisites

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

Process	Process Object Name
Flat file journal import.	GL_JRNL_IMP
Flat file ledger import.	GL_LED_IMP
Spreadsheet journal batch import.	GL_EXCL_BATC
Commitment Control budget journal import.	KK_JRNL_IMP
FACTS II Load MAF data.	GL_F2_MAF

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

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

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

PeopleTools: PeopleCode Language Reference, "PeopleCode Built-in Functions".

Creating Journal Entries from Accounting Entries Using Journal Generator

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

This section discusses how to:

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

Using Journal Generator with PeopleSoft Applications

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

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

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

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

Related Topics

- Application Fundamentals: Setting Up for Journal Generator

Using Journal Generator with Third-Party Applications

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

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

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

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

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

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

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

Related Topics

- Application Fundamentals: Understanding Journal Generator

Integrating General Ledger with Other PeopleSoft Applications

This topic discusses:

- Prerequisites
- Activating Integrations.
- Publishing Initial Setup (FullSync) Data.
- Publishing Incremental Setup (Sync) Data.
- Using Transactional and Other Services.

Prerequisites

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

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

  See Application Fundamentals: Setting Up Application-Specific Installation Options.
- Read the Integration Broker topics thoroughly.

  See *PeopleTools Documentation: Integration Broker Service Operations Monitor*
- Review the Integration Broker topics to learn how to set up and manage the IB Gateway.

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

Activating Integrations

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

1. Set up and configure Integration Broker Gateway.

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(Multiple steps are required to set up the gateway. Please see the PeopleTools documentation for details.)

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

PeopleTools, and then **Integration Broker**, and then **Configuration.**

2. Activate node definitions.

   PeopleTools, and then **Integration Broker**, and then **Integration Setup**, and then **Nodes.**

3. Activate Service Operation.

   - - Review Service Operation Security
   - - Select active for Handler Status and Routings

   PeopleTools, and then **Integration Broker**, and then **Integration Setup**, and then **Service Operations**

4. Provide web service

   PeopleTools, Integration Broker, Web Services, Provide Web Service

5. Check published and subscribed messages.

   PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Asynchronous Services. Or, PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Synchronous Services

6. Build Combination Data with Select checked for the Publish to HRMS/SA.

   Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Build Combination Data

7. A ChartField Combo Edit Process Group is added or deleted on the Ledgers For A Unit - Journal Edit Options page.

   Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Journal Edit Options

8. Run the full publish run control to publish the messages.

   Enterprise Components, Integration Definitions, Initiate Processes, Full Data Publish

9. Check General Ledger on the Product tab, then navigate to the Product Specific tab and press the Update Version button.

   Set Up HRMS, Install, Installation Table

10. Run the Standard or Advanced ChartField Configuration after modifying or adding ChartFields, depending upon the modifications.

    Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Standard Configuration, Or, Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration

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

Service/Service Operation	Queue	Operation Type	Remarks
Setup Integrations:			

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

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Service/Service Operation	Queue	Operation Type	Remarks
BUS_UNIT_FS_FULLSYNC BUS_UNIT_FS_SYNC ALTACCT_CF_FULLSYNC ALTACCT_CF_SYNC BUDGET_REF_CF_FULLSYNC BUDGET_REF_CF_SYNC BUDGET_SCENARIO_FULLSYNC BUDGET_SCENARIO_SYNC CHARTFIELD1_FULLSYNC CHARTFIELD1_SYNC CHARTFIELD2_FULLSYNC CHARTFIELD2_SYNC CHARTFIELD3_FULLSYNC CHARTFIELD3_FULLSYNC CLASS_CF_FULLSYNC CLASS_CF_SYNC FSCM_CF_CONFIG FUND_LOAD FUND_CF_SYNC OPER_UNIT_CF_FULLSYNC OPER_UNIT_CF_SYNC PRODUCT_CHARTFIELD_FULLSYNC PRODUCT_CHARTFIELD_SYNC PROGRAM_CF_FULLSYNC PROGRAM_CF_SYNC SCHEDULE_FULLSYNC SCHEDULE_SYNC	ENTERPRISE_SETUP	One way asynchronous (Out)	Publish FSCM_CF_CONFIG from ChartField Configuration process.

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Service/Service Operation	Queue	Operation Type	Remarks
FSCM_CF_CONFIG **Note:** With FSCM_CF_CONFIG, financials Standard ChartField Configuration is supported and can be published to HCM release HR89 from release FSCM90. Details of the standard ChartField configuration will be available only if the process completes successfully. PeopleSoft Financials will issue a warning if you attempt an Advanced Configuration action and PeopleSoft HCM is enabled on the Installed Product page. HCM supports only standard configuration.	ENTERPRISE_SETUP	One way asynchronous (Out)	Publish of standard ChartField configuration and log information after the Standard ChartField configuration process completes successfully.
RELEASE_REQUEST RELEASE_RESPONSE		Synchronous	Release_Request and Release_Response acts as a set of Synchronized messages to send FSCM version information to HCM when requested.
HR_CHARTFLD_COMBO_SYNC	HR_CHARTFLD_COMBO	One way asynchronous (Out)	Launch from SpeedType page.
Transactional Integrations:			
HR_ACCT_CD_LOAD	ENTERPRISE_SETUP	One way asynchronous (Out)	Launch from the Combination Build process request. Extract selected data from the ChartField combination data table. Transforms and publishes the data in the PeopleSoft HCM Account Code format.
PAYROLL_ACCTG_TRANSACTION	PAYROLL_ACCTG_TRANSACTION	Bidirectional asynchronous	HCM North America Payroll. See Note #1.
GP_POST_GL	GP_POST_GL	Bidirectional asynchronous	HCM Global Payroll. See Note #1.

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Service/Service Operation	Queue	Operation Type	Remarks
STUDENT_ADV_ACCTG_LINE STUDENT_FIN_ACCTG_LINE	STUDENT_ADMIN_ACCOUNTING	Bidirectional asynchronous	Learning Solutions. See Note #1
LM_ACCTG_LN	LM_ACCTG_ENTRY	Bidirectional asynchronous	(ELM) Enterprise Learning Management. See Note #1.
JOURNAL_LOAD_TEMPLATE	JOURNAL_LOAD_TEMPLATE	Bidirectional asynchronous	Generic accounting entry for demo and users customization.
COMMIT_CNTRL_BUDGET_UPDATE	COMMIT_CNTRL_BUDGET_UPDATE	One way asynchronous (In)	Commitment Control budget journals.
COMMIT_CNTRL_TRAN_CHECK_UPDATE	COMMIT_CNTRL_TRAN_CHECK_UPDATE	Bidirectional asynchronous	Budget checking for commitment control transactions.
LEDGER_LOAD	LEDGER	Bidirectional asynchronous	Works with the Ledger Load process to move ledger data from regional GL to headquarter GL database for consolidation.
XBRL_ASYNC	XBRL	One way asynchronous (Out)	XBRL instance creation. See Note #2.
COMBO_CF_EDIT_REQUEST		Synchronous	Combo edit request service calls the combo edit online validation logic. Uses the Service Alias- CFComboEdit, and the Operation Alias — CFComboEditReq.
GL_BUDCHECK_ENC_TRANSACTIONS PAYROLL_KK_ENCUMBER_RESPONSE	GL_BUDGETCHECK	Bidirectional asynchronous	Request/response pair that provides real-time budget checking for PeopleSoft HR encumbrance transactions. This could be used as a model for third party applications. See *PeopleSoft Enterprise Human Resources documentation: Manage Commitment Accounting*

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Service/Service Operation	Queue	Operation Type	Remarks
GL_BUDCHECK_EXP_TRANSACTIONS PAYROLL_KK_EXPENSE_RESPONSE	GL_BUDGETCHECK	Bidirectional asynchronous	Request/response pair that provides real-time budget checking for PeopleSoft HR expense transactions. This could be used as a model for third party applications. See *PeopleSoft Enterprise Human Resources documentation: Manage Commitment Accounting*
GL_BUDCHECK_PAYROLL_REALTIME	GL_BUDGETCHECK	Synchronous	Synchronous (realtime) budget check of encumbrance transactions from HCM (such as hiring transactions). Used in conjunction with the options that are set in HCM. See *PeopleSoft Enterprise Human Resources documentation: Manage Commitment Accounting*
GL_BUDCHECK_GETPROCINST_STATUS GL_BUDCHECK_GETTRANS_STATUS GL_BUDCHK_DELETETRANSACTIVITY	GL_BUDGETCHECK	Synchronous	Provides realtime budget checking for PeopleSoft HR or any third party applications.
JRNL_AF_EM_APPROVAL	GL_EM_APPROVAL	One way asynchronous (Local to Local)	GL Actuals and Standard Budget Journal Email Approval

Note

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

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> **Note**
>
> #2—The target node is typically an external node that accepts and handles XBRL documents.
>
> See also *PeopleTools Documentation: Integration Broker, "Sending and Receiving Messages"*

Related Topics

- PeopleSoft Commitment Control: Understanding PeopleSoft Commitment Control
- Understanding XBRL Financial Statements
  These topics provide an overview of using XBRL to produce balance sheets and income statements and discuss how to:

Publishing Initial Setup (FullSync) Data

Use to initialize setup tables.

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

Publishing Incremental Setup (Sync) Data

Use to synchronize incremental changes of setup tables.

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

Using Transactional and Other Services

This section discusses:

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

Accounting Entry Service

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

After receiving the accounting entries, you run Journal Generator to create journal entries in General Ledger. Journal Generator updates the accounting table and publishes the updated

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data back to PeopleSoft subsystem applications over the same IP on which it receives accounting entries. Fields that are updated by Journal Generator include Journal ID, Journal date, Journal line number, Fiscal year, Accounting period, and GL_distrib_status.

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

Commitment Control Budget Update Service

These steps describe how commitment control budget update messaging works.

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

See PeopleSoft Commitment Control: Understanding Entering and Posting Commitment Control Budget Journals.

Realtime Budget Checking for HCM and Third Party Applications

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

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

To implement realtime budget checking, complete the following:

1. Activate the services that are listed for the GL_BUDGETCHECK queue.

   See Activating Integrations.
2. For non-PeopleSoft applications, complete the Service Configuration page (Integration Broker, Configuration, Service Configuration).
3. Make sure that the application server is active (Integration Broker, Configuration, Quick Configuration).
4. Add the HR node to the single sign-on for FMS (PeopleTools, Security, Security Objects, Single Signon).
5. Specify for each source transaction type whether overrides are allowed , disallowed, or automatic. You can, therefore, enable or disable the automatic overrides in payroll and other transactions.

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

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

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HCM Account Code Integration

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

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

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

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

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

Related Topics

- Application Fundamentals: Understanding ChartField Combination Editing
- PeopleSoft Commitment Control: Understanding PeopleSoft Commitment Control

Integrating General Ledger with Commitment Control using ADS

These Application Data Sets are delivered to move setup data between databases.

This table provides the Application Data Sets (ADS), their usage, and the records for each data set:

> **Note**
>
> When you copy dataset definitions, the data referenced within the copied datasets must 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 Budget Definitions should be current in your source and target databases.

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Table 8-1 GL to CC ADS

Delivered ADS Name	ADS Usage	Record Names
KK_ASSOC_BDS	This data set contains the records that store associated expense and revenue budget details.	Driven by : BUS_UNIT_TBL_GL KK_REV_XREF KK_EX_XREF
KK_ATTRIBUTES	This data set contains the records that store Commitment Control budget attributes.	Driven by: BUS_UNIT_TBL_GL KK_BD_ATTRB_MST KK_BD_ATTRIB KK_BD_ATTRIB_BP
KK_BD_BP	This data set contains the records that the budget period transfer process sets for closing.	KK_BP_XFER_SET KK_BP_XFER_LANG KK_BP_XFER_LINE
KK_BU	This data set contains the records that store the association between Actuals ledger groups and Commitment Control ledger groups.	BUL_CNTL_BUD
KK_BUDGET	This data set contains the records that store Commitment Control budget definitions.	KK_BUDGET_TYPE KK_BT_BP_CAL KK_BT_BP_VALUE KK_BD_OFFSET KK_BD_SETID KK_EXP_CF_SETID KK_EXP_CF_VALUE KK_SUBTYPE KK_KEY_CF KK_FILTER_SETID KK_FILTER KK_ACT_TYPE_SET KK_EX_ACCT_TYPE KK_INCL_ACCTS KK_BUD_TYP_LANG KK_EX_ACT_SETID KK_EX_ACCT_VAL KK_SRC_TRAN KK_TRX_OFFSET
KK_CLOSE_DEFN	This data set contains the records that store the Commitment Control close budget definitions.	KK_CLOSE_DEFN KK_CLOSE_OFFST2 KK_CLOSE_FR_ANC KK_CLOSE_LINE KK_CLOSE_FROM KK_CLOSE_TO KK_CLOSE_OFFST1 KK_CLOSE_TO_ANC KK_CLOS_DF_LANG

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Table 8-1 (Cont.) GL to CC ADS

Delivered ADS Name	ADS Usage	Record Names
KK_CLOSE_SET	This data set contains the records that store the Commitment Control close budgets sets.	KK_CLOSE_SET KK_CLOSE_LEDGRP KK_CLOSE_BALSRC KK_CLO_SET_LANG KK_CLO_SET_RULE
KK_JRNL	This data set contains the records that store Commitment Control budget journals.	KK_BUDGET_HDR KK_BUDGET_LN

Integrating General Ledger with PeopleSoft EPM Budgeting

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

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

Page Used to Integrate General Ledger with PeopleSoft EPM Budgeting

Page Name	Definition Name	Usage
Importing Budgeting Data	BP_RUN_CNTL_LEDGER	Imports data from EPM Budgeting. See Importing Data from EPM Budgeting.

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

Importing Data from EPM Budgeting

Use the Importing Budgeting Data page (BP_RUN_CNTL_LEDGER) to imports data from EPM Budgeting.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Budgeting**, and then **Import Budget Ledger**

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

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

Importing Journal Entries

This topic discusses:

- Importing Journals from Flat Files Using GL_JRNL_IMP.
- Using Spreadsheet Journal Import.
- Importing Commitment Control Budget Journals Using Flat Files.

Importing Journals from Flat Files Using GL_JRNL_IMP

Use the following references for details concerning how to use GL_JRNL_IMP.

PeopleTools documentation: PeopleSoft Application Designer Developer's Guide, "Constructing File Layouts and Performing Data Interchanges"

Related Topics

- Using the Flat File Journal Import Process

Using Spreadsheet Journal Import

Use the Spreadsheet Journal Import process to streamline the journal import and simplify journal data entry using Microsoft Excel.

The Spreadsheet Journal Import process uses a front-end interface that provides an easy-to-follow menu to enter data, specify defaults, and import journals. This option allows you to enter foreign, base, and statistical journals, as well as adjusting journal entries.

Related Topics

- Understanding Spreadsheet Journal Import

Importing Commitment Control Budget Journals Using Flat Files

You can import Commitment Control budget journals using flat files.

See PeopleSoft Commitment Control: Understanding PeopleSoft Commitment Control.

Transferring Ledgers for Consolidation

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

This section discusses:

- Publishing and Subscribing Ledger Data.

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

Publishing and Subscribing Ledger Data

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

You initiate the ledger publish process (GL_LED_PUB) from General Ledger, Consolidate Financial Data, Publish Ledgers, within the regional database. Ledgers are protected by the **Allow Ledger Load Update** option on the Application Fundamentals: Ledgers For A Unit - Definition PageLedgers For A Unit page.

Related Topics

- Using the Ledger Interface Utility
  General Ledger users often need to send the contents of their regional databases to a corporate location where the data is consolidated into a single database. Using PeopleSoft Application Messaging, the Ledger Interface Utility can send data from either PeopleSoft or non-PeopleSoft databases. The Ledger Interface Utility is delivered with General Ledger.

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

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

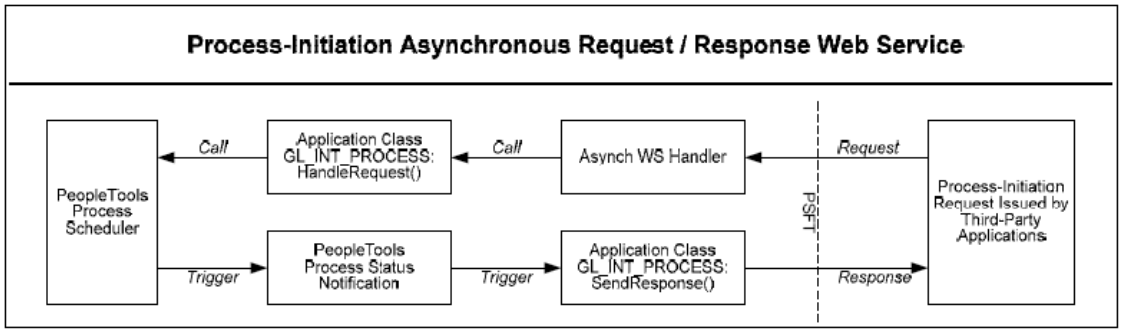
Related Topics

- Application Fundamentals: Importing and Exporting Ledgers

Using the Generic Process Initiation Service

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

Process Initiation Asynchronous Web Service Process Flow



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

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

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

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

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

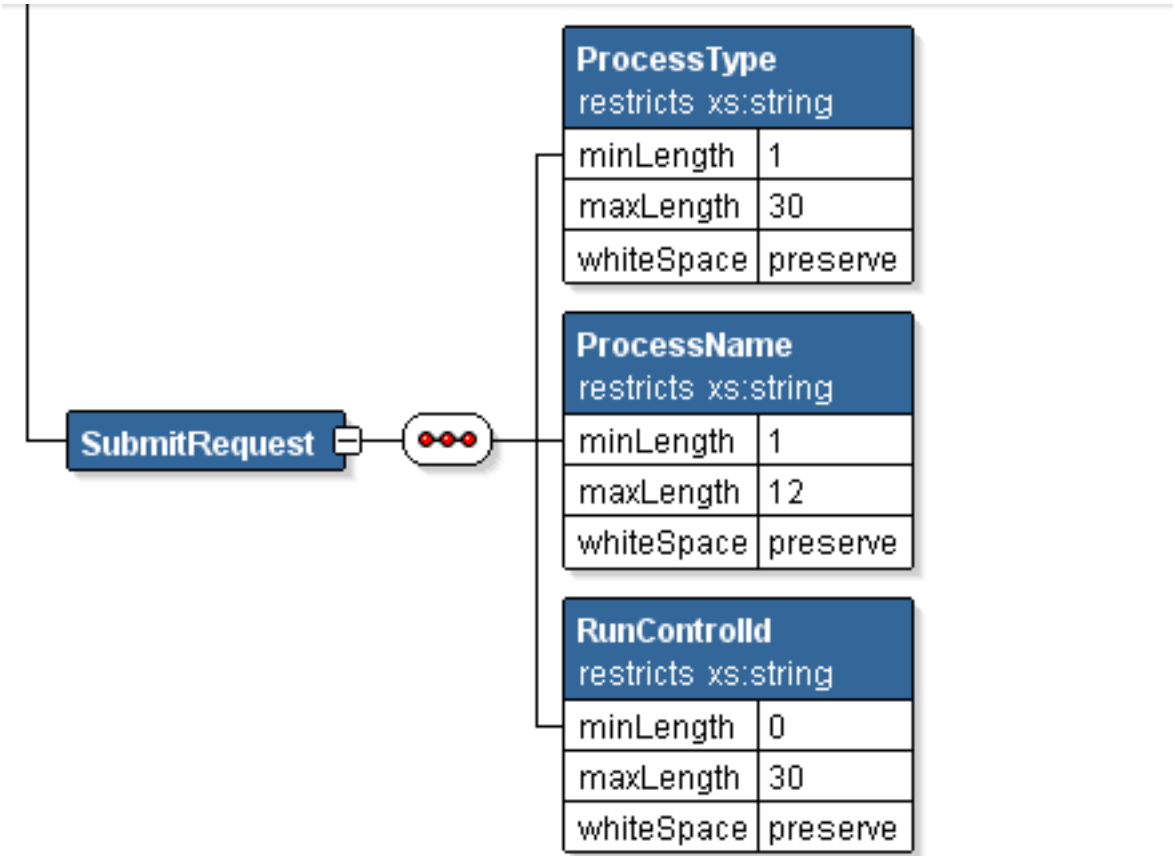
See Activating Objects for the PeopleSoft Integration for Third-Party Applications.

Request Message

The following graphic represents the schema for the request message, PROCESS_SUBMIT_REQ.V1:

Request Message Schema for PROCESS_SUBMIT_REQ.V1 Message

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The following three parameters are required in the request xml:

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

  See Examples of PeopleSoft Processes Initiated Using the Generic Process Initiation Service .

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

Response Message

The Response Message, PROCESS_SUBMIT_RES.V1, returns:

- Original three request parameters.
- Process description.
- Run status (failure or success).
- Message (from message log).
- Run Status Code (Process Run Status value, not the meaningful translation value).

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- Process instance and Content ID.
- Report URL (link to Report Manager to view resulting report), if applicable.

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

Examples of PeopleSoft Processes Initiated Using the Generic Process Initiation Service

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

Area	Process Name	Navigation	Required Parameters
Asset Management	Execute Final Depreciation Process	Asset Management, Depreciation, Processing, Calculate	Process Type: Application Engine Process Name: AM_DEPR_CALC Run Control ID: (predefined value)
Asset Management	AM Execute Create Accounting Entries Process	Asset Management , Accounting Entries, Create Accounting Entries	Process Type: Application Engine Process Name: AM_AMAEDIST Run Control ID: (predefined value)
Asset Management	Execute Depreciation Close Process	Asset Management, Accounting Entries, Close Depreciation	Process Type: Application Engine Process Name: AM_DPCLOSE Run Control ID: (predefined value)
Payables	Execute Open AP Liability Report	Accounts Payable, Reports, Voucher Reconciliation, Open Liability Reconciliation	Process Type: PSJob Process Name: APY1400 Run Control ID: (predefined value)
Payables	Execute Period End Accrual Processing	Accounts Payable, Batch Processes, Vouchers, Period End Accrual, Create Period End Accruals	Process Type: Application Engine Process Name: FS_PEACCRL Run Control ID: (predefined value)

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Area	Process Name	Navigation	Required Parameters
Receivables	Execute Aged AR Trial Balance	Accounts Receivable, Receivables Analysis, Aging, Aging by ChartField Rpt	Process Type: SQR Report Process Name: AR30006 Run Control ID: (predefined value)
Billing	Execute Pre- Load/ Load to AR Process	Billing, Generate Invoices, Non-Consolidated, Load Invoices to AR	Process Type: PSJob Process Name: BIJOB05 Run Control ID: (predefined value)
Billing	BI Execute Create Accounting Entries	Billing, Generate Invoices, Non-Consolidated, Create Accounting Entries	Process Type: PSJob Process Name: BIJOB06 Run Control ID: (predefined value)
General Ledger	Execute Journal Edit and Post Process	General Ledger, Journals, Process Journals, Edit Journals	Process Type: Application Engine Process Name: GL_JEDIT Run Control ID: (predefined value)
General Ledger	Execute Trial Balance	General Ledger, General Reports, Trial Balance	Process Type: SQR Report Process Name: GLS7012 Run Control ID: (predefined value)
General Ledger	Execute Allocations Process	Allocations, Define and Perform Allocations, Request Allocation	Process Type: Application Engine Process Name: FS_ALLC Run Control ID: (predefined value)
General Ledger	Execute Consolidations Process	General Ledger, Consolidate Financial Data, Consolidation, Request Consolidation	Process Type: COBOL SQL Process Name: GLPOCONS Run Control ID: (predefined value)
General Ledger	Execute Load Reconciliation Data	General Ledger, General Reports, GL Subsystem Reconciliation, Load Reconciliation Data	Process Type: Application Engine Process Name: GL_RECN Run Control ID: (predefined value)
General Ledger	Execute Process all GL Journals	General Ledger, Journals, Subsystem Journals, Generate Journals	Process Type: Application Engine Process Name: FS_JGEN Run Control ID: (predefined value)

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

Activating Objects for the PeopleSoft Integration for Third-Party Applications

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

Prerequisites

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

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

  See *PeopleTools documentation: Security Administration, Implementing Single Signon, Implementing Oracle Access Manager as the PeopleSoft Single Signon Solution.*
- To call the web service, you must predefine the run controls in the PeopleSoft system for each process that you would like to run from a third-party application.

Activating Integrations

Follow these steps to activate integrations on your PeopleSoft database:

Setup Task	Navigation
Set up and configure Integration Broker Gateway. (Multiple steps are required to set up the gateway. Please see the PeopleTools documentation for details.)	PeopleTools, Integration Broker, Configuration, Gateways
Activate node definitions.	PeopleTools, Integration Broker, Integration Setup, Nodes.
Activate Service Operation: • Review Service Operation Security • Select active for Handler Status and Routings	PeopleTools, Integration Broker, Integration Setup, Service Operations

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

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

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Activating the Objects Specific to the Process Initiation Web Service

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

Service / Description	Service Operation / Messages	Operation Type / Queue	Routing	External Alias
PROCESS_ INITIATION Process Initiation Service	PROCESS_SUBMIT. V1 PROCESS_SUBMIT _ REQ.V1 (request) PROCESS_SUBMIT _ RES.V1 (response)	Inbound asynchronous (request/ response) PROCESS_INITIAT ION (request/ unordered) PROCESS_INITIAT ION (response/ unordered)	PROCESS_SUBMIT	Inbound Request - External Alias = ProcessSubmit.V1 Outbound Response - External Alias = ProcessSubmit_CA LLBACK.V1
PRCS_STATUS_ NOTIFY Process Status Notification	PRCS_STATUS_OP ER. V1 PRCS_STATUS_ MSG.V1 (request)	Asynchronous (one way) PSRF_REPORTING _ FOLDERS (unordered)	(No routings delivered. Must generate a Local- to- Local Routing manually)	N/A

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

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

    d. If the PeopleSoft Internet Architecture (PIA) is configured to employ the Secure Sockets Layer (SSL) protocol (for example, https) for data encryption, enter the Secure Target Location as well (also need to append the default local node at the end).
    e. Verify that the Domain and its IB dispatchers are running. (Access: PeopleTools, Integration Broker, Service Operations Monitor, Administration, Domain Status).
2. Activate the service operations that are listed for this integration (PROCESS_SUBMIT.V1 and .PRCS_STATUS_OPER. V1. (Access PeopleTools, Integration Broker, Integration Setup, Service Operations):
    a. Select the Active check box.
    b. Review service operation security. Click the Service Operation Security link and grant full access.

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c. Activate the Queues. Click the View Queue link from the Service Operations - General page. The queue status should be "Run."

d. Activate the Handlers (Service Operations – Handlers page). Select the Active status.

3. Activate and generate the routings for the service operations (as specified in the service operation table presented above). (Access: PeopleTools, Integration Broker, Integration Setup, Service Operations):

   a. Activate the Any-to-Local Routing, PROCESS_SUBMIT, for Service Operation PROCESS_SUBMIT. From the Routings tab, select the Selected check box and click the Activate Selected Routings button.

   b. Generate a Local-to-Local Routing for Service Operation PRCS_STATUS_OPER. From the General tab, select the Generate Local-to-Local check box under Routing Actions Upon Save, and save the page. From the Routings tab, make sure a system generated, named ~GENERATED~NNNNNNNN (NNNNNNNN is a system assigned number) Local-to-Local routing is there with an Active status.

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

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

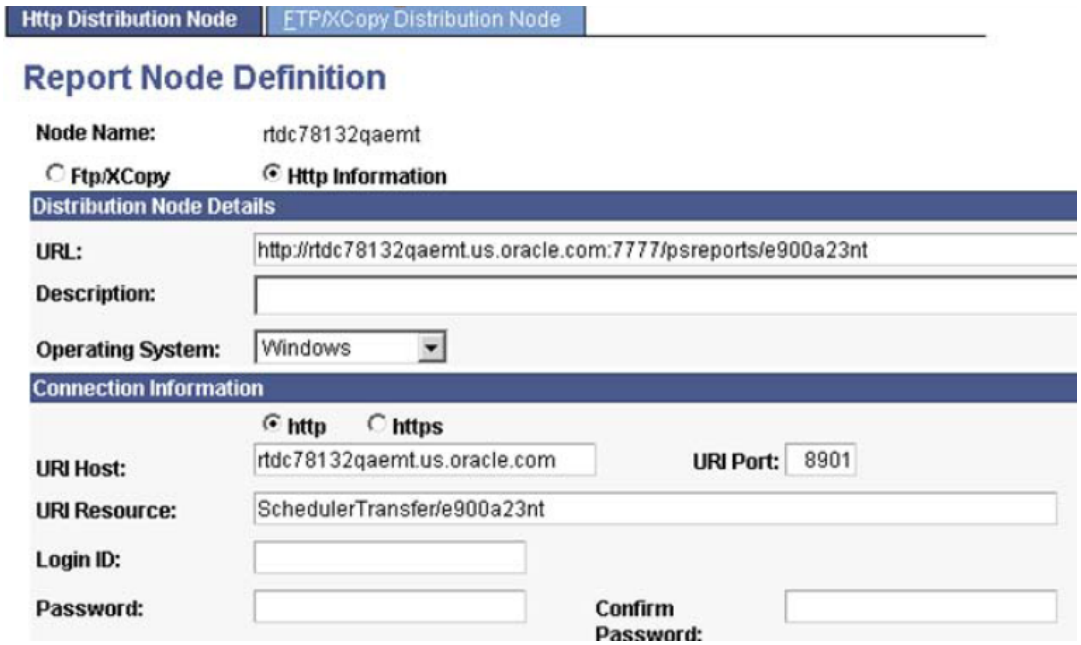
   To support the OAM single sign-on on the returned Process Monitor URL, you need to append the WebGate Port Number to the Server Name; for example, http://rtdc78132qaemt.us.oracle.com:7777/psp/e900a23nt/. If implementing SSL, you need to append the SSL WebGate Port Number to the Server Name; for example,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

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

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

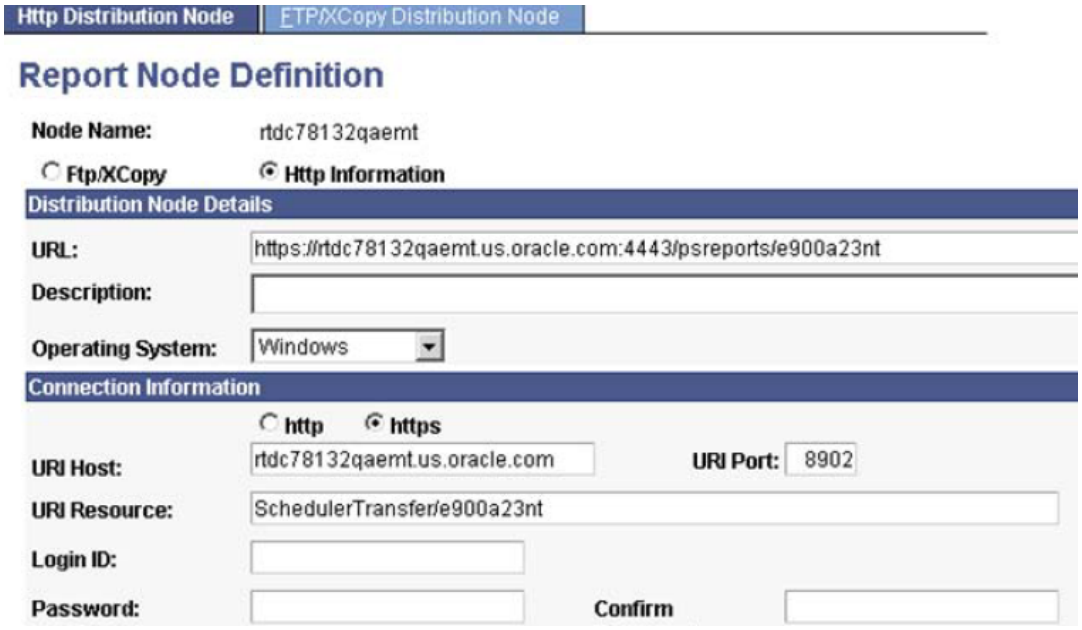
   This example illustrates the fields and controls on the Example of Report Node Definition page setup for a non-SSL implementation. You can find definitions for the fields and controls later on this page.

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

This example illustrates the fields and controls on the Example of Report Node Definition page setup for an SSL implementation. You can find definitions for the fields and controls later on this page.



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

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

   This example illustrates the fields and controls on the Policies: Example of psreports servlet added to the OAM server. You can find definitions for the fields and controls later on this page.



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

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

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

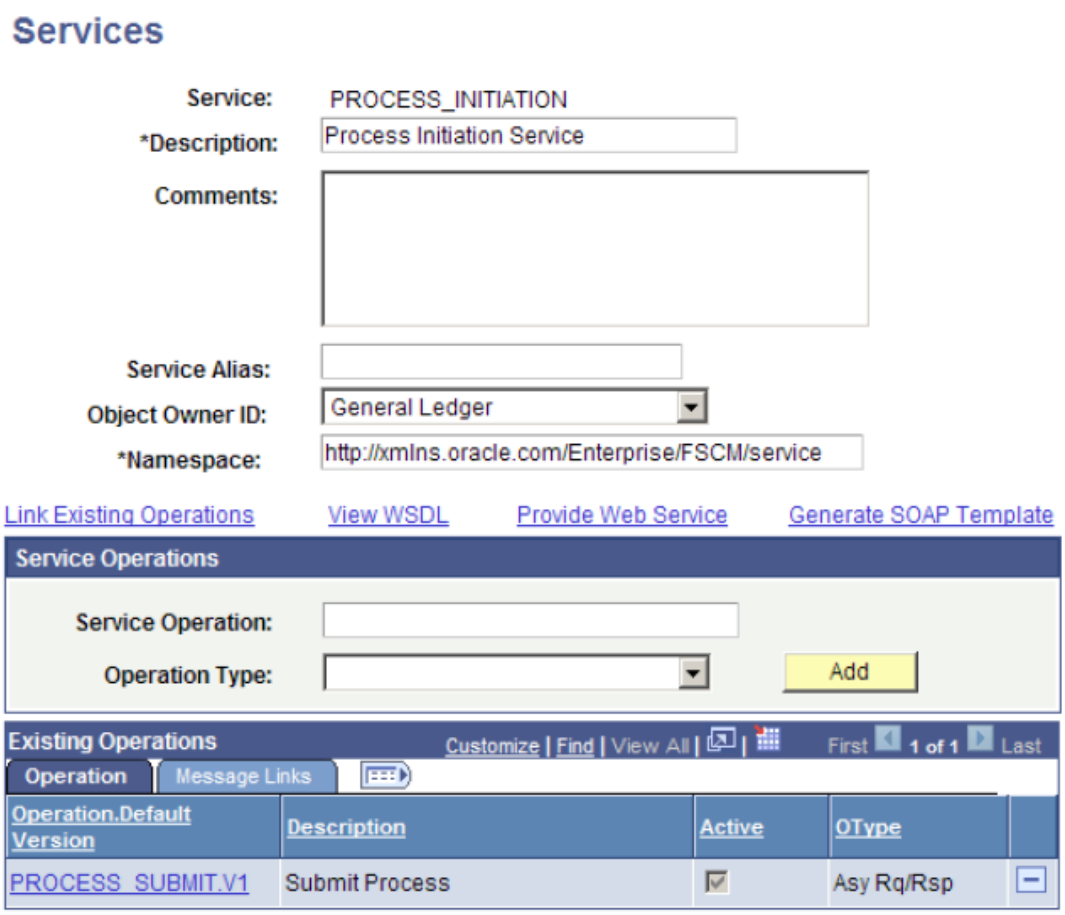
   See PeopleSoft General Ledger 9.0 and 9.1 Documentation Update: PeopleSoft Financials Generic Process Initiation Service for Third-Party Integration posted to MyOracleSupport website: Note ID: 1234623.1

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

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

    This example illustrates the fields and controls on the Services page: PROCESS_INITIATION service. You can find definitions for the fields and controls later on this page.

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

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

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

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

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Setting Up and Processing Accounting Entries from Third-party Applications

Some legacy systems do not allow you to map, edit, and correct accounting entries prior to integrating with PeopleSoft General Ledger. To correct this situation, use the Setup External System component to define field mapping, select a journal template, and determine the edit processes to run on imported accounting entries.

This topic provides an overview about Integrating Third-Party Accounting Entries with PeopleSoft General Ledger and provides the:

- Pages Used to Set Up Third-Party Integration with PeopleSoft General Ledger
- Pages Used to Process Third-Party Accounting Entries with PeopleSoft General Ledger

Integrating Third-Party Accounting Entries with PeopleSoft General Ledger

This process allows you to:

- Map data from external accounting sources to PeopleSoft tables.
- Process accounting entries from a third-party system to PeopleSoft General Ledger journals.
- Balance and validate ChartField combinations.
- Create balanced InterUnit and IntraUnit entries.
- Apply ChartField mass change rules to modify ChartField values before running the journal generator.

Follow these steps to import third-party accounting entries into PeopleSoft General Ledger:

1. Use the 3rd Party Integration Edit Page to extract data from the interface tables that are populated by external systems and insert the data into the Accounting Entry Definition table.
2. Use the External Accounting Integration Error Report Page to review errors from the third-party Integration edit process.
3. Use the Combo Edit Error Report Page to review ChartField combination errors from the third-party Integration edit process.
4. Use the External Accounting Integration Workbench Page to review and change accounting entries prior to sending to PeopleSoft General Ledger.
5. Repeat step one through four until there are no errors.
6. Use the 3rd Party Integration Post Page to create InterUnit and IntraUnit balancing entries and prepare transactions to be processed by the Journal Generator.
7. Use the Application Fundamentals: Generate Journals Request Page to process journals.
8. Use the Application Fundamentals: Create/Update Journal Entries - Header Page and the Application Fundamentals: Create/Update Journal Entries - Lines Page to review journal entries.

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Pages Used to Set Up Third-Party Integration with PeopleSoft General Ledger

Page Name	Definition Name	Usage
Application Fundamentals: 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. PeopleSoft delivers *FAIJRNL* to accommodate the third-party accounting integration to PeopleSoft General Ledger.
Application Fundamentals: Journal Generator Template - Defaults Page	JRNL_GEN_DEFAULTS	Specify journal generator defaults. PeopleSoft delivers *GENERIC* Journal Generator Template to accommodate the third-party accounting integration to PeopleSoft General Ledger:
ChartField Mass Change Rule Definition Page	FAI_RULES_DEFN	Define rules for changing ChartField values in mass that are applied during the 3rd Party Integration Edit process.
ChartField Mass Change Rule Group Page	FAI_RULES_GROUP	Define a group of ChartField Mass Change Rule Definitions and designate processing sequence to be applied during the 3rd Party Integration Edit process.
Setup External System - Setup Page	FAI_EXTSYS_SETUP	Define journal source, processing options, server information, and drillback information.
Setup External System - Field Mapping Page	FAI_EXTSYS_MAP	Map source fields from third-party systems to PeopleSoft General Ledger fields.

Pages Used to Process Third-Party Accounting Entries with PeopleSoft General Ledger

Page Name	Definition Name	Usage
3rd Party Integration Edit Page	RUN_FAIJEDIT	Extract data from the interface tables that are populated by external systems and insert the data into the Accounting Entry Definition table.

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Page Name	Definition Name	Usage
External Accounting Integration Error Report Page	RUN_GLFAI001	Identify and review third-party accounting entry errors encountered during the 3rd Party Integration Edit process and identify adjustments that are necessary.
Combo Edit Error Report Page	RUN_GLFAI002	Review ChartField combination edit errors that occurred during the 3rd Party Integration Edit process.
External Accounting Integration Workbench Page	FAI_WORKBENCH	Review, analyze and change imported data.
External Accounting Entries Page	FAI_ACCTG_ENTRIES	View accounting entry details by FAI Transaction ID.
3rd Party Integration Post Page	RUN_FAIJPOST	Create InterUnit and IntraUnit balancing entries.

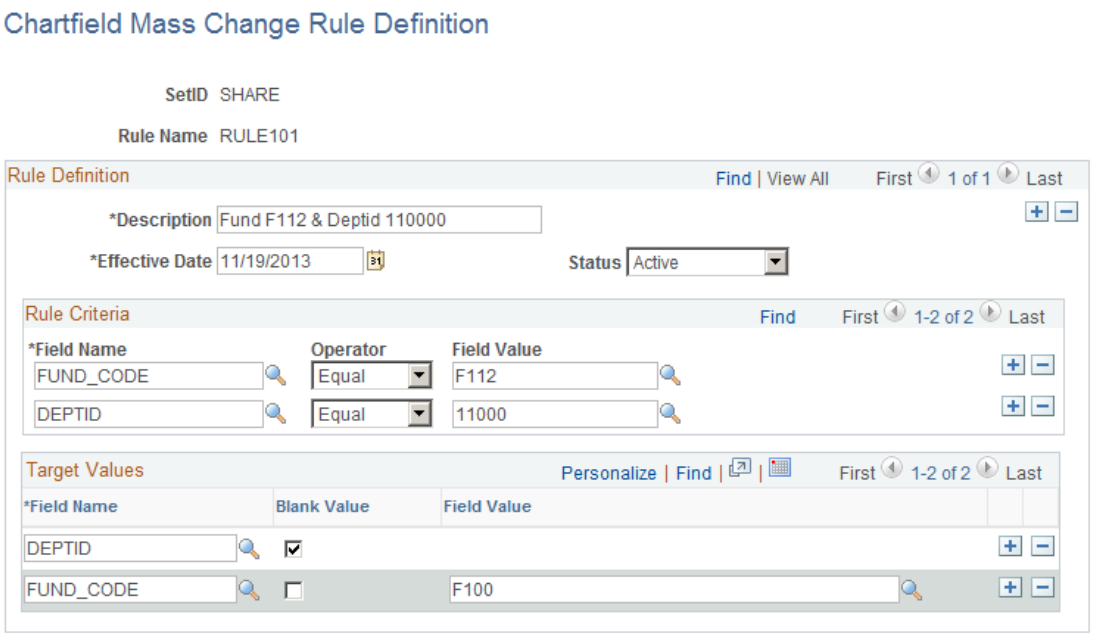
ChartField Mass Change Rule Definition Page

Use the ChartField Mass Change Rule definition page (FAI_RULES_DEFN) to define rules for changing ChartField values in mass that are applied during the Third-Party Integration Edit process.

Navigation:

General Ledger, and then **External System Integration**, and then **Define CF Mass Change Rules**

This example illustrates the fields and controls on the ChartField Mass Change Rule definition page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
SetID	Select a SetID that is used as the Set Control Value field to drive the possible ChartField values for the criteria and target prompt tables. The FS_70 record group: ChartField Mass Change Rules Definition / Rule Groups drives the rule ID prompt to show only the rules that can be applied to the selected SetID.
Rule Name	Enter a name for the Mass Change Rule.
Description	Provide a description for the rule.
Effective Date	Define the date when this rule becomes valid. This date is compared to the accounting date to determine whether the rule is effective.
Status	Select one of the following options: • Active – The rule is actively applied if the effective date is current • Inactive – the rule is not active; therefore, it is no applied regardless of the effective date

Rule Criteria

The Rule Criteria can be defined using one or more fields from the Journal Generator record with a condition and a value. At least one criteria and criteria value must be defined.

Field or Control	Description
Field Name	Select any field from the Journal Generator record to which you want to apply criteria for processing the journal lines that are to be updated. This is typically a ChartField, but can also be the accounting date or other fields mapped as part of the External System Setup.
Operator	Possible values are: • equal • not equal • greater than • less than The operator is used to evaluate the field value to determine whether to apply the rule for selection Example: If the operator “=” is selected the rule is applied when it finds a journal line where the value is equal to the Field Value.
Field Value	Select from the list of values to which to apply the rule used to determine when to apply the rule. The prompt table values are driven by the selected SetID. Example: A rule for the ChartField “Account” with the operator of “=” and a value of “1000” as criteria means that the rule is applied to all journal lines that have 1000 for the Account ChartField.

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Target Values

Select any ChartField value or a combination of ChatField values to be changed by the rules. At least one target field and target value should be defined.

Field or Control	Description
Field Name	Select one ChartField or several ChartFields to be updated by this rule. You can select more than one ChartField by using more than one row. The result is that each of the specified fields will be updated. Example: specify *DEPTID* if you would like to update journal lines with the specified Department field value.
Blank Value	Select this check box if you want to update the blank values for a selected ChartField.
Field Value	Indicate the desired value(s) for the ChartField. You must specify a value for each row. Example: specify *10000* if you would like the ChartField DEPTID to be updated to Department value *10000*.

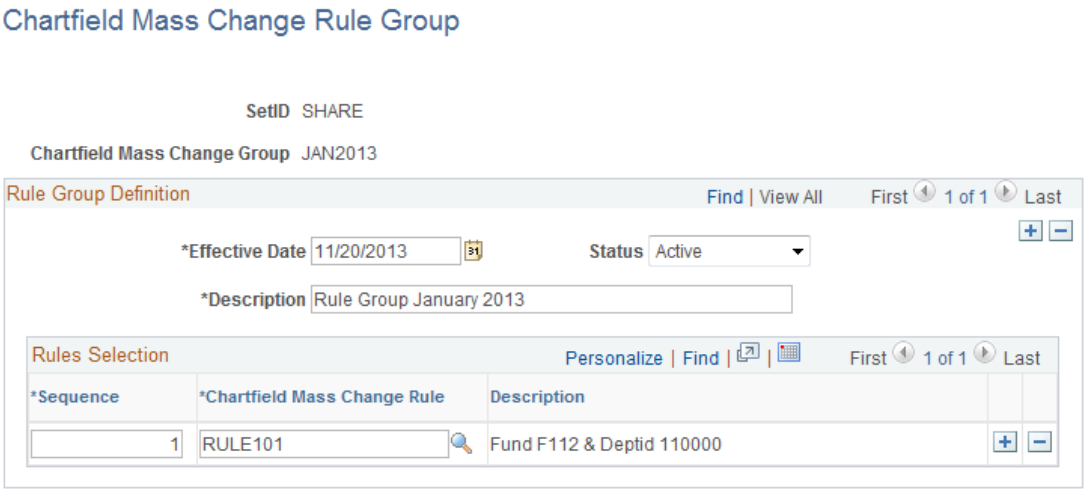
ChartField Mass Change Rule Group Page

Use the ChartField Mass Change Rule Group page (FAI_RULES_GROUP) to group rules for changing ChartField values in mass and designate a processing sequence to be applied during the 3rd Party Integration Edit process.

Navigation:

General Ledger, and then **External System Integration**, and then **Define CF Mass Change Group**

This example illustrates the fields and controls on the ChartField Mass Change Rule Group page. You can find definitions for the fields and controls later on this page.



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The Mass Change Rule Group is used with the business unit when running the Third-Party Integration Edit process. Each ChartField Mass Change rule is applied to third-party accounting entries, which can change ChartField values according to the criteria for each rule. In addition, the rule can be applied once per accounting entry line. The sequence indicates the order that each rule is applied during the process. All data that is changed by the rules are identified with a different edit status to prevent another CharField Mass Change rule from being applied.

For example, you have these rules:

Sequence	Department ID	Target Value
Rule 1	50000	24000
Rule 2	10000	14000
Rule 3	10000	11000
Rule 4	14000	12000

An accounting line is imported with Department ID 10000. The system applies rule 2, and changes the Department ID to 14000. Because rule 2 is applied to this line, another rule cannot be applied to that same line, even if it matches another rule such as rule 4.

Field or Control	Description
SetID	The SetID value is used as the Set Control Value field to drive the possible ChartField values for the criteria and target prompt tables. The Record Group FS_70: ChartField Mass Change Rules Definition / Rule Groups drives the Rule ID prompt to show only the rules that can be applied to the selected SetID
ChartField Mass Change Group	Define a name for the Mass Change Rule Group. This group will be selected on 3rdParty Integration Edit request page.
Effective Date	Define the date when this rule becomes valid. This date is compared to the accounting date to determine whether the rule group is effective.
Status	Select one of the following options: • Active – The rule group is actively applied if the effective date is current. • Inactive – the rule group is not active; therefore, it is no applied regardless of the effective date.
Description	Provide a description for the ChartField Mass Change Rule Group
Sequence	Determines the order in which the ChartField Mass Change rule will be applied to accounting entries.
ChartField Mass Change Rule	Select the ChartField Mass Change Rule(s) to be included in the group and applied to accounting entries.

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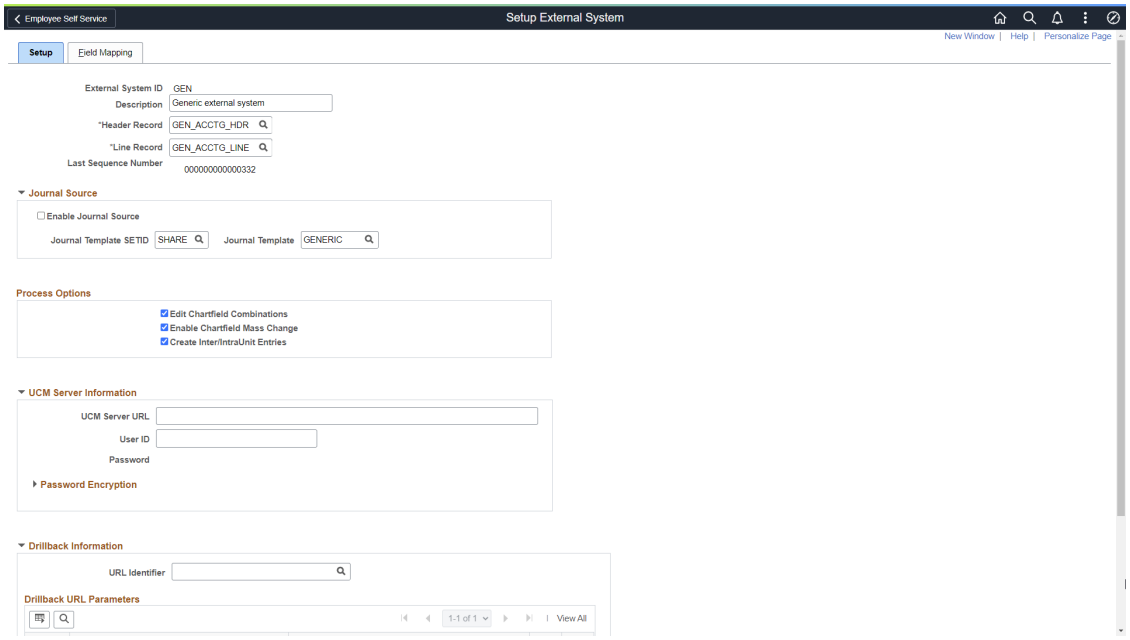
Setup External System - Setup Page

Use the Setup External System - Setup page (FAI_EXTSYS_SETUP) to define journal source, processing options, server information, and drillback information.

Navigation:

General Ledger, and then **External System Integration**, and then **Setup External System**

This example illustrates the fields and controls on the Setup External System page.



This setup is required to map fields from a 3rd party system to PeopleSoft GL (for example, business unit, ledger, currency, ChartField values, and so on) and the field that identifies the journal header transaction ID.

Field or Control	Description
Journal Template	Select a template that determines how journals are created in PeopleSoft General Ledger. Select GENERIC to integrate with a third-party system.
Edit ChartField Combinations	Select to Validate ChartField Combination rules by calling the Combo Edit process. If this option is deselected, the Combo Edit process does not run and the system changes the Combo Edit status to *Valid*. See Application Fundamentals: Understanding ChartField Combination Editing.
Enable ChartField Mass Change	Select to process ChartField Mass Change based on rules defined on the ChartField Mass Change Rule Definition Page and the ChartField Mass Change Rule Group Page.

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Field or Control	Description
Create Inter/Intra Unit Entries	Select to create InterUnit and IntraUnit balancing entries, by calling IU_PROCESSOR process. See Application Fundamentals: Understanding the Running of the Centralized Processor

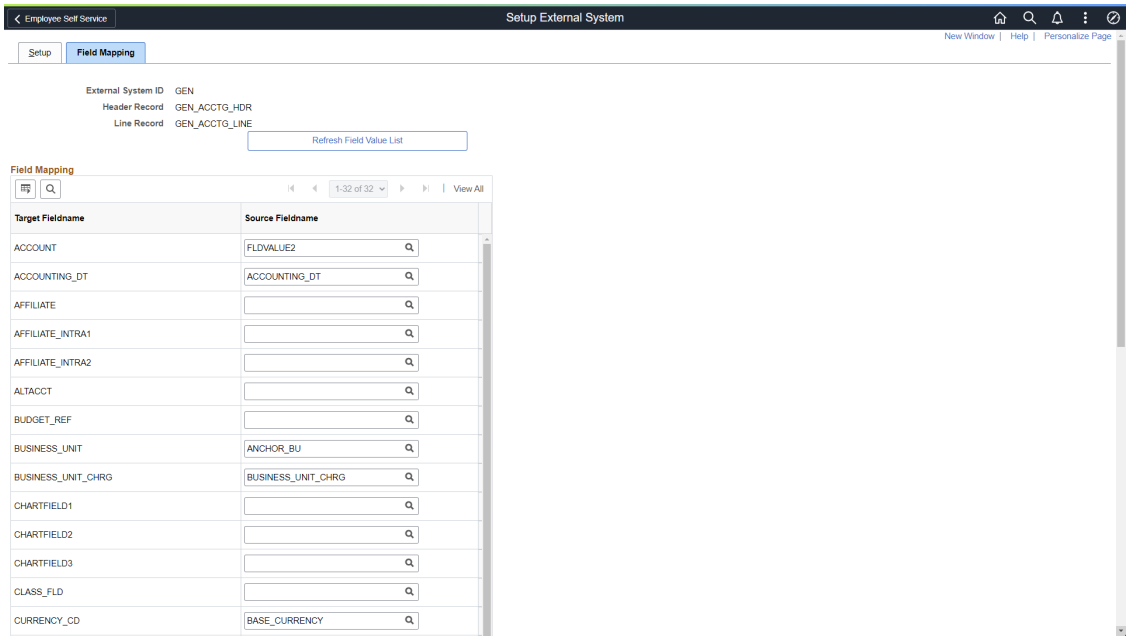
Setup External System - Field Mapping Page

Use the Setup External System - Field Mapping page (FAI_EXTSYS_MAP) to map source fields from third-party systems to PeopleSoft General Ledger fields.

Navigation:

General Ledger, and then **External System Integration**, and then **Setup External System**, and then **Field Mapping**

This example illustrates the fields and controls on the Setup External System - Field Mapping page.



3rd Party Integration Edit Page

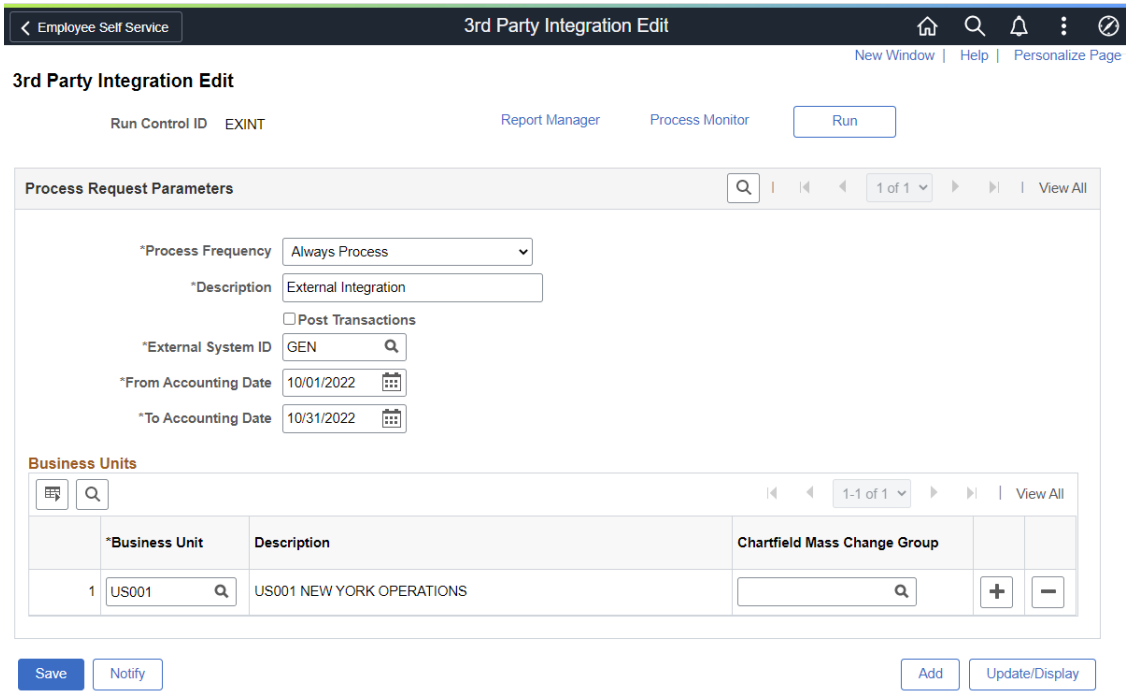
Use the 3rd Party Integration Edit page (RUN_FAIJEDIT) to extract data from the interface tables that are populated by external systems and insert the data into the Accounting Entry Definition table.

Navigation:

General Ledger, and then **External System Integration**, and then **3rd Party Integration Edit**

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This example illustrates the fields and controls on the 3rd Party Integration Edit Page. You can find definitions for the fields and controls later on this page.



Access to this run control page can be restricted by permission lists and roles. You can schedule a request periodically to pick up entries that are generated by any third-party system (such as the Fusion Accounting Hub); to import, validate, process, and prepare the accounting entries to be run by the Journal Generator process for PeopleSoft journal entry creation.

When the process completes, check the message log in the Process Monitor to view the number of accounting entries processed and number of entries with errors.

Field or Control	Description
External System ID	Select the user-defined External System ID (Setup External System - Setup Page) that includes the PeopleSoft Journal Template name to be used by the Journal Generator and information related to processing options. This System ID corresponds to any 3rd party System that integrates with PeopleSoft GL.
Post Transactions	Select this check box to run the 3rd Party Integration Post process after the Third-Party Integration Edit process. Posted transactions can be selected by the Journal Generator process to create PeopleSoft General Ledger journals.
From Accounting Date and **To Accounting Date**	Select the date range to select and process accounting data from the third-party system. Each accounting entry has an accounting date that is accessed for filtering data to be processed.

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Field or Control	Description
Business Unit	Select the business unit or units to be processed for this request. At least one business unit is required.
ChartField Mass Change Group	Select the ChartField Mass Change Group for applying ChartField Mass Change Rules based on rule criteria. See ChartField Mass Change Rule Group Page

3rd Party Integration Edit Process

The 3rd Party Integration Edit batch process (GL_FAIJEDIT) performs these steps:

1. **Validates Accounting Entries**

   Validates to prevent unnecessary processing, such as:

   - Balance Checking - ensures that transaction header journals are balanced (debits equal credits for business unit, base currency code, book code, adjustment type, and transaction header ID).
   - Accounting Date validation - ensures that header and line transactions have the same accounting date.
   - Anchor Flag validation - ensures that the **Anchor Flag** value is *Yes* for only one accounting line per transaction header.

   Transactions with integration validation errors are excluded from the edit process and listed on the External Accounting Integration Error report. See External Accounting Integration Error Report Page.

2. **Inserts Accounting Entries into the External Accounting Entry Tables**

   After all validations are complete, system uses the mapping on the Setup External System - Field Mapping Page to insert accounting entries into the External Accounting Entry tables (FAI_ACCTG_HDR and FAI_ACCTG_LINE). These accounting entries are used by Journal Generator to create journals.

3. **Runs ChartField Combination Editing**

   This step is performed only if the Edit ChartField Combinations check box is select on the Setup External System - Setup Page. The 3rd Party Integration Edit process calls the PeopleSoft General Ledger Combination Edit process (FSCOMBO_LIBR) to validate ChartField combinations for all generated accounting entries. The ChartField Combination Editing Template, FAIJEDIT, is used to call the Combo Edit process. PeopleSoft delivers this template as system data and it contains the structure definition for External Accounting transaction entries. Once completed, this process generates a report indicating combination edit errors.

   > **Note**
   >
   > This report lists combination edit errors only for those entries that have not been changed by the CF Mass Change Rules or by manual updates.

4. **Applies ChartField Mass Change Rules**

   (This step is performed only if the Enable ChartField Mass Change option is selected on the External System Setup page). This integration provides the ability to create ChartField

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Mass Change Rules based on field values and status in order to change ChartField values in mass. Based on the Mass Change Group that is defined on the 3rd Party Integration Edit run control page, the process analyzes data and applies ChartField Mass Change Rules as according to the processing sequence defined in the ChartField Mass Change Groups.

The ChartField Mass Change Rule can be applied once per accounting entry line. All data that is changed by ChartField Mass Change Rules will be identified with a different edit status to prevent another ChartField Mass change rule from being applied. If you want to reprocess entries changed by ChartField Mass Change Rules, you have an option on Workbench component to reload the transaction from the beginning.

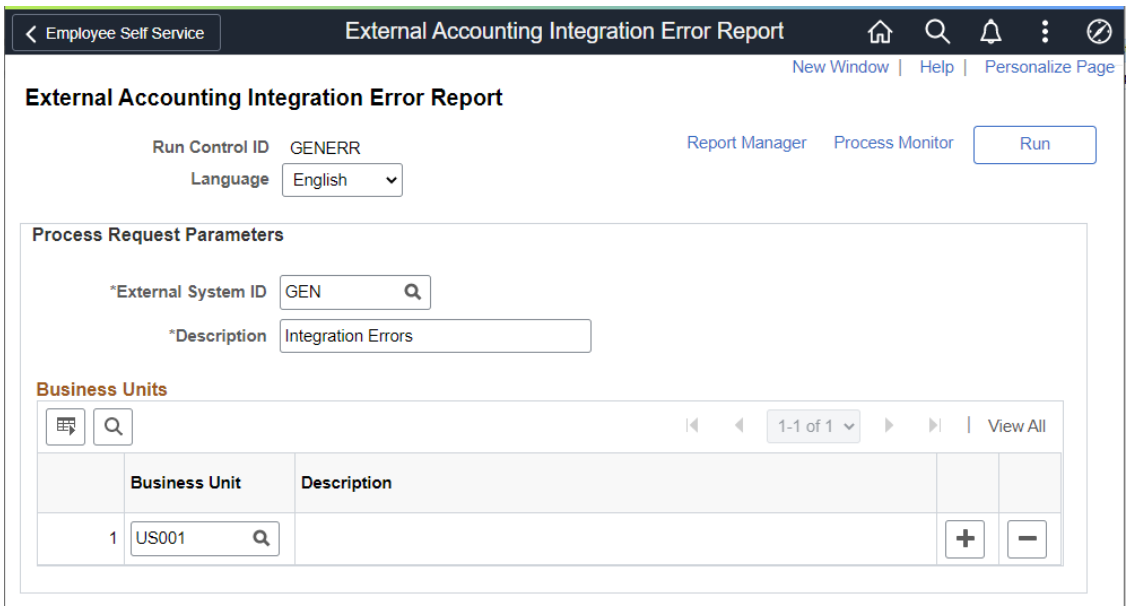
External Accounting Integration Error Report Page

Use the External Accounting Integration Error Report page (RUN_GLFAI001) to identify and review third-party accounting entry errors encountered during the 3rd Party Integration Edit process and identify adjustments that are necessary.

Navigation:

General Ledger, and then **External System Integration**, and then **Run Integration Error Report**

This example illustrates the fields and controls on the External Accounting Integration Error Report page.



This report shows the errors specified in step one above. See "3rd Party Integration Edit Process" section below.

Supply the External System ID, a description, and the business unit or units to include in the External Accounting Integration Error Report.

Combo Edit Error Report Page

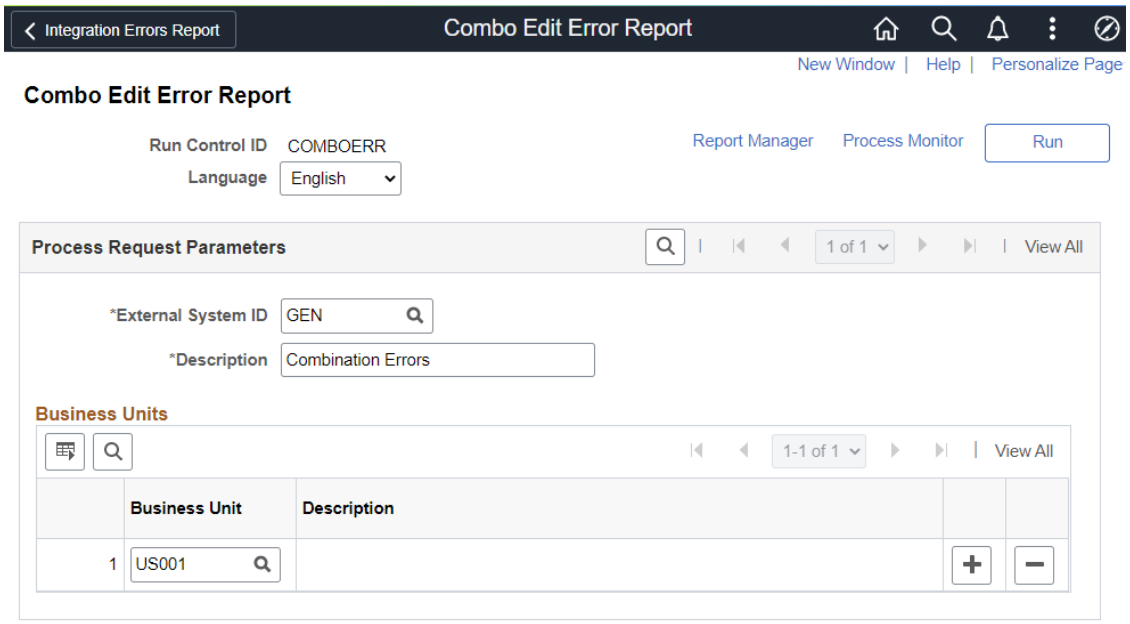
Use the Combo Edit Error Report page (RUN_GLFAI002) to review ChartField combination edit errors that occurred during the 3rd Party Integration Edit process.

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Navigation:

General Ledger, and then **External System Integration**, and then **Combo Edit Error Report**

This example illustrates the fields and controls on the Combo Edit Error Report page.



The 3rd Party Integration Edit process invokes the Combo Edit validation process if you select the **Edit ChartField Combinations** check box on the Setup External System - Setup Page. When the process completes, run and review the Combo Edit Error Report for ChartField combination edit errors that have been logged. This report shows invalid ChartField values and combinations.

Supply the External System ID, a description, and the business unit or units to include in the Combo Edit Error Report.

External Accounting Integration Workbench Page

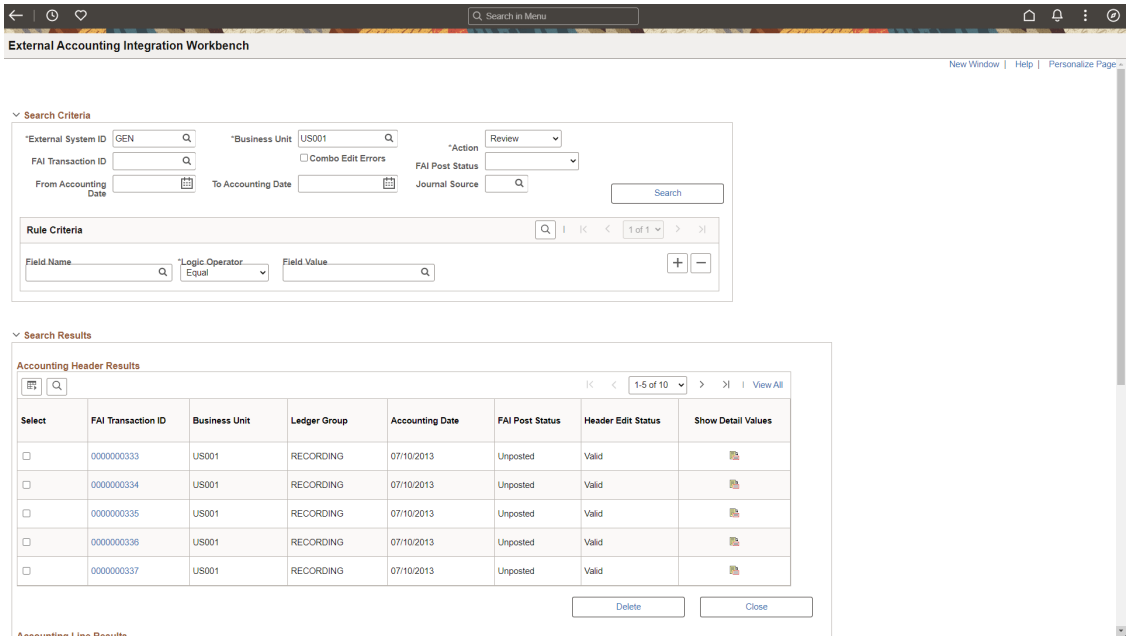
Use the Integration Workbench (FAI_WORKBENCH) to review, analyze and change imported data.

Navigation:

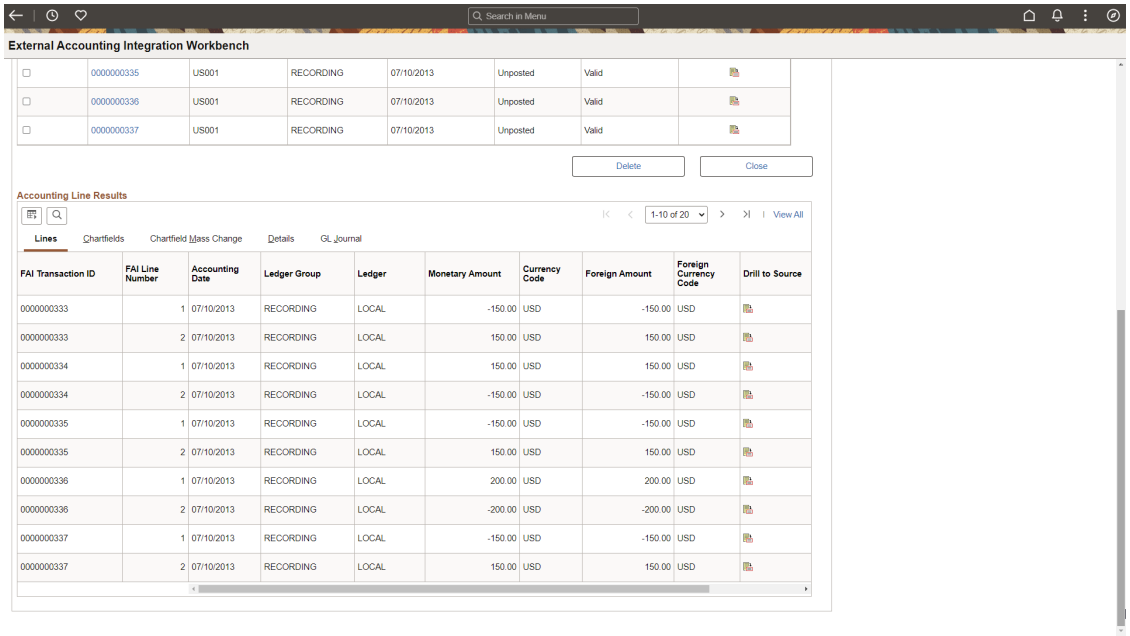
General Ledger, and then **External System Integration**, and then **External Integration Workbench.**

This example illustrates the fields and controls on the External Accounting Integration Workbench Page (1 of 2).

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This example illustrates the fields and controls on the External Accounting Integration Workbench Page (2 of 2).



After running the 3rd Party Integration Edit process use this page drill back to third-party entries, analyze detail information to determine if any changes or adjustments are needed, and make mass change adjustments as necessary

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> **Note**
>
> Reviewing accounting entries via the Workbench is an optional step. You can launch the 3rd Party Integration Post process (or run it concurrently with the 3rd Party Integration Edit process), and proceed to create the PeopleSoft General Ledger journals (using Journal Generator) without reviewing accounting transactions via the External Accounting Integration Workbench.

Review Accounting Entries

To review accounting entries:

1. Select *Review* in the **Action** field.
2. Enter the required criteria (External System ID and Business Unit), and any additional criteria to limit your results.
3. Select the Search button.

   The system retrieves accounting header and accounting line information that meet your criteria.

Changing ChartField Values

You can change ChartField values using two methods:

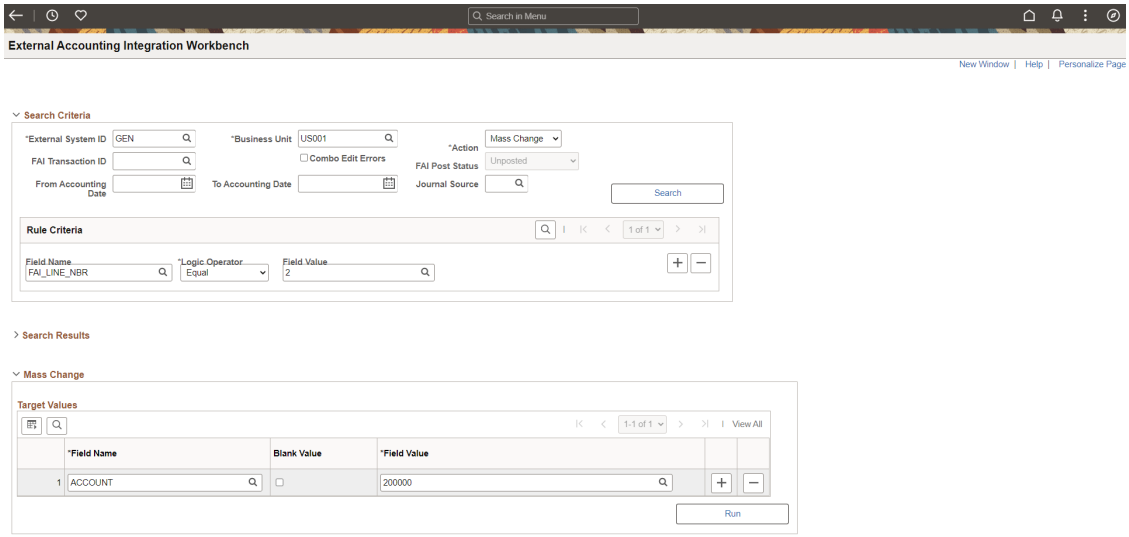
- Use the ChartField Mass Change Rule Definition Page and the ChartField Mass Change Rule Group Page to invoke change rules during the 3rd Party Integration Edit process.

  See 3rd Party Integration Edit Page.
- Use the External Accounting Integration Workbench Page to manually change ChartField values.
  1. Enter the required criteria such as External System ID and Business Unit.

     Use additional criteria to limit results.
  2. Select *Mass Change* in the **Action** field.
  3. Select the Search button to retrieve accounting header and line information.
  4. In the Mass Change - Target Values section, enter:
     - **Field Name** = <*ChartField name*>
     - **Field Value** = <*new field value*>
  5. Click the Run button and confirm to apply the changes.
  6. Use the 3rd Party Integration Edit Page to rerun the 3rd Party Integration Edit process to update the header edit status.

This example illustrates the fields and controls on the External Accounting Integration Workbench (Mass Change Example).

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Accounting Header Results

Field or Control	Description
FAI Transaction ID (financial accounting integration transaction identifier)	Select to access the transaction detail.
Show Detail Values icon	Select to access the External Accounting Entries Page to view the accounting entry details such as ChartFields, external system fields, ChartField Mass Change activity, and other journal information.
Delete	Select to delete the transaction(s) from the FAI_ACCTG_HDR and FAI_ACCTG_LINE records and reset the distribution status to a blank value. Use this action when you need to reload the original rows to the FAI tables and reprocess the validation and rules. This option allows you to rerun the integration edit and apply rules to rows that do not have a rule applied.
Close	Select to disregard the transaction from additional processing. These transactions are not selected when the Journal Generator runs. Possible reasons may be that there are errors in the Transaction ID lines that cannot be fixed by changing ChartField values using the CF Mass Change rules, and you want to avoid these lines to be reprocessed repeatedly. This process deletes all the rows for the selected transaction ID from the FAI_ACCTG_HDR and FAI_ACCTG_LINE records and updates the distribution status for the interface table to *Cancelled* so that the 3rd Party Integration Edit process ignores the rows for future processing.

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Accounting Line Results

Field or Control	Description
Drill to Source	Drill to Source Click the Drill to Source icon from the Accounting Line Results group box to drill back to the external system. This drillback capability is enabled by specifying the drilldown URL on the Setup External System - Setup Page.

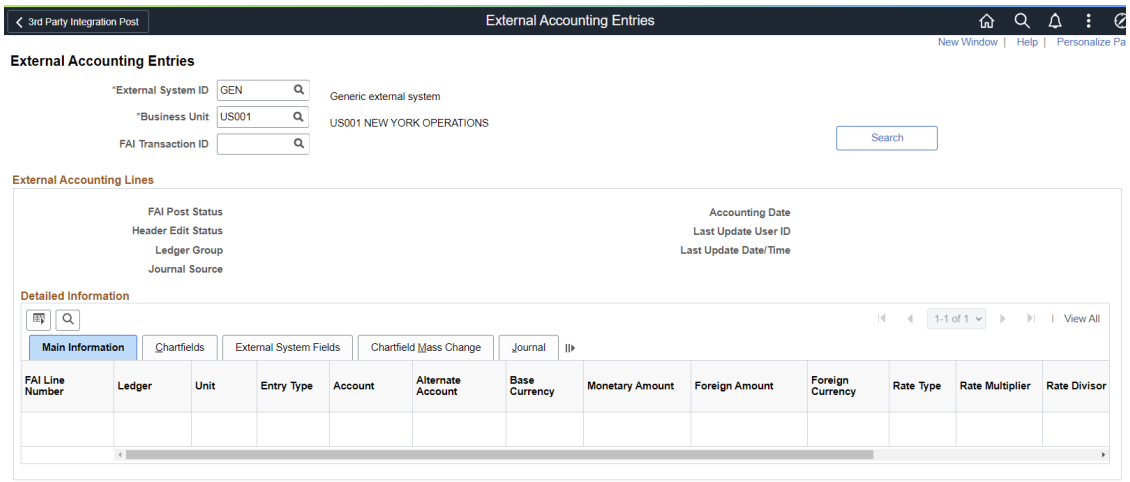
External Accounting Entries Page

Use the External Accounting Entries page (FAI_ACCTG_ENTRIES) to view accounting entry details by FAI Transaction ID.

Navigation:

General Ledger, and then **External System Integration**, and then **External Accounting Entries**. Select the Show Detail Values icon in the Accounting Header Results section.

This example illustrates the fields and controls on the External Accounting Entries.



This page displays ChartFields, external system fields, ChartField Mass Change activity, and other journal information.

3rd Party Integration Post Page

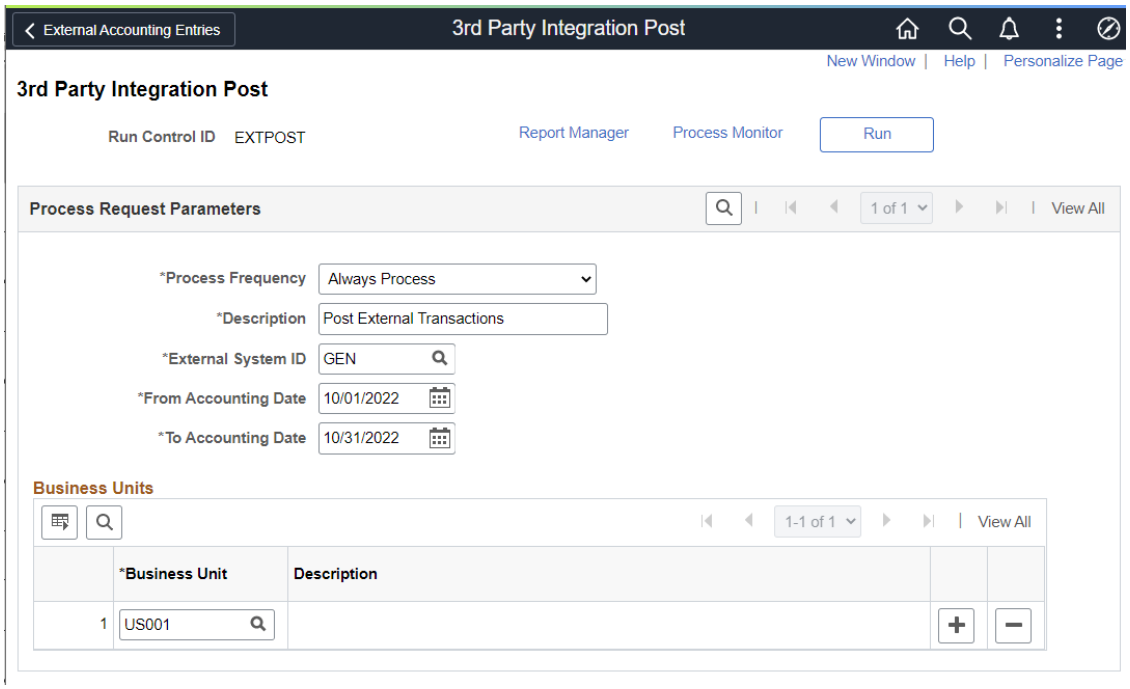
Use the 3rd Party Integration Post page (RUN_FAIJPOST) to create InterUnit and IntraUnit balancing entries.

Navigation:

General Ledger, and then **External System Integration**, and then **3rd Party Integration Post**

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This example illustrates the fields and controls on the Party Integration Post Page. You can find definitions for the fields and controls later on this page.



The 3rd Party Integration Post process (GL_FAIJPOST):

- Creates InterUnit and IntraUnit balancing entries.
- Updates the post status for accounting headers to indicate that accounting entries are ready to be processed by the Journal Generator.
- Updates the General Ledger Distribution status for accounting lines.

Field or Control	Description
External System ID	Select the user-defined External System ID to be used by the Journal Generator. This system ID corresponds to any 3rd party system that integrates with PeopleSoft GL. The External System ID is defined on the Setup External System - Setup Page.
From Accounting Date and **To Accounting Date**	Select the range of dates to be used for selecting accounting entries for processing
Business Unit	Select the business unit or units to be processed for this request. At least one business unit is required.

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Integrating PeopleSoft Financials with Hyperion Tax Governance

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

Prerequisites

Before implementing the integration between PeopleSoft Financials and Hyperion Tax Governance, the following technical and functional prerequisites must be met:

- PeopleTools 8.51 or beyond.
  - Encrypted Security Assertion Markup Language (SAML) Token for Asynchronous Request/Response Web Service with wss10 policy
  - Process Status Notification
- Hyperion Tax Governance Talleyrand Level Code and patch for this integration.
- Oracle Web Services Manager (OWSM) 11g PS3.
- Enable Single Sign-On (SSO) between Tax Governance and PeopleSoft using the Oracle Access Manager (OAM).

  See *PeopleTools documentation: Security Administration, Implementing Single Signon, Implementing Oracle Access Manager as the PeopleSoft Single Signon Solution.*
- To call the web service for automated tasks, the run controls for each process must be predefined in the PeopleSoft system. To accomplish this, use the corresponding End User task.

Activating Integrations

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

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

Activating Objects for the PeopleSoft Integration to Hyperion Tax Governance

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

See Using the Generic Process Initiation Service

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

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

- Use the Java Keytool Utility command of "-genkeypair" to generate a public key based out of the default local node name, into interop.jks keystore delivered with PeopleTools.
- Use the Java Keytool Utility command of "-exportcert" to export the certificate files of public keys rootca & <default local node name> out of interop.jks keystore.

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- Pass the above two certificate files to Tax Governance, and request the public certificate file from Tax Governance OWSM (normally, it is called orakey.cer).
- Use the Java Keytool Utility command of "-importcert" to import the Tax Governance public certificate into interop.jks keystore.
- Bounce the Web server for the changes to take effect.

1. Add the digital certificate for orakey (Alias), which is the public key of OWSM (Oracle Web Services Manager). Add it first with a Type of Root CA. (Access PeopleTools, Security, Security Objects, Digital Certificates)

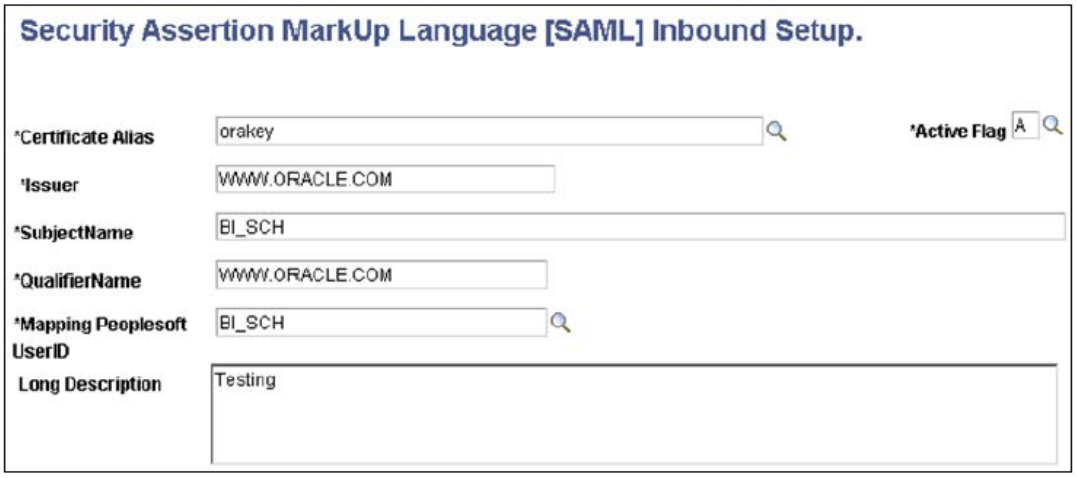
   Click the Add Root link. Open the orakey.cer file that is generated from OWSM default-keystore.jks via any text editor, copy the entire content and paste it in the text box.

   Then add orakey with a Type value of Remote.

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

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

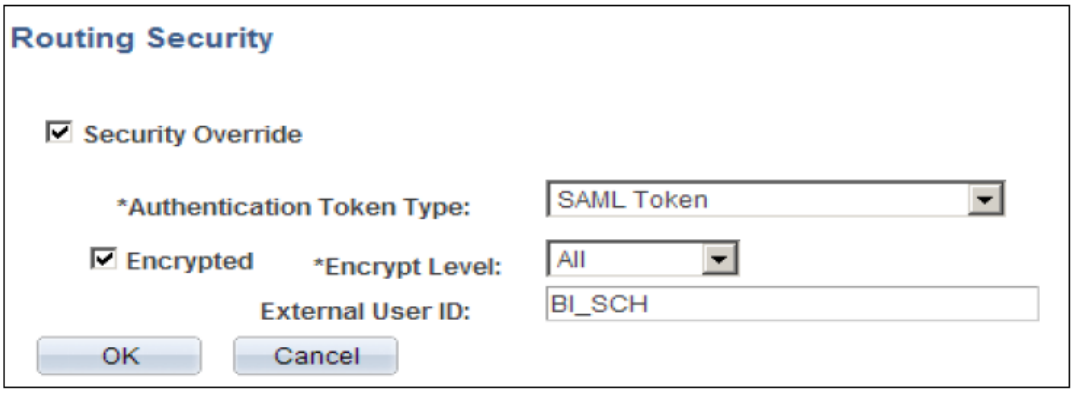
   This example illustrates the fields and controls on the SAML Inbound Setup page. You can find definitions for the fields and controls later on this page.



3. Open the wssSAML.properties file that is located in %PS_HOME%\webserv\peoplesoft\applications\peoplesoft\PSIGW.war\WEB-INF\classes. Replace the two instances of ".peoplesoft.com" with "www.oracle.com" so that they read as follows:
   - org.apache.ws.security.saml.issuer=www.oracle.com
   - org.apache.ws.security.saml.subjectNameId.qualifier=www.oracle.com
4. Reboot the web server.
5. Enable the SAML with full encryption at the outbound of Routing PROCESS_SUBMIT. (Access PeopleTools, Integration Broker, Integration Setup, Routings, Parameters.) Click the WS Security link and enter the information as follows:

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

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

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

   Click the Provide Web Service link:

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

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

See also *PeopleTools Documentation: Integration Broker Service Operations Monitor.*

See also *PeopleTools Documentation: Integration Broker," Providing Services."*

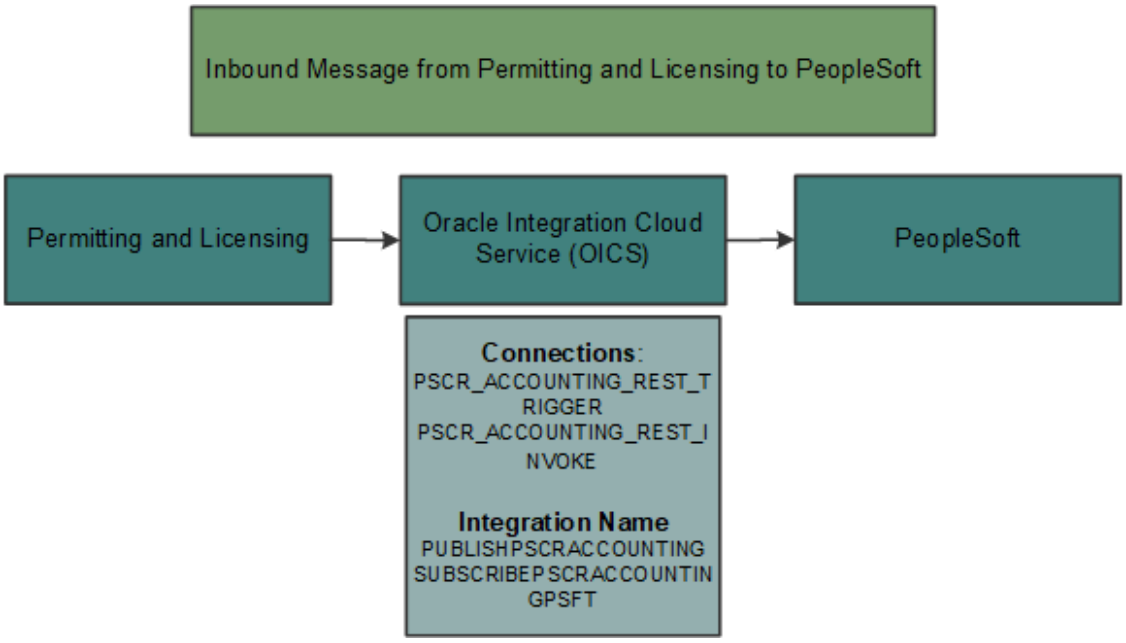
Integrating with Permitting and Licensing

Sending data between PeopleSoft General Ledger and Permitting and Licensing includes mapping data between the two systems and publishing messages.

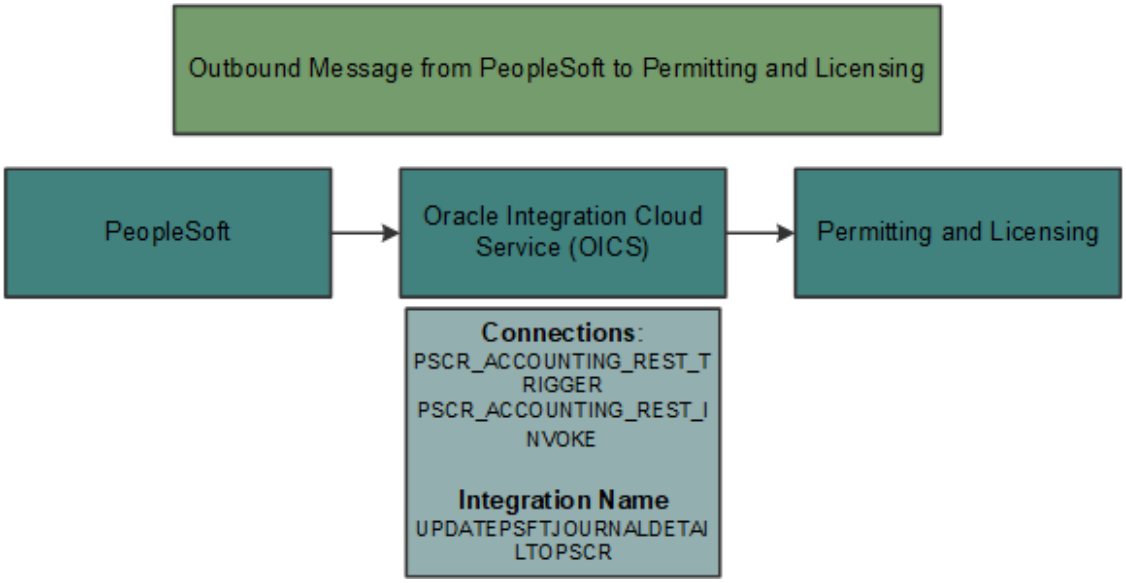
These diagrams illustrate the process of sending and receiving messages between PeopleSoft and Permitting and Licensing using Oracle Integration Cloud Service (OICS). The map between Permitting and Licensing and PeopleSoft resides on OICS.

This diagram illustrates the inbound message process from Permitting and Licensing to PeopleSoft.

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This diagram illustrates the outbound message process from PeopleSoft to Permitting and Licensing.



Page Used to Integrate with Permitting and Licensing

Page Name	Definition Name	Usage
Publish Journals Page	PUBLISH_JOURNALS	Publish journals to the OICS and Permitting and Licensing.

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Configuring the Integration between PeopleSoft and Permitting and Licensing

To configure your PeopleSoft system to integrate with OICS you must configure the Permitting and Licensing service operation and add two service applications.

> **Note**
>
> Use the Technical Brief attached to MOS Note 2770009.1 for detailed PeopleTools setup.

Configuring the Permitting and Licensing Service Operation

Use the Configure Integration Broker - Service Operations page (**PeopleTools**, and then **Integration Broker**, and then **Integration Setup**, and then **Service Operations**) to add your OIC endpoint URL for PSCR_PUBLISH_POST.

Adding Two Service Applications

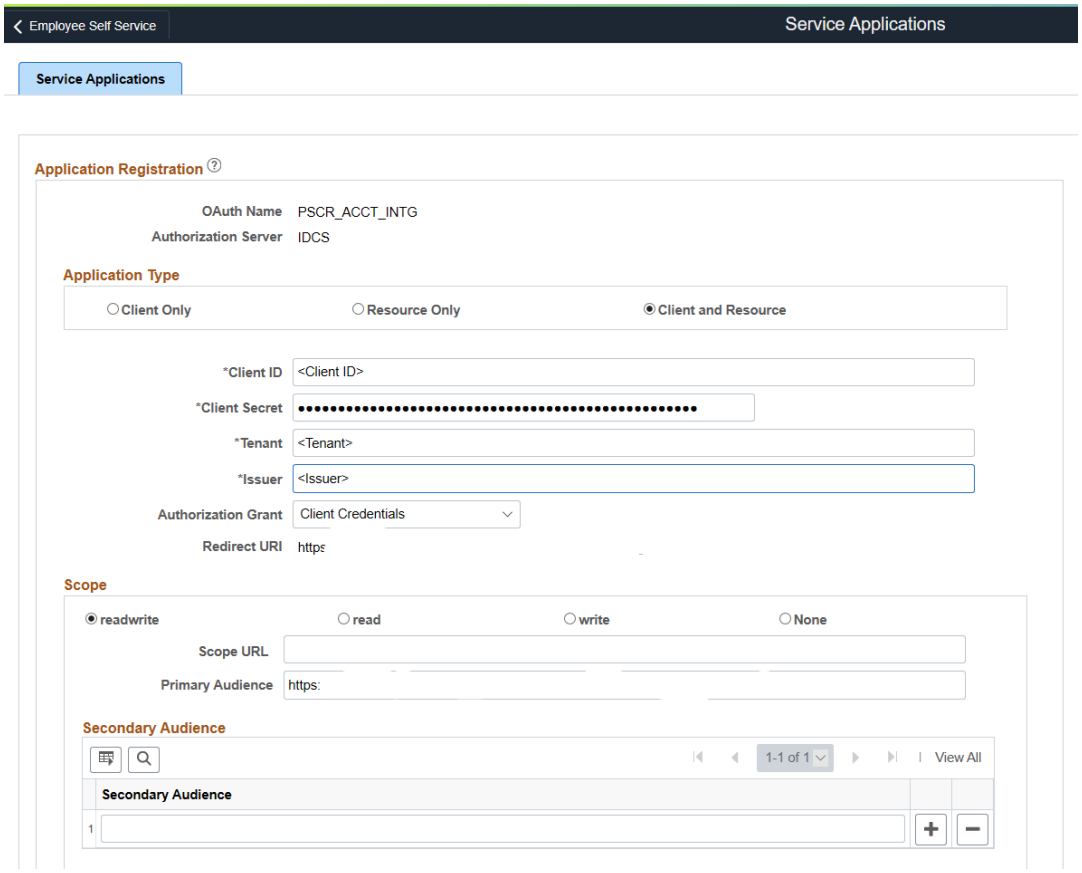
Use the Configure Service Applications page (**PeopleTools**, and then **Security**, and then **OAuth2 Administration**, and then **Create OAuth2 Service Apps**) to add two new OAuth names:

Follow these steps to add the first Service Application:

1. Access the Service Applications page.
2. Select Add a New Value
3. Enter these values:
   - **OAuth Name** = *PSCR_ACCT_INTG*
   - **Authorization Server** = *IDCS*
4. Click Add.
5. Enter these values on the Service Applications page

   This example illustrates the fields and controls on the Service Application page for the PSCR_ACCT_INTG OAuth name.

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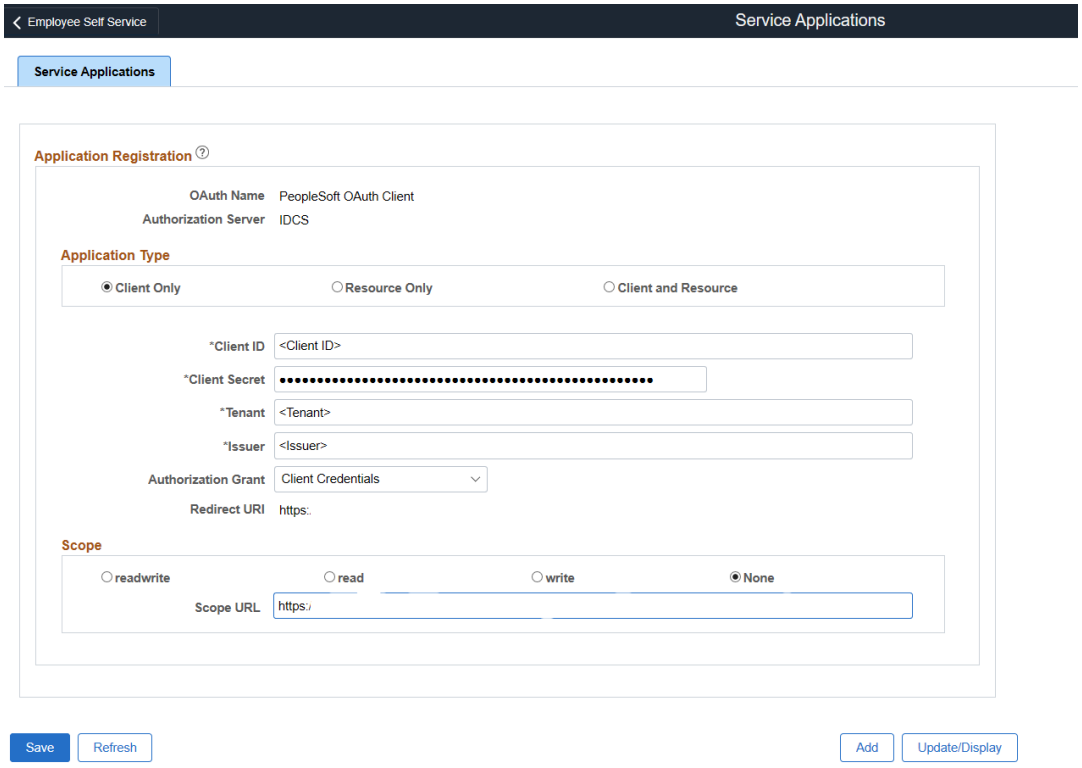
6. Click Save.

Follow these steps to add the second Service Application:

1. Access the Service Applications page.
2. Select Add a New Value
3. Enter these values:
   - **OAuth Name** = *PeopleSoft OAuth Client*
   - **Authorization Server** = *IDCS*
4. Click Add.
5. Enter these values on the Service Applications page

   This example illustrates the fields and controls on the Service Application page for the PeopleSoft OAuth Client OAuth name.

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6. Click Save.

Importing Journals to PeopleSoft General Ledger

When Permitting and Licensing runs their Export Journal process, journal information is pushed from Permitting and Licensing to OICS. The PeopleSoft REST service is automatically launched to insert data to the PS_PSCR_ACCT_ENTRY table in PeopleSoft.

Use the Application Fundamentals: Generate Journals Request Page to run the Generate Journals process, which creates journal IDs for the rows in the PS_PSCR_ACCT_ENTRY table. Use **Accounting Definition Name** = *PSC_ACCTG* and **Template** = *PSC_ACCTG*. This process assigns a GL distribution status = *D*.

Publish Journals Page

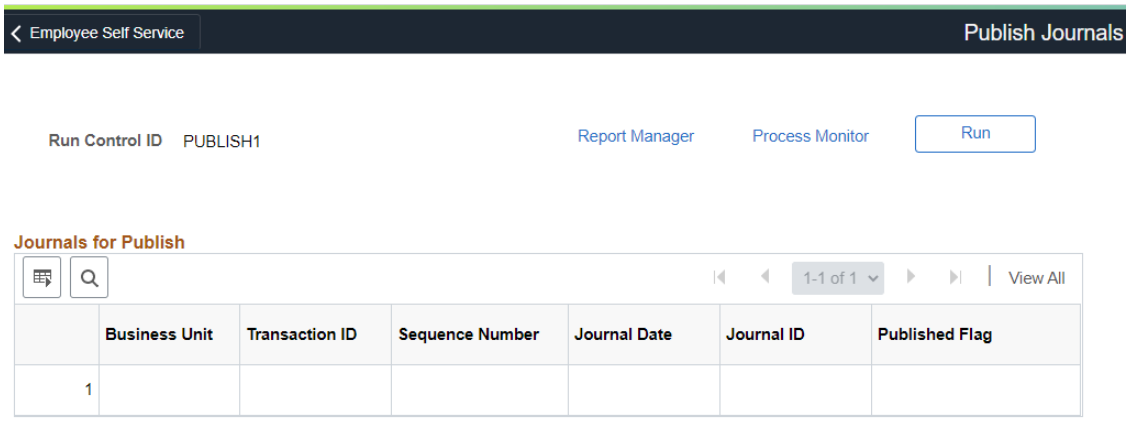
Use the Publish Journals page (PUBLISH_JOURNALS) to publish journals to the OICS and Permitting and Licensing.

Navigation:

General Ledger, and then **Journals**, and then **Subsystem Journals**, and then **Publish Journals**

This example illustrates the fields and controls on the Publish Journals page.

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This page displays all rows in the PS_PSCR_ACCT_ENTRY table that have not been published. Note **Published Flag** = *N*.

Deleting Source Data from the Generic Accounting Table

Use this page to remove data from the generic accounting table (JGEN_ACCT_ENTRY).

When importing data from third-party sources the data can sometimes be bad or invalid. This topic discusses how to remove the invalid data and reload it into the generic accounting table (JGEN_ACCT_ENTRY). In addition, the generic accounting table could have many years of data that you no longer need. To clear the data from the generic accounting table, use the Clear Generic Accounting Entry page.

Pages Used to Delete Source Data from the Generic Accounting Table

Use the Clear Generic Accounting Entry page to remove entries from the generic accounting table (JGEN_ACCT_ENTRY).

Page Name	Definition Name	Usage
Clear Generic Accounting Entry Page	JGEN_ACT_ENTRY_DEL	Remove journal data loaded from third parties.

Understanding How to Clear the Generic Accounting Entry Table

When using this process for the first time, it is important to understand that the number of rows selected to delete could have an impact on performance. Oracle's PeopleSoft recommends that you limit your selection to 5,000 rows of data during each run.

Only the business units for which you have access are accessible using this page.

Clear Generic Accounting Entry Page

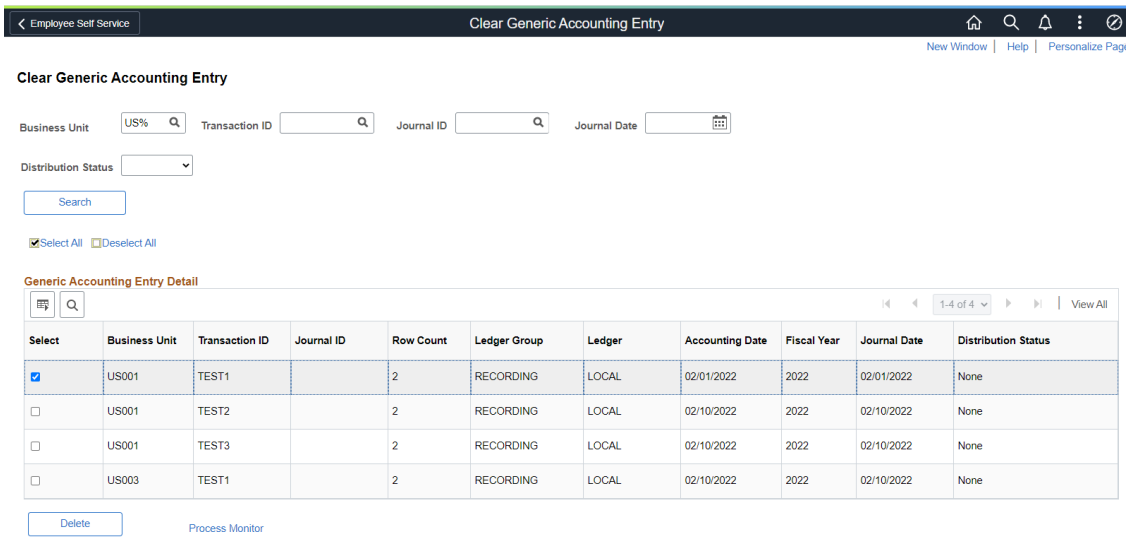
Use the Clear Generic Accounting Entry page (JGEN_ACT_ENTRY_DEL) to remove journal data loaded from third parties.

Navigation:

General Ledger, and then **Journals**, and then **Subsystem Journals**, and then **Clear Generic Accounting Entry**

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This example illustrates the fields and controls on the Clear Generic Accounting Entry page.



Use the search fields at the top of the page to search for accounting entries in the generic accounting entry table (JGEN_ACCT_ENTRY). You can use "%" to perform a partial search in the Business Unit, Transaction ID, and Journal ID fields. The Distribution Status values is limited to *Distributed* and *None*.

After performing a search, review the transaction IDs and select the rows you wish to remove from the generic accounting entry table. Select Delete to initiate the GL_ACCT_DEL application engine process and use the Process Monitor link to verify the process is successful.

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9

Integrating Oracle's Fusion Accounting Hub with PeopleSoft General Ledger

Understanding the Integration between Fusion Accounting Hub and PeopleSoft General Ledger

Implement this integration to transfer Oracle Fusion Accounting Hub accounting entries (or other third party accounting entries) to PeopleSoft General Ledger journals. Fusion Accounting Hub generates accounting entries from third party legacy systems and sends the accounting entries to PeopleSoft for enterprise reporting and planning. PeopleSoft remains the system of record and maintains the ChartField values and attributes, which are exported to Fusion to generate the accounting entries. This document describes the integration configuration and process within PeopleSoft.

For Oracle's Fusion Accounting Hub and Oracle Data Integrator (ODI) configuration for this integration, see (My Oracle Support Document ID 1609436.1).

> **Note**
>
> This integration between Fusion Accounting Hub and PeopleSoft General Ledger is the recommended solution for PeopleSoft General Ledger customers using PeopleTools 8.53.06 and beyond.

> **Note**
>
> If interested in the predecessor integration from PeopleSoft General Ledger to Fusion Accounting Hub, you can find the relevant integration implementation information posted in My Oracle Support, Article ID 1365971.1.

Integrating PeopleSoft General Ledger and Fusion Accounting Hub

This section discusses the following integrations between PeopleSoft General Ledger 9.2 and Oracle Fusion Accounting Hub.

Integrating Fusion Accounting Hub to PeopleSoft General Ledger

This integration allows you to use Oracle Fusion Accounting Hub to transform information from non-Oracle source systems (transaction systems) into accounting entries, and then transfer the accounting entry lines (or any third party accounting entries) to PeopleSoft General Ledger for posting. As a result, you can take advantage of Fusion Accounting Hub accounting transformations while still using PeopleSoft General Ledger as the system of record for financial reporting and analysis.

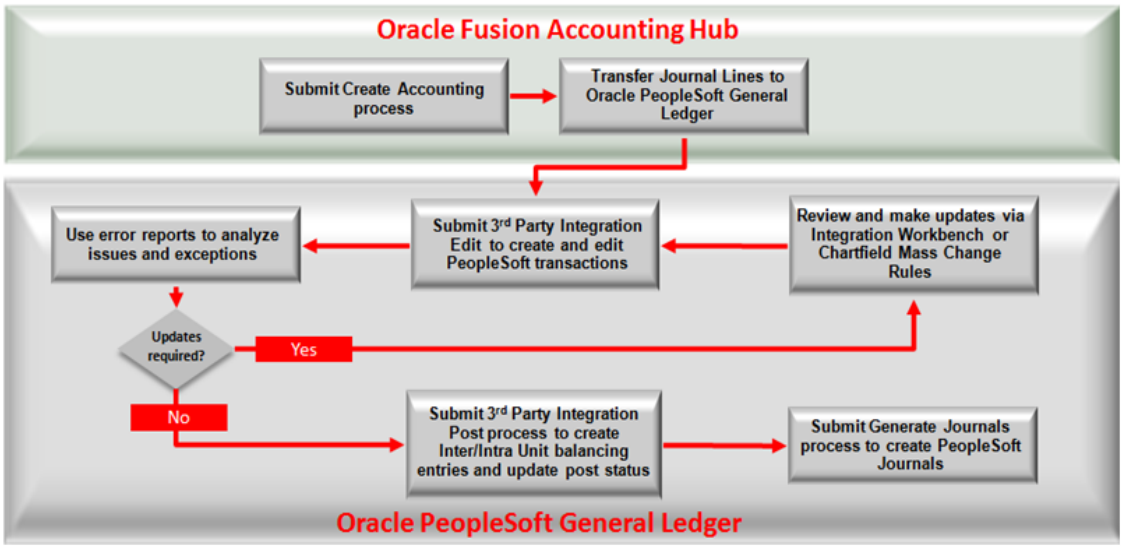
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Once configured and implemented, this integration enables you to perform the following functions:

- Process accounting entries from Fusion Accounting Hub (or any third party system) to PeopleSoft General Ledger journals.
- Perform Balancing and ChartField Combination validation with error reporting during processing.
- Create InterUnit and IntraUnit balancing entries.
- Drillback, manage and review Fusion (or other third party) accounting entries.
- Apply ChartField Mass Change rules to modify ChartField values for accounting entries before running Journal Generator.

The diagram pictured here represents a high-level process flow for the functions that this integration performs once implemented:

This example illustrates the fields and controls on the Oracle Fusion Accounting Hub. You can find definitions for the fields and controls later on this page.



This process flow depicts the ongoing steps performed by this integration (once configured) within the respective applications at regular intervals, depending upon operational considerations (such as your organization's accounting close cycle):

Oracle Fusion Accounting Hub Processing:

- The standard Fusion Accounting Hub Create Accounting process creates the detailed accounting entries. Once the journals are final, they are eligible for transfer to PeopleSoft General Ledger. Only Actuals journals are eligible for transfer.
- Transfer Fusion Accounting Hub entries to PeopleSoft General Ledger.

PeopleSoft General Ledger Processing:

- Submit the PeopleSoft 3rd Party Integration Edit process, which extracts data from Fusion Accounting Hub records and inserts data into the Accounting Entry Definition record to be used by the PeopleSoft Journal Generator in creating PeopleSoft General Ledger journals. The process also edits ChartField combinations and applies ChartField Mass Change Rules as configured.

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> **Note**
>
> You have the option to run the 3rd Party Integration Edit process and the 3rd Party Integration Post process in the same step. In this case, the valid entries are posted automatically. Once the entries are posted, they cannot be changed. Only invalid entries can be changed and reprocessed. In contrast, if you choose to run the 3rd Party Integration Edit without invoking the posting process in the same step, you have the opportunity to change the entries before posting.

- Submit the PeopleSoft 3rd Party Integration Post Process Request.
- Inquire on PeopleSoft journals from the External Accounting Integration Workbench.
- Optional Steps:
  1. Run Integration Error Report
  2. Run Combo Edit Error Report if ChartField combination edits are enabled
- Submit the PeopleSoft Generate Journals Request to create the PeopleSoft journal entries from the posted accounting entries.

Common Terminology Used in the Fusion Accounting Hub Integration

This table defines commonly-used terms in the Fusion Accounting Hub to PeopleSoft General Ledger integration:

Field or Control	Description
Accounting Lines, Accounting Entries, and Journal Entries	Accounting lines are created from source transactions and reside within Fusion Accounting Hub until they are transformed into accounting entries and stored in the 3rd Party Interface table (FAH_ACTG_LINE). This interface table is then used to transfer the accounting entries to the PeopleSoft External Accounting Entry record (FAI_ACCTG_LINE), which Journal Generator uses to create the PeopleSoft journal entries.
Chart of Accounts	This common term refers to the entirety of all values that are used in categorizing an accounting entry or journal line. For PeopleSoft, that would be all of the ChartFields. For Fusion, this would be all of the Segments.
Fusion Accounting Hub Journal	A journal within Fusion Accounting Hub is not the same as a PeopleSoft General Ledger journal. While other documentation may refer to transactions in Fusion Accounting Hub as journals, these are considered accounting entries from a PeopleSoft General Ledger perspective.
ODI	Oracle Data Integrator (ODI) is the vehicle through which transactions are extracted from Fusion Accounting Hub and transported to PeopleSoft General Ledger. ODI is included as part of the Fusion Accounting Hub installation.

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Field or Control	Description
Segments (Fusion)	Segments are fields within the Fusion accounting structure and are the Fusion equivalent to PeopleSoft ChartFields. Segments, just as ChartFields, are used to categorize financial or statistical data to record transactions on ledgers or subledgers for the ultimate purpose of meeting reporting requirements. Segments can be fields such as Company, Department, Account, Sub Account, and so on.
SetID	Element of the PeopleSoft architecture that enables the sharing of control data across entities and also enables alignment of certain static data to specific entities. For example, Business Unit US001 can use the shared Account ChartField values from the CORP SetID, but select to use the US001 SetID for its Department ChartField values. Due to this structure, the concatenation of ChartField and SetID represents the equivalent of the Fusion Value Set.
Value Set (Fusion)	Element of the Fusion architecture that describes a group of values for a chart of accounts segment. For example, the Corporate Cost Centers value set holds all of the cost center values for the corporate chart of accounts. A single value set can be assigned to each chart of accounts segment for a ledger. The values are not distinguished by business unit.

Prerequisites and Requirements

This section presents the integration prerequisites and requirements for PeopleSoft General Ledger.

- PeopleTools release must be 8.53.06 or later to accommodate ChartField value file transfer.
- Configure the Integration Broker gateway and delivered web service for ChartField integration
- Complete the necessary configuration within PeopleSoft General Ledger prior to the implementation of this integration (setup of Business Units, Ledgers, ChartField Configuration, Combination Editing, InterUnit and IntraUnit definitions, and so on).
- Complete the necessary configuration within Fusion Accounting Hub and Oracle Data Integrator (ODI). Configuration includes setup of corresponding Fusion accounting periods, ledgers, Segment values, and so on.

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> **Note**
>
> See the “Fusion Accounting Hub Integration with PeopleSoft General Ledger” white paper for configuration steps for Oracle’s Fusion Accounting Hub and Oracle Data Integrator (ODI).

Requirements

Following are requirements for integrating Fusion Accounting Hub with PeopleSoft General Ledger:

- Manually maintain synchronization of ledgers, calendars, and accounting periods within the respective systems (PeopleSoft and Fusion (3rd party)
- Each external accounting entry header must have only one accounting date.
- Inter/IntraUnit balancing entries are created by PeopleSoft during the 3rd Party Integration Post Application Engine process.
- The third party accounting entries must be balanced by transaction header (except for InterUnit entries as PeopleSoft creates the InterUnit balancing entries when the 3rd Party Integration Post Application Engine process invokes the InterUnit Processor)
- Unbalanced transactions are rejected by PeopleSoft; therefore, third party systems are responsible for adjusting and creating a new transaction. You can review and close unbalanced transactions from within PeopleSoft
- Summary ledger and Multibook translation processing must occur within the PeopleSoft system
- This integration does not support the following functionality:
  1. Budget, Commitment Control, or statistics transactions.
  2. Alternate accounts or detail project ChartFields (only Project ID).
  3. Rounding treatment, decimal precision change, or foreign exchange conversion.

Integrating PeopleSoft General Ledger with Oracle's Fusion Accounting Hub

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

Page Name	Definition Name	Usage and Navigation
FAH Accounting Entries Page	FSAH_ACTG_DRILL	Go to **General Ledger**, and then **Review Financial Information**, and then **FAH Accounting Entries**, and then **FAH Accounting Entries** to drill from PeopleSoft inquiry pages to review Fusion journals.

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Page Name	Definition Name	Usage and Navigation
Fusion Accounting Hub - Value Set Mapping Page	FUS_ASGN_CFVS	Go to **General Ledger**, and then **Fusion Accounting Hub**, and then **Value Set Mapping**, and then **Value Set Mapping** to map the PeopleSoft SetID and ChartField combinations to the Fusion Value Set Codes. Run the FUS_CFANLYZR process to initially load the value-set staging table that is used in the data conversion from PeopleSoft to Fusion.

Understanding the Integration between PeopleSoft General Ledger and Fusion Accounting Hub

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

This integration enables you to perform the following functions:

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

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

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

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

Configuring the Fusion Accounting Hub Integration with PeopleSoft General Ledger

Pages Used in Configuring the Fusion Accounting Hub Integration

These pages are used in configuring the Fusion Accounting Hub to PeopleSoft integration:

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Page Name	Object Name	Usage
External System Setup Page	FAI_EXTSYS_SETUP	Map any external system (third party) to PeopleSoft General Ledger.
Field Mapping Page	FAI_EXTSYS_MAP	Map the fields from the 3rd Party interface table (FAH_ACCTG_LINE) to the available target fields in the PeopleSoft External Accounting Entry record (FAI_ACCTG_LINE).
Ledger Mapping Page	FAI_LEDGER_MAP	Map the PeopleSoft Business Unit and Ledger combinations to the corresponding Fusion Ledger.
Account Type Mapping Page	FUS_ASGN_ACCTYPE	Map Account Type values between PeopleSoft and the external system.
Value Set Mapping Page	CF_VALUESET_MAP	Map the PeopleSoft SetID and ChartField combinations to the Fusion Value Set Codes.
ChartField Export Tables Page	CF_EXP_TBLS	Maintain ChartField export tables that are used to support incremental exports of ChartField values.
Export ChartFields to Fusion Accounting Hub Page	CF_EXP_REQ	Schedule multiple requests periodically to export the ChartField values (initial) and subsequent incremental changes for each SetID and ChartField combination to Fusion Accounting Hub.

Transaction Records Delivered in the Fusion Accounting Hub Integration

This table lists key PeopleSoft transaction records that are used in the integration between PeopleSoft General Ledger and Fusion Accounting Hub:

PeopleSoft Record Name	Description	Usage
FAH_ACCTG_HDR FAH_ACCTG_LINE	These delivered PeopleSoft records are the Fusion transaction header and line records that store the transferred accounting lines from Fusion Accounting Hub (Fusion structure).	These PeopleSoft records are accessed by the 3rd Party Edit process, which transforms the transactions into accounting entries, performs edits, and stores resulting entries in the accounting entry header and line records (FAI_ACCTG_HDR and FAI_ACCTG_LINE).

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PeopleSoft Record Name	Description	Usage
FAI_ACCTG_HDR FAH_ACCTG_LINE	These delivered PeopleSoft records are the accounting entry header and line records that store all processed transaction data from external systems after processing combination editing and creating InterUnit and IntraUnit balancing entries.	These PeopleSoft records are accessed by Journal Generator to create the PeopleSoft journal entries from processed Fusion Accounting Hub transactions.

Configuring Integration Broker for ChartField Integration to Fusion Accounting Hub

In order to publish the ChartField values from PeopleSoft to Fusion, you must configure Integration Broker as follows:

1. Verify that the RIDCTARGET connector is listed and the Local gateway is active.
2. Activate the delivered service operation, FAI_UCM_UPLOAD.
3. Activate the delivered node definition, UCM_NODE.
4. Verify External System Setup.

> **Note**
>
> PeopleTools release must be 8.53.06 or later to accommodate the ChartField value file transfer. This delivers the RIDCTARGET connector.

To activate the integration for publishing the PeopleSoft ChartField values to Fusion Accounting Hub:

1. Verify the Integration Broker Gateway is Active and Configured for the Integration

   Access the Gateways page (PeopleTools, Integration Broker, Configuration, Gateways).

   Verify that the RIDCTARGET connector is listed. Click the Ping Gateway button to ensure the Local gateway is running and connectors are loaded – status should be Active.

2. Activate the service operation

   Access the Service Operation, FAI_UCM_UPLOAD, (PeopleTools, Integration Broker, Integration Setup, Service Operations, General).

   - Make sure the Active check box is selected on the General page.
   - Click the Service Operation Security link and verify that the appropriate security is granted by Permission List as according to your organization's security policies

3. Activate the node definition

   Access the Node Name, UCM_NODE, (PeopleTools, Integration Broker, Integration Setup, Nodes, Node Definition).

   - Verify that the Active Node check box is selected. If not, select it and save the page.

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- Navigate to the Routings page and confirm that the UCM_NODE_OUTPUT routing is active.

See also *PeopleSoft PeopleTools PeopleBook: Integration Broker, -Managing Integration Gateways.*

4. Complete the UCM Server Information section of the External System Setup page.

Mapping the External System to PeopleSoft

Use the External System Setup component (FAI_EXTSYS_SETUP) to map any external system (third party) to PeopleSoft General Ledger. Although this component is delivered preconfigured for Fusion Accounting Hub, you can map as many external systems as your organization requires.

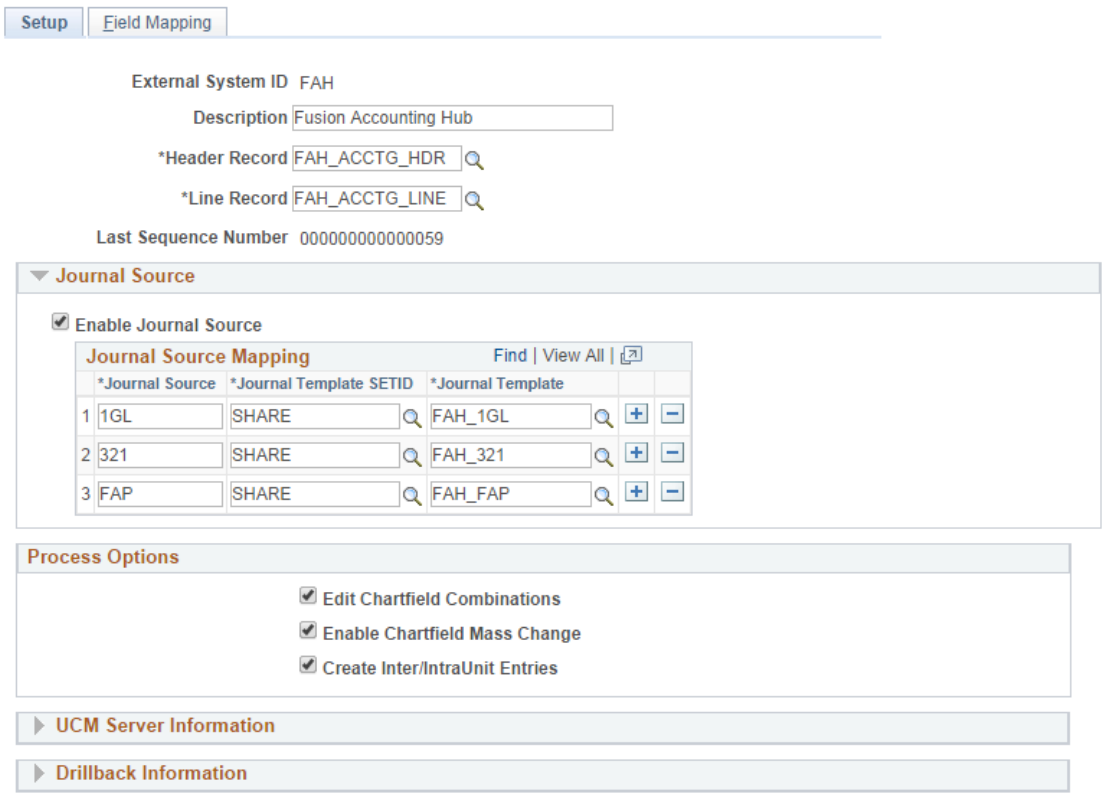
External System Setup Page

Use the External System Setup page (FAI_EXTSYS_SETUP) to define the external system entity for the PeopleSoft General Ledger external accounting integration.

Navigation:

General Ledger, and then **External System Integration**, and then **External System Setup**, and then **Setup**

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



A customer can map the journal source of an external system to a journal template. The External System setup for Fusion Accounting Hub (FAH) is preconfigured and delivered;

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however, you must update the UCM Server Information according to the UCM environment for the ChartField Integration. For more information See Integrate PeopleSoft ChartField Values.

Review all other fields and update according to specific integration needs.

Field	Value
External System ID	Add a unique identifier for the external system you are mapping to PeopleSoft General Ledger. This value is delivered and preconfigured for the Fusion Accounting Hub (FAH) integration.
Description	Supply an external system description.
Header Record	Select the External System Header Interface record.
Line Record	Select the External System Line Interface record.
Last Sequence Number	This automatic sequence number increases with each transaction that is processed in the integration.

Journal Source

Field	Value
Journal Template	Select the Journal Generator Template with the appropriate SetID. **Note:** PeopleSoft delivers the Journal Generator Template, FAH_PSFT, for the Fusion to PeopleSoft integration. If you are integrating with another third party, select the GENERIC template.
Enable Journal Source	Select to enable journal source mapping. This allows you to create map relationships between a journal source (from an external system) and the PeopleSoft journal template. Each journal source from the external system can be mapped to one combination of PeopleSoft journal template and SetID. De-select the check box, it indicate that you only want only one external journal source to be mapped to only one combination of PeopleSoft journal template and SetID. **Note:** The third-party edit process does not carry the journal source into PeopleSoft General Ledger.
Journal Source	Enter the source of the journal.
Journal Template SetID	Enter the SetID of the journal template.
Journal Template	Enter the template of the associated journal.

Processing Options

Select the processes to run during Integration processing (3rd Party Accounting Edit and Post processes):

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Field	Value
Edit ChartField Combinations	**Select to enable ChartField combination editing rules for validating the third party (Fusion Accounting Hub) entries.**
Enable ChartField Mass Change	**Select to modify ChartField values after third party (Fusion Accounting Hub) journals are transferred to PeopleSoft General Ledger. You can change the ChartField values based upon rules and criteria.**
Create Inter/IntraUnit Entries	**Select to enable PeopleSoft General Ledger to create the balancing Inter/IntraUnit entries for the Fusion Accounting Hub journals.**

UCM Server Information (Universal Content Management)

Field	Value
UCM Server URL	**Enter the Universal Content Management URL needed for the integration.**
User ID	**Enter the UCM Server User ID.**
Password	**Enter the UCM Server encrypted Password. Use the PasswordEncryption tool (Password Encryption group box) to encrypt the password.**

> **Note**
>
> The UCM Server Information group box is the final setup required for the ChartField integration process. Make sure you have properly performed all Integration Broker setup as well. The Password must be encrypted. Supply the password, enter it again in the Confirm Password field, and click the Encrypt button. For more information, see PeopleTools 8.53: PeopleSoft Integration Broker Administration, Managing Integration Gateways, Encrypting Passwords.

Drillback Information

Field	Value
URL Identifier	**Select the Fusion Accounting Hub URL to be used for drillback. You can use the delivered FAH_DRILLBACK URL in this field.**
Drillback URL Parameters	Fusion Accounting Hub expects a list of parameters in the URL for the drillback link in order to access the selected transaction in the Fusion Accounting Hub application. Use this section to enter the required parameters and the corresponding values from the available fields. SeeSpecifying the Drilldown URL.

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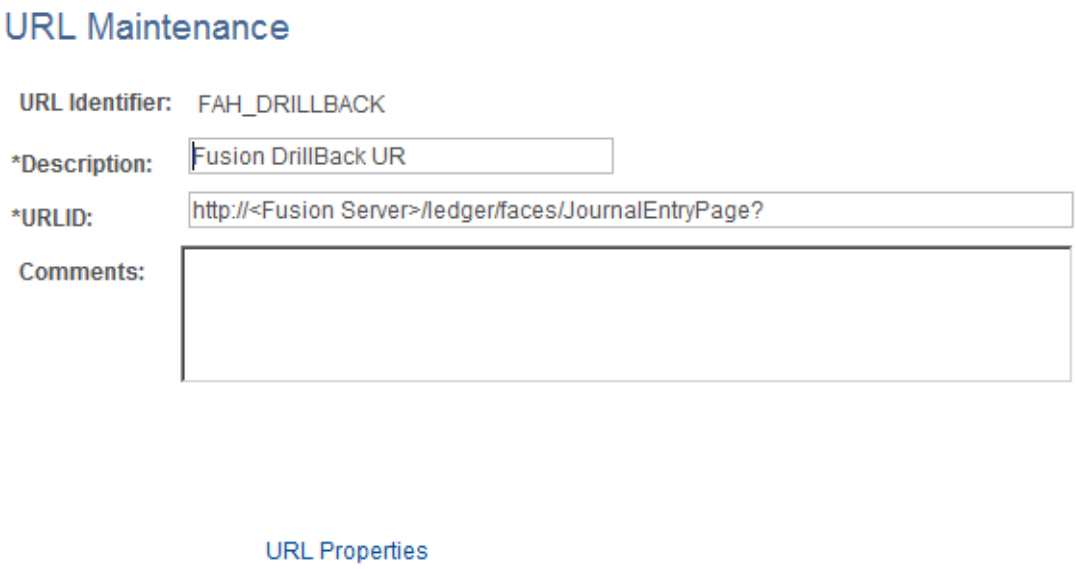
Specifying the Drilldown URL

Use the URL Maintenance page to enable the drillback functionality from PeopleSoft accounting entries to Fusion Accounting Hub.

Navigation:

PeopleTools, and then **Utilities**, and then **Administration**, and then **URLs**, and then **URL Maintenance**

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 URLID provides a link from PeopleSoft General Ledger to Fusion Accounting Hub. The value to be used varies based upon your implementation of Fusion Accounting Hub.

The URL Identifier, FAH_DRILLBACK, is selected on the External System Setup page.

Hypertext Transfer Protocol	Fusion Ledger Uniform Resource Locator (URL) Location	Location
This is determined by the system administrator • Either: “http:// “ • Or: “https://”	The URL is determined by the system administrator. It is the URL to the Fusion Journal Entry work area. To determine the URL to the Journal Entry work area: log into Fusion Accounting Hub. Navigation: Setup and Maintenance àRegister Domain à Locate the URL for “Ledgerapp” under “FinancialDomain.”	This will always end with “/ ledger/faces/ JournalEntryPage?” The “?” is required at the end so that PeopleSoft General Ledger can append the identifier information to the URL during drilldown to obtain the correct Fusion Accounting Hub journal entry.

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Field Mapping Page

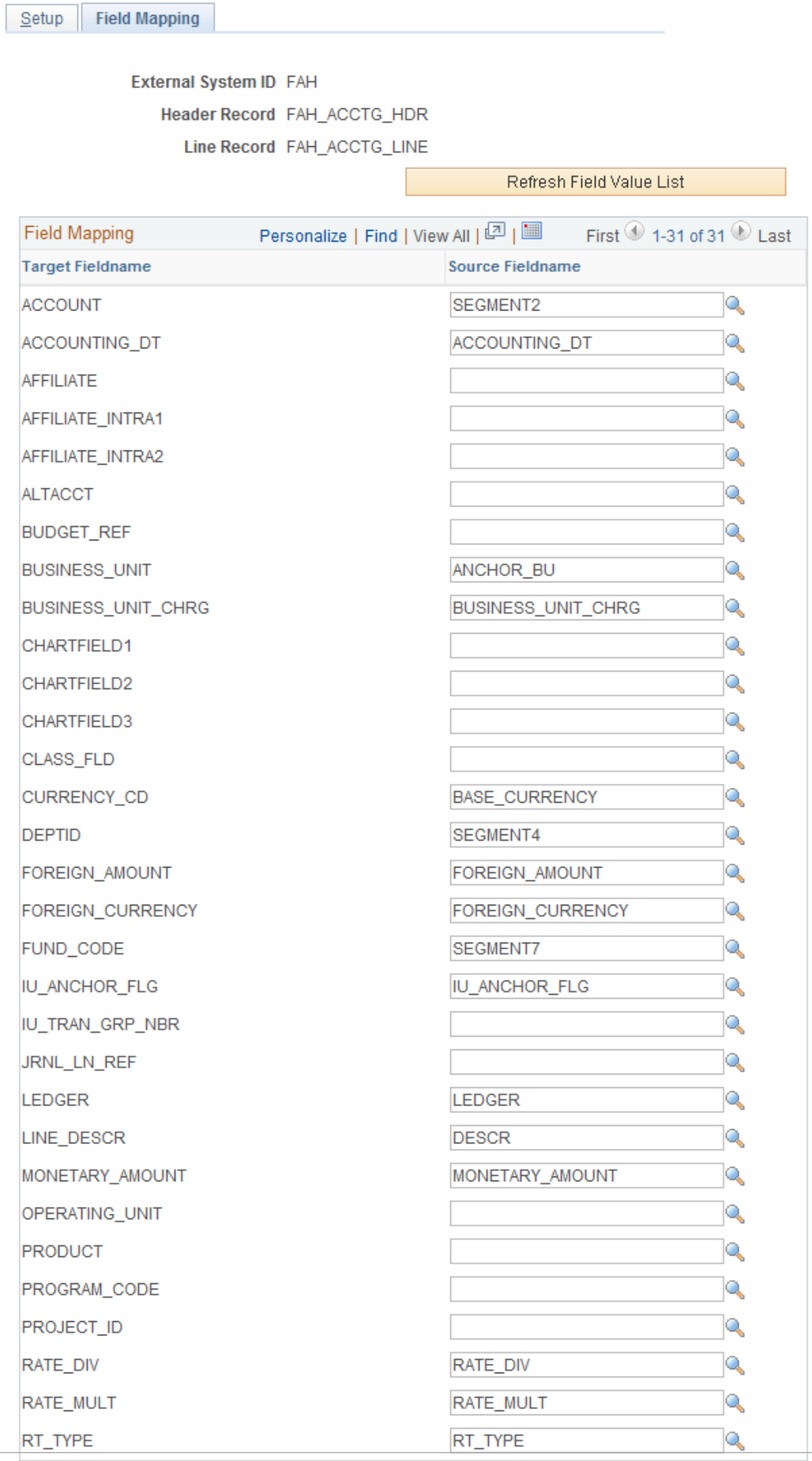
Use the External System Setup – Field Mapping page (FAI_EXTSYS_MAP) to map the fields from the 3rd Party Interface table (FAH_ACCTG_LINE) to the target fields in the PeopleSoft External Accounting Entry record (FAI_ACCTG_LINE), which is used by Journal Generator to create the PeopleSoft journals.

Navigation:

General Ledger, and then **External System Integration**, and then **External System Setup**, and then **Field Mapping**

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

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The External System Setup – Field Mapping page is delivered with preconfigured values for the 3rd Party Interface table (FAH_ACCTG_LINE). Therefore, when implementing the Fusion Accounting Hub integration, there is no mandatory update required for this page. However, as part of configuration, you should review and update the mapping according to your installation configuration, if necessary.

> **Note**
>
> This page requires a one-to-one mapping relationship. Upon saving, an error message appears if an active ChartField is not mapped or if there is a many-to-one or one-to-many mapping relationship
>
> You cannot map the Affiliate fields, Alternate Account, budget, or detailed Project Costing fields as there are no corresponding Fusion segments.

The following table lists the preconfigured field name values and mapping requirement:

Target Field name PeopleSoft record: FAI_ACCTG_LINE	Source Field name Third Party Interface table *	Required
ACCOUNT	SEGMENT2	Yes
ACCOUNTING_DT	ACCOUNTING_DT	Yes
AFFILIATE		
AFFILIATE_INTRA1		
AFFILIATE_INTRA2		
ALTACCT		
BUDGET_REF		
BUSINESS_UNIT	ANCHOR_BU	Yes
BUSINESS_UNIT_CHRG	BUSINESS_UNIT_CHRG	Yes
CHARTFIELD1		
CHARTFIELD2		
CHARTFIELD3		
CLASS_FLD		
CURRENCY_CD	BASE_CURRENCY	Yes
DEPTID	SEGMENT4	
FOREIGN_AMOUNT	FOREIGN_AMOUNT	Yes
FOREING_CURRENCY	FOREIGN_CURRENCY	Yes
FUND_CODE	SEGMENT7	
IU_ANCHOR_FLG	IU_ANCHOR_FLG	Yes
IU_TRAN_GRP_NBR		
JRNL_LN_REF		
LEDGER	LEDGER	Yes
LINE_DESCR	DESCR	Yes
MONETARY_AMOUNT	MONETARY_AMOUNT	Yes
OPERATING_UNIT		

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Target Field name PeopleSoft record: FAI_ACCTG_LINE	Source Field name Third Party Interface table *	Required
PRODUCT		
PROGRAM_CODE		
PROJECT_ID		
RATE_DIV	RATE_DIV	Yes
RATE_MULT	RATE_MULT	Yes
RT_TYPE	RT_TYPE	Yes

* If implementing the Fusion Accounting Hub integration, the Source system records are the external 3rd Party Interface tables, FAH_ACCTG_HDR and FAH_ACCTG_LINE. If implementing another third party, the Source records are custom records, XXX_ACCTG_HDR and XXX_ACCTG_LN.

Mapping PeopleSoft Ledgers to Fusion Ledgers

The ledger mapping is used during journal transformation to validate the data between the PeopleSoft and Fusion databases. A mapping must be completed for each Fusion Accounting Hub ledger to successfully transfer the related accounting entries to PeopleSoft General Ledger. Only primary ledgers are eligible for transfer.

You can map multiple Fusion ledgers to the same PeopleSoft business unit and ledger combination, provided they have the same base currency (ledger currency or inherited business unit base currency). There is no currency validation on this page; it is advisable to manually validate your data.

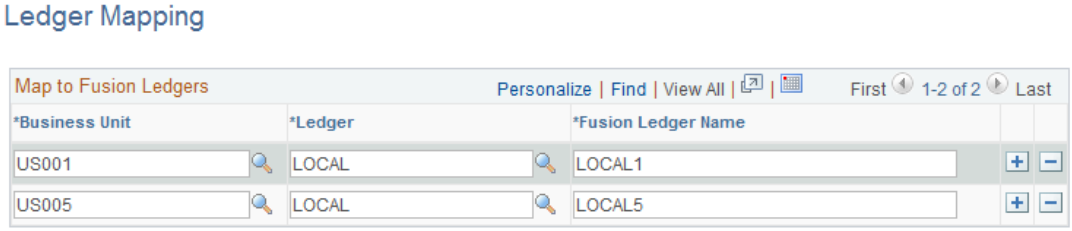
Ledger Mapping Page

Use the Ledger Mapping page to map each combination of PeopleSoft General Ledger business unit and PeopleSoft ledger to a Fusion ledger.

Navigation:

General Ledger, and then **External System Integration**, and then **Fusion Ledger Mapping**, and then **Ledger Mapping**

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



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Field or Control	Description
Business Unit	Select the PeopleSoft business unit of the ledger that you want to map to a given Fusion ledger.
Ledger	Select the PeopleSoft ledger for the corresponding business unit that you want to map to a given Fusion ledger.
Fusion Ledger Name	Enter the Fusion ledger name exactly as it exists in Fusion Accounting Hub. You can map more than one Fusion ledger to the same PeopleSoft Business Unit/Ledger combination.

> **Note**
>
> If a General Ledger business unit and ledger combination is omitted from this mapping, the related accounting entries will be in error and Fusion Accounting Hub must reprocess these entries after the ledger mapping has been updated.

> **Note**
>
> Manually maintain synchronization of ledgers, calendars, and accounting periods within the respective systems (PeopleSoft and Fusion (3rd party)). You should manually synchronize on a regular basis to ensure that all control data are mapped correctly between the two systems.

> **Note**
>
> For more information, see the “Fusion Accounting Hub Integration with PeopleSoft General Ledger” white paper: Create Calendars, Charts of Accounts, and Ledgers.

Exporting ChartFields from PeopleSoft General Ledger to Fusion

As part of this integration, PeopleSoft must export ChartField values and attributes to Fusion to be used in generating accounting entries from third party legacy systems, then sending transformed transactions to PeopleSoft for enterprise reporting and planning. PeopleSoft is the system of record and maintains the ChartField values and attributes.

To export the ChartField values from PeopleSoft to Fusion, perform the following functions:

- Verify Account Type mapping
- Maintain ChartField to Value Set mapping
- Maintain ChartField export tables that are used for incremental exports
- Schedule and run the export process to extract ChartField values and transfer to Fusion

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Account Type Mapping Page

Use the Account Type Mapping page (FUS_ASGN_ACCTYPE) to map the Account Type values by SetID between PeopleSoft and the external system.

Navigation:

General Ledger, and then **External System Integration**, and then **Export ChartFields**, and then **Account Type Mapping**

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

Account Type Mapping

Account Type Mapping — Personalize | Find | View All | First 1-5 of 5 Last

SetID	*Account Type	Description	*Fusion Account Type	Fusion Acct Type Description
SHARE	A	Asset	A	Asset
SHARE	E	Expense	E	Expense
SHARE	L	Liability	L	Liability
SHARE	Q	Equity	O	Owners Equity
SHARE	R	Revenue	R	Revenue

Verify that all existing values are mapped to the external system. Keep the following in mind when modifying this page:

- This mapping is used when generating Value Set values on the Value Set Mapping page
- You must map all PeopleSoft Account Types that exist in the Account ChartField table as well as those mapped in the Value Set mapping. Upon saving the page, you will receive an error if there are any values that are missing.
- You can have a many (PeopleSoft) to one (Fusion) mapping since the PeopleSoft Account Type is qualified by SetID

Value Set Mapping Page

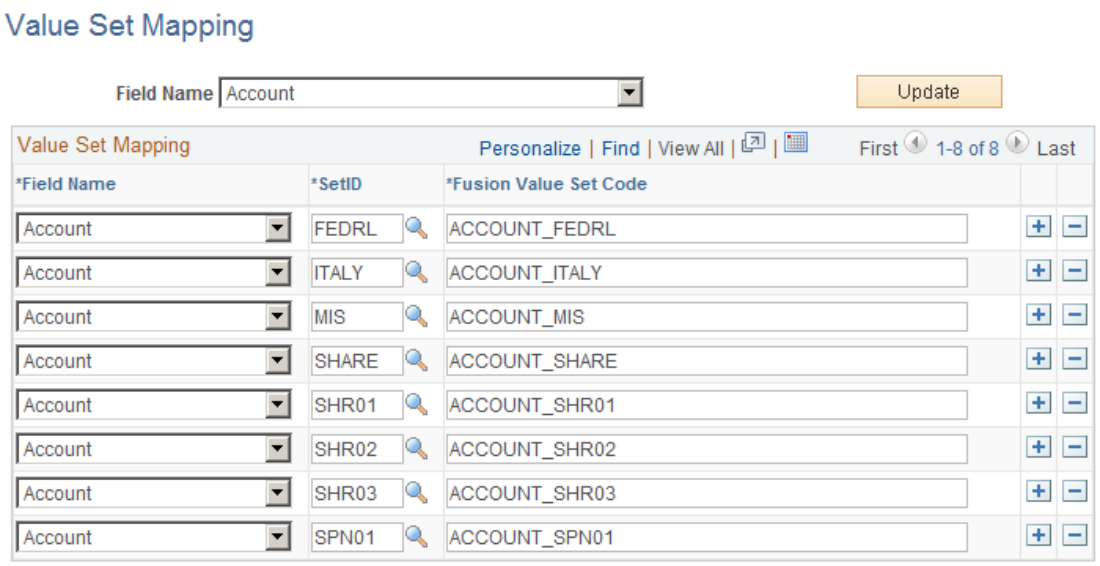
Use the Value Set Mapping page (CF_VALUESET_MAP) to maintain the ChartField to Fusion Value Set mapping. Each PeopleSoft ChartField and SetID combination maps to a unique Fusion Value Set that is used to maintain the Segment values in Fusion.

Navigation:

General Ledger , and then **External System Integration**, and then **Export ChartFields**, and then **Value Set Mapping**

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

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Note

Make sure that the Field Mapping Page is complete before beginning the Value Set Mapping. This provides the prompting values for the page.

Field or Control	Description
Field Name (filter)	Select the ChartField that you want to review or update and click the Update button. The active values appear on this page

Value Set Mapping

Field or Control	Description
Field Name	Select a PeopleSoft ChartField that you want to map to a Fusion Value Set Code.
SetID	Select the PeopleSoft SetID, which, in combination with the selected PeopleSoft ChartField, maps to the corresponding Fusion Value Set Code.
Fusion Value Set Code	Enter the unique Fusion Value Set Code that maps to the corresponding PeopleSoft SetID and ChartField combination. **Note:** The system automatically populates the Fusion Value Set Code field with a default value, which is comprised of <ChartField Name>_<SetID>

Once you are satisfied with the mapping of a given ChartField, save the page.

Keep the following in mind when completing the Value Set Mapping page:

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- The Fusion Value Set Code should appear precisely as it appears in Fusion (case-sensitive).
- This mapping is used in the initial publish (load) and incremental load of PeopleSoft ChartField values to Fusion.
- Each Fusion Value Set code row must be unique. In other words, there should not be a many (PeopleSoft) to one (Fusion) mapping on this page.
- The affiliate and fields are excluded from this mapping.
- Project ID is mapped as all the other ChartFields; however, other Project Costing ChartFields are excluded (Activity ID, Resource Type, Resource Category, Resource Subcategory, Analysis Type, and PC Business Unit).

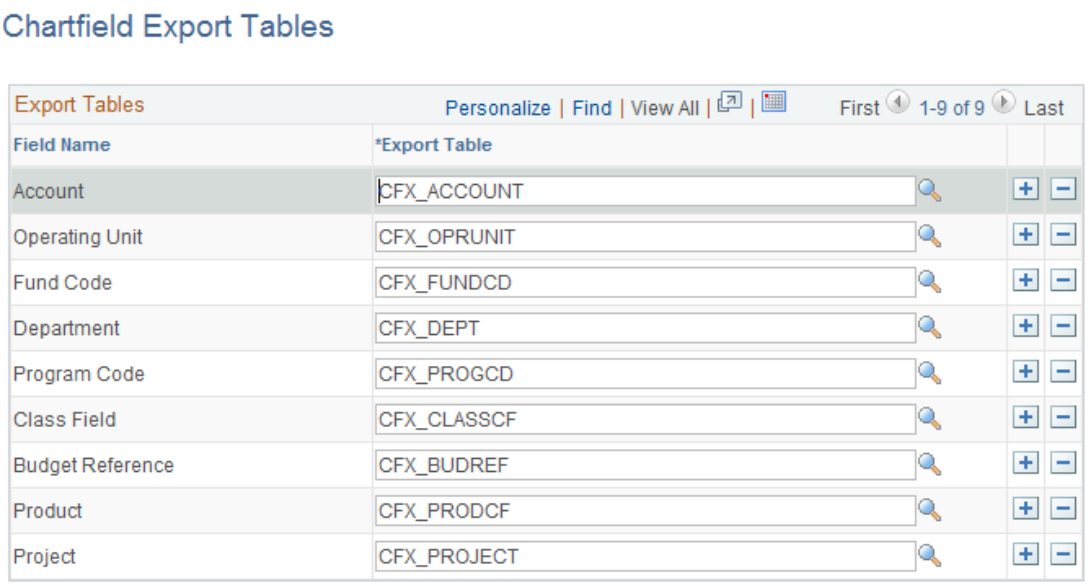
ChartField Export Tables Page

The ChartField Export Tables page (CF_EXP_TBLS) lists the records that are used by the ChartField Export process for the incremental export of ChartField values to Fusion that have changed since the last export process.

Navigation:

General Ledger, and then **External System Integration**, and then **Export ChartFields**, and then **ChartField Export Tables**

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



This page provides the flexibility to add, modify, or delete export tables in the event of a customization. Most likely, there will be no need to update this page; be sure to verify that the tables are correct. You can set up your own ChartField table for added customized ChartFields.

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> **Note**
>
> The system does not permit you to change or delete a row if the table has data. Edits also prevent you from changing the table if the new table does not include the required fields that are used by the ChartField Export process.

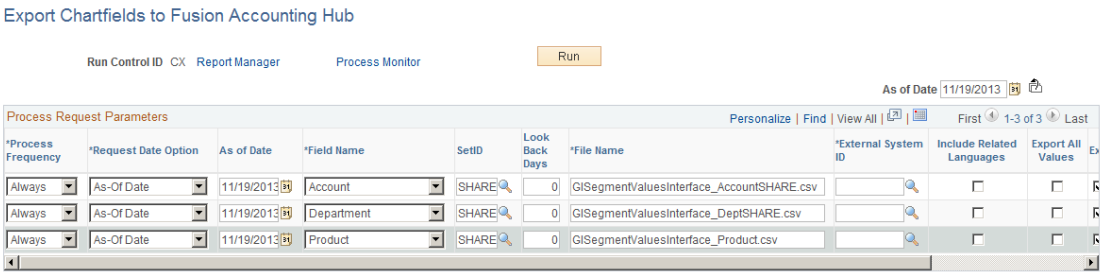
Export ChartFields to Fusion Accounting Hub Page

Use the Export ChartFields to Fusion Accounting Hub page (CF_EXP_REQ) to schedule multiple requests periodically to export the ChartField values (initial) and subsequent incremental changes for each SetID and ChartField combination to Fusion Accounting Hub.

Navigation:

General Ledger , and then **External System Integration**, and then **Export ChartFields**, and then **Export ChartFields to Fusion Accounting Hub**

This example illustrates the fields and controls on the Export ChartFields to Fusion Accounting Hub page. You can find definitions for the fields and controls later on this page.



Specify the ChartFields for which to export the values to Fusion Accounting Hub. Once the ChartField Export .csv files are generated, they are transferred to the Universal Content Management (UCM) server via the delivered web service.

> **Note**
>
> Before running this process, you must properly activate the delivered service operation to handle the file transfer. For detailed configuration steps, see Configuring Integration Broker for ChartField Value Integration to Fusion Accounting Hub.

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Field or Control	Description
Process Frequency	Select one of the following values when processing the Export ChartFields to Fusion Accounting Hub batch process request: • Don't Run: ignores the request when the batch process runs. • Always: executes the request every time the batch process runs. • Once: executes the request the next time the batch process runs. After the batch process runs, the process frequency automatically reverts to "Don't Run."
Request Date Option	Select one of the following: • As of Date: uses the date that you specify in the As of Date field for selecting the effective-dated ChartField values to export. • System Date: uses the current date for selecting the effective-dated ChartFields to export.
As of Date	Specify the As of Date (if you selected this for the Request Date Option) to be used in selecting the effective-dated ChartField values to export.
Field Name	Select the ChartField that you would like to export. A separate row should be completed for each unique combination of ChartField and SetID to be exported to Fusion Accounting Hub.
External	Select the user-defined External System ID (External System Setup page) that includes the PeopleSoft Journal
System ID	Template name and information related to processing options and Drillback URL for access to view the entries in Fusion Accounting Hub. **Note:** The External System ID is required for the UCM Integration parameters.
SetID	Select the name of the SetID that you would like to export.

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Field or Control	Description
Look Back Days	Specify the number of days to look back for prior active effective-dated rows, beginning from the process request effective date. The process request effective date can be the As-Of Date or the process date. The purpose of the Look Back Days field is to eliminate inactive gaps. For example, Department ADM01 is inactive for one month as follows: • As of Date = January 1, 2000 (Active) • As of Date = July 1, 2013 (Inactive) • As of Date = August 1, 2013 (Active) Result: If the Look Back Days = 0, the ChartField Export process exports the current effective-dated row of the request date. If the request date is August 18, 2013, the current row in Fusion would only be active from August 1, 2013. If, however, the Look Back Days = 90, the ChartField Export process looks for prior active effective-dated rows that exist as of the process date minus the Look Back Days. In this case, Department ADM01 is active from January 1, 2000 to the present date (no end date).
File Name	Specify the name that you would like to use for the file. The suffix should be ".csv" for comma separated values.
Include Related Languages	If you would like the descriptions of the ChartField values in alternate languages to be exported, select "Yes." Only installed languages where there are descriptions in the alternate languages are exported. These languages must also be installed for Fusion Accounting Hub for the descriptions in the alternate languages to be available.
Export All Values	Select to export all ChartField values for the ChartField/SetID combination, even if the values were previously exported and there are no effective-dated changes. After the initial export, when this option is deselected, the process only exports new ChartField values and values with effective-dated changes.
Export File	Select this option to export the file to the UCM server. If this option is not selected, the export process extracts the ChartField data but does not export the file to the UCM server. Processing with this option deselected enables you to test the ChartField export process without exporting the file to the UCM server.

> **Note**
>
> For more information, see the "Fusion Accounting Hub Integration with PeopleSoft General Ledger" white paper: Import PeopleSoft ChartField Files.

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Configuring Journal Generator for the Fusion Accounting Hub Integration

PeopleSoft delivers the following new Accounting Entry Definition and Journal Generator Template to accommodate the Fusion Accounting Hub integration to PeopleSoft General Ledger:

- FAIJRNL – Accounting Entry Definition (delivered sample)
- FAH_PSFT – Journal Generator Template (delivered sample)

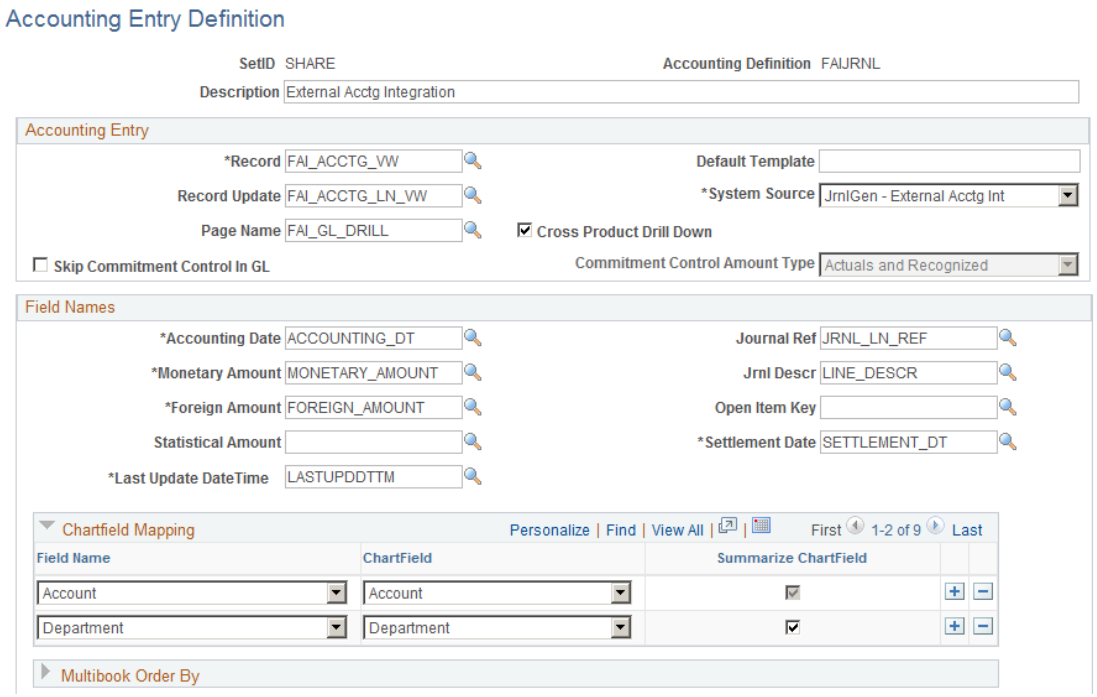
Review the Accounting Entry Definition Page

Use the delivered FAIJRNL Accounting Entry Definition for the Fusion Accounting Hub to PeopleSoft General Ledger integration, which accesses the Journal Generator views that store data from 3rd party systems (in this case, Fusion Accounting Hub) and processes Fusion accounting entries to create PeopleSoft General Ledger journals.

Navigation:

General Ledger, and then **Journals**, and then **Subsystem Journals**, and then **Accounting Entry Definition**

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



This predefined accounting entry definition is based upon the external source system mapping. It should not require updates unless the delivered external system mapping is changed.

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Field or Control	Description
SetID	The Accounting Entry Definition, **FAIJRNL,** is defined under the SHARE SetID, following existing PeopleSoft Subsystem Accounting Entry Definition TableSet control setup.
Accounting Definition	This delivered Accounting Entry Definition, FAIJRNL stands for financial accounting integration journal.
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. For the Fusion integration, use the delivered view, FAI_ACCTG_VW.
Record Record Update	Select an accounting entry record update name. This is the accounting entry table that Journal Generator updates with journal information after it creates the journals. For the Fusion integration, PeopleSoft delivers the FAI_ACCTG_LN_VW view.
System Source	PeopleSoft delivers the JrnlGen – External Acctg Int value to be used for this integration. The system source identifies the source of an accounting entry from which a transaction arises. 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.
Page Name and Cross Product Drill Down	Accounting Entry Page Name should be FAI_GL_DRILL and cross-product drilldown should be enabled. The Journal Generator process reads this definition to create journal entries from the Fusion Accounting Hub accounting entries and to enable drillback from the Journal Entry Inquiry page.

Review the Journal Generator Template Page

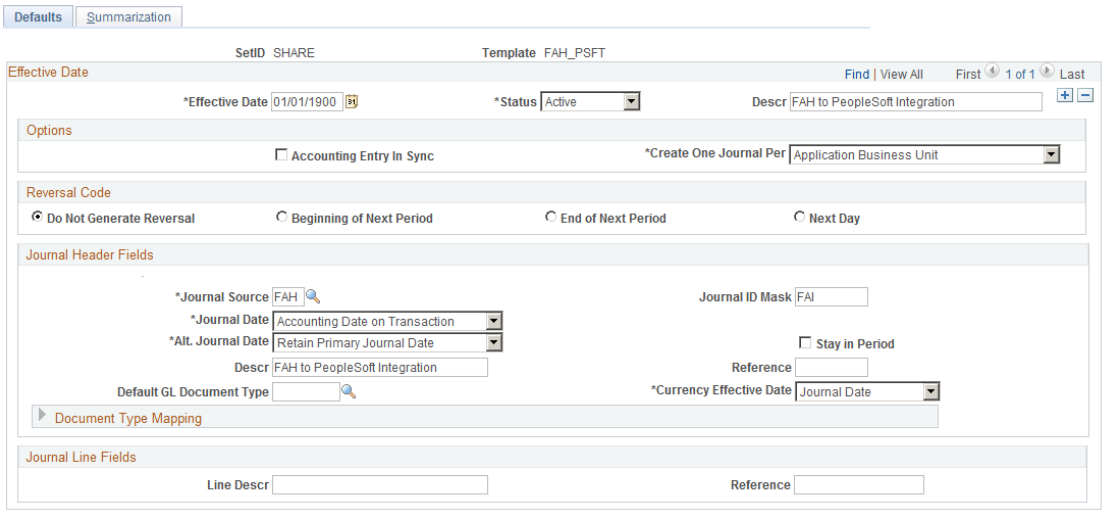
Use the delivered FAH_PSFT Journal Generator Template for the Fusion Accounting Hub to PeopleSoft General Ledger integration, which determines how the PeopleSoft Journal Generator creates and summarizes PeopleSoft General Ledger journals.

Navigation:

General Ledger , and then **Journals**, and then **Subsystem Journals**, and then **Journal Generator Template**

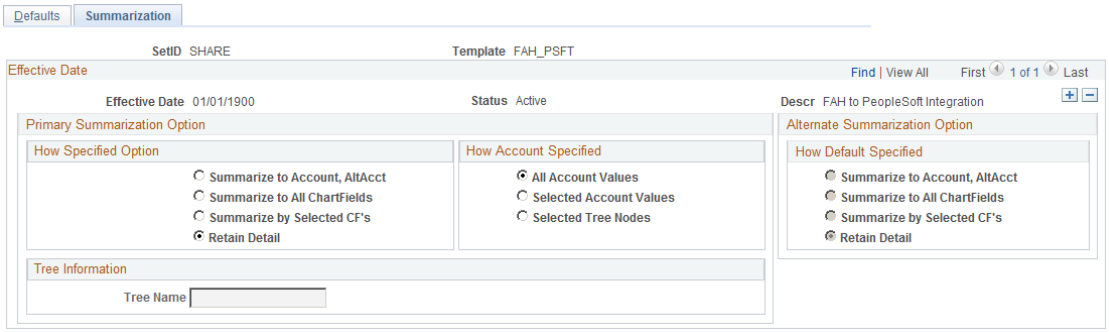
This example illustrates the fields and controls on the Journal Generator Template Page. You can find definitions for the fields and controls later on this page.

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This delivered template contains all mandatory configurations to create the PeopleSoft journals from the Fusion Accounting Hub entries. You can review and update the template to change options such as the journal mask, date option, summarization, or other predetermined selections.

This example illustrates the fields and controls on the Journal Generator Template Page. You can find definitions for the fields and controls later on this page.



Application Fundamentals: Setting Up for Journal Generator

Processing the Fusion Accounting Hub Integration with PeopleSoft General Ledger

Once you have completed all setup for PeopleSoft General Ledger, Integration Broker, Fusion Accounting Hub, and Oracle Data Integrator, you are ready to process the integration.

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Pages Used to Integrate Fusion Accounting Hub transactions to PeopleSoft

Page Name	Object Name	Usage
3rd Party Integration Edit Page	RUN_FAIJEDIT	Extract data from Fusion Accounting Hub records, edit, and insert data into the Accounting Entry Definition record. See Running the 3rd Party Integration Edit Process for Fusion Accounting Hub
External Accounting Integration Error Report Page	RUN_GLFAI001	Review errors encountered during the 3rd Party Integration Edit process and identify adjustments that are necessary.
Combo Edit Error Report Page	RUN_GLFAI002	Run the Combo Edit Error Report and review any ChartField combination edit errors that occurred during the 3rd Party Integration Edit process.
External Accounting Integration Workbench Page	FAI_WORKBENCH	Review Fusion Accounting Hub entries, analyze detail information, and make mass change adjustments if necessary.
ChartField Mass Change Rule Definition Page	FAI_RULES_DEFN	Define rules for changing ChartField values in mass that are applied during the 3rd Party Integration Edit process.
ChartField Mass Change Rule Group Page	FAI_RULES_GROUP	(Optional) Define a group of ChartField Mass Change Rule Definitions and designate processing sequence to be applied during the 3rd Party Integration Edit process.
3rd Party Integration Post Page	RUN_FAIJPOST	Create InterUnit and IntraUnit balancing entries. See Submitting the PeopleSoft 3rd Party Integration Post Process
External Accounting Entries Page	FAI_ACCTG_ENTRIES	View accounting entry details by FAI Transaction ID.
Drill to Source Page	FAI_GL_DRILL	Drill back to the Fusion Accounting Hub – Subledger Journal Lines inquiry.
Subledger Journal Lines Page (Fusion Accounting Hub)	N/A	View accounting transactions in the Fusion Accounting Hub application.

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Running the 3rd Party Integration Edit Process for Fusion Accounting Hub

The 3rd Party Integration Edit process (GL_FAIJEDIT) extracts data from Fusion Accounting Hub records (FAH_ACCTG_HDR and FAH_ACCTG_LINE), and inserts data into the Accounting Entry Definition records (FAI_ACCTG_HDR and FAI_ACCTG_LINE). These records are used by the PeopleSoft Journal Generator to create journals.

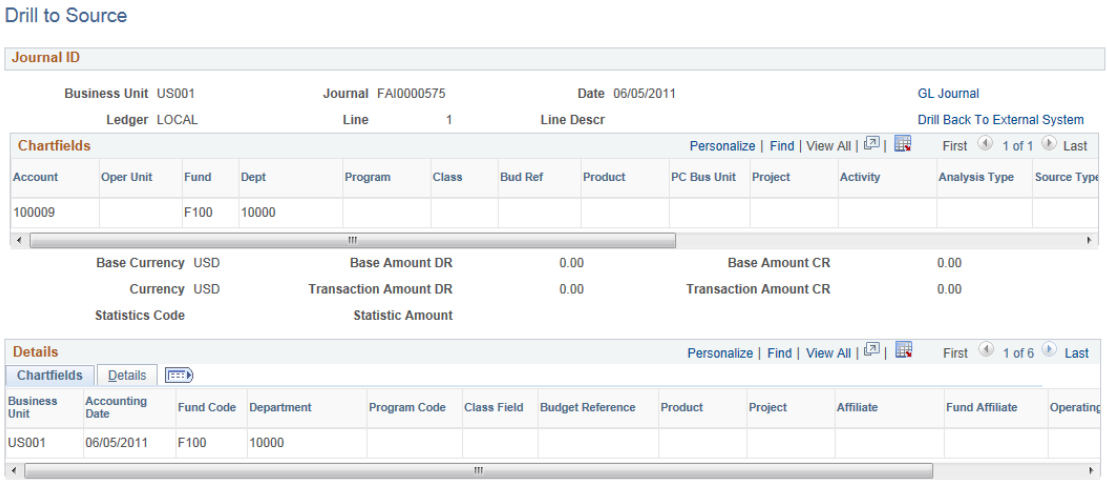
Drill to Source Page

Use the Drill to Source page (FAI_GL_DRILL) to drill back to the to external system journal lines from GL journal line directly.

Navigation:

General Ledger, and then **External System Integration**, and then **Review Journal Details**

This example illustrates the fields and controls on the Drill to Source page.



> **Note**
>
> While drilling back from a PeopleSoft journal line to the Fusion Accounting Hub detailed lines, you may retrieve multiple, but around the first 50 Fusion Accounting Hub lines for each PeopleSoft line.

To enable this drillback capability, see Specifying the Drilldown URL.

Subledger Journal Lines Page (Fusion Accounting Hub)

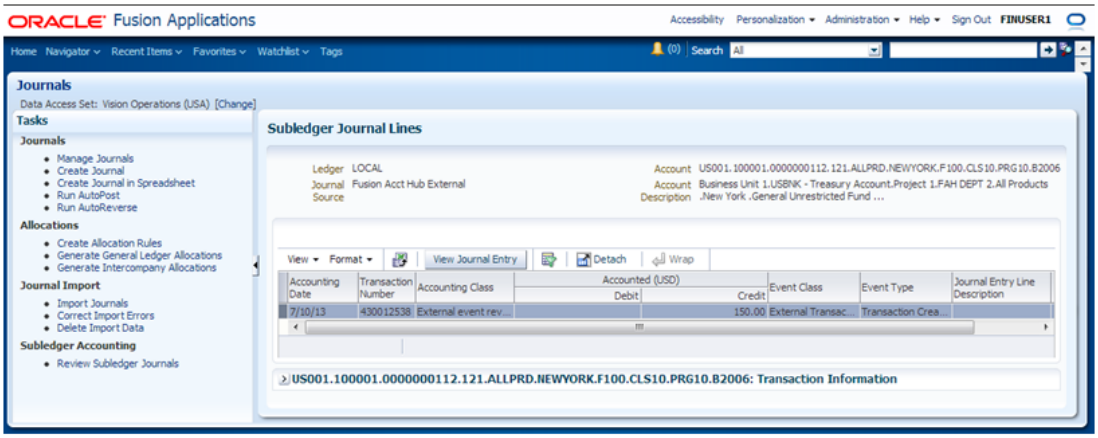
Use the Subledger Journal Lines page to view accounting transactions in the Fusion Accounting Hub application.

Navigation:

Select the Drill to Source icon from the Accounting Line Results group box of the External Accounting Integration Workbench.

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



You can view a summarized journal line in PeopleSoft, and drill directly to the Fusion Accounting Hub journal line Inquiry page to see all the original lines with any additional detail captured there.

(Optional) Creating ChartField Mass Change Rule Definitions

If the Fusion Accounting Hub journal is rejected during the 3rd Party Integration Edit process, you can update the ChartField values with a ChartField Mass Change. The first step in making these changes is to define a ChartField Mass Change Rule.

There are two parts to defining a ChartField Mass Change Rule. First, define the criteria under which the rule is to be applied. This is done by specifying which ChartField values are selected for update. Second, define the target values, which are the values which should be used to replace the selected ChartFields. These rules are applied when the ChartField Mass Change process is enabled on the External System user interface.

Considerations:

- Only ChartField values can be updated. Header information, such as the accounting date cannot be updated. Line amounts cannot be updated.
- The Fusion Accounting Hub journals can be updated by PeopleSoft rules only once. Once they have been updated, no additional revisions are possible.

Submitting the PeopleSoft 3rd Party Integration Post Process

Once you have run the 3rd Party Integration Edit process and have corrected and reprocessed any errors, you are ready to submit the 3rd Party Integration Post process on the edited and valid accounting entries.

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> **Note**
>
> You have the option to run the 3rd Party Integration Edit process and the 3rd Party Integration Post process in the same step. In this case, the valid entries are posted automatically. Once the entries are posted, they cannot be changed. Only invalid entries can be changed and reprocessed. In contrast, if you choose to run the 3rd Party Integration Edit without invoking the posting process in the same step, you have the opportunity to change the entries before posting.

Processing InterUnit and IntraUnit Entries

All InterUnit and IntraUnit processing for Fusion Accounting Hub entries occurs within the PeopleSoft system in order to properly create the balancing entries for PeopleSoft InterUnit and IntraUnit journals.

The InterUnit and IntraUnit balancing entries are created by the centralized PeopleSoft InterUnit process (IU_PROCESSOR) after the entries have been edited, processed, modified, and reviewed. The anchor entity is defined according to its anchor flag value from the accounting entry line, and the InterUnit balancing entries are created using that information.

> **Note**
>
> All prerequisite PeopleSoft InterUnit and IntraUnit setup must be completed before running this integration (for example, Overall Installation Options (InterUnit fields), InterUnit and IntraUnit templates properly configured for desired ChartField values, General Ledger Definition – Inter/IntraUnit page setup, and so on).

For information regarding InterUnit and IntraUnit configuration, see PeopleSoft Application Fundamentals: Setting Up InterUnit and IntraUnit Processing

Generating the PeopleSoft Journals from Fusion Accounting Hub Entries

Once you have run the 3rd Party Integration Edit and Post processes, and resolved any errors that resulted from processing, you can generate the PeopleSoft journal entries using Journal Generator.

Generate Journals Request Page

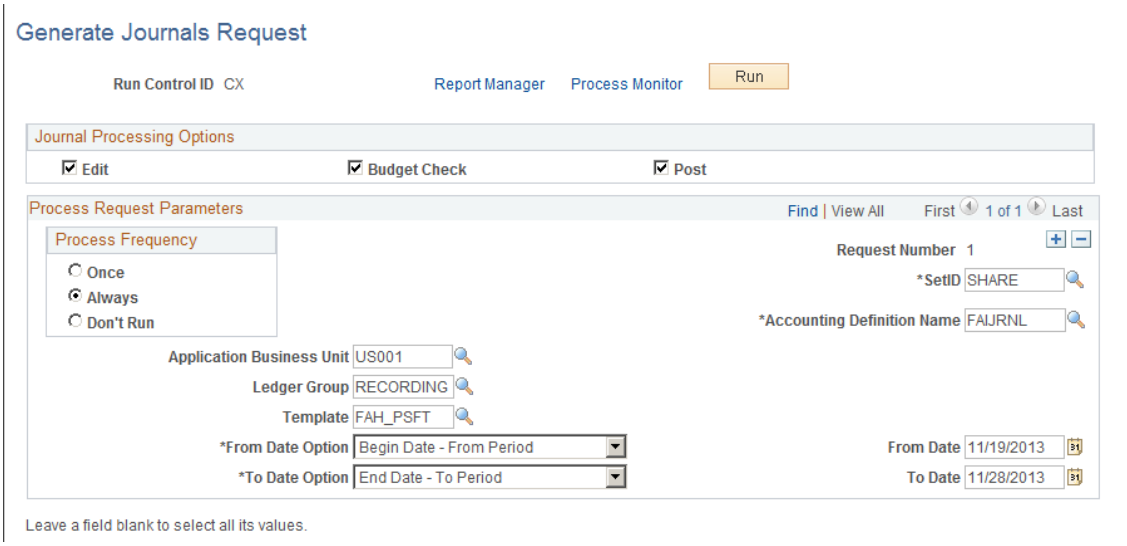
Use the Generate Journals Request page to apply the Accounting Entry Definition and Journal Generator Template to Fusion Accounting Hub entries and create PeopleSoft General Ledger journals.

Navigation:

General Ledger, and then **Journals**, and then **Subsystem JournalsGenerate Journals**

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.

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> **Note**
>
> Although you can configure the request to run at regular intervals, you may find it beneficial to review the transferred Fusion Accounting Entries prior to generating the PeopleSoft General Ledger journals.

Field or Control	Description
Journal Processing Options	This can be left blank for generating journals from transferred Fusion Accounting Hub information. Optionally, you can select Edit and Post options.
Process Frequency	Select one of the following values when processing the request: • Don't Run – ignores the request when the batch process runs. • Always – executes the request every time the batch process runs. Once - executes the request the next time the batch process runs. After the batch process runs, the process frequency automatically reverts to "Don't Run."
SetID	Enter the SetID for which the delivered Accounting Definition Name, FAIJRNL, is defined. If the SetID value is not SHARE in this case, you will be unable to select the correct Accounting Definition Name since that is the SetID for the delivered value.
Accounting Definition Name	For the Fusion Accounting Hub integration, select "FAIJRNL" (the delivered accounting entry definition).

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Field or Control	Description
Application Business Unit	Select an application business unit that the system will use to derive the prompt values for selection. Journal Generator uses the system source from the Accounting Entry Template to derive the prompt table for the application business unit defined for the request.
Ledger Group	Select the ledger group that includes the ledgers that you would like to process. You can leave this field blank to process all ledger groups.
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. For the Fusion Accounting Hub integration, select the delivered Journal Generator Template, FAH_PSFT.
From Date Option	Select a value to further define which accounting entries that the 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 begin date in this field if you selected the Specify Date option.

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Field or Control	Description
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 an end-of-range date in this field if you selected the Specify Date option.

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10

Optimizing General Ledger Performance

Understanding Optimal General Ledger Performance

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

These topics provide an overview of optimal PeopleSoft General Ledger performance and discuss how to:

- Use non-shared tables.
- Use indexes.
- Use partition IDs.
- Use Average Daily Balance (ADB) incremental calculations.
- Use business unit process groups.
- Run incremental processes.
- Optimize PS/nVision performance.

Prerequisites

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

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

Using Non-Shared Tables

This section discusses how to:

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

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Pages Used to Set Up GL Non-Shared Tables

Page Name	Definition Name	Usage
Shared Table Statistics Page	TEMP_TBL_STATS	Access a log containing each time the process used a shared base working table because a non-shared table was not available. See Setting Up GL Non-Shared Tables
Non-Shared Table Maintenance Page	NONSHARED_TBL_ASGN	Add, delete, or modify non-shared tables. See Using GL Non-Shared Tables
Define Batch Truncate Threshold Page	DELETE_LIMIT_ASGN	Specify delete or truncate threshold for Application Engine Processes.
Non-Shared Table Truncate Threshold	NST_ASGN_TRTHRS	Specify delete or truncate threshold for COBOL processes.

Using PeopleTools Temporary Tables

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

- Journal Edit.
- Journal Post.
- Combination Editing.
- Allocation Copy Utility.
- Inter/IntraUnit Common Processor.
- Journal Generator.
- ADB Post and Calculation.
- Budget Processor.
- Allocations.
- Summary Ledger Build.
- Multicurrency (COBOL and Application Engine)
- General Ledger Year End Close (COBOL and Application Engine)

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

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Using GL Non-Shared Tables

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

The records PS_LEDGER (ledger) and PS_JRNL_LN (journal line), which include the PS_JRNL_HEADER (journal header) record are the most heavily accessed records. While these two records are the focus of this topic, you can apply the same techniques to any record.

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

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

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

GL non-shared tables are defined by appending the non-shared table version number, TEMP_TBL_NUM, from table TEMP_TBL_ASGNM to the base working table TEMP_TBL_NAME. Only the process that reserves the non-shared table can process transactions against that table.

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

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

Process for Assigning GL Non-Shared Tables

The process first determines if a non-shared table exists by matching the base working table name (shared table) of the processes to the base working table name in TEMP_TBL_ASGNM that has the IN_USE_SW indicator set to *N:*

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

  The process reserves the non-shared table by updating the IN_USE_SW indicator to *Y* in the TEMP_TBL_ASGNM table. No other process can use the non-shared table as long as the IN_USE_SW indicator is *Y.* The process updates the PROCESS_INSTANCE to identify which process has the non-shared table reserved.

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

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

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

Setting Up GL Non-Shared Tables

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

Adding a Non-Shared Table

To add a non-shared table:

1. Determine if you need to create a non-shared table entry in TEMP_TBL_ASGNM.

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

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

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

3. Create a GL non-shared table entry in TEMP_TBL_ASGNM using the GL Non-Shared Tables page.

4. Add a non-shared table for a custom base working table.

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

Shared Table Statistics Page

Use the Shared Table Statistics page (TEMP_TBL_STATS) to access a log containing each time the process used a shared base working table because a non-shared table was not available.

Navigation:

General Ledger, and then **Monitor Background Process**, and then **View Shared Tbl Statistics Log**

This log helps you to determine whether you need to create additional non-shared table entries in TEMP_TBL_ASGNM.

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> **Note**
>
> The process inserts a log in TEMP_TBL_STATS only if the non-shared table entries exist for the base working table in TEMP_TBL_ASGNM.

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

Non-Shared Table Maintenance Page

Use the Non-Shared Table Maintenance page (NONSHARED_TBL_ASGN) to add, delete, or modify non-shared tables.

Navigation:

General Ledger, and then **Monitor Background Process**, and then **Non-Shared Table Maintenance**, and then **Non-Shared Table Maintenance**

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

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

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

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> **Warning**
>
> If you reset a process instance while it is running, it can cause data integrity problems.
>
> Reset does not clear the contents from a table. However, the table is cleared the next time it is assigned.

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

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

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

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

Process	Menu Path	Dynamic Working Tables	Fixed Working Tables
Closing	**General Ledger**, and then **Ledgers**, and then **Templates**, and then **Record Definitions**	Closing Tmp Closing RE Tmp Closing Account Tmp Closing Journal Header Tmp Closing Journal Line Tmp Closing Journal Line Tmp2	

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Process	Menu Path	Dynamic Working Tables	Fixed Working Tables
Ledger Load	**General Ledger**, and then **Ledgers**, and then **Templates**, and then **Record Definitions**	Led Load Temp Record Led Load Temp Record 2	
Multicurrency	**General Ledger**, and then **Ledgers**, and then **Templates**, and then **Record Definitions**	MultiCurrency Tmp MultiCurrency Tmp1	TREE_SELnn_R
Close Budget	N/A	N/A	CFV_SEL KK_RSCFV_SEL TREE_SELnn_R

Using Indexes

This section discusses:

- Identifying Appropriate IndexesI.
- Selecting Indexes.
- Making the Rules Practical.
- Using Indexes in the Demo System.
- Optimizing Indexes.

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

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

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

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

PeopleSoft Application Designer sometimes creates additional indexes when you add a record. These are generated from fields identified as alternate search keys on the record itself and are not included in the unique index mentioned above. For example, the GL_ACCOUNT_TBL has Alternate Search Keys designated on Account Type and Description fields. When the table is created in Application Designer, two additional indexes (PS0GL_ACCOUNT_TBL and PS1GL_ACCOUNT_TBL) is created with each of these fields listed. These additional indexes are always termed duplicate indexes, because they may not point to unique rows of data.

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

Identifying Appropriate Indexes

Following is the system analysis you need to do before you implement special indexes.

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

Capturing SQL Statements

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

See *PeopleTools documentation: PeopleSoft Process Scheduler*

See *PeopleTools documentation: System and Server Administration*

Establishing a Baseline

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

Determining Indexes Used

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

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

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

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

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Include the SQL statement in the following and execute it:

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

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

Retrieve the plan from PLAN_TABLE with the following SELECT:

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

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

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

Selecting Indexes

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

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

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

- Each platform has specific index limitations.

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

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

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

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

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

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

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

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

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

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

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

Making the Rules Practical

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

Viewing a Sample "Where" Clause Chart

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

	BU	LED	ACCT	DEPT	STAT	FY	PERIOD	CURR
ONLINE								
Budget Detail	X	X	X	X	X	X		X
	X	X	X	X	X	X	X	X
Budget Copy	X	X				X		
	X	X				X	X	

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	BU	LED	ACCT	DEPT	STAT	FY	PERIOD	CURR
Budget Spread	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X
Ledger Inquiry	X	X	X		X	X		X
	X	X	X	X		X	X	X
	X	X	X	X	X	X		X
	X	X	X			X		
InterUnit Inquiry	X	X	X			X	X	
TimeSpan Inquiry	X	X	X	X	X			X
Journal Entry	X	X	X	X	X	X	X	X
REPORTS								
GLS7004	X	X			X	X		X
GLS7005	X	X			X	X		X
GLS1003	X	X			X	X	X	X
GLS7002	X	X			X	X		
GLS7003	X	X			X	X		X
BATCH								
Posting	X	X	X	X	X	X	X	X
Closing	X	X				X	X	
	X	X			X	X		
	X	X			X	X	X	
	X	X			X	X		X
	X	X	X			X		
Summary Ledger	X	X				X	X	
	X	X			X			X
Consolidate			X		X	X	X	X
	X	X	X		X	X		X
Currency	X	X	X	X	X	X	X	X

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

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

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

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

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

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

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

Hints for Indexing

The following hints can help you create better indexes:

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

    In considering the right number of indexes for a table, be sure to consider the use of the table. Fairly static tables (like Chartfield tables) can have numerous indexes with relatively little negative impact because they are frequently accessed and rarely updated. Other tables, however, are updated continually and each additional index could make quite a difference in the amount of time it takes to perform these functions.
  - These extra indexes on fairly static tables (like Chartfield tables) are not a problem.

    However, if there are list items designated on records that are never used as edit (prompt) tables and the index generated is not assisting any processing, you have actually created additional overhead during record updates and inserts without any benefit. The bottom line is that you should carefully consider designating fields as alternate search key fields.
  - Because the vast majority of "where" clauses that access the PS_LEDGER table begin with equality checks on business unit and ledger, these common fields are included at the beginning of most of the Oracle indexes.
- Sometimes it is beneficial to put a column in the index that would not usually be included in a "where" clause but is usually retrieved from the table when the table is accessed.
  - An example of this is the account type on the GL_ACCOUNT_TBL.

    This column is generally accessed when the table is queried, and adding this column to the index might prevent table access when only the account type is needed. The Alternative Search Key indexes actually do this for us in most cases, because these indexes generally contain descriptions, and this information is frequently accessed when a code table is accessed. This approach is only useful if it prevents table access

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in some instances and does not interfere with the normal operation of the index in other situations.

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

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

- The system is specific about the indexes chosen.

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

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

Using Indexes in the Demo System

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

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

PS_LEDGER: (All Platforms)

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

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PS_LEDGER	PSCLEDGER	PSFLEDGER
PROGRAM_CODE		
BUDGET_REF		
AFFILIATE		
AFFILIATE_INTRA1		
AFFILIATE_INTRA2		
PROJECT_ID		
BOOK_CODE		
GL_ADJUST_TYPE		
CURRENCY_CD		
STATISTICS_CODE		
FISCAL_YEAR		
ACCOUNTING_PERIOD		

PS_LEDGER

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

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

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

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

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

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

PSALEDGER (All Platforms Except Oracle)

Experienced General Ledger customers recognize this index. This is the most efficient index for PS/nVision reporting and also helps out the Closing and Summary ledger COBOL processes. Note that it is similar to the PSBLEDGER index except that it starts with Fiscal Year (so those processes that do have an equality for accounting period choose the "B" version over this one). The index also includes the Account field, thereby adding efficiency for any "where"

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clause selecting specific account values. This is an index you probably have to modify to reflect your own ChartField configuration. The last fields of this index should include the ChartFields with the highest cardinality that are usually entered and used in "where" clauses. Avoid adding all your ChartFields because that would create a great deal of overhead when any of the ChartFields are added or changed in the ledger. It is usually best to include the minimum number of fields to do the job in an index.

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

PS_LEDGER (All Platforms Except Oracle)

PSALEDGER	PSBLEDGER
ACCOUNT	ACCOUNTING_PERIOD
FISCAL_YEAR	FISCAL_YEAR
BUSINESS_UNIT	LEDGER
LEDGER	BUSINESS_UNIT

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

PSBLEDGER

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

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

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PS_LEDGER: (Oracle Only)

PSDLEDGER	PSELEDGER
BUSINESS_UNIT	FISCAL_YEAR
LEDGER	ACCOUNTING_PERIOD
FISCAL_YEAR	BUSINESS_UNIT
ACCOUNTING_PERIOD	LEDGER
CURRENCY_CD	ACCOUNT
STATISTICS_CODE	PRODUCT
ACCOUNT	PROJECT_ID
	AFFILIATE
	CURRENCY_CD

PSDLEDGER (Oracle Only)

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

PSELEDGER (Oracle Only)

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

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

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

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

PS_JRNL_HEADER (All Platforms)

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

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

PS_JRNL_HEADER

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

PSCJRNL_HEADER

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

PSDJRNL_HEADER

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

PS_JRNL_HEADER (All Platforms Except Oracle)

PSAJRNL_HEADER	PSBJRNL_HEADER
ACCOUNTING_PERIOD	JRNL_PROCESS_REQST
SOURCE	BUSINESS_UNIT
FISCAL_YEAR	LEDGER_GROUP
BUSINESS_UNIT	
LEDGER_GROUP	

PSAJRNL_HEADER

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

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PSBJRNL_HEADER

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

PS_JRNL_HEADER (Oracle Only)

PSEJRNL_HEADER	PSFJRNL_HEADER
BUSINESS_UNIT	JOURNAL_ID
LEDGER_GROUP	SOURCE
JRNL_HDR_STATUS	JRNL_HDR_STATUS
FISCAL_YEAR	BUSINESS_UNIT
ACCOUNTING_PERIOD	LEDGER_GROUP

PSEJRNL_HEADER (Oracle Only)

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

PSFJRNL_HEADER (Oracle Only)

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

PS_JRNL_LN (All Platforms)

PS_JRNL_LN	PSDJRNL_LN	PSFJRNL_LN
BUSINESS_UNIT	PROCESS_INSTANCE	JOURNAL_DATE
JOURNAL_ID	BUSINESS_UNIT	BUSINESS_UNIT
JOURNAL_DATE	ACCOUNT	UNPOST_SEQ
UNPOST_SEQ		JOURNAL_ID
JOURNAL_LINE		JRNL_LN_SOURCE
LEDGER		

PS_JRNL_LN

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

PSDJRNL_LN

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

For Oracle run the following command: Analyze table PS_JRNL_LN compute statistics for columns (process_instance).

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

PSFJRNL_LN

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

PS_JRNL_LN (All Platforms Except Oracle)

PSAJRNL_LN	PSBJRNL_LN
ACCOUNT	JOURNAL_ID
BUSINESS_UNIT	JOURNAL_DATE
CURRENCY_CD	BUSINESS_UNIT
	UNPOST_SEQ

PSAJRNL_LN

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

PSBJRNL_LN

The items in this index are similar to the unique index except that the sequence is different and the JOURNAL_LINE field is left off. The JOURNAL_LINE field was eliminated because it is almost never referenced in "where" clauses. The sequence was changed because JOURNAL_ID is a high-cardinality field and is frequently referenced in select statements. In the select statements that specify JOURNAL_ID, the BUSINESS_UNIT, JOURNAL_DATE, and UNPOST_SEQ fields are also referenced; so these were included on this index in order of cardinality.

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

> **Note**
>
> Consider adding the JOURNAL_LINE and LEDGER to the end of the PSBJRNL_LN index and making it the unique index (eliminating the existing PS_JRNL_LN index). This is an option because the order of the index columns can differ from PeopleSoft Application Designer field sequence.

PS_JRNL_LN (Oracle Only)

PSEJRNL_LN
BUSINESS_UNIT

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PSEJRNL_LN
CURRENCY_CD
ACCOUNT

PSEJRNL_LN (Oracle Only)

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

Optimizing Indexes

This section discusses how to optimize indexes.

Updating Statistics

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

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

Table Seeding

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

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

If rows currently exist in your PSTREESELECTxx tables, you should not delete this data. The system populates these rows when you execute a PS/nVision report. These rows correspond

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to a control table named PSTREESELCTL, and if removed by them, result in incorrect data or no data in your PS/nVision report the next time you execute it.

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

> **Note**
>
> If you are a DB2 customer, you can maximize the benefits of seeding these tables, by seeding them with the cardinality that is correct for your particular environment. A script named SEEDMULT.DMS is an example of seeding the PSTREESELECT06 table with correct cardinality. Use this version, rather than the above versions, when seeding the PSTREESELECT tables.
>
> Table seeding is also needed for temp tables that are being reserved for Application Engine processes called from PeopleCode. The AE processes have a logic to update statistics of these temporary tables after each Insert. But each %UpdateStats requires an explicit commit, and since the commit is not allowed within an Application Engine program called from PeopleCode, therefore the %UpdateStats is not executed. To ensure that Sql statements referring to those temporary tables run well, you can try the following:
>
> To leave the temporary tables with no statistics. That means never do any update statistics on these tables. If you had updated statistics of these tables when they were empty, you need to drop and recreate them. For Oracle, you can run the analyze table command with the option to delete the statistics. You then need to test the process to see if the performance is acceptable for you.
>
> If having no statistics on the temporary table does not yield the performance required (like the case of table PS_COMB_EXP_TAOx of Journal Combination Edit process), then you need to seed the table by running an Application Engine trace of level 131, extract all the "insert into PS_COMB_EXP_TAOx" Sql statements, and run them outside from the program to seed the table. Then run the update statistics command on the seeded table.

Physical Performance Considerations

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

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Using Partition IDs

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

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

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

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

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

Related Topics

- Application Fundamentals: Partition ChartField Entry Page

Using ADB Incremental Calculations

The ADB Calculation process (GL_ADB_CALCX) supports these optimizing features:

- Incremental calculations to compute the average daily balance.

  This method leverages prior period aggregate and ending balances to calculate the requested period average. All adjustments are automatically applied to the average balances before calculation of the requested period averages.
- Nonshared tables to process temporary data, including the tree selector tables.
- Archiving ledger data.

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

  Other ways that the ADB Calculation process supports system optimization is that it enables customers to:
- Filter transactions posted the ADB ledger to control the volume of data.
- Partition the calculated averages to different target ledgers.

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

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Related Topics

- Understanding Average Balance Calculation
  These topics provide an overview of the average balance calculation and discuss how to:

Using Business Unit Process Groups

Business Unit groups can be used to improve the performance of certain processes. Business units that are specified in a run control are pre-processed into groups based on TableSet Control, calendar, and other business unit level options. This allows business units in a group to be processed with the same set of SQL's.

The result is fewer loops through business units and faster processing speed. The business groupings process (GL_BUGRP) is automatically run as part of the batch process.

Running Incremental Processes

Many General Ledger – period end processes use ledger data. After making potential changes to ledger data for a period, it can be time consuming to re-run each period end process.

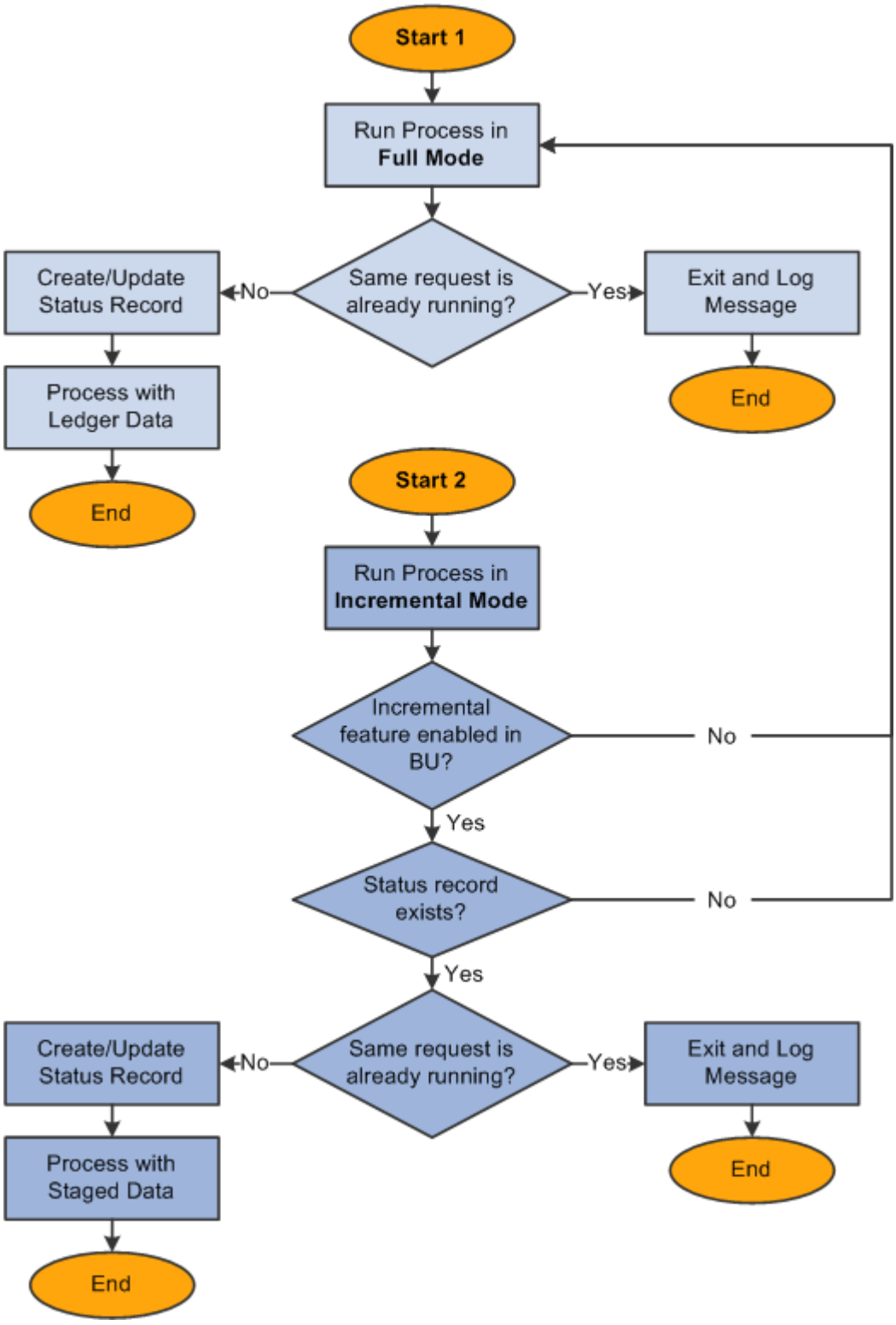
Incremental processes perform these tasks:

- Manage entries into a staging table.
- Send a table name to the calling process, which is pre-populated with the correct incremental ledger data.
- Control the clean-up process of the staging table with data that is no longer needed.

This diagram is a general illustration that shows that the full process must be run before the incremental process can be run:

This diagram illustrates that before running an incremental process, you must run the process in full first.

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PeopleSoft has designed these processes to run incrementally:

- Summary Ledger (GL_SUML) – See Running the Summary Ledger Process Incrementally.
- Multi-currency (FS_MC) – See Initiating Multicurrency Processing.
- Ledger Close (GL_YC) See Running the Close Process

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Running the Summary Ledger Process Incrementally

Summary ledger can be update incrementally in the following ways:

- Using the *Increment* options from the process run control.
- During posting to the detail edger, thus keeping summary ledger synchronized with its detail ledger.

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

- The Summary Ledger Stage Tbl (table).

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

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

  This table contains a row for each business unit, summary ledger, fiscal year and accounting period (summary). The Status table also includes a date and time stamp with the date and time when the system writes the row into the status table. The status table is common for all processes that use incremental ledger and not all fields are populated for all processes.

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

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

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

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

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

- The Skip Summary Ledger Update option.

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

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

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

The incremental summary ledger update process flow is:

1. Summary Ledger process (initial summary ledger creation):
   - On the Summary Ledger process request page, if the Request Type is *Create,* the process creates initial summary ledger data for the given business unit/summary ledger/accounting periods.

     Existing summary ledger data is deleted for the combination of business unit, fiscal year, and accounting period.

   - The process inserts a row into the Status table for each business unit/summary ledger/ accounting period processed.
2. The Journal Post process:

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- If the Enable Incremental Summary Ledger option is selected on the Ledger for a Unit – Posting Options page, the process inserts rows into the Staging table with data posted to the detail ledger.
- The process updates the summary ledger incrementally from the staging table (see step 3 for details) if one of these two setup options exist:
  - If the Post to Summary Ledger option on the Ledger Set page is selected and the Skip Summary Ledger Update check box is not selected on the Post Journals Request Page.
  - If the Skip Summary Ledger Update check box is not selected on the User Preferences – General Ledger page,

3. Summary Ledger Process (incremental update):
   - For a given business unit and detail ledger, the process determines the summary ledgers and accounting periods to process based on the ledger set, the Post to Summary Ledger option, and the Status table.

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

> **Note**
>
> If the incremental update is initiated from the Summary Ledger Process Request page, the Request Type must be Increment.

Related Topics

- Application Fundamentals: Combining Accounts Using Summary Ledgers

Optimizing PS/nVision Performance

This section discusses:

- Tree Joins.
- Designing Indexes - Combination Guidelines.
- Capturing SQL.

PS/nVision is a complex tool, capable of producing a great variety of reports from a variety of database tables. The SQL statements it generates are not necessarily complex, but they are very sensitive to the performance of the underlying database, especially in the following areas:

- Large tables (ledgers often have millions of rows) make efficient use of indexes essential.
- The use of trees and reporting (security) views cause multiple tables to be joined.

  The efficiency with which the database processes these JOIN statements dictates most of the performance of PS/nVision.

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Unlike traditional background reporting tools, PS/nVision supports interactive, focused reporting with a probing or querying approach to accessing the database. PS/nVision queries tend to be more numerous than traditional report writers are, but also more focused on the specific data that you want to see.

Tree Joins

PS/nVision relates tree node criteria to data tables by joining the data table to a tree selector table. This selector table contains a row for every detail range defined for the tree in the Tree Manager, and is keyed by PROCESS_INSTANCE (a system-generated constant number for all the rows representing a particular tree) and tree node number. Because some database platforms only join tables efficiently if the field sizes match, the system uses up to 30 selector tables, one for each supported ChartField length. Each selector table has RANGE_FROM_nn and RANGE_TO_nn columns matching the corresponding ChartField size.

The following code is a typical SELECT for selection via nodes on a single tree:

```
SELECT L.TREE_NODE_NUM, SUM(POSTED_TOTAL_AMT)
FROM PS_LEDGER A, PSTREESELECT06 L
WHERE A.LEDGER='ACTUALS'
 AND A.FISCAL_YEAR=1991
 AND A.ACCOUNTING_PERIOD BETWEEN 1 AND 9AND A.ACCOUNT>=L.RANGE_FROM_06
 AND A.ACCOUNT<=L.RANGE_TO_06
 AND L.PROCESS_INSTANCE=198
 AND (L.TREE_NODE_NUM BETWEEN 16 AND 30
 OR L.TREE_NODE_NUM BETWEEN 35 AND 40)
GROUP BY TREE_NODE_NUM
```

The parts of this statement in boldface accomplish the tree criteria selection. The GROUP BY clause returns an answer row for each node that has a detail range attached to it; these node numbers are used to post amounts from the answer set into the appropriate rows of the report.

Designing Indexes - Combination Guidelines

PS/nVision endeavors to retrieve the data for each report instance with as few SELECTs as possible. It examines all row criteria to determine which can be combined, and does the same for column criteria. It then builds a Select statement to retrieve each intersection of a combined group of rows with a combined group of columns. You should understand the following built-in rules when designing indexes:

- Different ledgers cannot be combined.
- Different TimeSpans cannot be combined.
- nPloded rows or columns cannot be combined with non-nPloded rows or columns.
- To be combined, two or more rows or columns must have criteria for the same set of ChartFields, and each ChartField's criteria must be of the same type (selected tree nodes cannot be combined with selected detail values).
- If criteria for a ChartField are specified by tree node, they can only be combined if they use the same tree.
- If the combined rows or columns have identical criteria for a particular ChartField, the criteria are included in the "where" clause but no "group by" on that field is required.

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If different rows/columns in the group have different criteria, PS/nVision adds this field (or the corresponding tree node number) to the "group by" clause to retrieve a value for use in posting the answer set to the report.

- A single Select statement can retrieve amounts for multiple combined rows and columns.
- Different scope instances are retrieved with separate Select statements.

Capturing SQL

To examine the SQL produced by PS/nVision, capture the statements in one of two ways:

- Use the Options Trace option on the Excel menu.

  This causes PS/nVision to display each Select statement used for retrieving labels or amounts in a dialog. Select the text with the mouse, copy it to the clipboard, and paste the text into another application such as Notepad or a text editor. Then save the text to a file or work with it within the application.

  > **Note**
  >
  > If you want to capture the SQL but do not want to wait for it to execute, select the Excel Options Simulated Run option. PS/nVision generates all the SQL, but will not execute SELECTs for amounts.

- Select the PeopleTools SQL trace through the Utilities menu.

  This causes all SQL statements executed by PeopleTools to be written to a file called ~DBG0001.TMP in the Windows TEMP directory (often C:\TEMP). This trace shows timings, but does not include SQL that was not executed due to the Simulated Run option.

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Making General Ledger Journal Entries

Understanding General Ledger Journal Entries

This section discusses:

- Prerequisites.
- Journal components and processing.
- Journal entry identification and masks.
- Journal entry processing.

Prerequisites

You may want to set up security for your profiles and users for General Ledger:

- PeopleTools Security

  Anyone who uses or accesses the general ledger must have a user ID. User IDs are defined in PeopleTools, Security, User Profiles. Several pages require a user ID and validate against the user profile before admitting a user to the page.

- ChartField Security

  Consider securing data access based on a user's role in the organization. ChartField Security is designed to work in conjunction with other security features, such as business unit and ledger security. ChartField security allows you to choose the ChartFields by which you want to configure access and rules that are specific to one or more products. It may further be used to configure access based on job function and activity. Restrict access to unauthorized ChartField values during journal entry or inquiry based on user, role or permission list.

  See Application Fundamentals: Understanding ChartField Security.

- Journal Source Security

  Journal source security restricts online creation, copy, deletion and posting of journals based on permission added to User / Role for the specific journal source. In addition, users cannot post journals with sources beyond the date specified in the Period End Cutoff Definition Page, unless the User / Role has override exception.

  See Enabling Journal Source Security for more information.

- User Preferences

  Many applications have application-specific preferences. In PeopleSoft General Ledger, these preferences are defined on the User Preferences - General Ledger page. Many of the preferences that are specified on this page apply to entering, editing, and processing journals. While you can restrict users to specific business units, tablesets, ledgers, and so forth, the user preferences pages define only default settings for pages and reports. They *do not* necessarily define security.

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- Enable Document Sequencing for each business unit if you use document sequence numbers to number your journals sequentially and open item journals.

Related Topics

- Application Fundamentals: Defining Cross-Application User Preferences
- Application Fundamentals: Understanding PeopleSoft Application Security

Journal Components and Processing

At a minimum, a journal in PeopleSoft General Ledger consists of a header and journal entry lines. The header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date) and options that enable you to quickly set up adjusting and reversing entries and foreign currencies. Journal entry lines record the monetary and statistical amounts and the ChartField values associated with each transaction.

Once you enter the header and line information, your journals are ready for processing. However, if you want a greater degree of control over the journal entry process, you can incorporate:

- Control totals that ensure accuracy and are particularly helpful when you enter a large number of lines.
- Journal approval, based on rules that you define, to ensure that only those journals within the limits that you specify are approved for further processing.
- Document sequencing to track journal IDs sequentially.

In General Ledger, standard journal entries (SJEs) enable you to automate the entry of similar or identical journals. There are three types of SJEs: recurring, template, and spread. A *recurring* journal entry is any entry that is periodically generated according to a schedule, such as monthly rent, lease payments, and depreciation expenses. A *template* journal entry is a data-entry model for other journals that you can automatically reproduce on a fixed schedule—like recurring SJEs—or use on request. A *spread* journal entry is an entry in which the entire journal's amount is spread proportionately across the different periods.

Related Topics

- Understanding Journal Processing
  PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.

Journal Entry Identification and Masks

When you create a new journal, the system prompts you with three keys that uniquely identify that journal: business unit, journal ID, and journal date. You can enter your own ID or let the system assign one. You can reuse the same journal ID throughout the year, or even within the same accounting period, changing only the date for each instance.

After you create a journal, you can search by document sequence number on these pages:

- Create Journal Entries - Find an Existing Value search criteria.
- Review Journal Status - Find an Existing Value search criteria.
- Open Item Maintenance.
- Review Open Item Status.

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- Review Financial Information - Journals - Journal Inquiry Criteria.

The document sequence number for a journal also appears on:

- The Journal Entry Detail Report (FIN2001).
- The General Ledger Activity Report (GLS7002).

This table demonstrates an example where your subsidiaries and parent organizations can record monthly payroll transactions using the journal ID PAYROLL, because each journal is uniquely identified by business unit, journal ID, and date.

Business Unit	Journal ID	Date	Total Debits
US002	PAYROLL	September 4, 2XX2	400,000
US004	PAYROLL	September 4, 2XX2	430,000
US002	PAYROLL	September 18, 2XX2	420,000
US004	PAYROLL	September 18, 2XX2	440,000

Using these three keys to identify a journal makes finding, tracking, and organizing journals much easier. It also makes it possible to copy related journals and group them by ID. You can use the same journal IDs and dates across business units.

The *journal ID mask* enables you to specify a prefix for naming journals when you are using NEXT to generate journal IDs. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs. For example, if you specify ALLOC as the journal ID mask, and your journal ID on the flat file is NEXT, your allocation journal IDs might be ALLOC00001, ALLOC00002, and so on.

> **Warning**
>
> If you plan to use journal ID masks, reserve a unique mask value for the regular journal entry process. Ensure that your regular journal entry users communicate with users who perform other processes, such as consolidations and allocations, so that no other process creates the same mask value as that used in regular journal entry.

Journal Entry Processing

General Ledger offers several ways to process journals. After completing the header and line entries, save the journal from any of the journal entry pages or do one of the following on the Journal Entry - Lines page:

- Request to edit.
- Request to budget check.
- Request to budget pre check.
- Request to post.

Most users enter and save journals, leaving editing, budget checking, and posting for later.

Related Topics

- Understanding Journal Processing
  PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are

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validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.

Creating Journal Entries

Pages Used to Create Journal Entries

Page Name	Definition Name	Usage
Create/Update Journal Entries - Header Page	JOURNAL_ENTRY1	Enter journal header information that uniquely identifies the journal by business unit, journal ID, and journal date. It also contains options for setting, adjusting, and reversing entries and foreign currencies.
Journal Entry Currency Default Page	JOURNAL_ENTRY_CUR	Enter the currency information that appears by default in the individual journal lines.
Exchange Rate Detail Page	EXCH_RT_DTL	Shows the exchange rate details based on the information that you entered on the Journal Entry Currency Default page.
Journal Entry Reversal Page	JOURNAL_ENTRY_RVR	Specify the date of an automatically reversed entry.
Commitment Control Page	JOURNAL_ENTRY_KK	Specify the commitment control amount type for a journal if you use the commitment control option.
Application Fundamentals: Administer File Attachments Page	JOURNAL_ATT_SEC	Attach relevant and useful files as supporting documentation to the journal entry. On the Journal Entry - Header page, click **Attachments.**
Create/Update Journal Entries - Lines Page	JOURNAL_ENTRY2_IE	Record the transactions making up the journal—the debit and credit entries. Once you enter the header and lines, you can request further processing on the page.
Journal Entry Template List Page	JOURNAL_ ENTRY_TMP	Select the template that defines which columns appear in the lines scroll area. Also specify the field values to be copied down to new lines when you click the **Insert Journal Lines** button.
Selection Criteria Page	JRNL_SRCH_SEC	Specify search values for any or all fields listed.
Change ChartField Values Page	JRNL_SUSP_CF_SEC	Apply changes to all displayed journal lines by entering the existing field value and the correct value.

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Page Name	Definition Name	Usage
Search Audit Logs Page	FS_AUDITLOG_SEARCH	View the audit trail for the journal entry.
Projected Balance Page	TACCOUNT_VIEW_SEC	Check the effect of a particular line on the relevant balance (same ChartField combination) directly from the Journal Entry - Lines page. Enable the Projected Balance field to appear on the Lines page by selecting a Journal Entry Template that includes that field. The Projected Balance field is located on the Miscellaneous tab of the Journal Entry Template page for selection.
Federal Award Data Page	JRNL_LNFED_SEC	View values for Procurement Award and Financial Assistance elements in the PeopleSoft purchase order staging tables
Secondary Ledger Lines Page	JOURNAL_ENTRY_SEC	View secondary ledger lines.
Journal Entry - Totals Page	JOURNAL_ENTRY_T_IC	Specify control debit and credit amounts, unit value of statistical entries, and the number of lines. These controls enable you to enforce a greater degree of control over the journal entry process.
Journal Entry - Errors Page	JOURNAL_ENTRY_E_IC	Determine which errors the system encountered.
Create/Update Journal Entries - Approval Page	JOURNAL_ENTRY_A_IC	Select the current journal for approval if you use PeopleSoft Workflow to approve journals for posting.

Create/Update Journal Entries - Header Page

Use the Create/Update Journal Entries - Header page (JOURNAL_ENTRY1) to enter journal header information that uniquely identifies the journal by business unit, journal ID, and journal date. Journal cannot be edited if the user does not have journal source access.

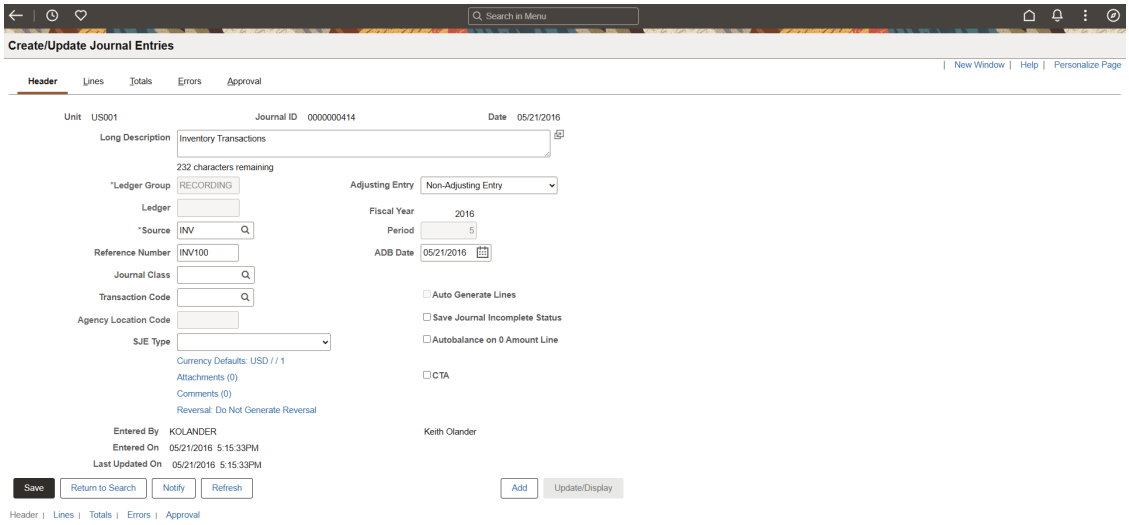
It also contains options for setting, adjusting, and reversing entries and foreign currencies.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Header**

This example illustrates the fields and controls on the Create/Update Journal Entries - Header page.

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> **Note**
>
> This page or related pages operate in deferred processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button, link, or selecting a tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. The system updates quantity balances or totals only when you save or click the **Calculate Amount** button.

Field or Control	Description
Journal ID	If the **Use Next Journal ID** option is selected for your user preference, the **Journal** field is unavailable and automatically changes to *NEXT*. When you save the journal, the system automatically assigns the next journal ID to the journal.
Date	Determines the period to which the system posts the journals, unless it is an adjusting entry. For business units using a holiday list ID, the journal entry page requires that journal date be a working day, regardless of the accounting period. If you initially enter a date on a non-working day, you'll receive an error message suggesting the next working day. You must manually enter this or another working date before entering journal entry pages.
Long Description	Enter text that describes the purpose of the journal or explain any anomalies in the transaction. The first 30 characters of your description appear in prompt lists for this journal.

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Field or Control	Description
Ledger Group	Select the ledger group to which this journal posts.
Auto Generate Lines	Select this check box if the ledger group contains multiple ledgers. If the **Keep Ledgers in Sync (KLS)** option for MultiBook ledgers is selected on the Ledger Group - Definition page, the **Auto Generate Lines** check box should always be selected, which enables the system to generate journal lines automatically to support transaction detail for each ledger in the group. For example, suppose that you enter a two-line journal entry for a ledger group that contains three ledgers, the journal entry or edit process generates two lines for each ledger.
Ledger	Enter a ledger within the ledger group to indicate that all the journal lines must be posted to that ledger, or leave this field blank to indicate that the journal lines can be distributed to secondary ledgers. Use this field only if the ledger group contains multiple ledgers, KLS is off, and the **Auto Generate Lines** option is not selected. If the ledger group is a commitment control ledger group, you must select a ledger. Once you start entering journal lines, you cannot change the values in the **Ledger Group, Auto Generate Lines,** or **Ledger** fields. Otherwise, your journal lines would be out of sync with your journal header.

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Field or Control	Description
Adjusting Entry	Select *Adjusting Entry* if this is an adjusting entry. When you select to create an adjusting entry, the **Period** field becomes available and you can select the adjustment period to which you want the entry to post. The periods (and fiscal year) from which to select are prompted from the adjustment periods and adjustment years as defined in the Open Period Update page that is associated with the ledger group for the anchor business unit of the journal. If this is a *Non-Adjusting Entry*, you cannot change the accounting period value. The journal date determines the accounting period to which the entry posts based upon the calendar that is defined within the Ledgers For A Unit page for the primary business unit of the journal. **Note:** Year-end adjustments are segregated from the regular accounting periods to prevent the distortion of period-to-period results. They are recorded in special adjustment periods (as defined on the detail calendar). They are posted to the target ledger in the adjustment year and period that are designated as the default on the Open Period Update page. (You can override the default adjustment period on the Journal Header page.) You can post prior year adjustments while processing the current year activity, as long as you have associated that prior year with the adjustment period on the Open Period Update page. If the adjustment period and associated fiscal year are not designated as open on the Open Period Update page, a warning message notifies you that the journal cannot post to the closed period. **Note:** When journals are loaded from an external source, there may be a discrepancy between the fiscal year on the Journal Header page and the fiscal year that is open for the corresponding adjustment period on the Open Period Update page. By default, the Journal Edit process selects the fiscal year from the Open Period Update page that is associated with the open adjustment period, changes the fiscal year on the header and processes the journal as valid. You can specify the journal edit handling on the General Ledger Definition – Journal Options page for the **Adjustment Year Not Exist** field value to control this behavior. The *Override* field value is the default option, which allows the Journal Edit process to change the fiscal year on the header to the fiscal year that is associated with the open adjustment period (Open Period Update page), thereby passing validation. The *Recycle* option assumes that the original fiscal year on the adjustment journal header is correct, but since it is not the year

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Field or Control	Description
	that is associated with the open adjustment period, the journal will be in error. See Defining Journal Processing Options for a Business Unit. See Application Fundamentals: Open Period Mass Update Page.

Field or Control	Description
Source	Determines various options for entering and editing journals. Select a journal source that best represents how the journal should be processed. Once you start entering journal lines, however, you cannot change the journal source selection if the journal is originally created using the Journal Entry component. Journal sources available for selection is based on the user access that is defined in the Journal Source Security by User Page and Journal Source Security by Role Page. **Note:** Journals for a source cannot be posted beyond the cutoff date defined in the Period End Cutoff Definition Page for that particular journal source, unless the user or role has override exception.
Reference Number	Refers each journal back to a document, person, invoice, date, or any other piece of information that helps you track the source of the transaction.
Fiscal Year	For a non-adjusting journal entry, this field is populated based upon the journal date and the calendar that is associated with the ledger group on the Ledgers For A Unit page of the anchor business unit of the journal. For a journal that you designate as an adjusting entry, this field value default is based upon the adjustment year that is defined on the Open Period Update page, which is associated with the adjustment period that you select on the Journal Header. You can change the adjustment year for posting on the Open Period Update page. **Note:** The adjustment year that is populated on the journal header is derived from its associated adjustment period (as defined on the Open Period Update page) that you selected on the journal header. If the adjustment year on the header is not designated as open on the Open Period Update page, you receive a warning that the journal cannot be posted.

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Field or Control	Description
Period	For a non-adjusting journal entry, this field is populated based upon the journal date and the calendar that is associated with the ledger group on the Ledgers For A Unit page of the anchor business unit of the journal. For a journal that you designate as an adjusting entry, this field becomes available and is populated based upon the adjustment period that is designated as the default on the Open Period Update page. You can change the adjustment period by clicking the prompt that displays a list of valid adjustment periods (as defined on the detail calendar). Select the one to which you want the adjusting entry posted. The fiscal year associated with the selected adjustment period (on the Open Period Update page) is the journal header fiscal year.
SJE Type (standard journal entry type)	Leave this field blank if this is not a standard journal. Select *Model* if this is a model journal that you use to create other standard journals. There are several process restrictions on a model SJE journal. It cannot be budget checked, posted, or submitted to workflow approval, and journal edit does not calculate value-added tax (VAT) or subtract inclusive VAT amounts from the journal line. In addition, once validated by the journal edit process, the model journal cannot be changed or deleted. **Note:** Model journals must be edited and if it is valid the system assigns it a status of *M*. **Note:** Attachments can be added to the model journal. However, these attachments do not transfer to the standard journal.
ADB Date (average daily balance date)	Enter the date that you want to use for calculating average balances. (Enter this only if the ledger to which this journal posts supports ADB reporting.) Normally, the ADB date is the same as the journal date. The ADB date determines the period for which the average balance is calculated. If you have selected the **Maintain Regulatory Balances** option for the ledger on the Ledgers For a Unit - Definition page, the system calculates the average balance for both periods.

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Field or Control	Description
Journal Class	Select this field for General Ledger journal entry transactions only. Journal classes enable you to categorize journal entries for reporting, as well as for journal entries loaded from non-PeopleSoft systems. This field also appears for SJEs and copy journals. And both of these options enable you to copy the journal class entered in the source journal to specified target journals. The journal suspense correction journal contains the same journal class value as the journal in error. The Journal Import process (GL_JRNL_IMP) supports importing a journal class field value from a flat file.
Save Journal Incomplete Status	Select this check box when you are unable to enter all journal transactions and anticipate finishing the entries at a later time. When selected, you can enter incomplete journal transactions and save them with a status of *T - Journal Entry Incomplete*. If you use the batch edit, posting, or budget checking process, the journal is bypassed until you complete your entries and deselect the check box; it is not bypassed if the process is run online. The **Save Journal Incomplete Status** check box matches the value of the same check box on the User Preferences - General Ledger page.
Autobalance on 0 Amount Line	Select this check box to enable control of the balancing behavior of journals when the balancing ChartField value is modified and when the line has a zero amount. When selecting this option, balancing occurs on the balancing ChartField (as defined for the ledger group or the activated account balancing attributes, Book Code or Balance Sheet Indicator) and the system assigns the journal balancing amount to the journal line with a zero amount upon saving the journal. If there is more than one line with a zero amount, the autobalancing will occur for the zero amount line of the ChartField value that you choose to modify. If the Autobalance on 0 Amount Line check box is not selected, the system does not update the zero amount line upon saving the journal. See "PeopleSoft General Ledger 8.9 and 9.0 Documentation Update for Journal Header Autobalance Option" in MyOracleSupport.
Transaction Code	Select the code to indicate the appropriate interunit and intraunit payable or receivable account. The journal suspense correction journal contains the same transaction code value as the journal in error.

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Field or Control	Description
Agency Location Code	Enter an ALC code to identify cash entries or adjustments made directly to the General Ledger by journal entry and to report them on the U.S. Federal Government SF224 reports. Journal entries made directly to General Ledger are typically made to record small amounts of undeposited cash.
Currency Defaults	Click to open the Journal Entry Currency Default page where you enter the currency information that appears by default to the individual journal lines. The currency default that you select also appears as part of the link.
CTA	Select this check box to indicate that this journal is subject to CTA reporting. When selecting this check box, the TAS and BETC fields appear on the Lines page, and the system requires the ALC, Entry Event, Fund, TAS, and BETC fields to be completed.
Reversal	You can generate a reversing entry (as with an accrual) when you post this entry. Click this link to select the date of the reversing entry on the Journal Entry Reversal page. This link also displays your reversal preferences.
Commitment Control	Click to access the Commitment Control page, where you specify the commitment control amount type for a control budget. This link is available only if you enabled commitment control for General Ledger from the Installation Options - Products page.
Attachments	Click to access the Attachments page (JOURNAL_ATT_SEC) where you can attach one or more files that are related to the journal entry. The system displays and error message if you try to load more than the number of attachments specified on the Application Fundamentals: Installation Options - Multiple Attachments Page for the General Ledger product. The Attachments link on the Journal Header page displays the number of attachments that are included with the journal entry. If you have enabled approval workflow, you can select to show or not show the attachments to the approvers. Each attachment is assigned a unique attachment ID and attachment information is stored on a single cross reference table, PV_ATTACHMENTS. See Application Fundamentals: Administer File Attachments Page.

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Field or Control	Description
Comments	Select to access the Journal Entry Comments page, where you can add, update, or delete comments associated with the journal entry. This action displays existing comment history for the journal and allows you to manage comments throughout the journal lifecycle, including posted or unposted journals. Comments are timestamped upon creation or modification, but these actions do not update the journal's last updated time-stamp. System administrators can limit access to the Journal Entry Comments page using Page and Field Configurator, or using permission lists to implement role-based access controls, such as read-only access for auditors or restricting comment modifications. **Note:** Comments are specific to the current journal and are not copied to any other journal created from the original.

Related Topics

- Understanding Average Balance Calculation
  These topics provide an overview of the average balance calculation and discuss how to:
- Application Fundamentals: Understanding User Preferences
- Application Fundamentals: Journal Class Page

Journal Entry Currency Default Page

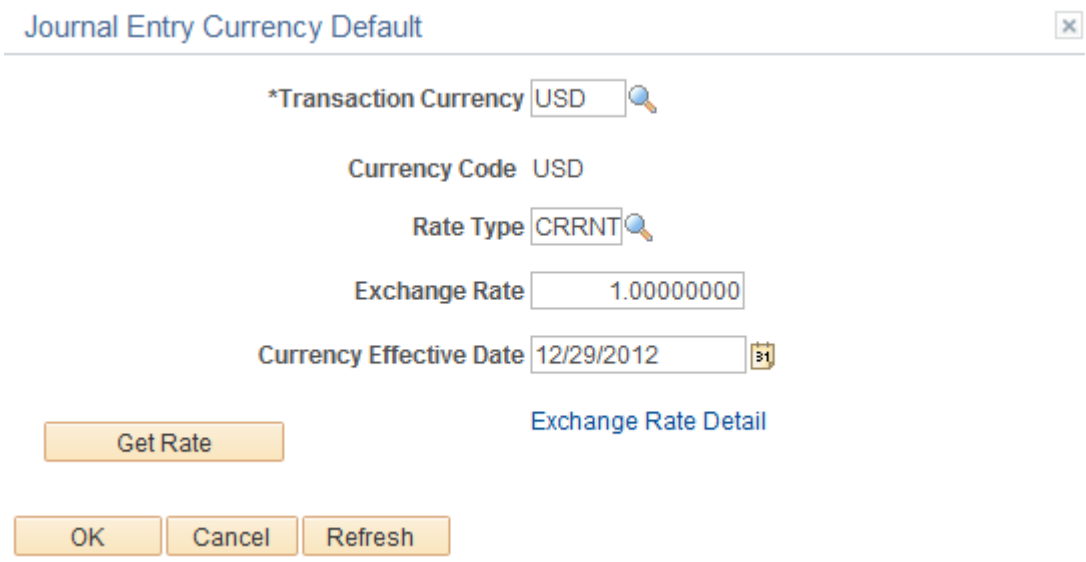
Use the Journal Entry Currency Default page (JOURNAL_ENTRY_CUR) to enter the currency information that appears by default in the individual journal lines.

Navigation:

On the Journal Entry - Header page, click **Currency Defaults.**

This example illustrates the fields and controls on the Journal Entry Currency Default page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Transaction Currency	Override the default base currency by selecting a value. You can do this only if the **Foreign Currency Per Journal** option specified on Journal Source, Ledgers For A Unit, and General Ledger Definition, Currency Options page is *not* set to *No Foreign Currencies*. If the **Foreign Currency Per Journal** option is set to *Only One Foreign Currency,* you must specify that foreign currency here. Later, when you are entering journal lines, their transaction currency values can be equal to the foreign currency or to the base currency.
Currency Code	Appears by default as the base code currency for the ledger group.
Rate Type	Enter the rate type, which is used to convert amounts.
Exchange Rate	Defaults to the current exchange rate based on your selections.
Currency Effective Date	Appears by default from the journal date, but you can override it.
Get Rate	After you change the transaction currency, rate type, and/or currency effective date on this page, click this button to get the new exchange rate retrieved from the system setup table based on the new information that you just entered.
Exchange Rate Detail	Click this link to access the page that displays exchange rate detail information.

Related Topics

- Understanding Multiple Currency Processing in General Ledger
  These topics provide an overview of multiple currency processing in Oracle's PeopleSoft General Ledger and discuss how to:

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Exchange Rate Detail Page

Use the Exchange Rate Detail page (EXCH_RT_DTL) to view the exchange rate details based on the information that you entered on the Journal Entry Currency Default page.

Navigation:

From the Journal Entry Currency Default page, click **Exchange Rate Detail.**

See PeopleSoft Global Options and Reports: Establishing Market Rates.

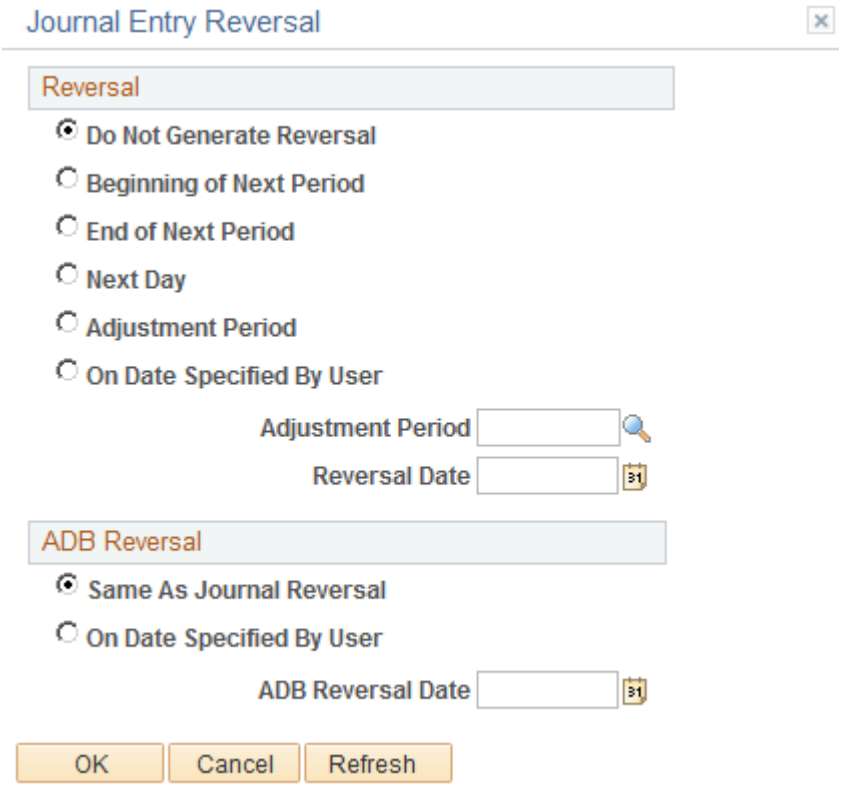
Journal Entry Reversal Page

Use the Journal Entry Reversal page (JOURNAL_ENTRY_RVR) to specify the date options for an automatic reversal entry.

Navigation:

From the Journal Entry - Header page, click the **Reversal** link.

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



Select the appropriate reversal option:

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Field or Control	Description
Do Not Generate Reversal	Assumes no automatic reversal of this entry. This is the default.
Beginning of Next Period	Creates a reversing entry dated the first business day of the next accounting period. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the first day of the next accounting period. If the journal is an adjusting journal, the reversing entry is dated the first business day of the first accounting period of the next fiscal year.
End of Next Period	Creates a reversing entry dated the last business day of the next accounting period. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the last business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the last day of the next accounting period. If the journal is an adjusting journal, the reversing entry is dated the last business day of the first accounting period of the next fiscal year.
Next Day	Creates a reversing entry dated the next business day. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the next day.
Adjustment Period	Creates a reversing entry to the adjustment period that you select. When you select this option, enter the adjustment period and reversal date. Enter these values in the corresponding **Adjustment Period** and **Reversal Date** fields. The system uses the reversal date to populate the journal date of the reversing entry. If you enter a date on a nonworking day and there is a holiday list ID assigned to the business unit, you'll receive an error message. The system won't reset the reversal date, and you must reenter a date that is a working day.
On Date Specified By User	Enables you to select any date in the calendar. When you select this option, you must also enter the reversal date. If you enter a date on a nonworking day, and there is a holiday list ID assigned to the business unit, you'll receive an error message. The system won't reset the reversal date; you must reenter a date that is a working day.

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ADB Reversal

If the ledger group supports average daily balance reporting, you must select the method that is used to populate the ADB date of the reversal entry.

Field or Control	Description
Same as Journal Reversal	Creates a reversing entry with the same ADB date as the one selected in the **Reversal** group box, so that the journal date and ADB date of the reversing entry are the same.
On Date Specified by User	Enables you to select any date in the calendar. When you select this option, you must also enter a value in the **ADB Reversal Date** field. If you enter a date on a nonworking day, and there is a holiday list ID assigned to the business unit, you'll receive an error message. The system won't reset the ADB reversal date for you; you must reenter a date that is a working day. If you specify an ADB reversal date that is on or before the ADB date, you will receive an error message.

Important

Reversals are identified as valid and ready to post when the Post process creates them, and you do not need to edit them. When the journal date falls within the journal dates, fiscal year, and open periods specified on the Journal Post page, the system posts reversals as soon as they are created.

Related Topics

- PeopleSoft Global Options and Reports: Understanding Multiple GAAPs and Prior Period Adjustments
- Application Fundamentals: Understanding Accounting Calendars Based on Open and Close Periods
- Application Fundamentals: Adjustments and Other Special Periods
- Application Fundamentals: Setting Up and Using Multibook Ledgers

Commitment Control Page

Use the Commitment Control page (JOURNAL_ENTRY_KK) to specify the commitment control amount type for a journal if you use the commitment control option.

Navigation:

On the Journal Entry - Header page, click the **Commitment Control** link.

See Entering and Processing Commitment Control Journal Entries in General Ledger.

Related Topics

- PeopleSoft Commitment Control: Understanding PeopleSoft Commitment Control

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- Application Fundamentals: Defining Detail Calendars
- Application Fundamentals: Adjustments and Other Special Periods
- PeopleSoft Global Options and Reports: Understanding Multiple GAAPs and Prior Period Adjustments
- Understanding Average Balance Calculation
  These topics provide an overview of the average balance calculation and discuss how to:

Create/Update Journal Entries - Lines Page

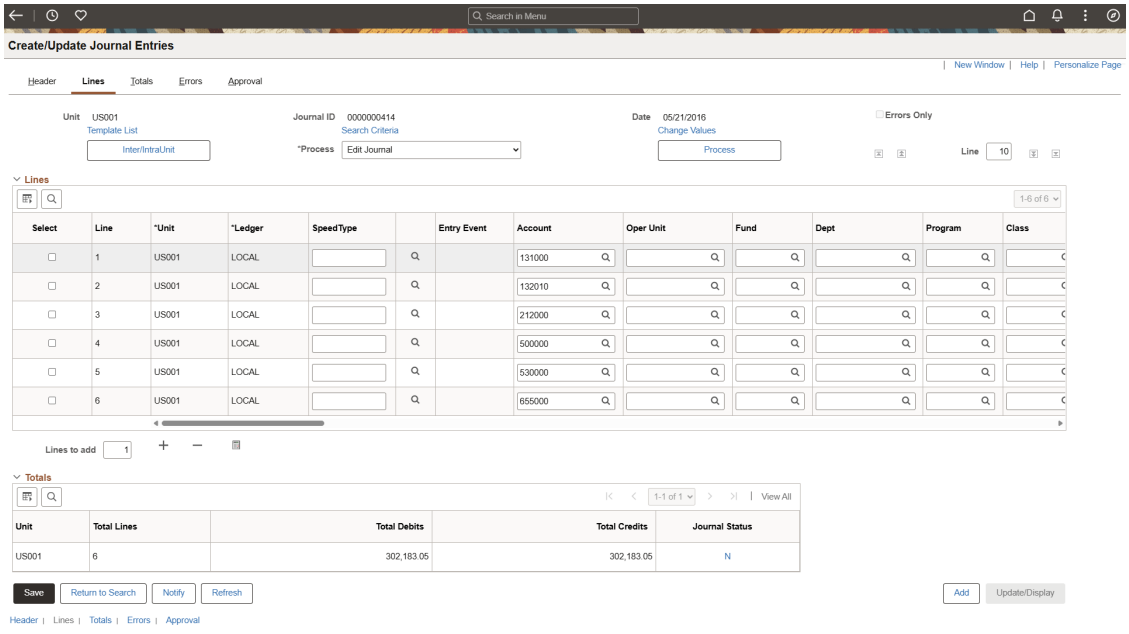
Use the Create/Update Journal Entries - Lines page (JOURNAL_ENTRY2_IE) to record the debit and credit transactions that make up the journal entry.

Once you enter the header and lines, you can request further processing on the page.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Lines**

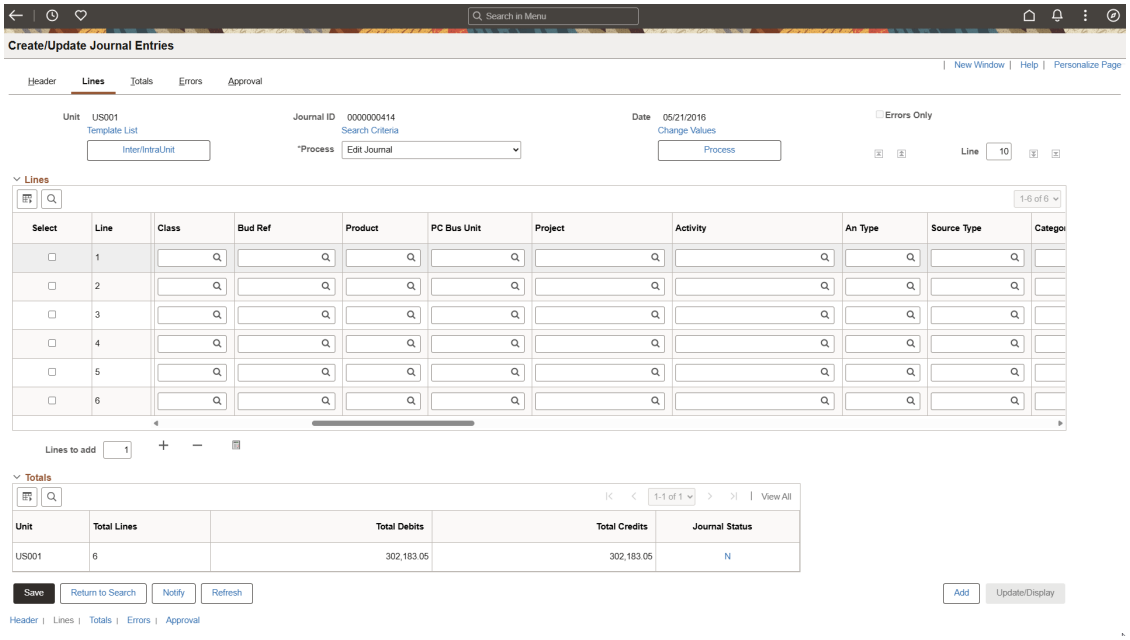
This example illustrates the fields and controls on the Create/Update Journal Entries - Lines page (1 of 6). You can find definitions for the fields and controls later on this page.



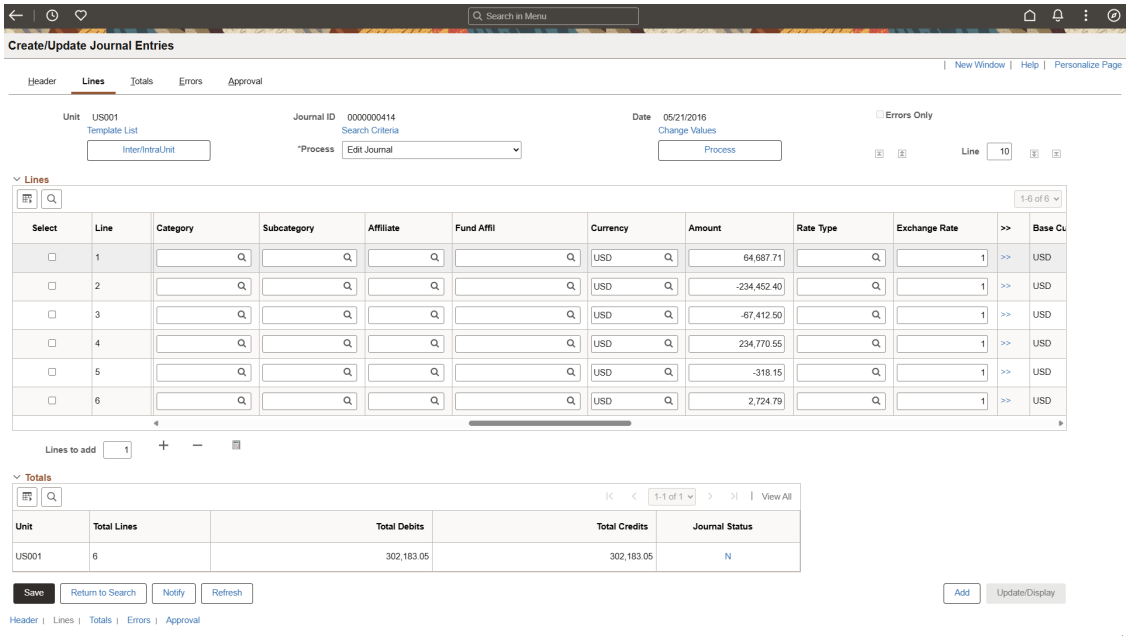
> **Note**
>
> If you register Accounting Tags for General Ledger, the SpeedType column is replaced by one for Accounting Tag on the Journal Entry — Lines page.

This example illustrates the fields and controls on the Create/Update Journal Entries - Lines page (2 of 6).

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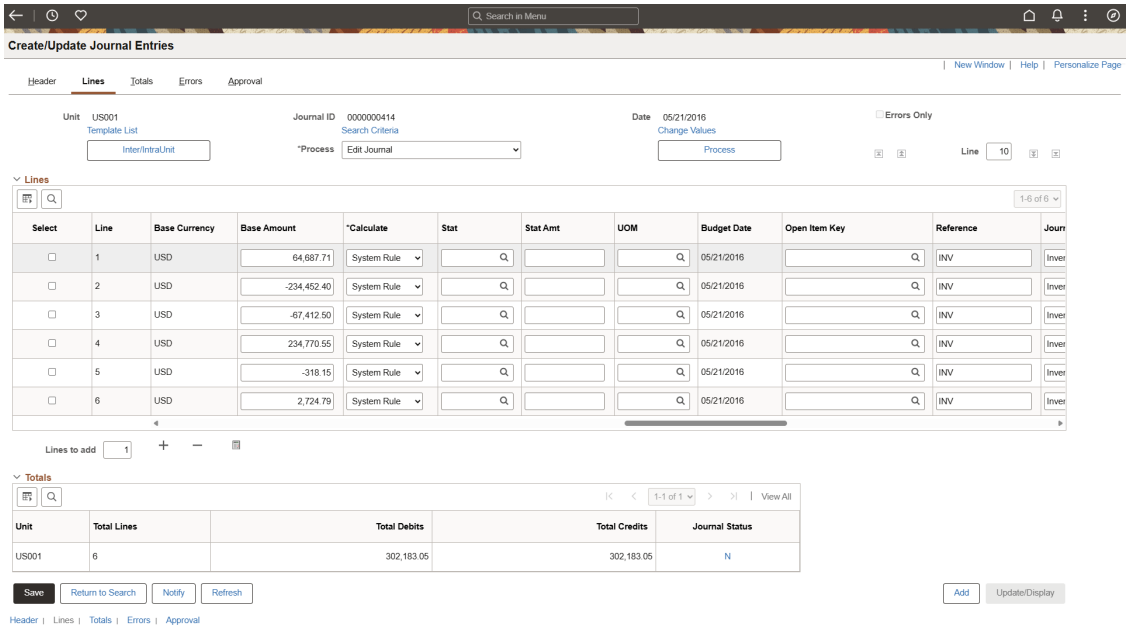


This example illustrates the fields and controls on the Create/Update Journal Entries - Lines page (3 of 6).

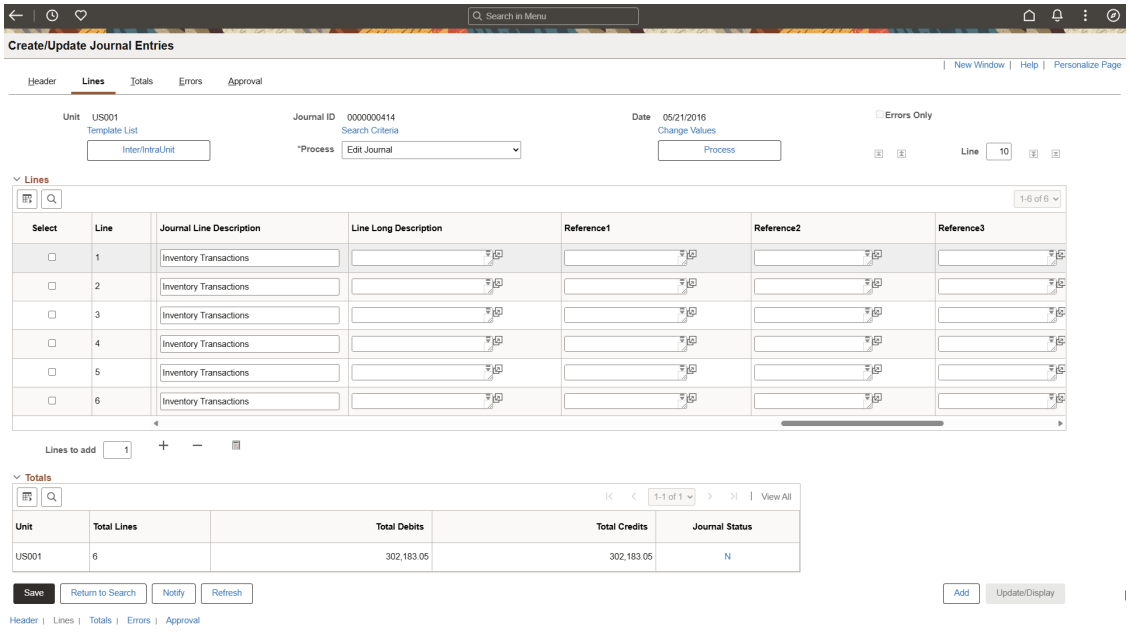


This example illustrates the fields and controls on the Create/Update Journal Entries - Lines page (4 of 6).

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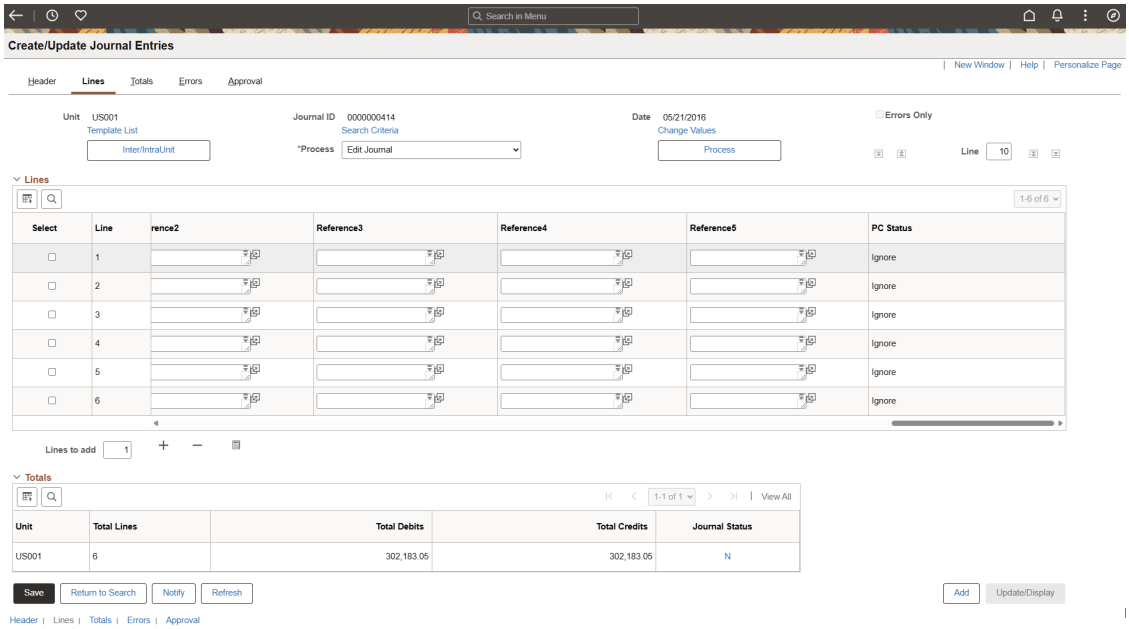


This example illustrates the fields and controls on the Create/Update Journal Entries - Lines page (5 of 6).



This example illustrates the fields and controls on the Create/Update Journal Entries - Lines page (6 of 6).

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> **Note**
>
> The columns that appear on this page are controlled by your choices on the journal entry template (click Template List link), as well as by clicking the Personalize link to hide or sort columns.

> **Note**
>
> This page or related pages operate in deferred-processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button or link or selecting a tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication to keep in mind is that the system updates quantity balances or totals only when you save or when you click the **Calculate Amount** button.

Field or Control	Description
Template List	Click to access the Journal Entry Template List page in which you specify a previously created template that defines the columns that appear in the **Lines** scroll area. Fields are visible on journal lines unless you create specific journal entry templates to make them unavailable. See Journal Entry Template List Page. See Application Fundamentals: Journal Entry Template - ChartField Page.

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Field or Control	Description
Search Criteria	This link appears after you save the newly entered journal or when you bring up an existing journal. Click the link to access the GL Journal Entry Processing page, where you can specify search values for any or all fields listed.
Change Values	Click this link to access the Change ChartField Values page to make global changes to the ChartField values to use in your journal entry. Enter the existing field value and the desired value. The change is applied to the journal lines that appear in the **Line** scroll area. This link does not appear for journals that have been posted.
View Audit Logs	Click this link to launch a new window, which accesses the Search Audit Logs page where you can view an audit trail of the journal events. This page includes information such as user ID, event code, event name, event date and time of the journal processes such as create, delete, edit, mark-to-post, mark-to-unpost, post, unmark-to-post, unmark-to-unpost, unpost and update. **Note:** The Search Audit Logs page accesses journal events that are populated in the GL Journal Audit record (GL_AUD_JRNL) if the corresponding events are enabled for audit logging. See Enabling Journal Audit Logging. See Search Audit Logs Page.
Inter/IntraUnit	Click to display the number of rows per interunit or intraunit group box.

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Field or Control	Description
Process	Select the task that you want to perform and click the **Process** button. Values are: • *Budget Check Journal:* Select to run the Commitment Control Budget Processor process (FS_BP) to check the journal lines for the control budget. The journal edit process must validate the journal before it can be budget checked. • *Copy Journal*: Select to access the Journal Entry Copy Page. Enter changes in journal information for the new journal. This is an online copy journal version of the journal copy process that is performed using Process Scheduler. Descriptions for the fields on this page are the same as those described in the section for the copy journal using PeopleSoft Process Scheduler. • *Delete Journal:* Select to delete the current journal. There are two journal deletion methods: Physical Delete or Logical Delete, which is determined on the Application Fundamentals: Installation Options - General Ledger Page. **Note:**If you select this option and then select the **Process** button for a journal that is entered by another user, the system performs a security check based on the roles defined in the **Authorize Journal Delete** section of the Installation Options - General Ledger Page. If your role is not authorized to delete another persons journal, the system displays an error. • *Edit Chartfield*: Select to initiate the journal ChartField Edit process (GL_JEDIT_CF0) to verify whether the journal has any ChartField-related errors, including ChartField edit, combo ChartField edit, and alternate account edit. • *Edit Journal*: Select to immediately initiate the Journal Edit process (GL_JEDIT_0). If the journal passes the edit check, you must select the journal to submit for approval. **Note:**When you select the **Process** button, an alert message displays, which provides the option to wait until the Edit process completes or exit the page. If you select to exit the page, another message is displayed with the details of the scheduled edit process. You can verify the journal edit process at a later time using the process instance number. Use the **Display Confirmation Message** check box on the Application Fundamentals: User Preferences - General Ledger Page to turn this option on or off by user . • *Post Journal*: Select to immediately initiate the Journal Post process (GL_JP). If the

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Field or Control	Description
	journal requires validation, the Journal Edit process automatically initiates prior to posting. If you are using PeopleSoft Workflow and require approval, you'll receive an error message if you select this option for unapproved journals. If the Enable Online Journal Post check box is not selected on the Application Fundamentals: User Preferences - General Ledger Page, then this option is not available. **Note:**When you select the **Process** button, an alert message is displayed. This message provides the option to wait until the Post process completes or exit the page. If you select to exit the page, another message is displayed with the details of the scheduled post process. You can view the Process Monitor using the process instance number. If you attempt to post a journal that is under the edit process, then a message is displayed. Use the **Display Confirmation Message** check box on the Application Fundamentals: User Preferences - General Ledger Page to turn this option on or off by user . • *Print Journal:* Select to create the Journal Entry Detail report (GLX7501, or GLX7502, for separate debit and credit transactions), which is a printed copy of the journal in BI Publisher format. **Note:**When you select this option and then select the **Process** button, the **Report Manager** and **Process Monitor** links become available. • *Refresh Journal:* Select to retrieve the journal from the database to the page again. You can do this when you think others may have changed the journal after you originally retrieved it. • *Submit Journal:* Select to initiate journal edit and journal approval through workflow processing. After selecting the Process button, the Journal Approval Comments window appears. Optionally, enter comments and select OK. These comments stay with the journal through the approval process even if the journal is denied. The entered comment is passed to all business units for InterUnit journal entries. If you are not using PeopleSoft Workflow, an error message is displayed. When submitted, the worklist items for the user who submitted the journal is marked as *worked*. **Note:**For the sake of efficiency, you can edit journals and post later using background

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Field or Control	Description
	processing. However, if you want to edit and post faster, you can select the options listed on this page. • *Edit / Pre-Check:* This selection only appears if Enable Budget Pre-check is selected for General Ledger on the Application Fundamentals: Installation Options - Commitment Control Page. When you select this option, the journal is edited and processed through the Budget Processor. However, the Budget Processor only checks the journal and the funds are not reserved. For example, Commitment Control amounts are not posted to LEDGER_KK.
Errors Only	Select to refresh the **Line** scroll area with only journal lines that contain errors. To move sequentially through all journal lines that have errors, click the first row arrow to the left of the chunking text box to move to the first line of the journal before selecting the **Errors Only** check box.
	The First Row and Last Row arrow buttons on the outer left and right go to the beginning and end of the journal lines, respectively. The Previous Group and Next Group arrow buttons, on the inner left and right respectively, display journal lines in increment of the number that you entered in the chunking field. Selecting any of these arrow buttons automatically refreshes the screen. If you have specified search criteria, this navigation (or chunking) displays lines that match the search criteria in the specified chunks. For example, suppose that you specify 10 lines be displayed and in the search criteria, you want all journal lines for department 100 to appear. The system displays an initial ten lines that contain department 100. By clicking the arrow buttons as they are available, you can display the next 10 lines or the previous ten lines, and so on. All changes to the journal must be saved before using these buttons.
Line	Enter the incremental number of lines in the chunking text box that you want to retrieve.
Award	Click the Award Data link in the Federal column to open the Federal Award Data Page, where you can enter Financial Assistance and Procurement Award numbers, or the system populates the data imported from a third party. To enable this link, you must enter Federal Award Data options on the Application Fundamentals: Installation Options - Federal Processing Options Page. The link is available when you select the Enable Procurement Fields check box and/or the Enable Financial Assistance Fields check box.

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Journal Lines Chunking

Lines are displayed in chunks as determined by the number of lines you enter in the chunking text box, starting from the current top line in the journal lines grid. All changes must be saved before changing this number.

Journal Lines Additions, Deletions, and Calculations

You can add journal lines, delete journal lines, and use the journal line calculator.

Field or Control	Description
Lines to add:	Enter the number of lines that you want to add when you click the **Insert Journal Lines** button to the right.
	To add additional lines to the scroll, enter the number of lines to add in the **Lines to add** field, and click the **Insert Journal Lines** button.
	Select the check box next to any journal line that you want to delete, and click the **Delete Selected Journal Lines** button. **Note:** On deleting InterUnit journal lines for a commitment control BU re-edit journal will not remove the BU from the Totals section of journal entries. When the journal entry is modified the corresponding commitment control BU has to be retained so that budget processor can back out the prior activity, else the data between LEDGER_KK and ACTUALS will be out of sync. Also it will result in orphaned commitment control data.
	Click the **Calculate Amounts** button in conjunction with the option that you select in the **Calculate** field on each line to calculate the amount, base amount, or exchange rate given two of the three values. See Initiating the Calculate Amount Process.

Related Topics

- Application Fundamentals: Understanding PeopleSoft ChartFields
- Application Fundamentals: Setting Up Accounting Tags
- Application Fundamentals: Setting Up Entry Events

Selection Criteria Page

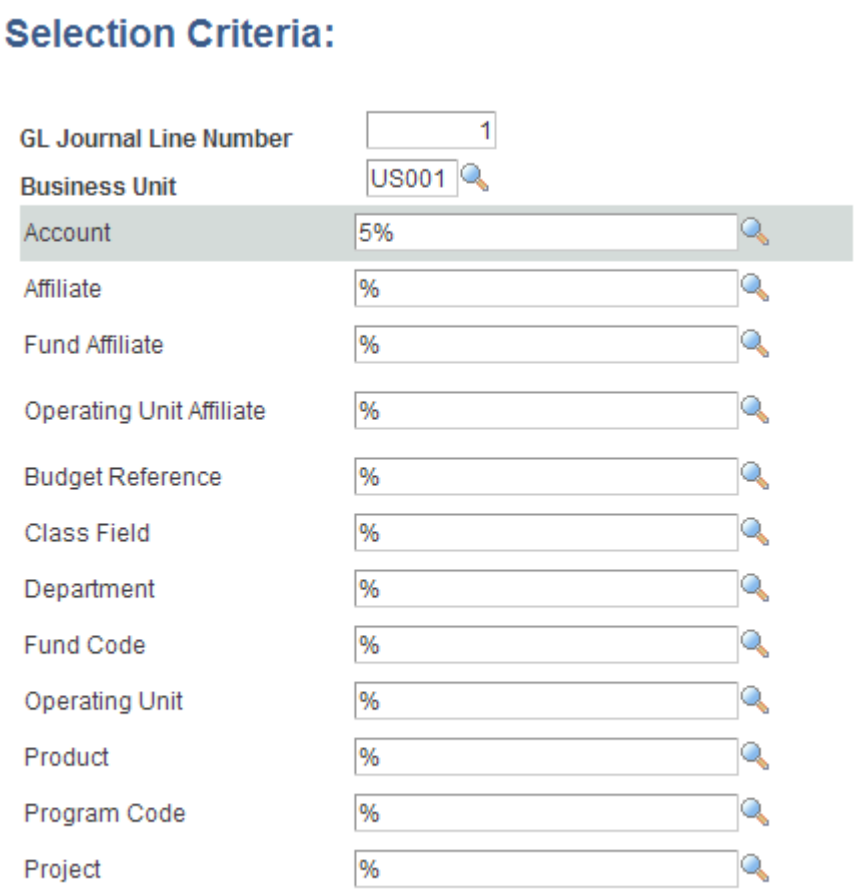
Use the Selection Criteria page (JRNL_SRCH_SEC) to specify search values for any or all fields listed.

Navigation:

On the Journal Entry - Lines page, click the **Search Criteria** link.

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

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When you enter the search criteria, the **GL Journal Line Number** field displays the starting line number for your search. For example, if you enter *1* here and *10* in the number of lines text box next to the **Errors Only** check box on the Journal Entry - Lines page, the system retrieves journal lines 1 through 10. Enter the selection criteria, including any wildcards. These wildcards assist you in finding the exact information that you need. Unless you enter one of the following wildcards, General Ledger assumes that you want an exact match:

Field or Control	Description
%	Match one or more characters. For example, to look for all accounts beginning with a "2", use "2%".
*****	Match one or more characters. For example, use "2*".
_	Match any single character. For example, use "20000_".
?	Match any single character. For example, use "20000?".
!	If first character, negate the user (not equal or not like). For example, "!5%" retrieves all values that do not begin with a "5".

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Field or Control	Description
~	Tilde—represents a blank character—this should not be used with any other characters or wildcard symbols.
\	Escape character—do not treat the next character as a wildcard.

For example, you could search for a blank in the Account, Operating Unit Department, Product, Project ID, Affiliate and Foreign Currency Code fields by entering a tilde (~) in each field.

Return to the journal Lines page.

Initiating the Calculate Amount Process

The Calculate Amount process examines changes in the amount-related fields (such as foreign currency, foreign amount, rate type, exchange rate, base currency, and monetary base amount). It calculates the unchanged field based on the system rule or the specified rule in the **Calculate** field. If none of the amount-related fields are changed on a particular line, no calculation process is initiated on that line even if you click the **Calculate Amount** button. After the value is calculated, the journal totals and balancing ChartFields totals are updated to reflect the new totals.

The Calculate Amount process is automatically initiated in the following situations:

- When you save the journal, including when you click the **Save** button, run remote journal edit, run remote journal ChartField edit, run remote call journal post, run remote call budget checking, select copy journal, or submit the journal to workflow.
- When you click the **Insert Journal Lines** button to insert new lines.
- When you click the **Delete Selected Journal Lines** button to delete lines.
- When you click the **Secondary Lines (>>)** button to access the Secondary Lines page.
- When you click the **Exchange Rate Detail (>>)** button to view the exchange rate detail.
- When you click the **VAT** link to access the VAT page.
- When you change the business unit or ledger value on the line.
- When you use the SpeedType page to select a speed type.

The Calculate Amount process performs the following steps:

1. For each journal line on the journal line grid, the system compares all field values with the prior values stored in the buffer to determine whether there are any changes.
2. If there are any changes on foreign currency, rate type, exchange rate, or base currency, the system determines the new exchange rate.

   This also initiates exchange rate checking before the new exchange rate can be accepted. The new exchange rate is then converted to rate multiplier and rate divisor values.
3. If there are any changes in foreign amount, exchange rate, or base amount, the system calculates the unchanged amount based on the system rule or the rule that you specify in the **Calculate** field.
4. The system then adjusts the journal totals and balancing ChartField totals to reflect the new totals.

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Even if there is no amount field change, but there is a ChartField value changed, the system adjusts the balancing ChartFields totals accordingly.

5. If it is a MultiBook ledger group with auto-generate lines turned on, the system also reflects the changes to the corresponding secondary ledger lines.
6. If the account is a VAT-applicable or VAT account, the journal VAT rows reflect the new values.

> **Note**
>
> Online Journal Entry uses deferred processing, which reduces the number of trips to the server. However, the **Business Unit** and **Ledger** fields on the journal line grid use non-deferred processing. The main reason is because changes to these two fields can change the base currency value. Without refreshing the base currency value immediately, it could become confusing. The **Business Unit** field value usually remains the same unless it is an interunit journal. You can change the ledger value only when it involves a KLS-off MultiBook ledger group with auto-generate lines turned off and when a blank ledger value is on the journal header. Because both are rare occurrences, server trips should not be an issue in most instances.

Encountering Errors in the Calculate Amount Process

The Calculate Amount process performs various checks, including separate debit and credit amount checking, as well as exchange rate checking. When the process encounters an error, an error message appears and the **Error** field changes to red. The process does not necessarily stop on an error. If the Calculate Amount process has been automatically initiated, the process may behave differently. In some instances, the process stops, and in other instances, it continues. Here are various scenarios:

- When you save a journal, the save process stops, an error message appears, and the journal cannot be saved until you correct the error.
- When you click the **Insert Journal Lines** button to insert new lines, the insert process stops, an error message appears, and new lines cannot be inserted until you correct the error.
- When you click the **Delete Selected Journal Lines** button, the lines identified as deleted are first deleted and then the Calculate Amount process is initiated. If the process encounters an error, those identified lines are deleted.
- When you click the **Secondary Lines (>>)** button to access a secondary lines page, the **Exchange Rate Detail (>>)** button to view the exchange rate detail, or the **VAT** link to access the VAT page, you cannot transfer to the pages until you correct the error.

When you change the business unit or ledger, or use the SpeedType page to select a speed type, the changes on the **Business Unit, Ledger,** and **ChartField** field values are processed and the Calculate Amount process is initiated. Even if the calculation process encounters an error, the line changes.

Enter the business unit or ledger for the journal line in the corresponding fields. Click the button next to the **Ledger** field to access the Secondary Journal Lines page to view the lines for the secondary ledger if you have a ledger group with multiple ledgers.

If you are using a speed type key to enter frequently used ChartField combinations automatically, click the **SpeedType** button and select the appropriate speed type code. For example, to record revenue from product sales , you can enter an *S* or *SR.* Select the speed

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type, *SREV,* that you previously defined to populate the account number, sales department, and product code.

To record the transaction, you must enter the account number and ChartField values for operator unit, department ID, product, and affiliate. Use the bottom scroll bar to view more fields on the grid.

> **Note**
>
> Control accounts and control alternate accounts are not available for online entry in General Ledger. However, you can choose to use an account that rolls up in the same line item or that is open to online entry in General Ledger. General Ledger also reserves four accounts for system-generated balancing lines: suspense, interunit from/to, base currency rounding adjustment, and currency position. You never need to enter these accounts directly. When the journal is edited, the system automatically generates the account and amount.

The **Currency, Foreign Amount, Rate Type, Exchange Rate, Exchange Rate Detail,** and **Base Amount** fields appear even if the transaction item is a base currency line.

For amount fields where you enter both debits and credits to the same field, you enter debits as positive values (without a plus sign); however, you must enter credits using the negative sign.

Related Topics

- Application Fundamentals: Defining and Using SpeedTypes

Using Separate Debit and Credit

If you enabled the **Separate DR/CR Amount Fields** option on the Ledgers for a Unit - Definition page for a detail ledger, amounts appear in the separate debit and credit for both foreign **Amount** and **Base Amount** fields.

If you enter a foreign debit and credit amounts on the same journal line, an error message appears, and you must remove one of the amounts. The same is true if you enter a base amount.

> **Note**
>
> The **N/R** movement field is available only if you have performed the separate debit and credit configuration.

The **N/R** movement field supports reversing-debit and reversing-credit entries for error correction for the separate debit and credit configuration if you chose this option. You can offset a reversing debit or credit by a natural debit or credit to create a balanced journal entry. For example, suppose that cash is overstated by 1,000 and accounts receivable is understated by 1,000 due to an improper posting. Here are the correcting entries:

Field or Control	Description
Accounts Receivable	1,000.00 DR *(N)* Natural Debit

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Field or Control	Description
Cash	(1,000.00) DR *(R)* Reversing Debit

These are the sign meanings:

Field or Control	Description
N	*Natural* sign of the monetary amount of the transaction. This is the default. For balancing suspense, base currency rounding adjustments, currency position, and interunit from and to lines, this field value is always *N*.
R	*Reverse* sign of the monetary amount of the transaction. If the **Enable Separate Debit/ Credit** option is selected on the Ledgers For A Unit - Definition page and the option is set up in your system, you can toggle this field to represent a reversing debit or credit amount.

Edit error suspense lines have the same value as the suspended line. Accrual reversals populate the movement with *R* if the original line was *N,* and vice versa. This works the same way for journals that are not posted.

If the base currency for the business unit differs from your entry transaction currency (foreign currency), enter the rate type and/or the exchange rate to convert to the appropriate base amount. If you want the system to retrieve a defined exchange rate, enter only the rate type. As a result, the system automatically populates the exchange rate, base amount (or base DR amount and base CR amount if using the **Separate DR/CR** option) fields.

The **Exchange Rate** field value must always be *1,* and the foreign **Amount** field must equal the base amount when the journal line is a base currency line.

> **Note**
>
> Journal entries loaded to your system using spreadsheet journals import or flat file journal import must be edited using batch edit only. Imported journals do not yet have all values populated and should not be edited online. After importing journals if you open them online you get a warning message stating that they must be edited first. It is only after the batch edit that the journals display complete and correct information regarding separate debit credit reversals and the appropriate monetary amount sign.

Related Topics

- Application Fundamentals: Defining Ledgers for a Business Unit

Retrieving a System Rate

To retrieve a system rate, the from currency, to currency, rate type, and currency effective date values are all required. Without any one of them, the system-derived exchange rate cannot be retrieved. Usually, the from currency is the foreign currency, the to currency is the base currency, and the currency effective date is specified as the currency default on the Journal Header page.

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The system uses the following rules when retrieving the system rate to be used as the exchange rate for the journal line:

- The system uses the rate type value specified on the line to retrieve the system rate.

  However, this does not ensure successful retrieval of a system rate. If there is no market rate defined for the transaction currency, the retrieved system rate may be zero. In this case, a message is issued to alert you to the zero exchange rate value.
- If there is no rate type specified on the line, the system rate is zero.

See PeopleSoft Global Options and Reports: Defining Market Rates.

Entering an Exchange Rate Manually

When you manually enter an exchange rate on a foreign currency line, the rate that you enter overrides any automatically generated system rate. This occurs even if you enter a rate type.

The **Rate Type** field is clear when you manually enter values. However, the manual rate may not be accepted by the system.

The system performs the following two tests for manually entered exchange rates:

- The system checks the currency quotation method. If the method is defined as *Triangulation, Cross Rate as the Primary Visual Rate,* and *Do Not Allow Cross Rate Override,* you cannot enter a manual rate. If you try to enter a manual rate, an error message appears, and the system ignores the manual rate. This currency quotation method requires the rate type to retrieve the system rate and issues an error message requiring you to enter a rate type to continue.
- The variance between the system rate and the manual rate is calculated, and if it is over the tolerance that you defined for maximum variance on the Rate Definition page, a stop error type or a warning message appear, depending on the setting. You cannot enter a manual rate if you receive a stop error type. A warning message allows you to continue.

The system must use slightly different rules to retrieve the system rate when it is to be used as the base rate for variance checking. The reason is because if the rate type specified on the line is blank, the system cannot use a zero value for variance checking.

The system must find a nonblank rate type to retrieve the system rate to use as the base rate for variance checking. The system is subject the following hierarchy of rules:

- Use the rate type specified on the journal line if it is not blank.
- Use the rate type specified on the journal header if it is not blank.
- Use the rate type specified for the ledger on the Detail Ledger Group Definition page.
- Use the required default rate type specified for the ledger on the Detail Ledger Group Definition page.

> **Note**
>
> To use exchange rate variance checking functionality, define the market rates.

Manual Rates and Deriving the Rate Multiplier and Rate Divisor

If the manually entered exchange rate passes the two tests for currency quotation method and variance, the system can accept the manual rate. However, because the exchange rate is entered manually as one value, the system has to convert it to two values—rate multiplier and

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rate divisor, depending on whether the currency quotation method is direct or indirect and if currency triangulation is specified.

The following conditions hold if true:

- If the quote method is direct and there is no triangulation, the rate multiplier equals the exchange rate, and the rate divisor is *1.*
- If the quote method is indirect and there is no triangulation, the rate multiplier is *1,* while the rate divisor equals the exchange rate.
- If there is triangulation, the system uses the cross rate entered to recalculate either the rate multiplier or rate divisor based on the recalculate option defined for the currency quotation method.

For example, if the currency quotation method defined for USD to a non participating euro currency (NPC) is Direct, Triangulate through EUR, Allow Override Cross-Rate, and Cross-Rate Recalculate is USD -> EUR, the system recalculates the USD -> EUR rate and leaves the EUR -> NPC rate as is. This means the rate divisor is recalculated while the rate multiplier is left unchanged.

The following table lists the combinations of currency, rate type, and exchange rate changes and shows which exchange rate, for a particular scenario, that the system uses for the foreign currency journal line:

Scenario	Currency Changed?	Rate Type Changed?	Manual Exchange Rate Changed?	The Exchange Rate Used by the System
1	Yes	Yes	Yes	If the manual exchange rate is not zero, the currency quotation method is selected. If the quotation method is defined as triangulation, cross rate as the primary visual rate, and do not allow cross rate override, a message appears, and the system ignores the manually entered exchange rate. A rate type is required. If the **Rate Type** field is blank, an error message appears, and the **Rate Type** field changes to red.

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Scenario	Currency Changed?	Rate Type Changed?	Manual Exchange Rate Changed?	The Exchange Rate Used by the System
				If the currency quotation is not subject to the above restriction, it retrieves the system rate. If the system rate is not zero, it compares the system rate with the manual rate for variance checking. If the currency quotation method is over maximum variance and the error type is *stop*, an error message appears, and the **Exchange Rate** field changes to red. If the currency quotation method is over maximum variance, but the error type is *warning*, a warning message appears. The **Rate Type** field clears and the manual rate serves as the exchange rate. If the currency quotation method is not over maximum variance and there is no system rate, the manual rate serves as the new exchange rate and the **Rate Type** field clears. If the manual exchange rate is zero, it the system clears the **Rate Type** field and uses zero as the new exchange rate.

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Scenario	Currency Changed?	Rate Type Changed?	Manual Exchange Rate Changed?	The Exchange Rate Used by the System
2	Yes	No	Yes	Same as scenario number 1.
3	Yes	Yes	No	1. If the **Rate Type** field is not blank, the system uses the new rate type to retrieve the new system rate and uses it as the new exchange rate. 2. If the **Rate Type** field is blank, the new exchange rate is zero.

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Scenario	Currency Changed?	Rate Type Changed?	Manual Exchange Rate Changed?	The Exchange Rate Used by the System
4	Yes	No	No	1. If the existing rate type on the journal line is not blank, use it to retrieve the new exchange rate. 2. If the existing rate type on the line is blank, and if the existing exchange rate on the line is not zero, use the existing exchange rate. If the existing exchange rate on the line is zero, the exchange rate also equals zero. Please note that, in this scenario, the exchange rate is treated as unchanged. Depending on whether a foreign amount and/or monetary base amount changes, the exchange rate can be recalculated. See the amount change rules for more information. For example, if you change the foreign currency, foreign amount, and monetary base amount but leave the rate type and exchange rate as is, the system recalculates the exchange rate

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Scenario	Currency Changed?	Rate Type Changed?	Manual Exchange Rate Changed?	The Exchange Rate Used by the System
				based on the new foreign amount and monetary base amount.
5	No	Yes	Yes	Same as scenario number 1.
6	No	No	Yes	Same as scenario number 1.
7	No	Yes	No	Same as scenario number 3.
8	No	No	No	When the exchange rate is unchanged, the system uses the previous exchange rate.

Calculating Using the Calculate Rules

The calculate value determines how and which of the foreign amount, exchange rate, and base amount fields are calculated for the line item. The default calculation rule is system rule.

If the values generated for foreign amount, exchange rate, or base amount by the system rule are different from those that you want, you can change them using other calculate rules.

When you change any of these values, you must be aware of the possible actions and select the correct calculate value to achieve your proposed change. For example, if you want to change the foreign amount and not the base amount, but you expect the system to calculate and change the exchange rate to result in the original base amount, the system rule does not calculate the exchange rate but does calculate the base amount.

> **Note**
>
> *Changed* means the new value is different from the prior value. The new value can be zero or nonzero. The prior value can also be zero or nonzero. If you change a field to a new value but then change it back to the prior value before you initiate the calculation process, the field is treated as unchanged. The system tracks changes by comparing the prior value stored in the buffer with the new value when the calculation process is initiated.

Here are the calculate rules and their actions:

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Field or Control	Description
System Rule	This is the default value and uses the following rules to calculate values: • When two of the three values change, the unchanged value is calculated. • When only the foreign amount changes, and if the exchange rate is not zero, the base amount is calculated. If the exchange rate is zero, the exchange rate is calculated. • When only the base amount changes, and if the exchange rate is not zero, the foreign amount is calculated. If the exchange rate is zero, the exchange rate is calculated. • When only the exchange rate changes, and if the foreign amount is not zero, the base amount is calculated. If foreign amount is zero, the foreign amount is calculated. • When you change all three values, make sure that the values are correct. The system calculates the base amount and compares it with the base amount that you entered. If they are unequal and if none of the three values is zero, an error message appears, and you must correct the values. If one of the three values is zero, its value is calculated.
Amount	Calculates the foreign amount when you provide the exchange rate and base amount.
Base Amount	Calculates the base amount when you provide the foreign amount and exchange rate.
Exchange Rate	Calculates the exchange rate when you provide the foreign amount and the base amount.

You can use the journal entry template to make the **Calculate** field unavailable just as you can do this with other fields. For example, you can define a base currency journal entry template that can be used for entering base currency lines only.

Checking When the Exchange Rate is Calculated

The exchange rate is calculated based on the foreign amount and monetary base amount when the following are true:

- The **Calculate** field value on each journal line is set to *Exchange Rate.*
- The **Calculate** field value on each journal line is set to *System Rule,* and both the foreign amount and monetary base amount change.
- The **Calculate** field value on each journal line is set to *System Rule,* the foreign amount (or monetary base amount) changes, the exchange rate doesn't change, and the exchange rate value is zero.
- The **Calculate** field value on each journal line is set to *System Rule;* the foreign amount, monetary base amount, and exchange rate all change; the monetary base amount is not equal to foreign amount multiplied by exchange rate; and the exchange rate value is zero.

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The system also performs two exchange rate tests to:

- Check the currency quotation method.

  If it is defined as *Triangulation, Cross Rate as the Primary Visual Rate,* and *Do Not Allow Cross Rate Override,* a system rate must be used, because the exchange rate cannot be calculated.

- Check the variance between the system rate and the calculated exchange rate to determine whether its over tolerance.

  The calculated exchange rate cannot exceed the tolerance if the error type is *stop.*

> **Note**
>
> The Journal Entry process uses deferred processing, which reduces the number of trips to the server. For example, when you enter a department ID, the system won't validate your entry until the next trip to the server is requested.

Field or Control	Description
Open Item Key	This field is only required in the case of open item transactions, such as deposit accounts or employee draw accounts. In such cases, enter the open item key against which the journal line is applied. For example, suppose that US001 has an open item account for employee advances, where the open item key is the employee's social security number. When you debit or credit this account, you would be required to enter the appropriate employee social security number in the **Open Item Key** field. In this way, journal lines containing open item transactions are matched to the individual open items being tracked within General Ledger. This field is available unless you exclude it from the journal line using the Journal Entry template. If you enter an open item account, you must also enter an open item key or you'll receive an error message when you save. Also, if you enter an open item key for an account that is not an open item account, you'll receive an error message when you save.
Suspended Line	This column references the edit (or amount) suspense line to the line in error (Line 1) and vice versa. The **Suspended Line** column is always be equal to its journal line for balance suspense lines.
Budget Date	Enter the date used to determine the budget period of the control budget if you use the commitment control option. The budget date value appears by default as the journal date, but you can override it.
Reference	The field enables you to refer each line back to a document, person, invoice, date, or any other piece of information that helps you track the source of the transaction.

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Field or Control	Description
Journal Line Description	Defaults to the description defined for the account ChartField value; you can change this to better describe the transaction. The description appears in prompt lists for this journal line. **Note:** If you use journal line copy down on this field, the default value of the field is copied from the previous line instead of from the account ChartField.
VAT	When you click this link, an error message appears if the account is a non-VAT account or VAT processing is not applicable. You can use the journal entry template to make the **VAT** link unavailable or on journal lines.
TAS (Treasury Account Symbol)	This field is displayed only when the CTA check box is selected. The TAS that is associated with the Fund code for the line appears by default.
BETC (business event type code)	Select the BETC for the journal line. This field is displayed only when the CTA check box is selected. Only BETCs associated with the TAS are displayed.

> **Note**
>
> The Journal Entry process uses the columns selected in the journal entry template to display the values in the line scroll area. If any columns listed above do not appear in your journal line, it is likely that these columns are not selected in your journal entry template. You must modify your journal entry template to select these columns or choose another journal entry template that has these columns selected.

Totals

To aid in balancing the journal, a running total of the number of lines, the total debits, total credits, journal status, and budget status of the journal appear at the bottom of the Journal Entry - Lines page. Only balanced entries can post to balanced ledgers.

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Field or Control	Description
Journal Status	If the journal contains errors, you can click the status to go directly to the Journal Entry - Error page. The cursor is positioned on the journal header error. *D:* Deleted - Anchor Journal Unposted. *I:* Posting Incomplete - Repost ASAP. *M:* Valid SJE Model - Do not Post. *E:* Journal has Errors. *N:* No Status - Needs to be Edited. *P:* Posted to Ledgers. *T:* Journal Entry Incomplete. *U:* Unposted. *V:* Valid journal - Edits completed. *Z:* Upgrade Journal - Can't Unpost.
Budget Status	Click this link if the budget status is *Error* or *Valid* (with warning), to access the Commitment Control page, where you can view the error or warning messages. You can also flag the journal to make it pass budget checking, even though it exceeds the budgeted amount. Values include: • *E:* Error - The entry failed budget checking. • *N:* Not Processed - The Budget Processor has not processed the entry. • *P:* Provisionally Valid - The entry passed budget checking but the Budget Processor has not committed the changes to the control budget (LEDGER_KK). This results when selecting the Budget Check Only option when processing the journal. • *V:* Valid - The entry passed budget checking with or without warnings and the Budget Processor has updated the control budget (LEDGER_KK).

Related Topics

- Understanding Journal Processing
  PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.

Journal Entry Template List Page

Use the Journal Entry Template List page (JOURNAL_ENTRY_TMP) to select the journal entry template that defines which columns appear in the lines scroll area.

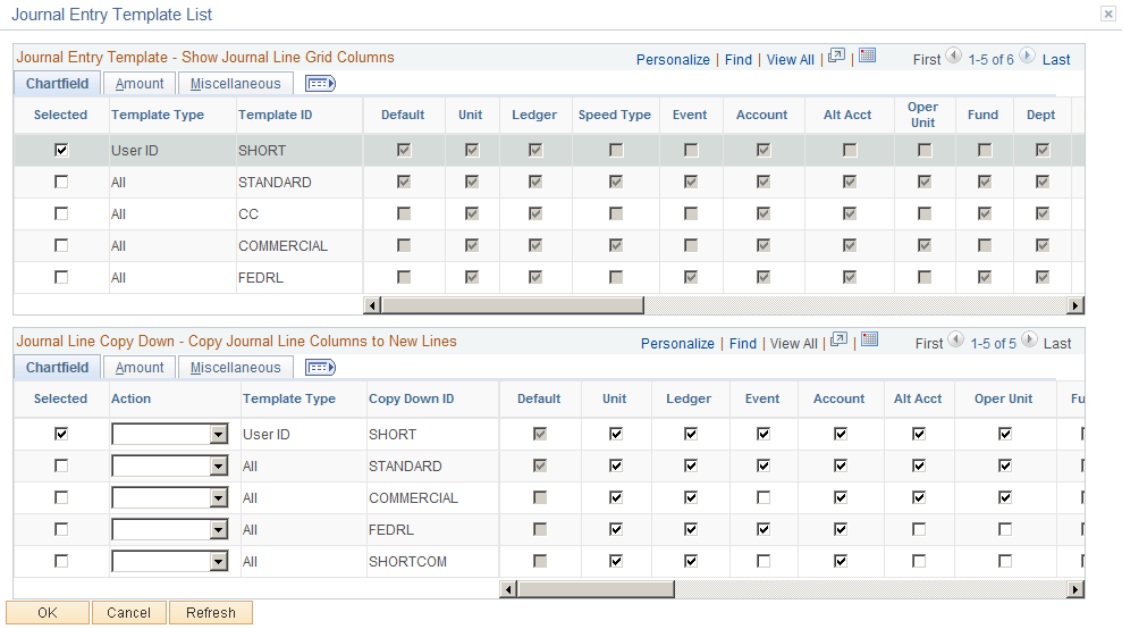
Also specify the field values to be copied down to new lines when you click the **Insert Journal Lines** button.

Navigation:

On the Journal Entry - Lines page, click the **Template List** link.

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This example illustrates the fields and controls on the Journal Entry Template List page: Chartfield tab. You can find definitions for the fields and controls later on this page.



Select the template that includes the columns that you want to appear in the Journal Entry - Lines page scroll area.

Also specify the field values to be copied down to new lines when you click the **Insert Journal Lines** button on the Journal Lines page. The journal line copy-down settings for templates appear in Journal Line Copy Down group box at the bottom of the same page as the Journal Entry Template grid.

Chartfield Tab - Journal Entry Template

Select the **Chartfield** tab.

> **Note**
>
> If a particular ChartField column is selected, it does not necessarily appear on the journal line grid. It appears only if the column is selected and it is one of the ChartFields for the current journal's ledger. For example, if *scenario* is not a ChartField for the current journal's ledger, it is not shown on the journal line grid even if it is selected on the template. Active project ChartFields, such as PC Business unit, Activity, Source Type, Category, Subcategory, and Analysis Type are available if Project ID is selected in the template.

Field or Control	Description
Selected	Indicates the template you are currently using. This is the only field you can select on the Journal Entry Template - Show Journal Line Grid Columns page.

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Field or Control	Description
Template Type	Identifies who would use the template. For example, anyone could use an *All* template type.
Template ID	Displays the name for the template.
Default	This check box is selected if the template was designated as the default template on the Journal Entry Template - Template page. You can change the default only on the Journal Entry Template - Template page.

> **Note**
>
> If you want to add or change a template definition, you must do so on the Journal Entry Template page (Set Up Financials/Supply Chain, Common Definitions, Journals).

See Application Fundamentals: Journal Entry Template - ChartField Page.

Chartfield Tab - Journal Line Copy Down

When you add a journal line on the Journal Entry - Lines page, the fields that you selected on the Journal Entry Template - Journal Line Copy Down page are copied from the preceding line.

You define a variety of copy down templates on the Journal Entry Template page. You can select any of these copy down templates for your journal when you click the Template List link from the Journal Entry - Lines page. These predefined templates copy down the values for the fields that are selected on the template when you enter journals. For example, you can define one template to copy down all fields and another to copy down all fields except the amount fields.

> **Note**
>
> You can temporarily change your copy down selections on the Journal Entry Template List page for the current journal. However, these changes are ignored after you exit the current journal. To save the changes, you must do so on the Journal Entry Template page, which is accessed under Set Up Financials/Supply Chain, Common Definitions, Journals, Journal Entry Template.

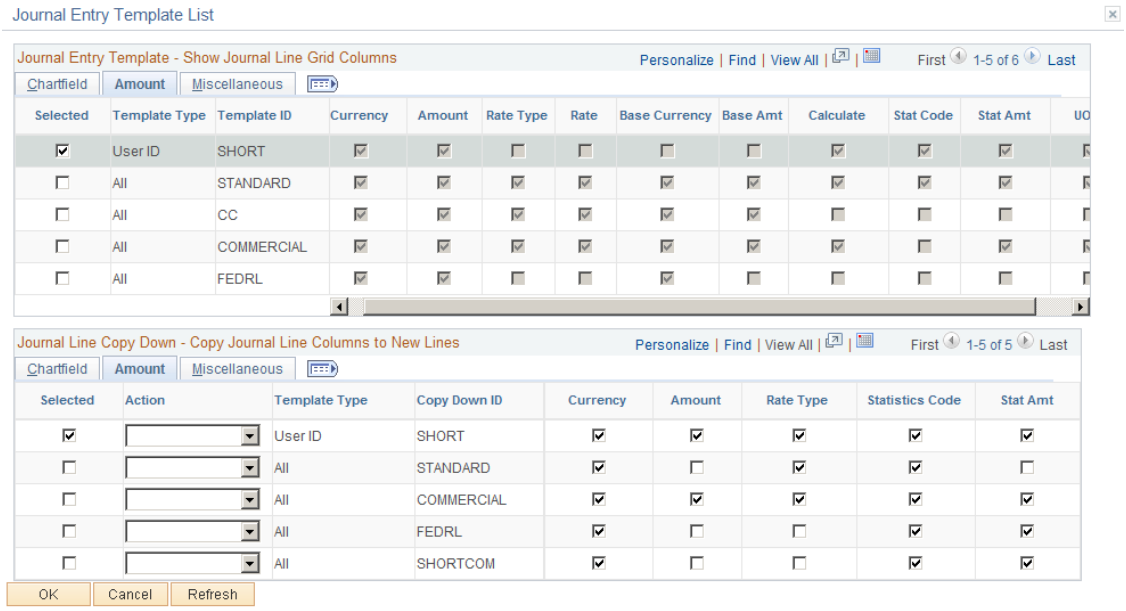
Field or Control	Description
Action	Select to *Check All* or *Uncheck All* check boxes for a **Copy Down ID.**
Default	Select if the template was designated as the default template on the Journal Entry Template - Template page.

Amount Tab

Select the **Amount** tab.

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This example illustrates the fields and controls on the Journal Entry Template List page: Amount tab. You can find definitions for the fields and controls later on this page.

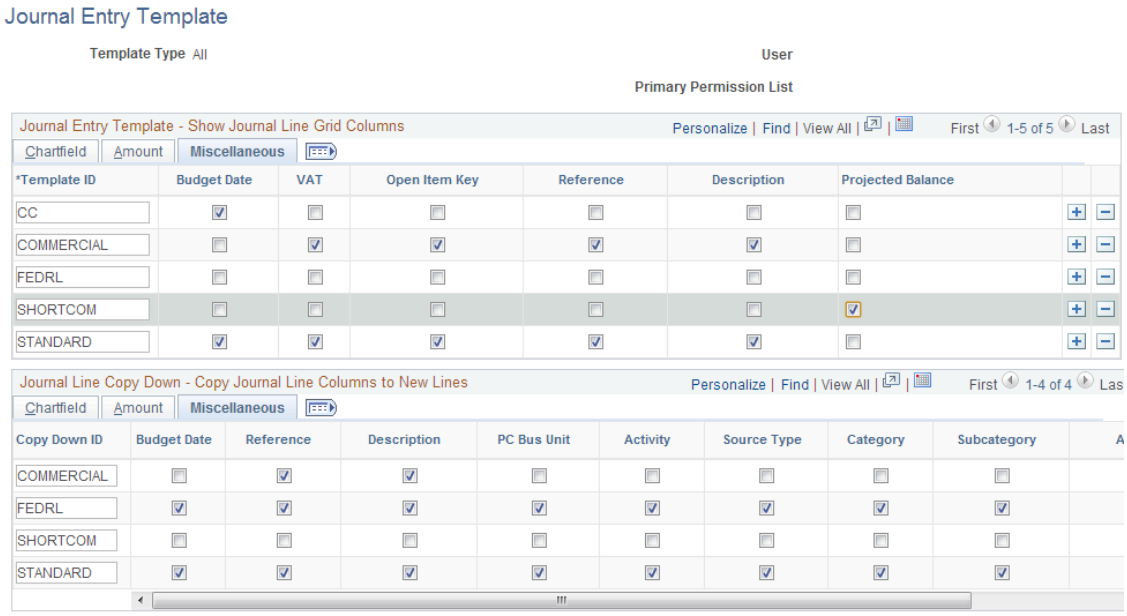


This tab displays the amount-related columns that will appear on your journal for the Template ID that you select. From the Journal Line Copy Down group box, select the amount-related columns that you want to be copied down when you add a journal line.

Miscellaneous Tab

Select the **Miscellaneous** tab.

This example illustrates the fields and controls on the Journal Entry Template List page: Miscellaneous tab. You can find definitions for the fields and controls later on this page.



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The Journal Entry Template List - Miscellaneous tab displays the miscellaneous columns that will appear on your journal for the Template ID that you select. From the Journal Line Copy Down group box, select the miscellaneous fields that you want to be copied down when you add a journal line.

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

Related Topics

- Creating and Processing Journals with VAT
  You normally enter VAT data as part of a PeopleSoft subsystem transaction. VAT is calculated within the transaction, the transaction is edited, the VAT Transaction Loader is run, and the transaction is posted. Use general ledger to enter adjustments, corrections, or miscellaneous transactions that either include VAT or affect only the VAT portion of a transaction.

Search Audit Logs Page

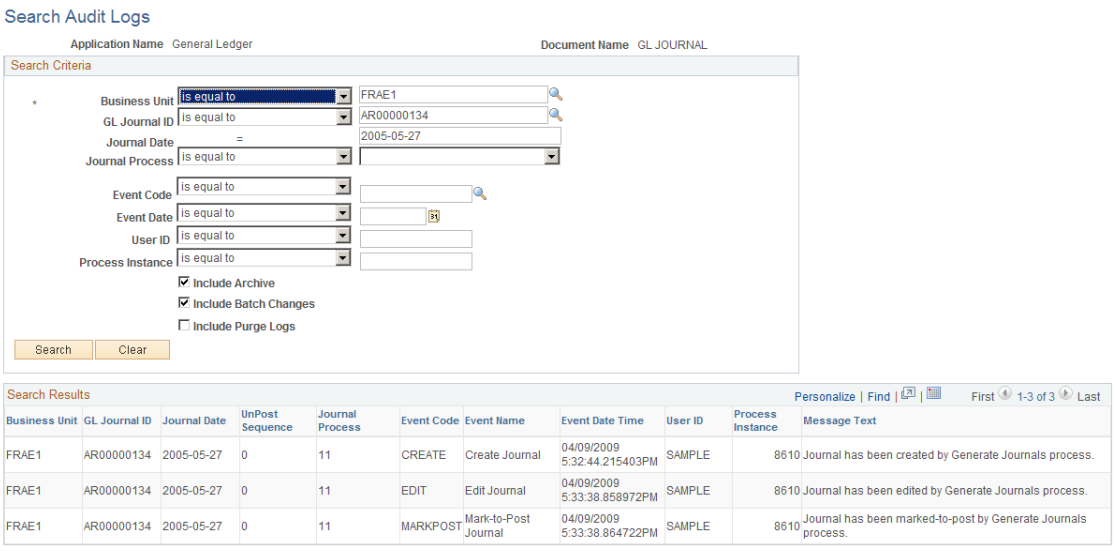
Use the Search Audit Logs page (FS_AUDITLOG_SEARCH) to view the audit trail for the journal entry.

Navigation:

On the Journal Entry - Lines page, click the **View Audit Logs** link.

Upon clicking the View Audit Logs link, a new window launches with the Search Audit Logs page, which displays the audit log data for the journal. You can enter search criteria and view audit log information for other journals as well.

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



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The search results display journal audit data by event code, which is defined on the Register for Audit Logging page (this page cannot be accessed through the menu).

See Application Fundamentals: Setting Up Financials Audit Framework (Audit Logging).

Entering Projects Information

Access the Journal Entry - Lines page.

> **Note**
>
> Active project ChartFields, such as PC Business unit, Activity, Source Type, Category, Subcategory, and Analysis Type are available if Project ID is selected in the journal entry template.

Field or Control	Description
PC Bus Unit (PeopleSoft Project Cost business unit)	Select the business unit assigned to the project in PeopleSoft Projects.
Project	Select the project ID assigned to a project. The project must already be established in PeopleSoft Projects.
Activity (identification)	Select the activity ID assigned to the individual tasks or events that you want to update in a project.
Source Type	Select the resource category, such as labor, associated with a given cost. Used in conjunction with resource category, resource subcategories, and resource groups.
Category	Select to specifically refine resource types, similar to the relationship between entry type and entry reason in PeopleSoft Receivables. For example, suppose that you have a resource type of labor but want to break it down further for tracking purposes, you might define resource categories of architect hours, carpenter hours, plumber hours, and electrician hours.
SubCategory	Select to refine resource categories. For example, suppose that you have a resource type of labor and resource categories of architect hours, carpenter hours, and plumber hours, you might want resource subcategories of regular hours and overtime hours.
Analysis Type	Select a three-character, user-definable identifier that enables you to label the different types of costs in PeopleSoft Projects. For example, you might want to track budgeted costs (BUD), committed costs (COM), and actual costs (ACT).

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Projected Balance Page

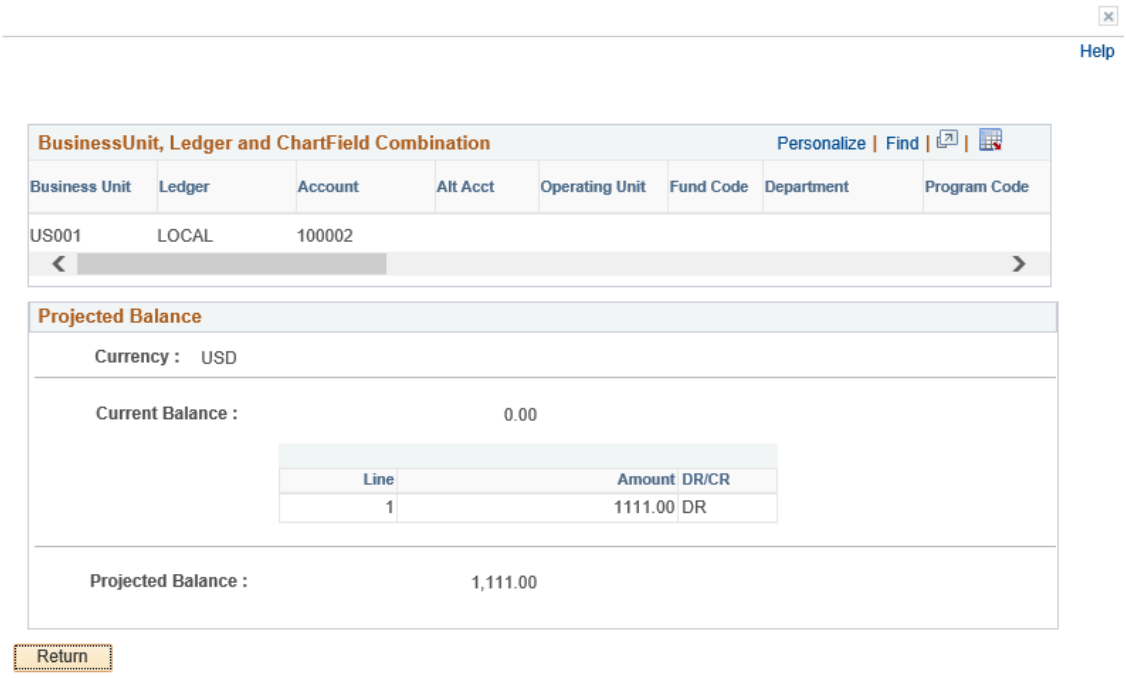
Use the Projected Balance page (TACCOUNT_VIEW_SEC) to check the effect of a particular line on the relevant balance (same ChartField combination) directly from the Journal Entry - Lines page. Enable the Projected Balance field to appear on the Lines page by selecting a Journal Entry Template that includes the that field. The Projected Balance field is located on the Miscellaneous tab of the Journal Entry Template page for selection. Once you have enabled the Projected Balance field within a Journal Entry Template, make sure you have selected that particular template by clicking the Template List link from the Lines page.

The Projected Balance feature includes Multibook capabilities as well as Separate Debit and Credit functionality.

Navigation:

Click the **Projected Balance** link from the Lines page to access the page, which opens in a modal window:

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



Field or Control	Description
Business Unit, Ledger and ChartField Combination	This section displays the combination of field values of the journal line for which you have selected when clicking the Projected Balance link to access this page.

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Field or Control	Description
Current Balance	This amount reflects the current ledger balance (prior to the posting of the selected journal line) of the selected line's ChartField combination (in the example, Account 400000 for the PRNTRS product within Department 21000. The second line reflects the selected journal line amount. It is displayed as a proposed addition to the current balance.
Projected Balance	This amount reflects what the ledger balance of the selected ChartField combination would be if the selected journal line is posted.

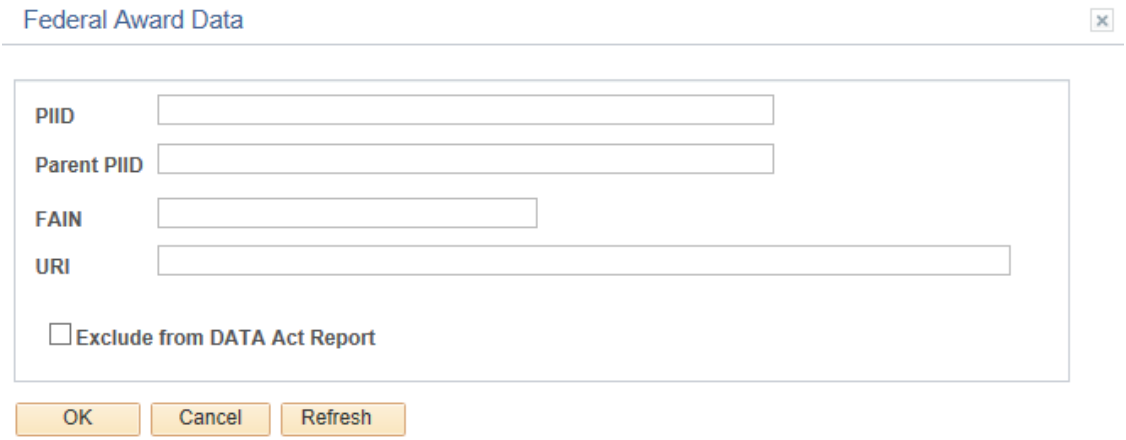
Federal Award Data Page

Use the Federal Award Data page (RNL_LNFED_SEC) to view values for Procurement Award and Financial Assistance elements in the PeopleSoft purchase order staging tables

Navigation:

Click the Award Data link on the Journal Entry - Lines page. Or, click the Federal Award Data link on the Purchase Order - Header page.

This example illustrates the fields and controls on the Federal Award Data Page



Data for the PIID, Parent PIID, FAIN, and URI fields can be supplied by third-party procurement and grants management systems, and uploaded into the PeopleSoft Purchase Order staging tables.

> **Note**
>
> The PIID, Parent PIID, FAIN, and URI fields are displayed only if enabled on the Application Fundamentals: Installation Options - Federal Processing Options Page.

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Field or Control	Description
PIID	Displays the PIID (Procurement Instrument Identifier Data) based on the length defined on the Application Fundamentals: Installation Options - Federal Processing Options Page.
Parent PIID	Displays the Parent PIID data based on the length defined on the Application Fundamentals: Installation Options - Federal Processing Options Page. The PIID must be entered if the Parent PIID field is populated.
FAIN	Displays the FAIN (Federal Award Identification Number) data based on the length defined on the Application Fundamentals: Installation Options - Federal Processing Options Page.
URI	Displays the URI (Universal Record Identifier) data based on the length defined on the Application Fundamentals: Installation Options - Federal Processing Options Page.
Exclude from DATA Act Reporting	Select this check box to exclude the journal line from DATA Act reporting for File C. If this check box is selected, the PIID, FAIN, or URI must be populated, depending on which fields are enabled at the installation level

The system returns an error if the Installation Federal Award Data display length for PIID, Parent PIID, FAIN, and URI as defined on the Application Fundamentals: Installation Options - Federal Processing Options Page is less than the actual value populated.

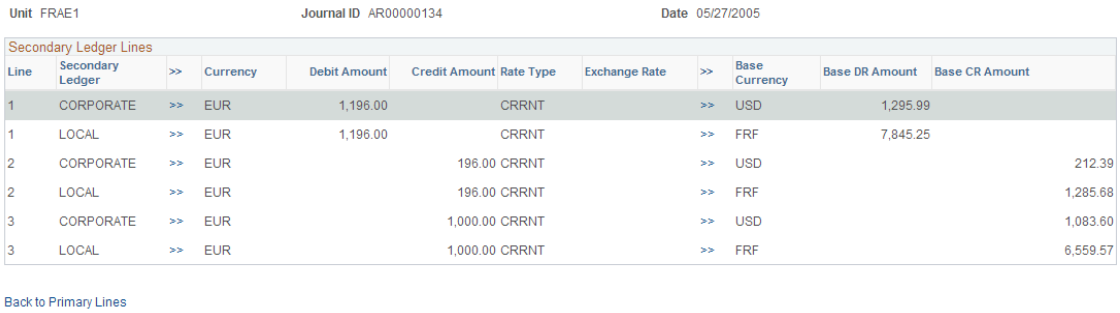
Secondary Ledger Lines Page

Use the Secondary Ledger Lines page (JOURNAL_ENTRY_SEC) to view secondary ledger lines.

Navigation:

Click the **Secondary Lines** button on the Journal Entry - Lines page.

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



Unit FRAE1 Journal ID AR00000134 Date 05/27/2005

Secondary Ledger Lines

Line	Secondary Ledger	>>	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	>>	Base Currency	Base DR Amount	Base CR Amount
1	CORPORATE	>>	EUR	1,196.00		CRRNT		>>	USD	1,295.99	
1	LOCAL	>>	EUR	1,196.00		CRRNT		>>	FRF	7,845.25	
2	CORPORATE	>>	EUR		196.00	CRRNT		>>	USD		212.39
2	LOCAL	>>	EUR		196.00	CRRNT		>>	FRF		1,285.68
3	CORPORATE	>>	EUR		1,000.00	CRRNT		>>	USD		1,083.60
3	LOCAL	>>	EUR		1,000.00	CRRNT		>>	FRF		6,559.57

Back to Primary Lines

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> **Note**
>
> This page or related pages operate in deferred processing mode. Most fields are not updated or validated until you save the page, refresh it by clicking a button or link, or selecting a tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication to keep in mind is that the system updates quantity balances or totals only when you save or click the **Calculate Amount** button.

Field or Control	Description
Secondary Ledger Lines	Displays the secondary ledger for the journal lines when they exist, as well as the other journal details. When you enter a primary journal line, the system automatically populates the secondary journal line's rate type, retrieves the exchange rate, and calculates the base amount.
Rate Type	This field is populated in the following order: • Rate type defined on the Ledger Group - Definition page. • Rate type entered for the primary journal line. • Default rate type defined on the Ledger Group - Definition page.
Rate Type, Exchange Rate, and **Base Amount**	You can override the values in the fields. When you are done, click the **Back to Primary Lines** button next to the secondary ledger field. The cursor is positioned at the primary line of the secondary ledger.
	The **Calculate Amount** button is available on the Secondary Journal Lines page, and the process is similar to the calculation on the Journal Lines page; however, the foreign amount cannot be changed on the secondary page.
Back to Primary Lines	Click to return to the Journal Entry - Lines page.

> **Note**
>
> Before making changes to the secondary lines, carefully review the calculate rules, options, and requirements for various changes that are detailed in the documentation for the Journal Entry - Lines page.

Using Statistics Codes

Statistics codes, like statistical accounts, are used to identify nonmonetary amounts. They are associated with a specific unit of measure. To enter a statistical amount on the same journal line with a related monetary amount, you can select a statistics code in the **Stat** (statistics) field on the Journal Entry - Lines page. When you select a statistics code, also enter the statistical amount for a unit and the corresponding UOM (unit of measure) for that statistics code.

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Because all statistical and monetary fields are potentially available on the journal line depending on your selection of templates, error messages may appear during the save process when you have entered inconsistent data. Error messages are issued if any of the following occurs:

- The account is a statistical account, but the statistic code, foreign amount, monetary amount, foreign currency, rate type, or exchange rate is not blank.
- The account is a statistical account, but the statistic amount is blank.
- The account is a monetary account and the statistic code is blank, but the statistic amount is not blank.

When you receive an error message, the cursor moves to the error field of the journal line that is in error. If the field was originally unavailable because of the Journal Entry template definition, the column is shown so that the cursor can be positioned.

Related Topics

- Understanding Statistical Journals
  These topics provide an overview of statistical journals and discuss how to set up for journal entries using statistics as well as how to create journal entries using statistics.

Journal Entry - Totals Page

Use the Journal Entry - Totals page (JOURNAL_ENTRY_T_IC) to specify control debit and credit amounts, unit value of statistical entries, and the number of lines.

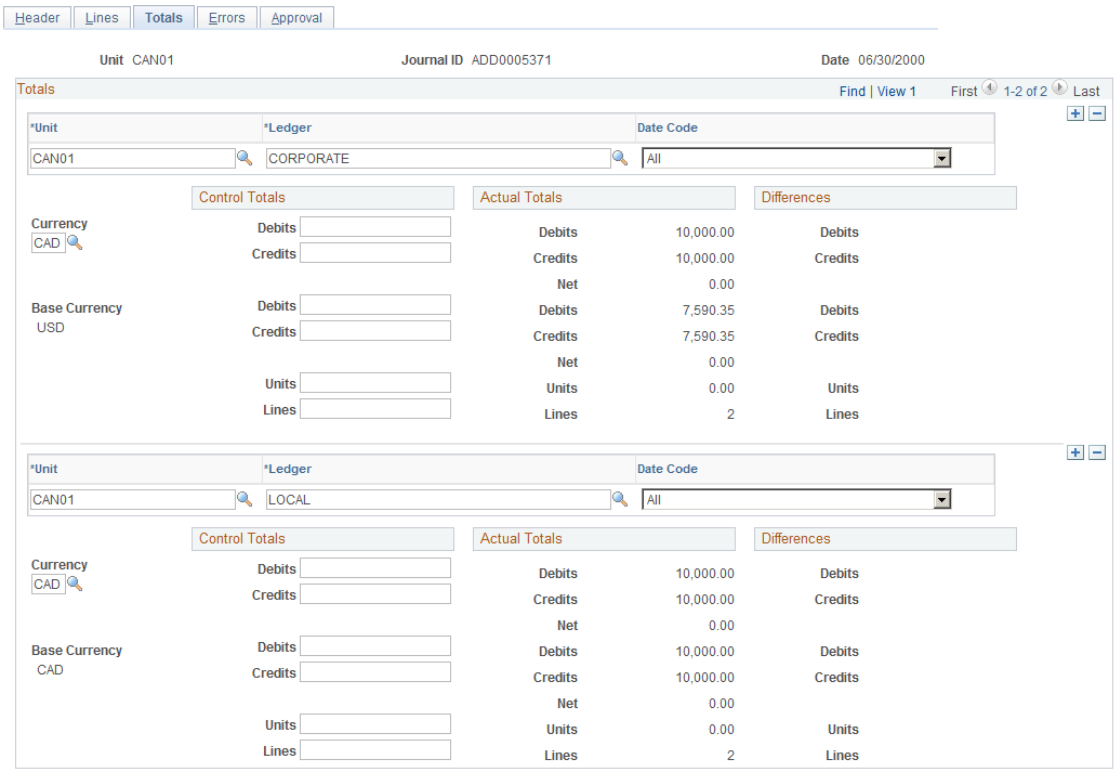
These controls enable you to enforce a greater degree of control over the journal entry process.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create Journal Entries**, and then **Totals**

This example illustrates the fields and controls on the Journal Entry - Totals page. You can find definitions for the fields and controls later on this page.

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Note

This page or related pages operate in deferred processing mode. Most fields aren't updated or validated until you save the page, refresh the page by clicking a button or link, or selecting a tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication to keep in mind is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

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Field or Control	Description
Control Totals	Specify the total debits, credits, statistical units, and number of lines to be entered for each unique combination of business unit, ledger, transaction currency, and additional balancing ChartFields (like book code and balance sheet indicator if they are set to active at Installation Options - Overall page, and so on). As you enter the journal lines, the system displays a running total of the actual debits, credits, units, and lines, as well as the net difference between the amounts entered and the control totals. If you leave any of the control total fields blank, the system won't validate against the associated actual total. For example, suppose that you have plans to allocate rent expense across several departments and know that the total rent expense is 50,000 USD for 2,000 square feet. Because you know how many departments are involved, you know that there will be 15 lines in the completed journal entry. You enter these amounts as control tables to ensure that when one of your staff members enters the journal lines, these figures match before the journal is posted. Control totals are maintained by business unit, balancing ledger, balancing ChartFields (if any), and currency code. If you enter an interunit journal, for example, the system maintains a set of control totals for each business unit. Also, if additional balancing ChartFields are defined, the system maintains a separate set of control totals for each unique combination of the ChartFields entered.
Actual Totals	When the journal lines are entered, the system calculates the actual total and compares it against any entered control totals.
Differences	When the journal lines are entered, the system calculates the actual total and compares it against any control totals entered and notes any differences in amounts. When you edit the journal and the control totals, and they don't equal the actual totals, the system flags the journal as having errors, and you must correct the errors before you can post.

> **Note**
>
> Refresh the page after any changes.

Related Topics

- Application Fundamentals: Understanding PeopleSoft ChartFields

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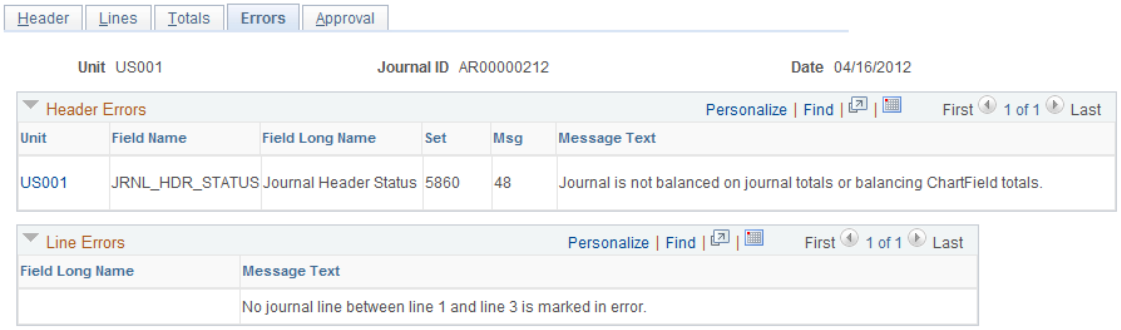
Journal Entry - Errors Page

Use the Journal Entry - Errors page (JOURNAL_ENTRY_E_IC) to determine which errors the system encountered.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create Journal Entries**, and then **Errors**

This example illustrates the fields and controls on the Journal Entry - Errors page. You can find definitions for the fields and controls later on this page.



You can view journal header and line errors on the Errors page of the journal entry component. You can also view journal entry line errors on the Journal Entry - Lines page by clicking the *X* in the **Error** column. You are directed to the Journal Entry - Errors page to review explanatory text. When General Ledger encounters errors during editing, it marks the journal lines and either recycles or suspends the journal. It saves recycled journals but won't post them until you correct the errors. You can post entries to your suspense account that have invalid ChartFields, different signs on the transaction and base amount, or unbalanced debit and credit amounts. You define error-processing options at the business unit, ledger group, and journal source level. Access the Journal Entry - Errors page to determine which errors the system encountered. When you are finished, click the line number in error. This enables you to access the Journal Entry - Lines page. The cursor is positioned on the line and field in error, so that you can make corrections.

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

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Field or Control	Description
Field Name	Displays the field in error, as well as message sets that contain the error message, message number, and message text.
Unit	Click to access the Journal Entry - Lines page and position the cursor on the Journal Status link located in the Totals scroll area.
Line #	Click to access the Journal Entry - Lines page and position the cursor in the line and field with the error.

See Journal Error Processing.

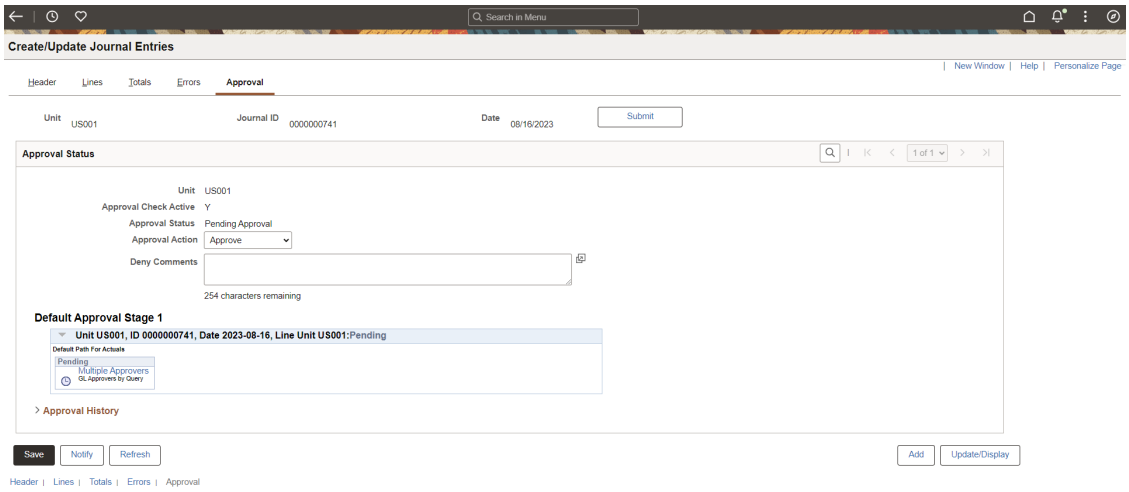
Create/Update Journal Entries - Approval Page

Use the Create/Update Journal Entries - Approval page (JOURNAL_ENTRY_A_IC) to select the current journal for approval if you have enabled PeopleSoft workflow to approve journals for posting.

Navigation:

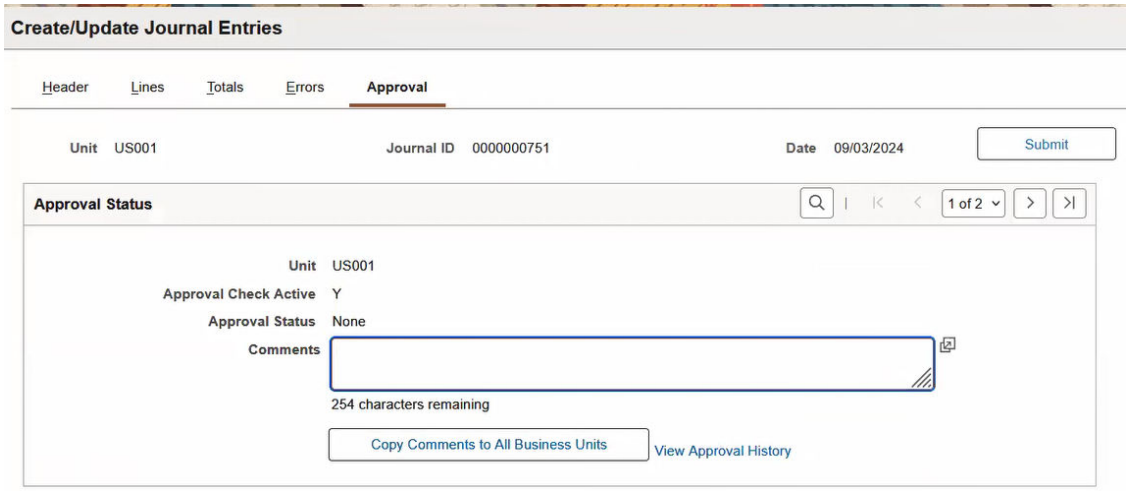
General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create Journal Entries**, and then **Approval**

This example illustrates the fields and controls on the Journal Entry - Approval page when the Approval Status is Pending Approval.



This example illustrates the fields and controls on the Journal Entry - Approval page when the journal is reworked and the Approval Status is None.

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If you have enabled approval workflow and validated the journal, you can submit it for approval from this page. You can configure the Approval Framework to enable journal approval using the Journal Entry component. With this configuration, approvers can access the journal entry for approval through their worklist. You can also enable the journal email approval process using Integration Broker and the Email Collaboration Framework (EMC).

You can also use the GL Journal Approval component (Manage GL Journal Approval component for mass journal approval).

Understanding Configurable Workflow

See Approving Journals Using the GL Journal Approval Components.

Field or Control	Description
Submit	Select to record the option selected in the Approval Status field.
Approval Check Active	Displays whether there is an approval workflow process required for the journal. See General Ledger Definition - Approval Options Page.
Approval Status	Select and Approval status: • *Denied* - Journal is denied. • *Pending Approval* - Journal is waiting for approval. • *Approved to Post* - Journal is approved and ready to post to the general ledger. • *Pushed Back* - Journal has been pushed back to previous approval step. • None - Not applicable.

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Field or Control	Description
Approval Action	Select the appropriate action for this journal: • **Approve** - Select to approve the journal for posting. If you have the authority to approve the journal, the system saves it as usual. If you do not have the authority, you are prompted to enter the journal into PeopleSoft Workflow. • **Deny** - Select to indicate that the Journal is not approved for posting. If you change the action to deny, the system sends an email to the previous user with a list of the journal identifiers and the reasons entered in the **Comments** field.
Comments	Optionally, enter comments and select Submit. These comments stay with the journal even if the journal is denied. To enter individual comments for InterUnit journal entries, select the **1 of 2** and **2 of 2** button in the upper/right.
Copy Comments to All Business Units	Select to copy an entered comment to all business units for InterUnit journal entries.
View Approved History	Select to access the Approval Flow window, which displays the history of approvers and their comments. The link only appears when a journal is reworked and not submitted for approval.
Approval History	Displays the step and path, with the status and applicable date and time stamp and user ID for the various activities in the approval process.

Related Topics

- Understanding Configurable Workflow
  PeopleSoft Enterprise Components Approval Framework (AF) is a feature that provides a configurable framework and page interface to implement workflow approval. PeopleSoft General Ledger uses AF for its header-level actuals journals, standard budget journals, and Commitment Control budget journal approval processes.
- Understanding the Journal Entry Approval Process
  This topic provides an overview of the journal entry approval process and discusses how to set up journal entry approval in Oracle's PeopleSoft Workflow.

Setting Up Simplified Journal Entry

Administrators can configure the fields that appear on the Journal Entry page for users. These fields can be further restricted based on the permissions granted to specific users. The Simplified Journal Entry interface consists of three sections:

- Simple Journal Types - This is a journal setup that allows administrators to create different types of simple journals. These journal types are used to group journal templates.
- Simple Journal Templates - This is a journal setup that allows administrators to create journal templates for different journal types. Fields that appear for journal entry are configured in the journal template.

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- Simple Journal Entry - This is journal transaction used by end users to make simple journal entry. Users can access only those fields that are relevant to their privilege.

Pages Used to Set Up Journal Entry

Page Name	Definition Name	Usage
Simple Journal Types Page	SJ_JOURNAL_TYPE	Create journal types, which can be used to group the journal templates.
Simple Journal Template - Journal Sections Page	SJ_TMPL_SECTIONS	Create journal templates for different journal types.
Simple Journal Template - Journal Header Page	SJ_TMPL_JRNL_HDR	Configure the fields and default values that are to be available for journal entry.
Simple Journal Template - Currency Defaults Page	SJ_TMPL_JRNL_CURR	Configure the display of currency and exchange rate fields for journal entry.
Simple Journal Template - Journal Lines Page	SJ_TMPL_JRNL_LINE	Configure journal line fields for journal entry.
Simple Journal Template - Dates & Adjustments Page	SJ_TMPL_JRNL_DTADJ	Configure values pertaining to dates and adjustments that are available for journal entry.
Simple Journal Template - Reversal Page	SJ_TMPL_JRNL_RVRSL	Configure fields for the Reversal page that are to be displayed for simple journal entry.
Simple Journal Template - Average Daily Balance Page	SJ_TMPL_JRNL_ADB	Configure fields for the Average Daily Balance page that are to be displayed for simple journal entry.
Simple Journal Template - Commitment Control	SJ_TMPL_JRNL_KK	Configure fields for the Commitment Control page that are to be displayed for simple journal entry.
Simple Journal Template - Security Page	SJ_JRNL_TMPL_SEC	Define access for the journal template
Simple Journal Template Copy Request Page	SJ_TMPLT_CPY	Copy simple journal templates in batch.

Simple Journal Types Page

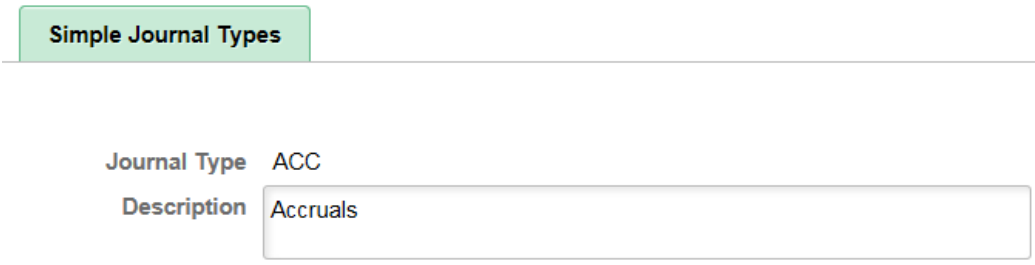
Use the Simple Journal Types page (SJ_JOURNAL_TYPE) to create different journal types that can be used to group the journal templates.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Simple Journal Types**

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

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Field or Control	Description
Journal Type	Enter suitable name for the journal type.

Simple Journal Template - Journal Sections Page

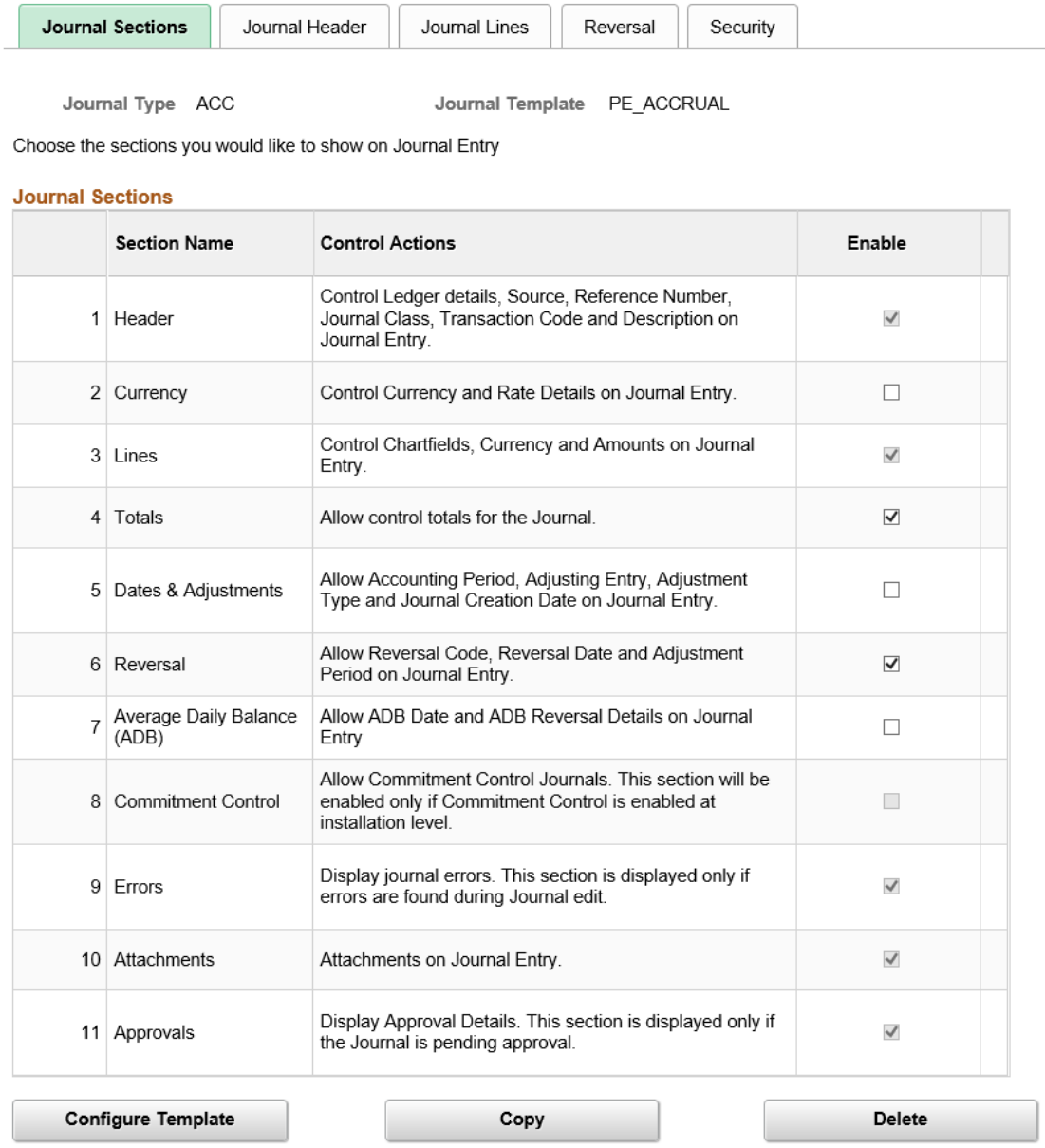
Use the Simple Journal Template page (SJ_TMPL_SECTIONS) to create journal templates for different journal types.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Configure Simple Jrnl Template**

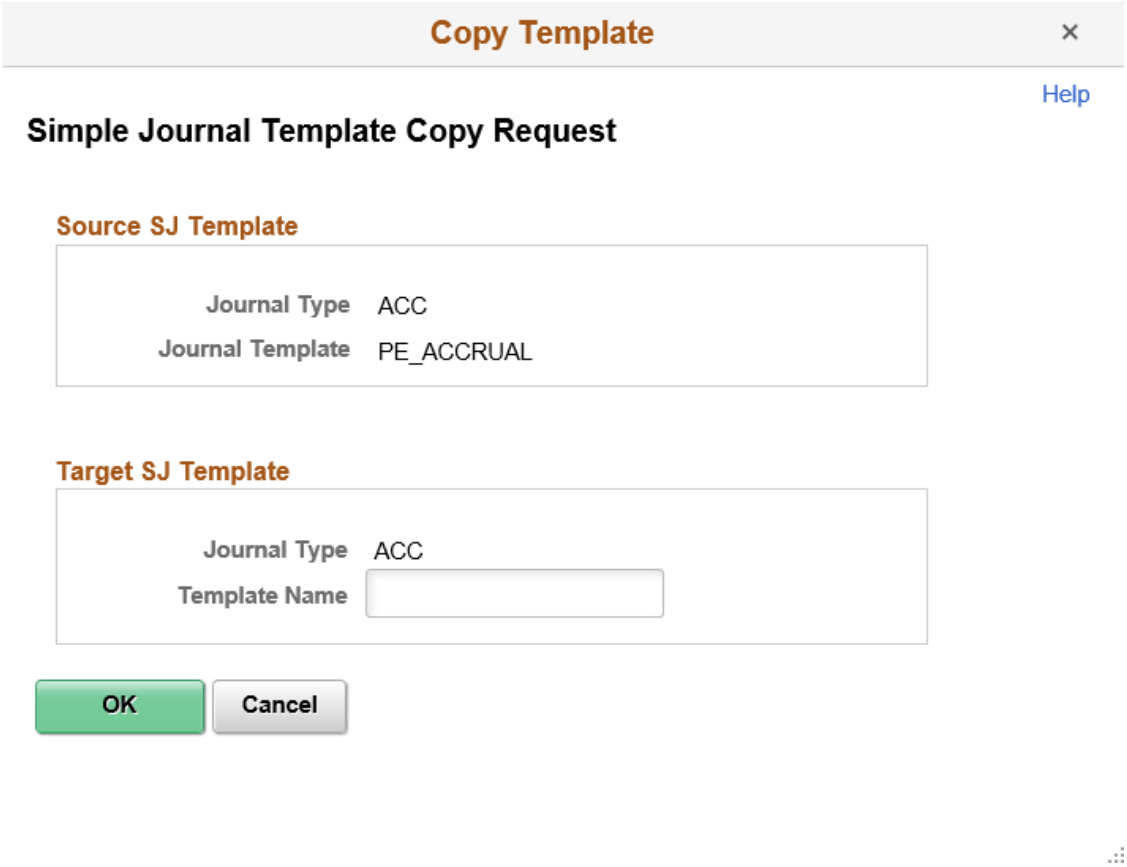
This example illustrates the fields and controls on the Simple Journal Template page. You can find definitions for the fields and controls later on this page.

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

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Field or Control	Description
Enable	Select required sections that will be displayed for users to enter details during journal entry. However, following mandatory sections are selected by default and cannot be changed by the administrator: • Header — is always displayed on the Journal Entry page. • Lines — is always displayed on the Journal Entry page. • Attachments — is always displayed on the Journal Entry page. • Errors — is displayed only if the journal has *Edit* errors. If all the errors are fixed and the journal status is *Valid*, this section is hidden on the Journal Entry page. • Approvals — is displayed only after the journal is submitted for approval. This section is not displayed on the Journal Entry page if Approvals is not configured. **Note:** Commitment Control section will be available for enabling only if it is selected for general ledger during installation.
Configure Template	Click to enable configuration of the selected sections in the Journal Sections grid. Based on the selected sections, additional tabs will be populated for those sections.

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Field or Control	Description
Copy	Click to make a copy of the simple journal template with a new template name. In the Copy Template modal window that opens, enter template name for the new template. The copied template will be saved within the same journal type, hence it's template name should not be same as that of the source template. However, it can be same across different journal types.
Delete	Click to delete the simple journal template. Only unused templates can be deleted.

Simple Journal Template - Journal Header Page

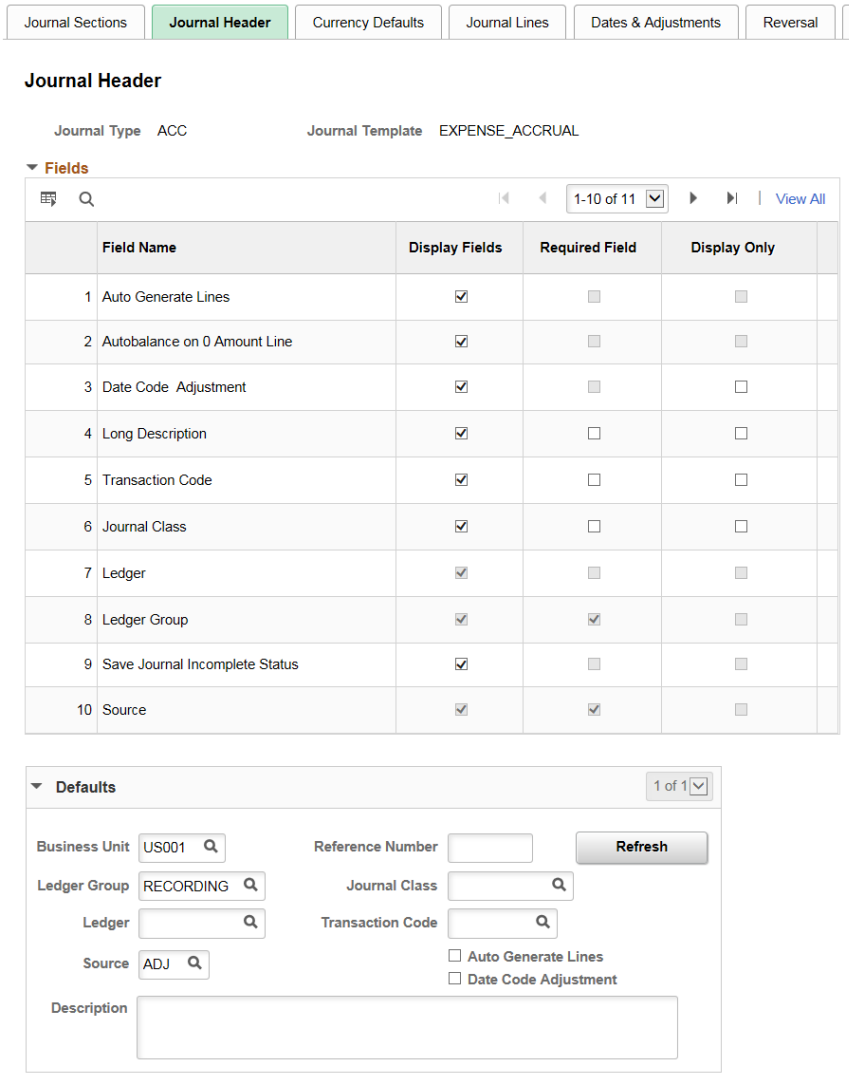
Use the Journal Header page (SJ_TMPL_JRNL_HDR) to configure the fields and default values that are to be available for journal entry.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Simple Journal Template**, and then **Journal Header**

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

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Fields

Select required fields to be displayed for journal entry. Fields can be configured as Required, Display Only or both. However, mandatory fields such as Ledger and Source cannot be modified.

Defaults

Enter default values for the given fields that will appear in the journal entry.

Simple Journal Template - Currency Defaults Page

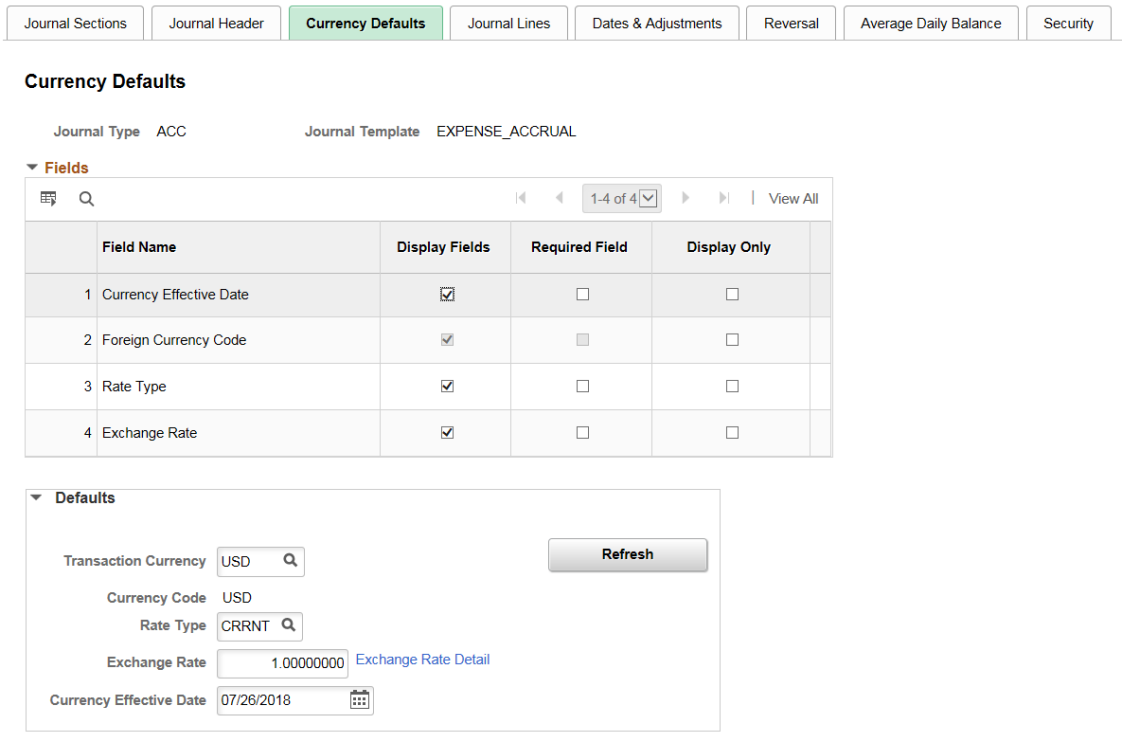
Use the Currency Defaults page (SJ_TMPL_JRNL_CURR) to configure the display of currency and exchange rate fields for journal entry.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Simple Journal Template**, and then **Currency Defaults**

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



Field or Control	Description
Fields	Select required fields to be displayed for journal entry. Fields can be configured as Required, Display Only or both. However some fields such as Foreign Currency Code is mandatory. For fields that are *Display Only*, default value must be specified.
Defaults	Enter default values for the given fields that will appear in the journal entry.
Refresh	Click to update the changes that were made in the Fields section. Fields that are not selected for display will be hidden.

Simple Journal Template - Journal Lines Page

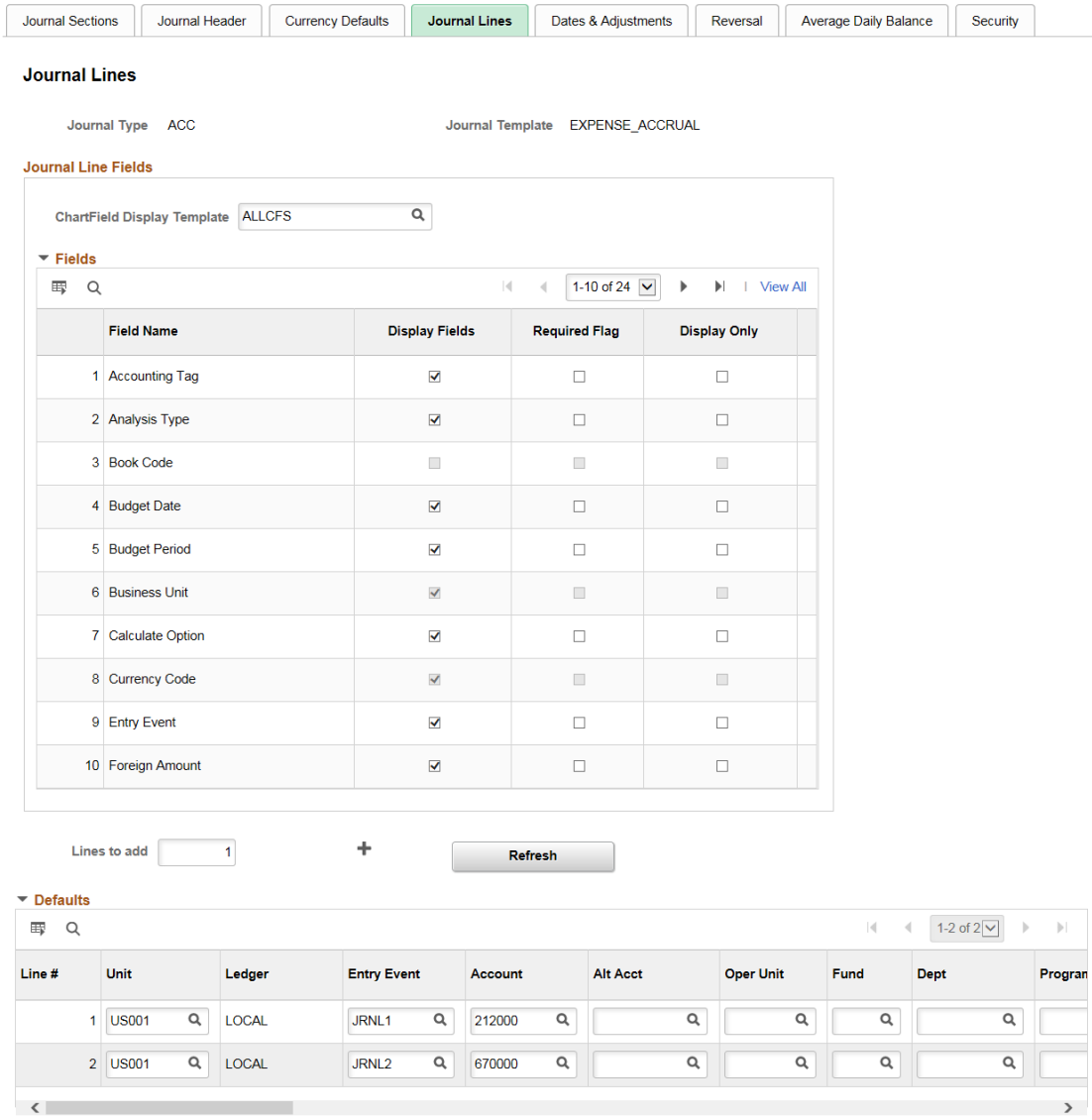
Use the Journal Lines page (SJ_TMPL_JRNL_LINE) to configure journal line fields for journal entry.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Configure Simple Jrnl Template**. Select the Journal Lines tab.

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

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Business Unit and Currency Code fields are selected by default and are mandatory.

Field or Control	Description
ChartField Display Template	Click the prompt to select suitable ChartField Display Template. Based on the template, display of the ChartFields will be controlled for the journal line during journal entry.

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Field or Control	Description
Field Name	Select required fields to be displayed for journal entry. Fields can be configured as Required, Display Only or both. However some fields are mandatory. For fields that are *Display Only*, a default value must be specified. **Note:** As of FSCM 9.2, Update Image 55, the **Line Long Description** and five **Reference** fields are available to configure. After applying this update, these fields appear when creating a new template. You must select the Display Fields check box for the fields to appear on the Simple Journal - Lines Page, Miscellaneous tab.
Lines to add	Enter number of lines to insert for the Defaults.
Defaults	Enter a default value for the given fields that will appear in the journal entry.
Refresh	Click to update the changes that were made in the Fields section. Fields that are not selected for display will be hidden.

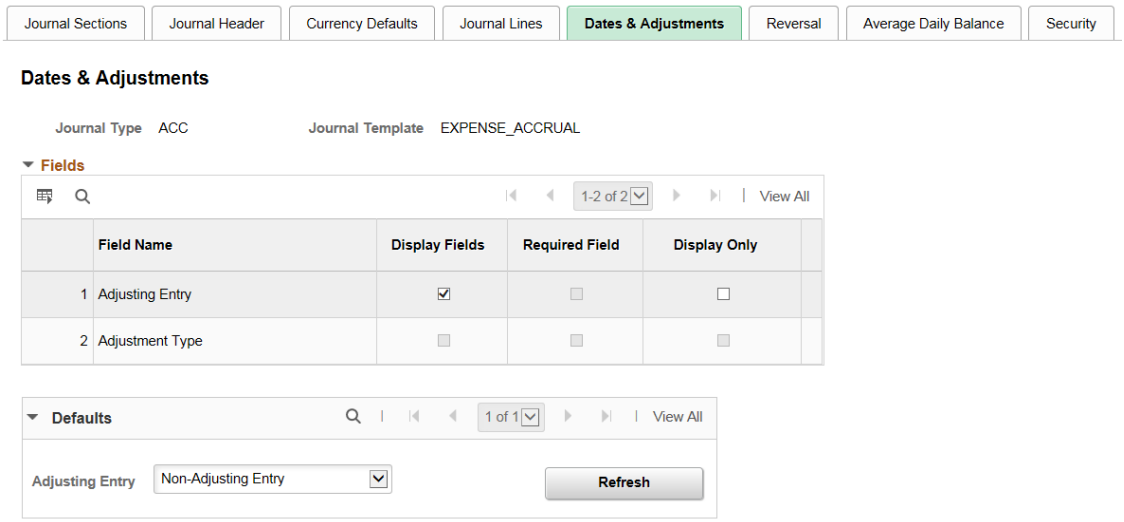
Simple Journal Template - Dates & Adjustments Page

Use the Dates & Adjustments page (SJ_TMPL_JRNL_DTADJ) to configure values pertaining to dates and adjustments that are available for journal entry.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Simple Journal Template**, and then **Dates & Adjustments**

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



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Field or Control	Description
Fields	Select required fields to be displayed for journal entry. Fields can be configured as Required, Display Only or both. For fields that are *Display Only*, default value must be specified.
Defaults	Enter default value for the given field that will appear in the journal entry.
Refresh	Click to update the changes that were made in the Fields section. Fields that are not selected for display will be hidden.

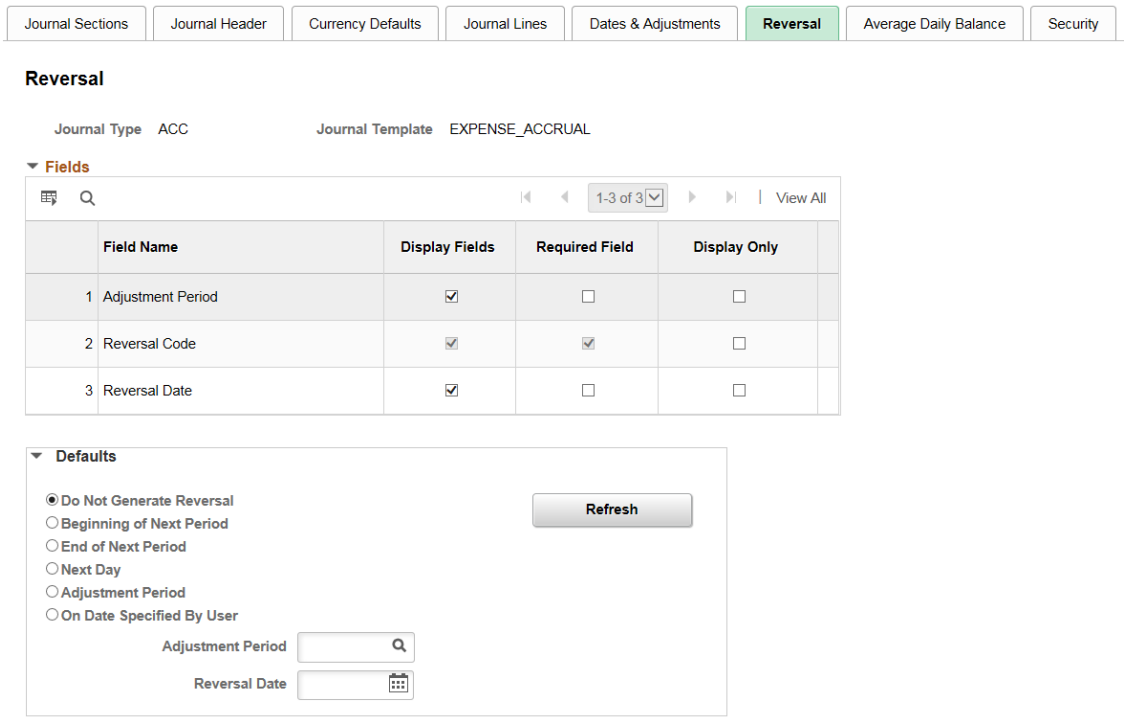
Simple Journal Template - Reversal Page

Use the Reversal page (SJ_TMPL_JRNL_RVRSL) to configure fields for the Reversal page that are to be displayed for simple journal entry.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Simple Journal Template**, and then **Reversal**

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



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Field or Control	Description
Fields	Select required fields to be displayed for journal entry. Fields can be configured as Required, Display Only or both. For fields that are *Display Only*, default value must be specified.
Defaults	Enter default values for the given fields that will appear in the journal entry.
Refresh	Click to update the changes that were made in the Fields section. Fields that are not selected for display will be hidden.

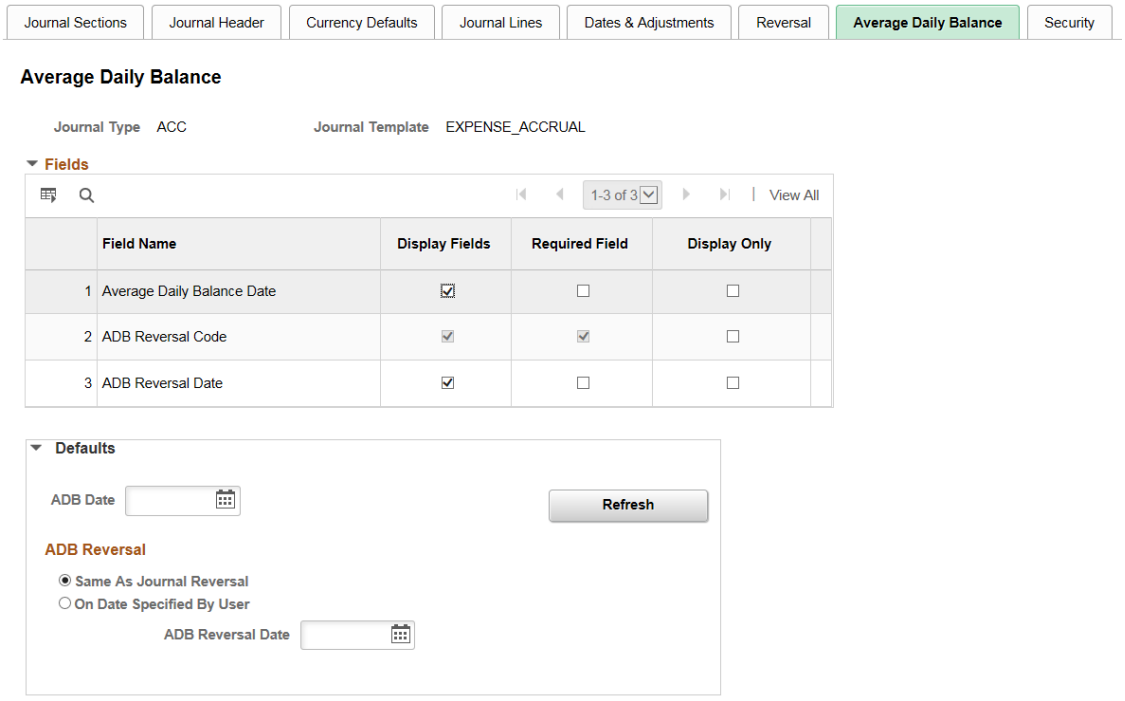
Simple Journal Template - Average Daily Balance Page

Use the Average Daily Balance page (SJ_TMPL_JRNL_ADB) to configure fields for the Average Daily Balance page that are to be displayed for simple journal entry.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Simple Journal Template**, and then **Average Daily Balance**

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



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Field or Control	Description
Fields	Select required fields to be displayed for journal entry. Fields can be configured as Required, Display Only or both. For fields that are *Display Only*, default value must be specified.
Defaults	Enter default values for the given fields that will appear in the journal entry.
Refresh	Click to update the changes that were made in the Fields section. Fields that are not selected for display will be hidden.

Simple Journal Template - Commitment Control

Use the Commitment Control page (SJ_TMPL_JRNL_KK) to configure fields for the Commitment Control page that are to be displayed for simple journal entry.

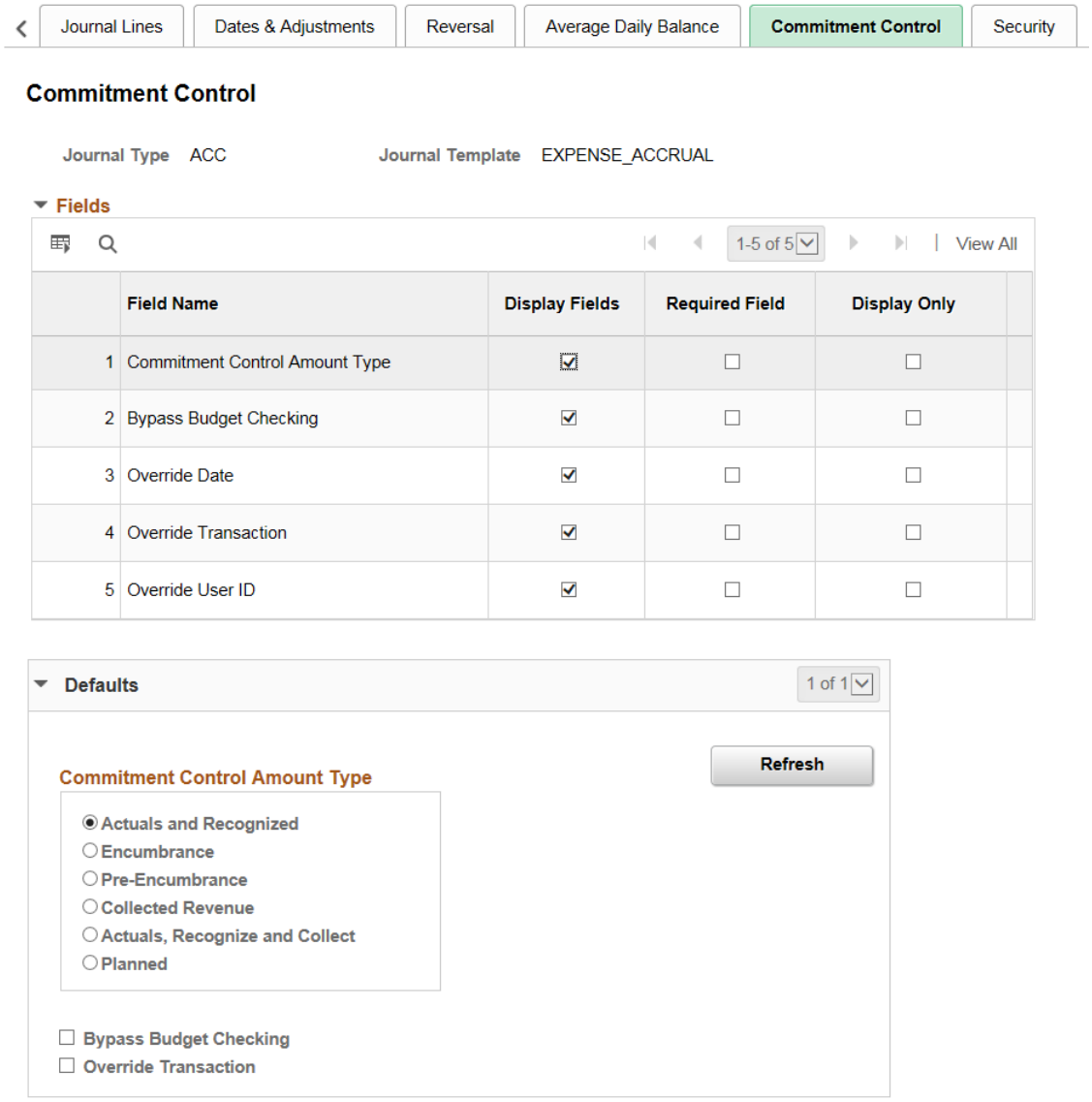
Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Simple Journal Template**, and then **Commitment Control**

> **Note**
>
> This tab appears only when you have enabled Commitment Control for General Ledger on the Application Fundamentals: Installation Options - Products Page, and the Commitment Control section is enabled on the Simple Journal Template - Journal Sections Page.

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

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Field or Control	Description
Fields	Select required fields to be displayed for journal entry. Fields can be configured as Required, Display Only or both. For fields that are *Display Only*, default value must be specified.
Defaults	Enter default values for the given fields that will appear in the journal entry.
Refresh	Click to update the changes that were made in the Fields section. Fields that are not selected for display will be hidden.

Simple Journal Template - Security Page

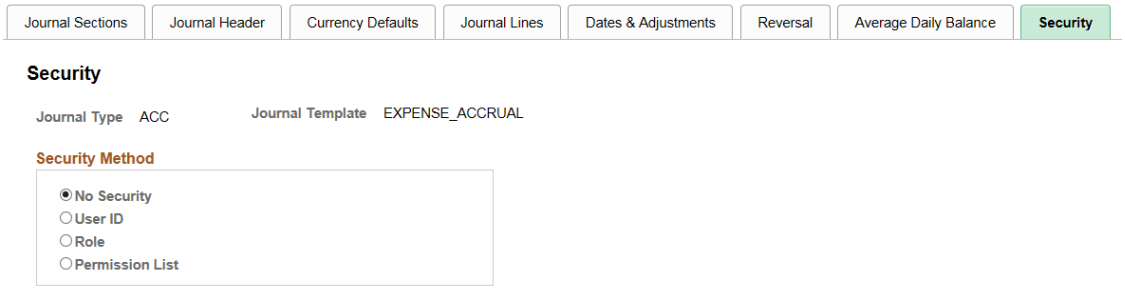
Use the Security page (SJ_JRNL_TMPL_SEC) to define access for the journal template.

Navigation:

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Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Simple Journal Template**, and then **Security**

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



Field or Control	Description
Security Method	Select appropriate security method. Available options are: • *No Security* - Select to give access to all users. • *User ID*, *Role*, *Permission List* - Select to give access based on User ID, Role, or Permission List **Note:** When selecting User ID or Role, the system displays an option field, which is filtered based on the business unit and source entered on the Simple Journal Template - Journal Header Page.

Simple Journal Template Copy Request Page

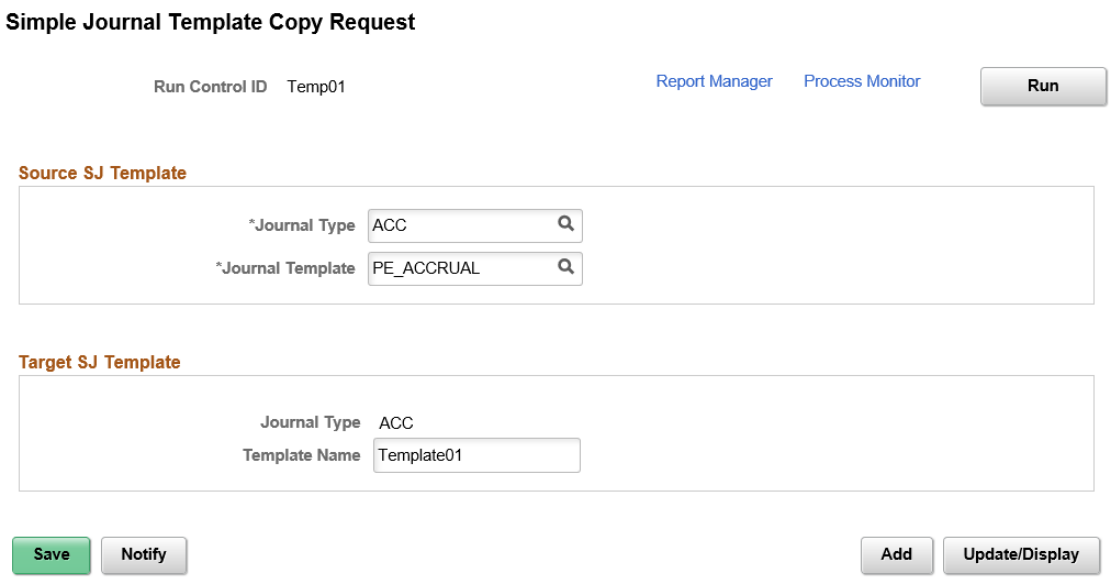
Use the Simple Journal Template page (SJ_TMPLT_CPY) to copy simple journal templates in batch.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Copy Simple Journal Template**

This example illustrates the fields and controls on the Simple Journal Template Copy Request page. You can find definitions for the fields and controls later on this page.

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New templates can be created by copying templates within a particular journal type or across different journal types. The new journals created can be used to copy, and will appear on the Copy Journal Request page for viewing or modifying.

Field or Control	Description
Source SJ Template	Select Journal Type and Journal Template for the simple journal template that has to be copied.
Target SJ Template	Enter Template Name for the new template that will be created. It will have the same Journal Type as that of the Source SJ Template.
Run	Click to review the process list and execute the process request.

Using Fluid Simplified Journal Entry

The PeopleSoft Fluid Simple Journal Entry has all the advantages of PeopleSoft Fluid technology. Fluid users can perform various tasks such as adding new journal, editing journal, and posting journal. Simple Journal Entry also supports fluid approvals. Fluid journal processing is similar to PeopleSoft Classic journal processing.

Pages Used for the PeopleSoft Fluid Simple Journal Entry

Page Name	Definition Name	Usage
Simple Journal Tile	SJ_JRNL_ENTRY_FL	Access the Simple Journal page in PeopleSoft Fluid.
Simple Journal Page	SJ_JRNL_ENTRY_FL	View or enter journals associated with a particular Business Unit.
Simple Journal - Header Page	SJ_JRNL_HDR_SRC_FL	Review and edit the journal header details.

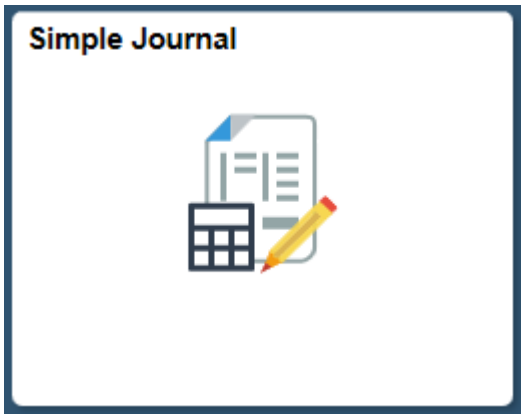
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Page Name	Definition Name	Usage
Simple Journal - Currency Page	SJ_JRNL_HDR_CUR_FL	Review and edit currency details for the selected journal.
Simple Journal - Lines Page	SJ_JRNL_LN_FL	Review journal lines and edit details for the selected journal.
Simple Journal - Totals Page	SJ_JRNL_TOTALS_FL	Review and edit journal totals.
Simple Journal - Commitment Control Page	SJ_JRNL_COMMIT_FL	Review and edit commitment control amount details.
Simple Journal - Attachments Page	SJ_JRNL_ATTACH_FL	View, modify or attach files to the selected journal.
Simple Journal - Approvals Page	SJ_JRNL_APPR_FL	View approval status of the selected journal.

Simple Journal Tile

Use the Simple Journal Tile to access the Simple Journal page in PeopleSoft Fluid. This tile can be added to any homepage and is found in the Finance & Accounting group.

This example illustrates the Simple Journal Tile.



Understanding the Simple Journal Page

Field or Control	Description
Search	Enter required Business Unit and click the Search button to view all the associated journals.
Add	Click to add new journal.
Business Unit	Select required Business Unit for which new journal has to be added.
Journal ID	Enter the Journal ID for the new journal.
Journal Date	Enter the journal creation date.
Journal Type	Click the prompt to select suitable journal type.

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Field or Control	Description
Journal Template	Click the prompt to select suitable journal template. Templates displayed for selection will be based on the user's access rules.

Simple Journal Page

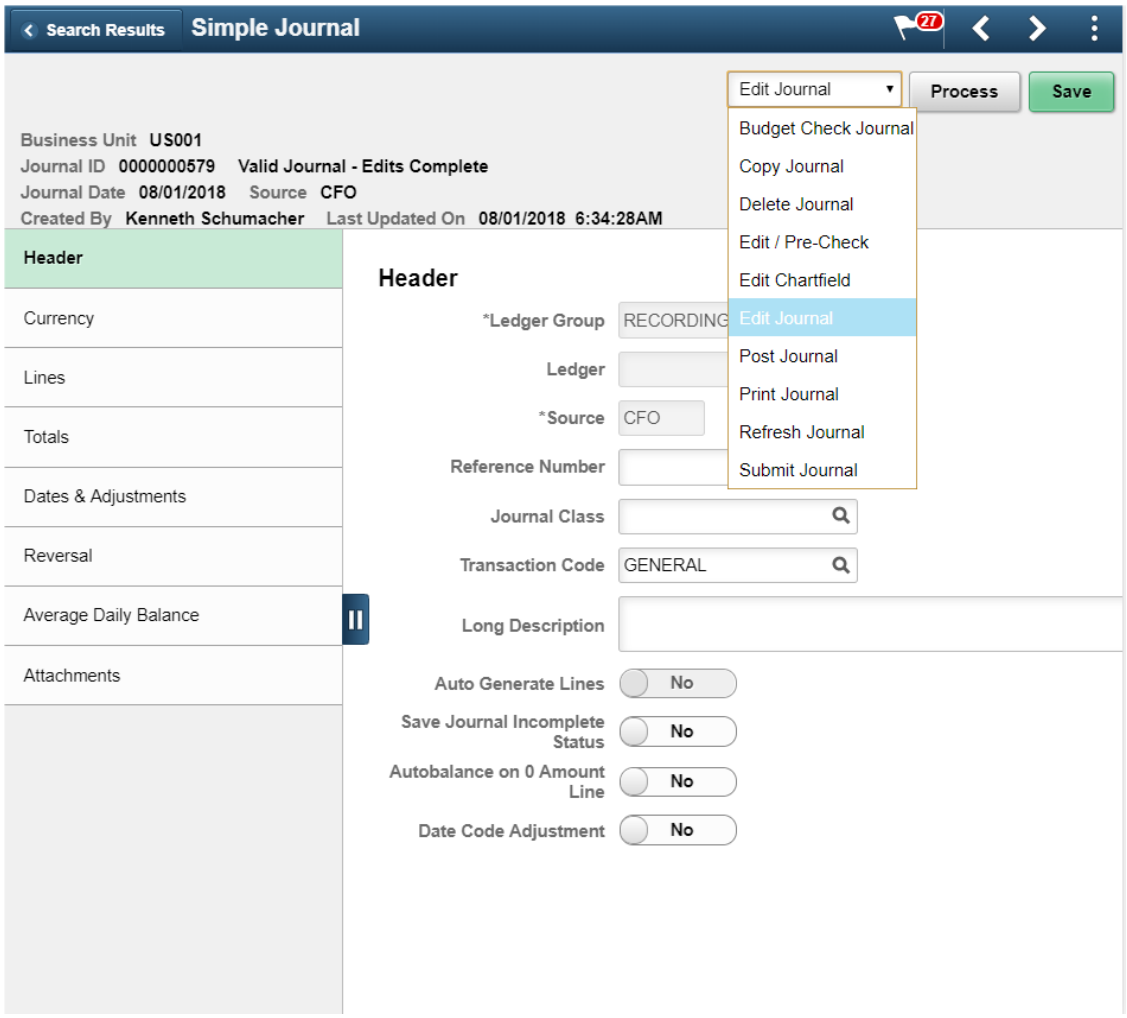
Use the Simple Journal page (SJ_JRNL_ENTRY_FL) to view or enter journals associated with a particular Business Unit.

Navigation:

Finance & Accounting, and then **Simple Journal**.

Select the Search button to view the available journals for the selected Business Unit. Select required Journal ID.

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



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The sections displayed on the left pane depends on the journal template selected. Only those sections that are configured for the selected journal template are available for journal entry. The fields that appear in the right pane are also based on the fields configured by the corresponding journal template.

If you delete a journal that has a document sequence number assigned, the system records a deletion through an audit trail and prompts you to provide an explanation so that gaps in the transaction reports for auditors can be explained. The deleted number cannot be reused.

This page cannot be updated/edited for existing journals for users, if the particular User/Role does not have access to the journal source.

Field or Control	Description
Action List and **Process** button	Select required action from the drop-down list and click the Process button. Available actions are: • Budget Check Journal • Copy Journal • Delete Journal • Edit/Pre-Check • Edit ChartField • Edit Journal • Post Journal • Print Journal • Refresh Journal • Submit Journal
Save	Click to save changes made for the journal entry.

Simple Journal - Header Page

Use the Simple Journal - Header page (SJ_JRNL_HDR_SRC_FL) to review and edit the journal header details.

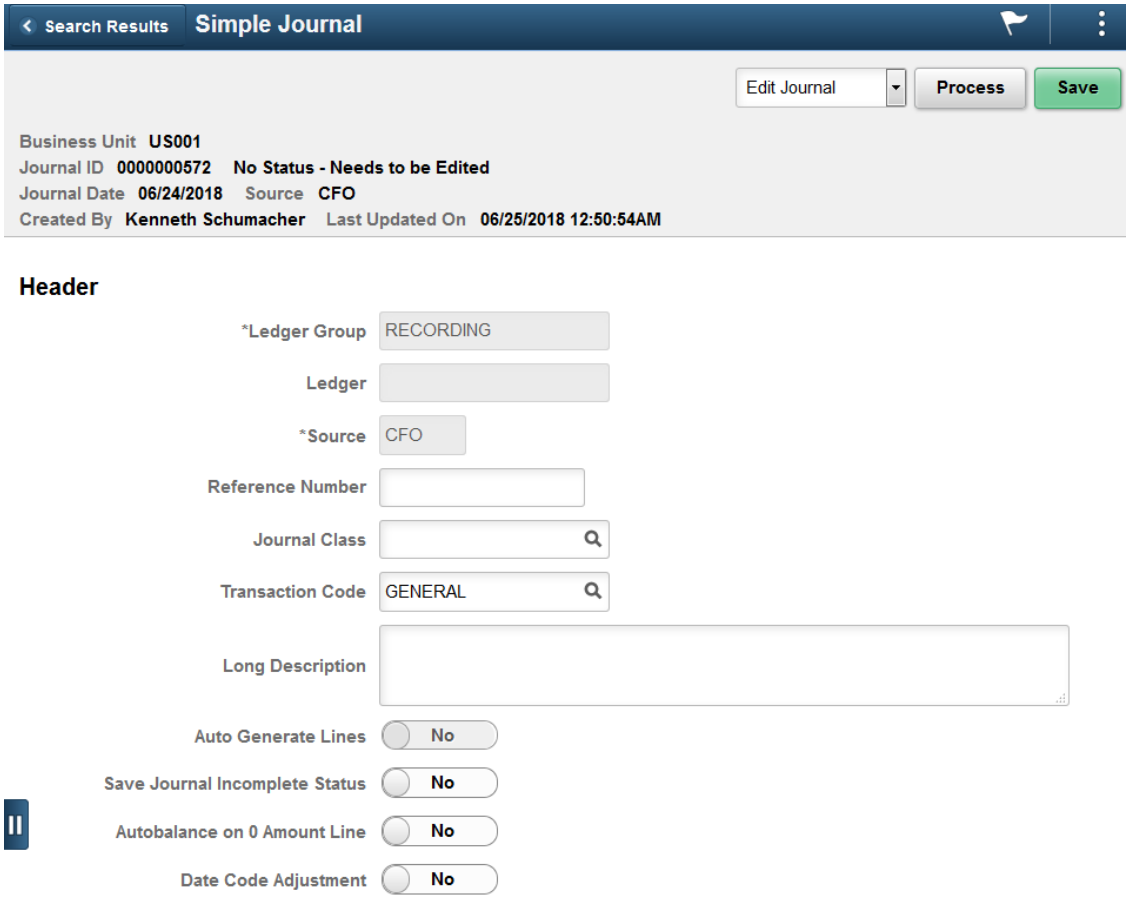
Navigation:

Finance & Accounting, and then **Simple Journal**.

Click the Search button to view the available journals for the selected Business Unit. Select required Journal ID and click Header from the left menu.

This example illustrates the fields and controls on the Simple Journal - Header Page.

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Field or Control	Description
Source	Select a Journal Source. Sources available are based on the user access that is defined in the Journal Source Security by User Page and Journal Source Security by Role Page. **Note:** Journals for a source cannot be posted beyond the cutoff date defined in the Period End Cutoff Definition Page for that particular journal source, unless the user or role has override exception.

Simple Journal - Currency Page

Use the Simple Journal - Currency page (SJ_JRNL_HDR_CUR_FL) to review and edit currency details for the selected journal.

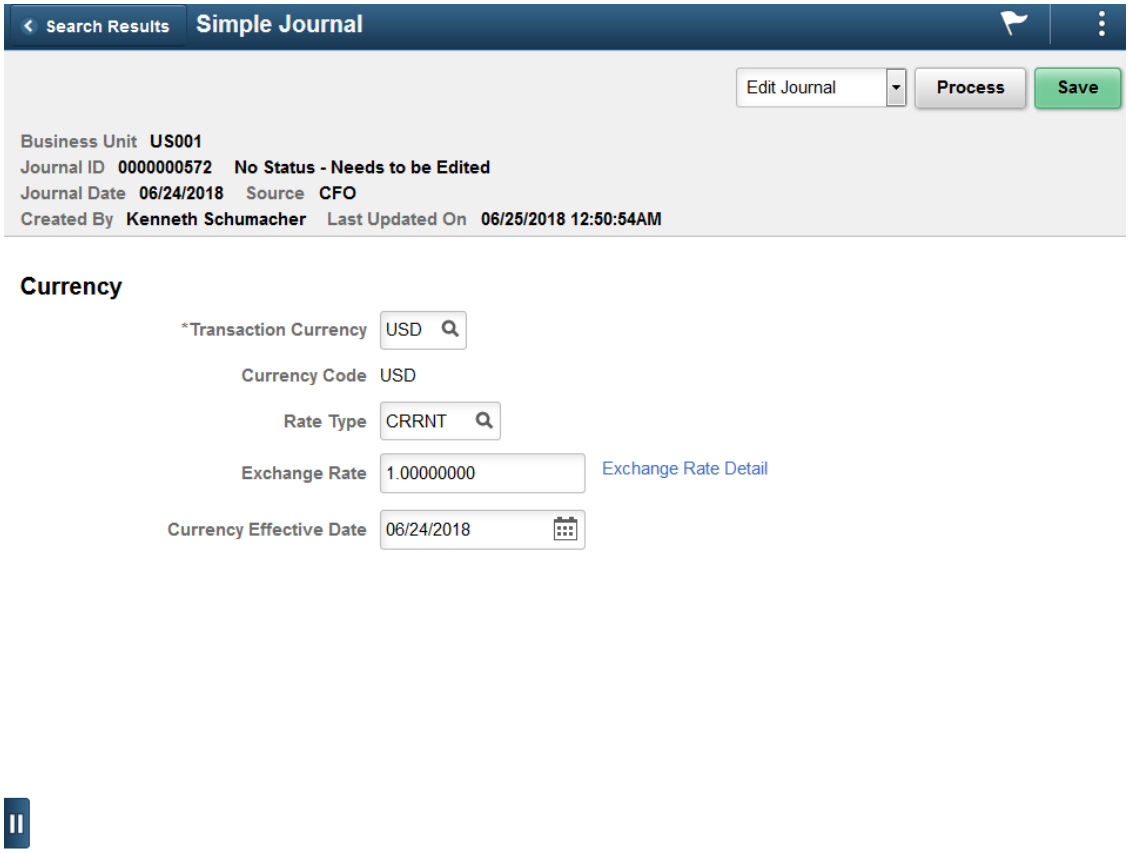
Navigation:

Finance & Accounting, and then **Simple Journal**.

Click the Search button to view the available journals for the selected Business Unit. Select required Journal ID and click Currency from the left menu.

This example illustrates the fields and controls on the Simple Journal - Currency page.

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Field or Control	Description
Exchange Rate Detail	Click to open the Exchange Rate Detail modal window. Exchange rate detail for the defined currency code can be reviewed.

Simple Journal - Lines Page

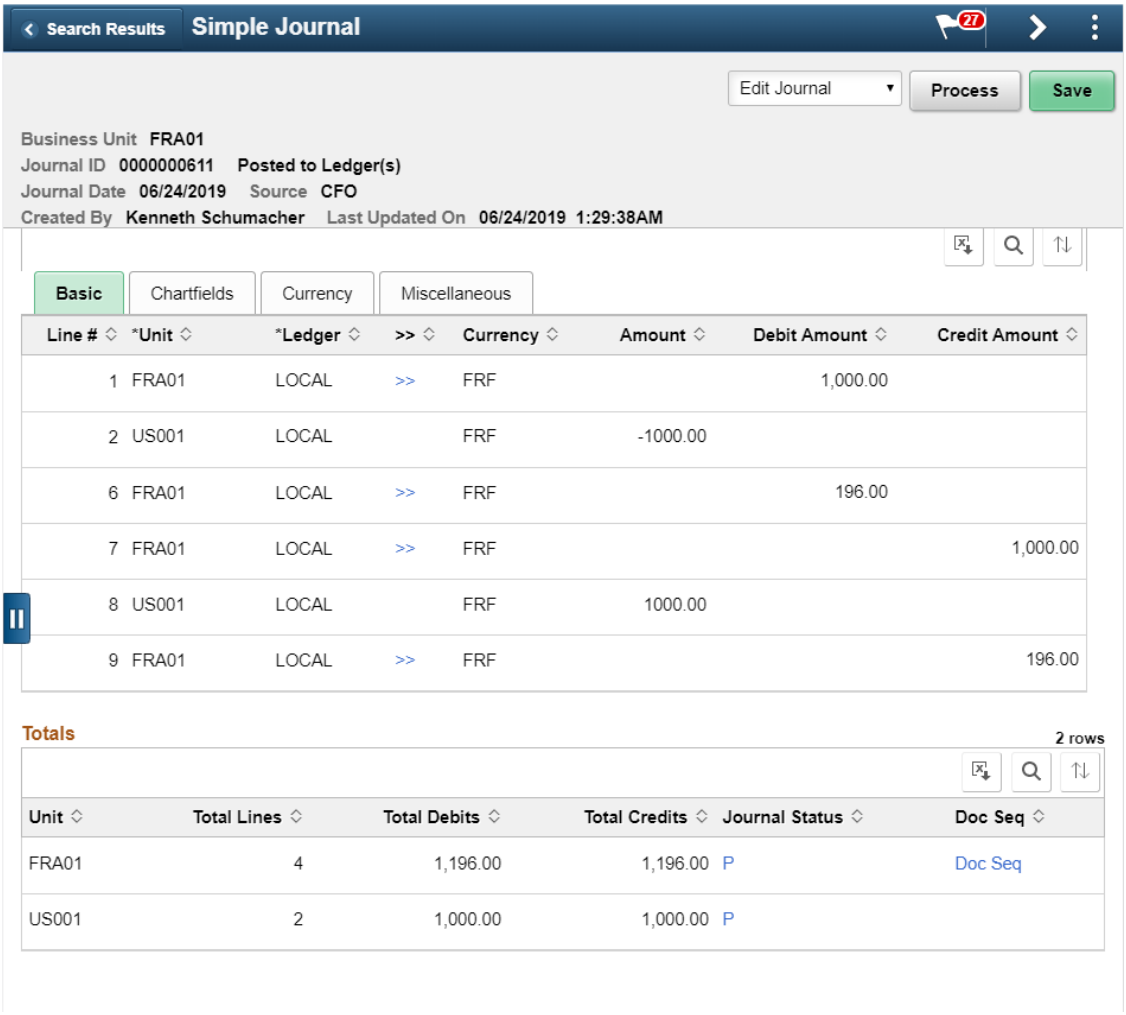
Use the Simple Journal - Lines page (SJ_JRNL_LN_FL) to review journal lines and edit details for the selected journal.

Navigation:

Finance & Accounting, and then **Simple Journal**. Click the Search button to view the available journals for the selected Business Unit. Select required Journal ID and click Lines from the left menu.

This example illustrates the fields and controls on the Simple Journal - Lines page.

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Displays all the fields configured for journal line entry. Based on the Simple Journal template, ChartFields will be displayed on this page.

Field or Control	Description
Totals	Displays the combined total lines, debits, and credits for the Business Unit.
Journal Status	Click the link to view the header and line errors. **Note:** The Errors section is displayed only if there are errors while editing the journal.
Doc Seq	Click to view the Document Sequence details generated for the associated Business Unit. If document sequencing is not setup for the BU, this link will not appear. In the Document Sequence modal window that opens, if Document Type has to be changed then appropriate reason has to be entered.
VAT	Click to view VAT details of the simple journal. This link appears in the Miscellaneous tab of the Line Details grid, and will appear for VAT enabled line BU.

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Miscellaneous Tab

Field or Control	Description
Line Long Description	Enter up to 254 characters of text. As of FSCM 9.2, Update Image 55, the **Line Long Description** is available to configure using the Simple Journal Template - Journal Lines Page.
Reference1 through **Reference5**	Enter supplementary information or references, such as document numbers or codes. The number of Reference fields is determined on the Simple Journal Template - Journal Lines Page. As of FSCM 9.2, Update Image 55, five **Reference** fields are available to configure using the Simple Journal Template - Journal Lines Page.

Simple Journal - Totals Page

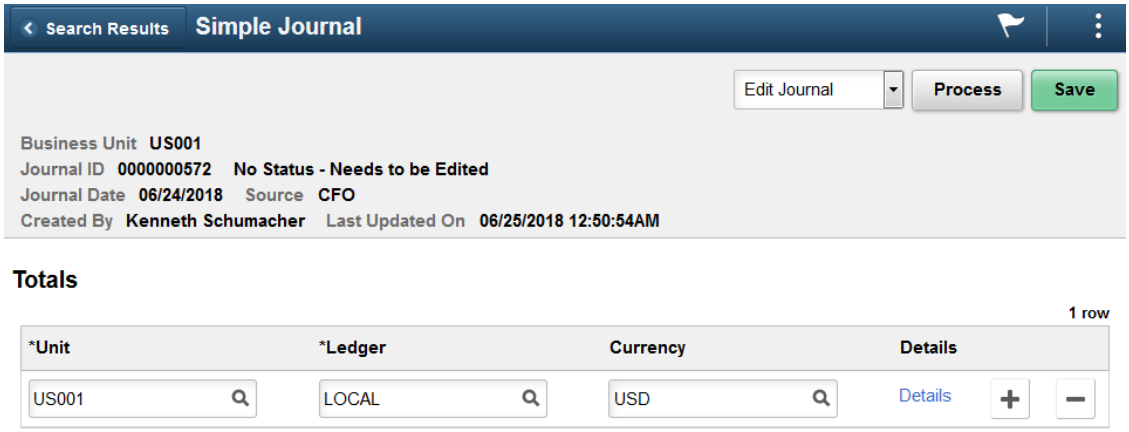
Use the Simple Journal - Totals page (SJ_JRNL_TOTALS_FL) to review and edit journal totals.

Navigation:

Finance & Accounting, and then **Simple Journal**. Click the Search button to view the available journals for the selected Business Unit. Select required Journal ID and click Totals from the left menu.

This example illustrates the fields and controls on the Simple Journal - Totals page.

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Field or Control	Description
Details	Click to open the Control Totals modal window. Control total value for debit and credit can be entered corresponding to the currency selected.

Simple Journal - Commitment Control Page

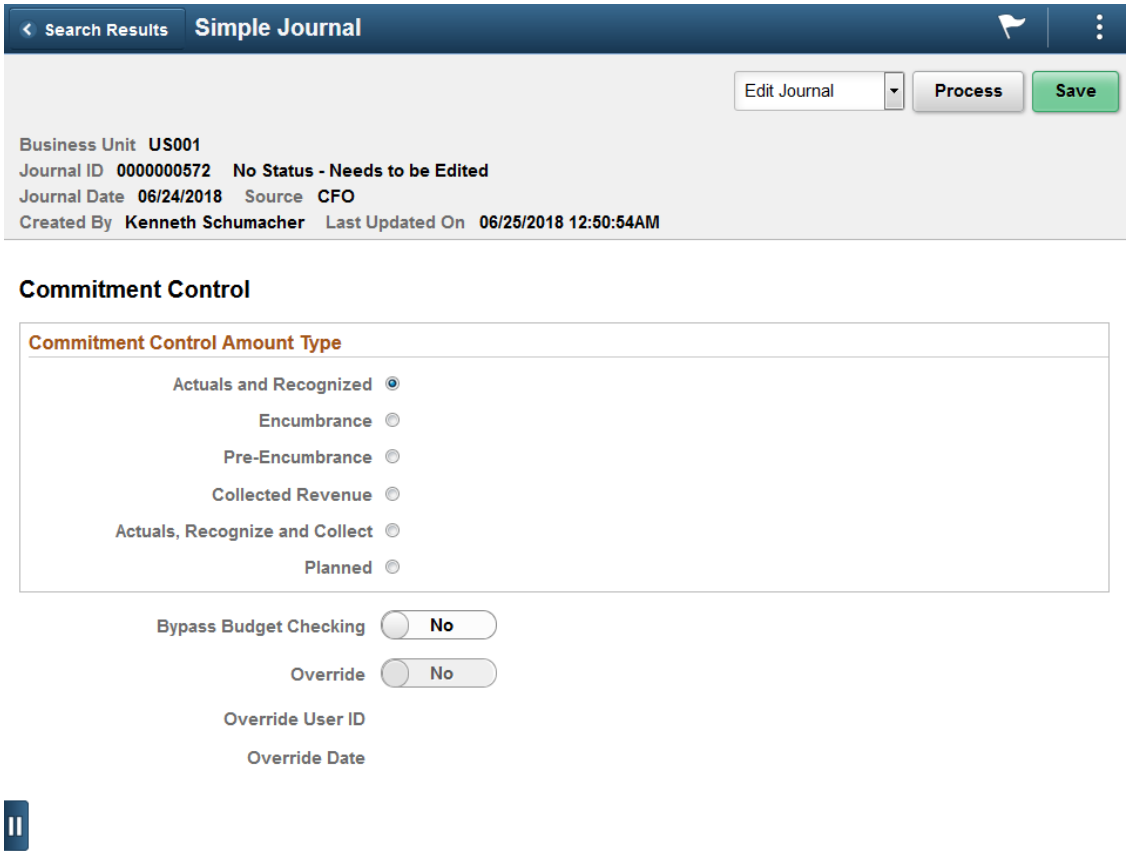
Use the Simple Journal - Commitment Control page to review and edit commitment control amount details.

Navigation:

Finance & Accounting, and then **Simple Journal**. Click the Search button to view the available journals for the selected Business Unit. Select required Journal ID and click Commitment Control from the left menu.

This example illustrates the fields and controls on the Simple Journal - Commitment Control page.

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Simple Journal - Attachments Page

Use the Simple Journal - Attachments page (SJ_JRNL_ATTACH_FL) to view, modify or attach files to the selected journal.

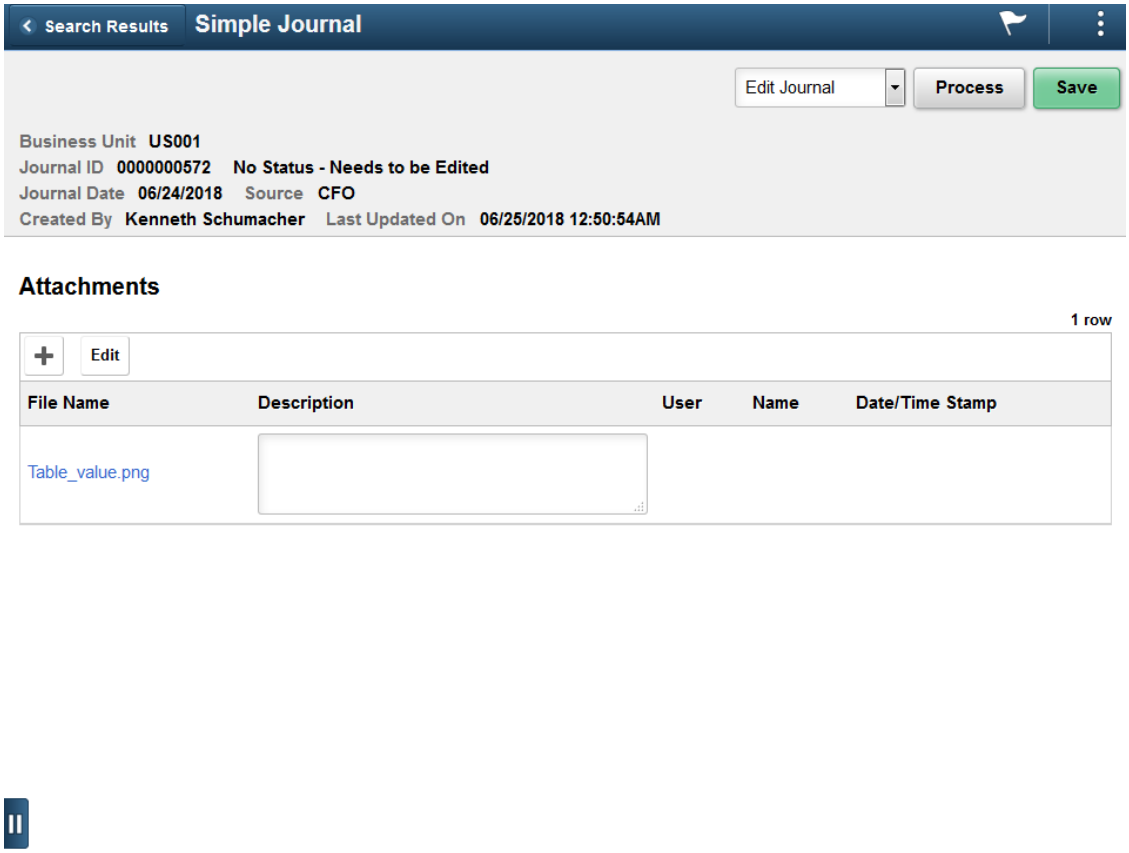
Navigation:

Finance & Accounting, and then **Simple Journal**.

Click the Search button to view the available journals for the selected Business Unit. Select required Journal ID and click Attachments from the left menu.

This example illustrates the fields and controls on the Simple Journal - Attachments page.

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One or more attachments can be added, modified, and/or deleted for journal lines. The system displays and error message if you try to load more than the number of attachments specified on the Application Fundamentals: Installation Options - Multiple Attachments Page for the General Ledger product.

Simple Journal - Approvals Page

Use the Simple Journal - Approvals page (SJ_JRNL_APPR_FL) to view approval status of the selected journal.

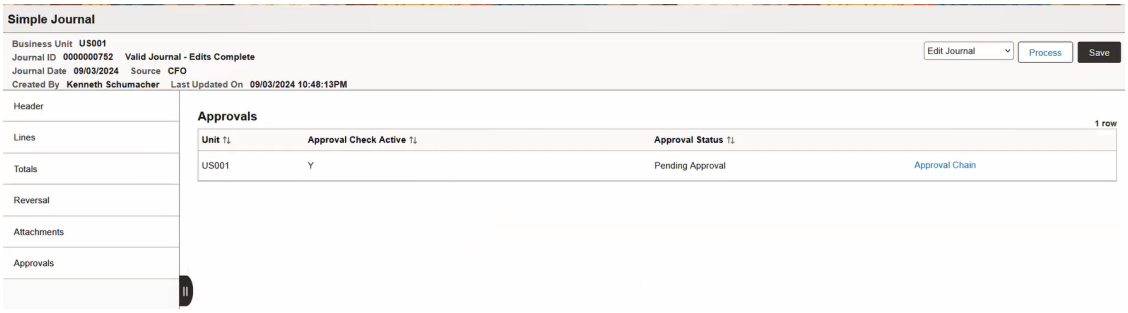
Navigation:

Finance & Accounting, and then **Simple Journal**.

Click the Search button to view the available journals for the selected Business Unit. Select required Journal ID and click Approvals from the left menu.

This example illustrates the fields and controls on the Simple Journal - Approvals page.

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Approvals section appears on the right pane only after the journal entry is processed.

Field or Control	Description
Approval Status	Displays the approval status once the journal entry is submitted.
Approval Chain	Click to open the Approval Chain modal window. You can view the approval chain details and comments. **Note:** The Approval Chain link appears only if there are approvals directed to users. Approvals are by default configured as pre-approved.
Journal Approval - Comments	When selecting *Submit Journal* and then the **Process** button, the Journal Approval Comments window appears where you can optionally enter comments. These comments stay with the journal even if the journal is denied.

Creating Interunit and Intraunit Journal Entries

Pages Used to Make Interunit and Intraunit Journal Entries

Page Name	Definition Name	Usage
Ledger Groups - Balancing Page	LEDGER_GROUP3	Elect to use intraunit balancing entries and select balancing ChartFields and affiliates for a ledger group.
Journal Entry - Lines Page (Interunit)	JOURNAL_ENTRY2_IE	Enter journal lines and record interunit and intraunit transactions.

Understanding Interunit and Intraunit Journal Entries

Interunit entries automate the process of accounting for related-party transactions between two or more business units or entities concurrently.

Intraunit entries automate the process of accounting for related-party transactions within the same business unit or entity and involve more than one value in a lower level balancing ChartField, such as Fund or Department.

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The primary function of the PeopleSoft interunit and intraunit process is the automatic creation of the balancing payable or receivable between related parties (Due-To or Due-From journal lines). The system distinguishes an interunit or an intraunit journal entry from other entries when balancing field values other than the originating balancing field value (anchor value) are entered in the same journal. Before attempting to create interunit or intraunit journal entries, you must carefully consider your organization's reporting requirements and set up the following during implementation:

- Select Interunit options on the Installation Options - Overall page:
  - Interunit balancing method: Direct, Indirect or Pairs.
  - Legal entity and summarization options.
- Set balancing options for the ledger groups.
- Define the interunit and intraunit ChartField values.
- Define InterUnit, IntraUnit or Pairs Templates according to the decisions made in the previous steps.
- Select the InterUnit Template, IntraUnit Template, and Inheritance Defaults to be used by each business unit (Business Unit Definition - Inter/IntraUnit page.
- Define financial consolidations setup, if required (elimination sets, consolidation tree(s), equitization and so on).

See Application Fundamentals: Understanding PeopleSoft Interunit and Intraunit Functionality.

See Application Fundamentals: Setting Up Interunit and Intraunit Processing.

Application Fundamentals: Verifying Interunit, Intraunit, and ChartField Inheritance Setup

See Selecting an Approach to Intercompany and Intracompany Transactions.

Ledger Groups - Balancing Page

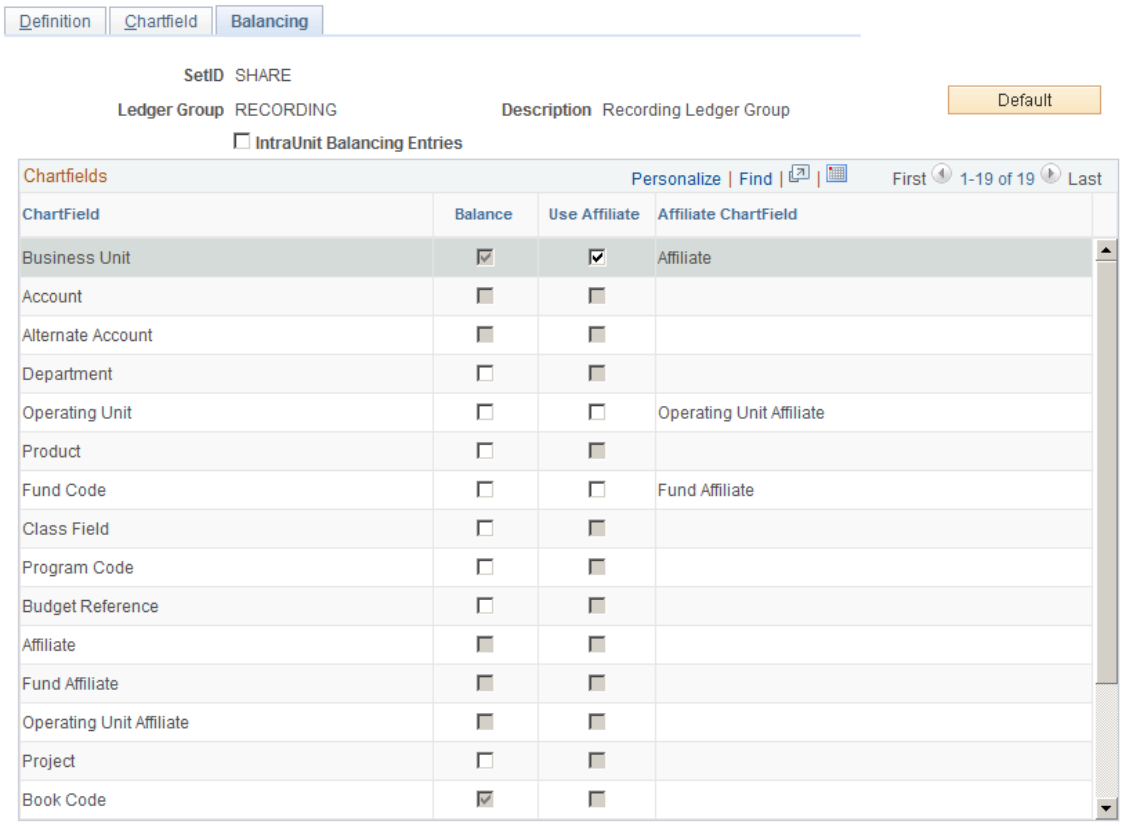
Use the Ledger Groups - Balancing page (LEDGER_GROUP3) to elect to use intraunit balancing entries and select balancing ChartFields and affiliates for a ledger group.

Navigation:

General Ledger, and then **Ledgers**, and then **Ledger Groups**, and then **Balancing**

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.

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Field or Control	Description
IntraUnit Balancing Entries	Select this check box to enable the system to create intraunit balancing entries for the balancing ChartFields that you select in the Balance column, such as Fund Code.
Balance	Select balancing ChartFields. For interunit journal entries (between business units), the business unit is typically the only selection in the Balance column. Business Unit is selected by default because General Ledger always balances detail ledgers by business unit. For intraunit journal entries (within the same business unit), a ChartField must be selected to fully use the anchor and grouping options.
Use Affiliate	Select the corresponding affiliate (or affiliates) for the system to use when creating the interunit or intraunit balancing entries. Affiliate is used when it is not apparent from the ChartField account value which entities are involved in an interunit or intraunit transaction. For example, if you are using one interunit receivable account for all business units or entities, it is the Affiliate field that distinguishes what entities are transacting with one another.

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Journal Entry - Lines Page (Interunit)

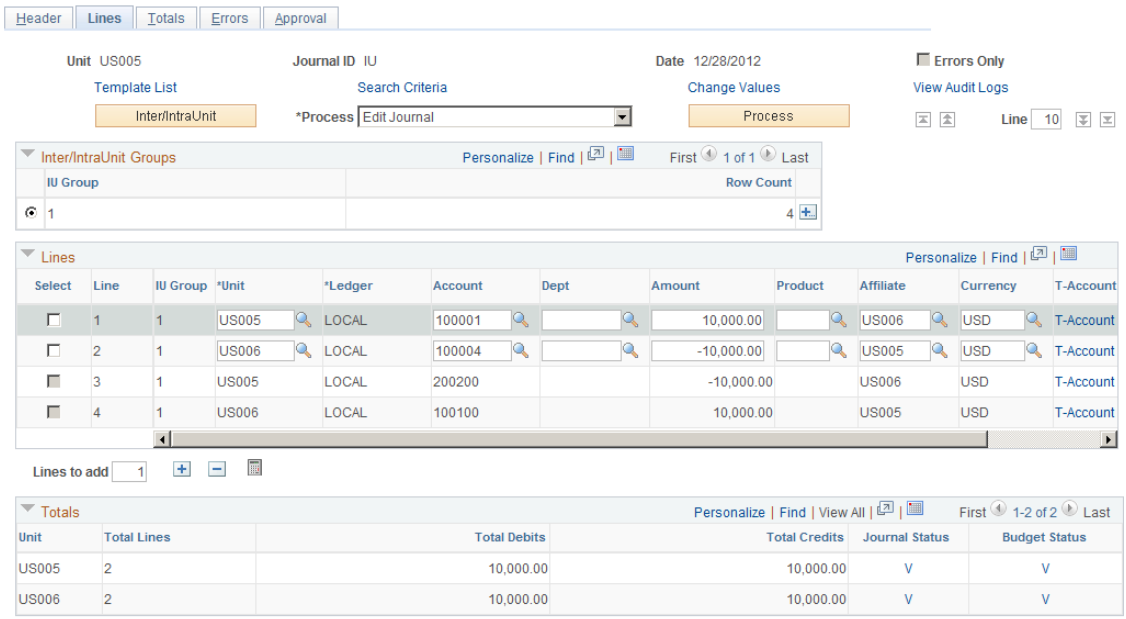
For interunit journal entries, the anchor is the business unit that is entered on the Journal Entry - Header page. The system distinguishes an interunit journal entry from other journal entries when you enter a business unit value in the journal lines other than the anchor business unit. The journal edit process then creates the interunit balancing journal lines according to your interunit setup and selections. The balancing lines that are created by the edit process are grayed out so you cannot modify them directly. However, you can modify the interunit setup if necessary (InterUnit Templates, interunit options within Installation Options, ledger group balancing options , and so on) and re-edit the journal entry.

Use the Journal Entry - Lines page (JOURNAL_ENTRY2_IE) to enter journal lines and record interunit and intraunit transactions.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Lines**

This example illustrates the fields and controls on the Journal Entry - Lines page (Interunit Entry).



Related Topics

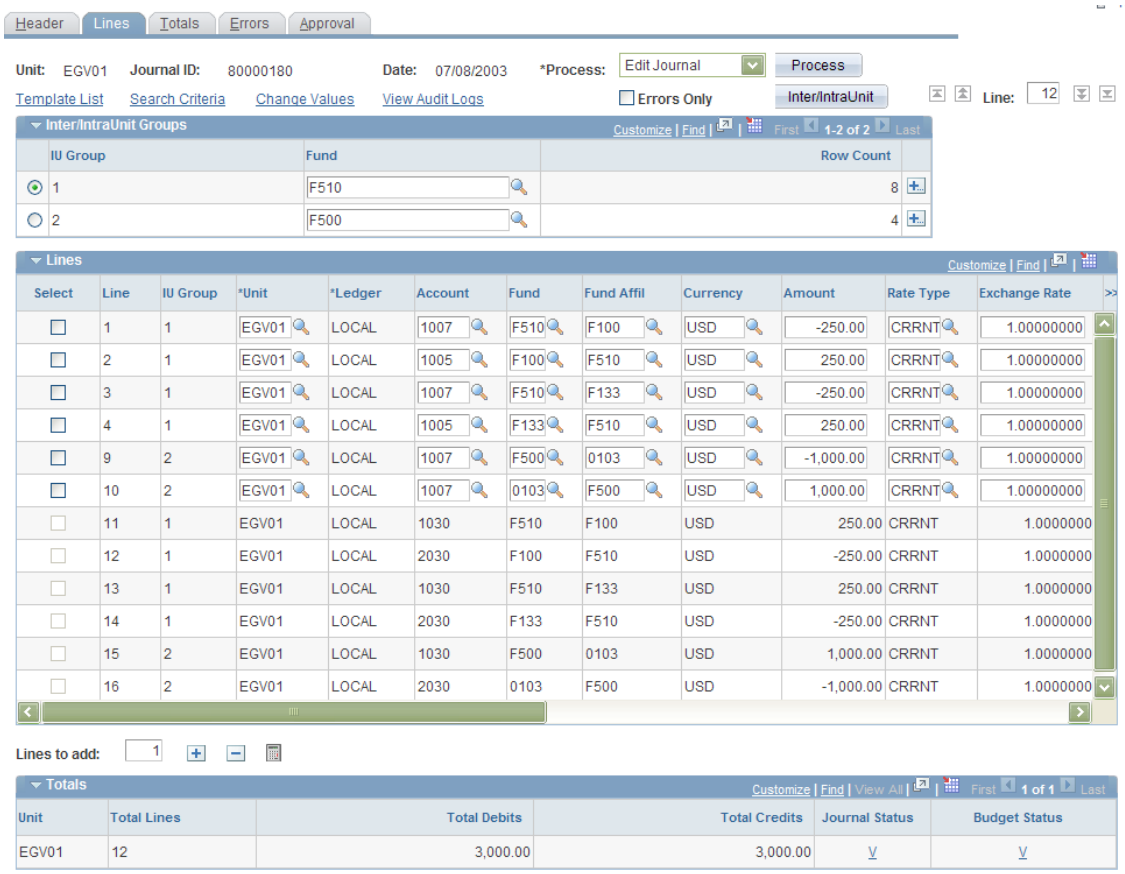
- Application Fundamentals: Using ChartField Inheritance
- Understanding Inter/Intraunit Processing in General Ledger
  PeopleSoft General Ledger enables you to use a minimal number of journal entry lines to record a transaction between related entities. You do not have to enter all the lines that are required to fully balance the entry. Several processes handle unbalanced entries, such as:

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Journal Entry - Lines Page (Intraunit)

Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/ Update Journal Entries, Lines).

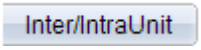
This example illustrates the fields and controls on the Journal Entry - Lines page (Intraunit Entry). You can find definitions for the fields and controls later on this page.



Inter/IntraUnit Groups

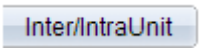
If you select additional balancing ChartFields beyond those delivered as balancing ChartFields, those ChartFields appear in the **Inter/IntraUnit Groups** group box. In this example, **Fund** has been selected as an additional balancing ChartField on the Ledger Groups - Balancing page.

An entry can be both interunit and intraunit, but multiple anchor is available only for the intraunit portion of that entry. The business unit on the journal header is the anchor unit for interunit journal entries.

Field or Control	Description
 **Inter/IntraUnit**	Click the button to display the **Inter/IntraUnit Groups** group box to assign interunit and intraunit groups and anchors for intraunit entries when you have additional balancing ChartFields.

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Field or Control	Description
IU Group	Displays the balancing ChartField columns if **IntraUnit Balancing Entries** is selected on the Ledger Group - Balancing page. It does not display business unit, book code, and adjustment type. Enter the ChartField values that are to be used as the anchor value of each respective IU Group. Initially all journal entry lines are assigned to an inter/intraunit group of *1*.
	Click the **Add multiple rows** button to add new rows to the Inter/IntraUnit Groups group box. Newly-added group rows have zero journal entry lines assigned. To assign journal lines to , select the radio button of the row to which you want to add lines. Then, select the journal entry line or lines in the **Lines** group box by selecting the **Select** check box.

Field or Control	Description
	After selecting the journal lines that pertain to a particular IU Group (anchor group), click the **Inter/IntraUnit** button again. This includes the selected journal lines as members of the selected IU Group for the ChartField values that you enter. The ChartField values that you enter in the Inter/IntraUnit Groups group box are the anchors for their respective intraunit groups. For example, if within business unit EGV01, cash from fund F510 is used to pay expenses attributable to funds F100 and F133, fund F510 can be designated as the anchor for that group of intraunit transactions. The journal entry that is pictured portrays this example. Additionally, the pictured journal entry includes two anchor groups, funds F510 and F500, and the respective number of journal lines that are assigned to each anchor group.

Note

The Journal Edit process performs ChartField combination editing prior to generating the interunit and intraunit lines. Therefore, the system-generated lines are not edited for ChartField combinations. For this reason, it is important to remember to assign the respective journal lines to the appropriate anchor group; otherwise, the system-generated balancing lines may retrieve incorrect balancing ChartField values. In the event that you forget to assign journal lines to the proper IU Group, the Journal Edit process retrieves the default balancing values that you define as the Inheritance Defaults in the General Ledger Definition - Inter/IntraUnit page. Therefore, it is equally important to define the Inheritance Defaults for business units that are to be involved in these transactions.

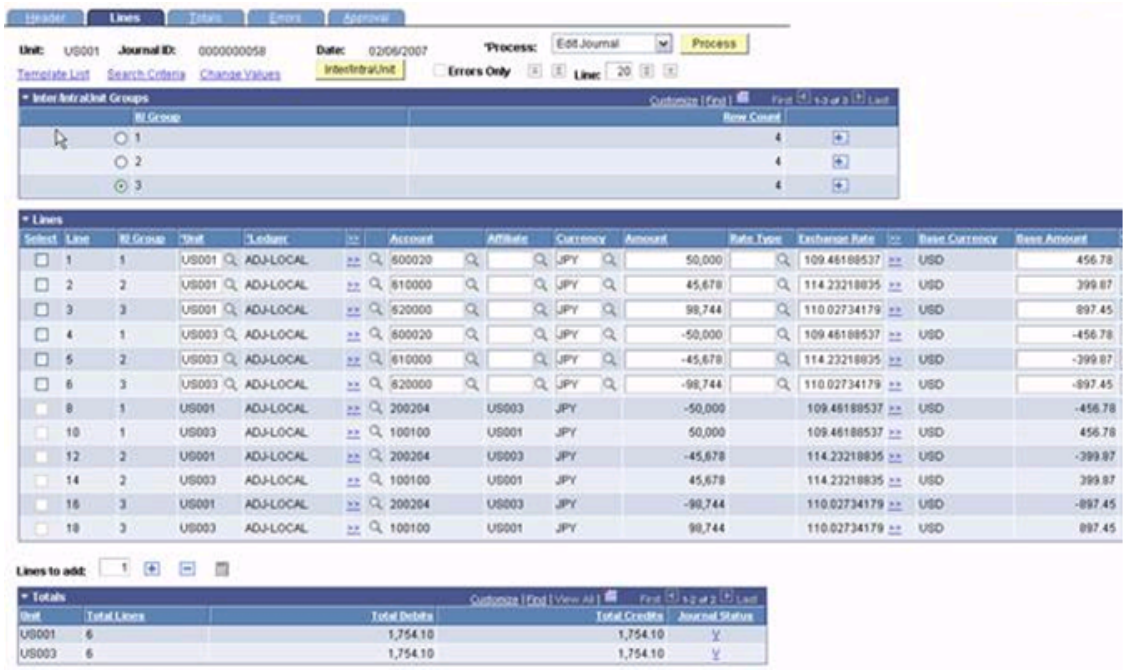
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See Application Fundamentals: Using ChartField Inheritance.

If interunit and intraunit journals must be created that require you to manually enter specific exchange rates for the primary and secondary ledgers, you can clear the rate type and manually enter the rate for each ledger on the journal line. For example, this might be required where there are different contractual exchanged rates involved for different customers. You may manually change exchange rates if the secondary ledger is not a translate ledger. However, if there is a secondary translate ledger, you must group the lines having the same exchange rates by making use of the Inter/Intraunit Group button. This is necessary, because translate ledgers behave differently from non-translate secondary ledgers. In any particular interunit journal, the anchor business unit lines of the same translate ledger will always have the same foreign/base currency pair. For this reason, the InterUnit Processor is designed to pick up the exchange rate from the original transaction line for the translate ledger and assumes its exchange rate is to be the same throughout the journal. if different exchange rates are manually entered for the anchor business unit translate lines, the InterUnit Processor does not know how to group the corresponding anchor and non-anchor lines and hence picks up only the one exchange rate and assign it to all the InterUnit generated anchor translate lines.

When batch edit is performed on the journal, the InterUnit Processor creates the interunit balancing lines with the correct rates on the primary ledger but the rates are not correct on the secondary translation ledger. The incorrect rates create different amounts between the Interunit payable and receivable and if you are using it, this leads to unnecessary charges to the currency rounding adjustment account. To use grouping, click the **Inter/Intraunit** group button on the Journal Lines page to open the Inter/IntraUnit Groups group box to assign interunit and intraunit groups and anchors for interunit entries. In the following example groups 1, 2, and 3 have been created. In the general ledger Journal the offsetting entries are grouped, with lines 1 and 4 in group 1, lines 2 and 5 grouped in 2, and lines 3 and 6 grouped in group 3 so that the appropriate exchange rate are paired and the generated lines are populated correctly.

This example illustrates the fields and controls on the Interunit and Intraunit Groups and Anchors for Interunit Entries. You can find definitions for the fields and controls later on this page.



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Related Topics

- Application Fundamentals: Anchor Entity

Posting to the Summary Ledgers Table and the Summary Ledger Staging Table

You can update your summary ledgers at the same time that you post changes to the detail ledgers as part of the posting process by selecting the **Skip Summary Ledger Update** check box on the Post Journals Request page. The journal post calls the Summary Ledger Application Engine process (GL_SUML) at the end of processing for each business unit, passing the business unit, and the staging table name. The staging table is a copy of the ledger table. The Journal Post process populates this table.

The summary ledger compares the rows in the staging table with the rows in the status table to determine which ledgers to increment. It then compares those with the ledger set definition to determine whether the increment is allowed. Summary ledgers that have not yet been created when called from the Posting process are not created.

> **Note**
>
> To run an incremental summary ledger request, you must create a particular summary ledger and accounting period before it can be incremented through posting. Once you run the request, the rows in the staging table are compared with those in the status table, so that the system can determine which ledgers to increment.

See Application Fundamentals: Combining Accounts Using Summary Ledgers.

Related Topics

- Viewing Journal Information

Creating Standard Journal Entries (SJEs)

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

Pages Used for Creating SJEs

Page Name	Definition Name	Usage
Define Standard Journals Page	SJE_STNDRD_JRNL	Create a standard journal entry. Enter a standard journal ID that becomes the high-level key for all journal entries generated using this definition.
Review Standard Journals Page	SJE_JRNL_INQ	View the status of a standard journal entry.
Review Standard Journals - Control Totals Page	SJE_TOTALS_SEC	View the total amount and remaining amounts of debits or credits of a spread SJE type.

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Page Name	Definition Name	Usage
Create Standard Journals Request Page	SJE_BATCH_REQ	Run the SJE Application Engine process (GL_SJE) to create standard journals.

Understanding SJEs

With SJEs, you can automate the entry of similar or identical journals. You can define three types of standard journal entries:

- Recurring: Use Recurring journal entries for repetitive transactions that use the same accounting information and amounts.

  Monthly rent, automobile lease payments, and amortization expenses are examples of recurring items for which you might charge constant amounts to the same ChartField combinations each period.

- Template: Use Template journal entries for regular, periodic transactions that you charge to the same ChartField combinations using varying amounts.

  Examples include monthly payroll, utility, and telephone expenses. You can schedule regular, recurring postings for standard journals, such as weekly postings, or schedule postings for selected dates.

  You can schedule journal entries automatically on predetermined dates using template SJEs. Examples include bonus payments and accrued interest. You can also create template SJEs for known ChartField combinations without specific dates or schedules. You can set up schedules that determine when SJEs post, and you can enter recurring schedules, such as weekly closings, or individual dates and times to help pinpoint specific events.

- Spread: Use Spread journal entries for transactions for which the entire cost is spread proportionately throughout the year.

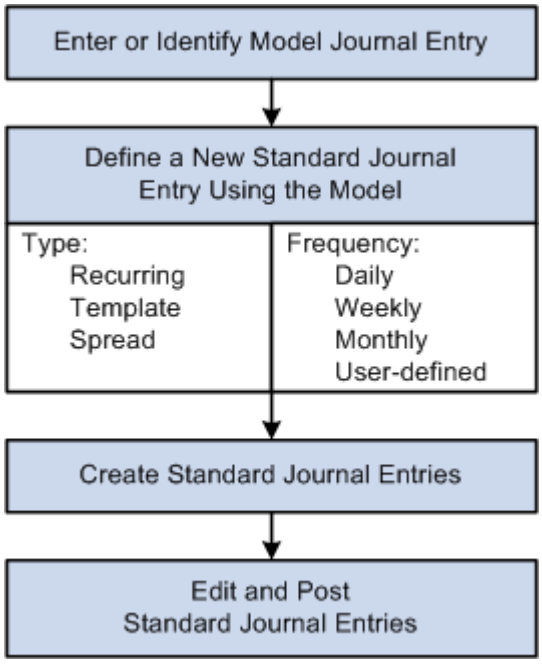
Defining SJEs

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

The following graphic shows the steps required to set up a SJE from the creation of a new entry or the identification of an existing model SJE to be modified for current use and includes the selection of type and frequency through the editing and posting of the SJE:

Process Flow for Standard Journal Entries in General Ledger

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Setting Up Schedules

Recurring journal entries require processing schedules. In General Ledger, you can create schedules that automate and control the generation of standard or recurring journal entries. You can define daily, weekly, monthly, or annual schedules for recurring transactions such as closing schedules, or you can schedule specific user-defined events such as expense report due dates.

Schedules control the frequency of processing. For example, if you pay your rent on the 15th of each month, select a monthly schedule that specifies the day of the month as the 15th. By defining schedules that are tailored to your accounting environment, you can easily automate the creation of an SJE or a group of SJEs. You can set up daily, weekly, monthly, annual, or user-defined schedules. User-defined schedules enable you to specify particular dates and times.

Related Topics

- Application Fundamentals: Schedules Page

Define Standard Journals Page

Use the Define Standard Journals page (SJE_STNDRD_JRNL) to create a standard journal entry.

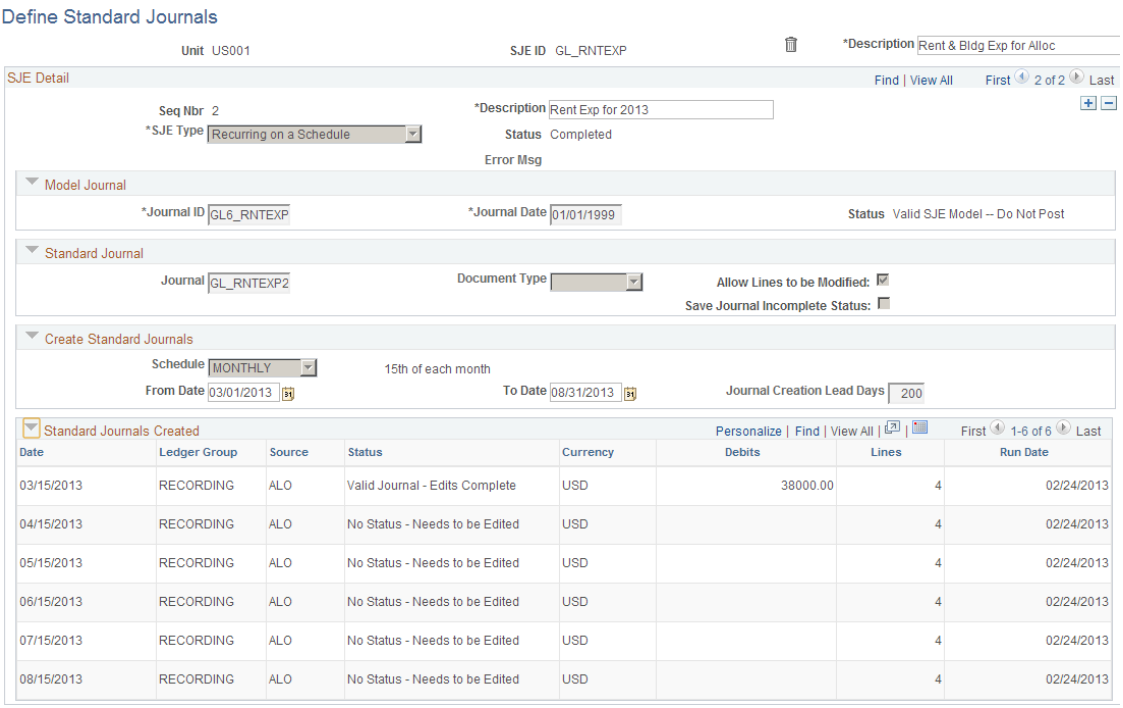
Enter a standard journal ID that becomes the high-level key for all journal entries generated using this definition.

Navigation:

General Ledger, and then **Journals**, and then **Standard Journals**, and then **Define Standard Journals**

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

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Field or Control	Description
SJE ID (standard journal entry identification)	Displays the SJE identification value. Use the long description field to the right to describe this SJE.
Seq Nbr (sequence number)	Displays the number of the SJE detail. The next field is a description of this detail. One SJE may have multiple SJE details.

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Field or Control	Description
SJE Type (standard journal entry type)	Select the type of the SJE. Values are: *Template:* General Ledger uses a template as a data entry model for other journal entries. You can automatically reproduce it on a fixed schedule as with recurring SJEs, or you can use it on request. When you define the template, specify whether you want the ChartField values copied from the model to the generated journal entry. Examples of templates are monthly payments with different amounts such as telephone and utilities. *Recurring:*A recurring journal entry is any entry that should be automatically recorded in its entirety according to a fixed schedule. These entries contain the same ChartField values and amounts, such as monthly rent, lease payments, and depreciation expense. *Spread:* In a spread journal entry, the total amount is spread proportionately across all the periods. For example, suppose that a company charges you a flat fee of 10,000 USD annually to perform a service. Use this type to divide that amount by 12 and create recurring entries for the same amount each month. *Spread-Day:* In a spread-day journal entry, the total amount is spread across the months in proportion to the number of days in each month. For example, assume that a company charges you a flat fee of 10,000 USD annually to perform a service. The amount charged for expense each month corresponds to the product of the result of 10,000 divided by 365 times the number of days in the month.
Status	Displays one of the following statuses: *Active:* When you first create an SJE, its status is active. The SJE may have more journals to be created. *Error:* This status indicates that an error occurred the last time the Standard Journal process attempted to process this SJE. The SJE continues to display a status of error until the next time the batch process is run after the problem causing it is fixed. *Completed:* All the standard journals for this SJE have been created. A SJE with this status may still be modified. To do this, reactivate the SJE and extend the range of dates or periods.

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Field or Control	Description
Model Journal	Specify the model journal for the SJE. This model journal must belong to the same unit as the SJE. Once you select your journal and date, the model journal status appears. Your model journal must conform to the following requirements: • It must have a status of *SJE Model* if it is a spread SJE. • It must have a status of *SJE Model, Valid,* or *Posted* if it is a template or recurring SJE.
Standard Journal	Enter the journal ID for the SJE. Also enter the document type that you used for document sequencing for the standard journals.
Document Type	Select the document type.
Allow Lines to be Modified	Controls whether the standard journals can be modified before being posted using the Journal Entry page. Deselect this check box to prevent standard journals from being modified.
Save Journal Incomplete Status	Select to save this journal as incomplete.
Create Standard Journals	Specify the sequence of dates of the standard journals to be created.
Schedule	If the SJE type that you specified is either *Template* or *Recurring,* the **Schedule** field appears, enabling you to enter the frequency of your SJEs. In the **From Date** and **To Date** fields, enter the range of your SJEs.
From Date and **To Date**	If your SJE type is spread, designate the range of periods in these fields.
Journal Day in Calendar Period	Enter the day to establish a journal date for the standard journals. For example, when you enter *20* in this field, you indicate to the system that you want the journal date of the standard journals to be the 20th day of each period. This designates the journal date only, not the date on which the system creates the standard journal.
Journal Creation Lead Days	Enables you to create standard journals in advance. Enter the number of days in advance of the journal date that you want the standard journals to be ready for creation. If you leave this field blank, the system creates the standard journals on the journal date. If you must change the details, such as ChartFields, dollar amounts, or statistical amounts on standard journals, use one of these two options: • Open the SJE on the Standard Journal page and select a different model journal. • Open the model journal in the Journal Entry page and modify it as necessary, provided it has not yet been posted. No change to the SJE itself is necessary.
Standard Journals Created	Displays the SJEs and their statuses.

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Related Topics

- Understanding Journal Processing
  PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.
- Application Fundamentals: Schedules Page

Review Standard Journals Page

Use the Review Standard Journals page (SJE_JRNL_INQ) to view the status of a standard journal entry.

Navigation:

General Ledger, and then **Journals**, and then **Standard Journals**, and then **Review Standard Journals**

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

Review Standard Journals

Unit US001 **SJE ID** GL_RNTEXP **Description** Rent & Bldg Exp for Alloc

Journals Created — Personalize | Find | View All | First 7-12 of 12 Last

Seq Nbr	Journal	Date	Ledger Group	Source	Status	Currency	Debits	Lines	Run Date
2	GL_RNTEXP2	08/15/2013	RECORDING	ALO	No Status - Needs to be Edited	USD		4	02/24/2013
2	GL_RNTEXP2	07/15/2013	RECORDING	ALO	No Status - Needs to be Edited	USD		4	02/24/2013
2	GL_RNTEXP2	06/15/2013	RECORDING	ALO	No Status - Needs to be Edited	USD		4	02/24/2013
2	GL_RNTEXP2	05/15/2013	RECORDING	ALO	No Status - Needs to be Edited	USD		4	02/24/2013
2	GL_RNTEXP2	04/15/2013	RECORDING	ALO	No Status - Needs to be Edited	USD		4	02/24/2013
2	GL_RNTEXP2	03/15/2013	RECORDING	ALO	Valid Journal - Edits Complete	USD	38,000.00	4	02/24/2013

Review Standard Journals - Control Totals Page

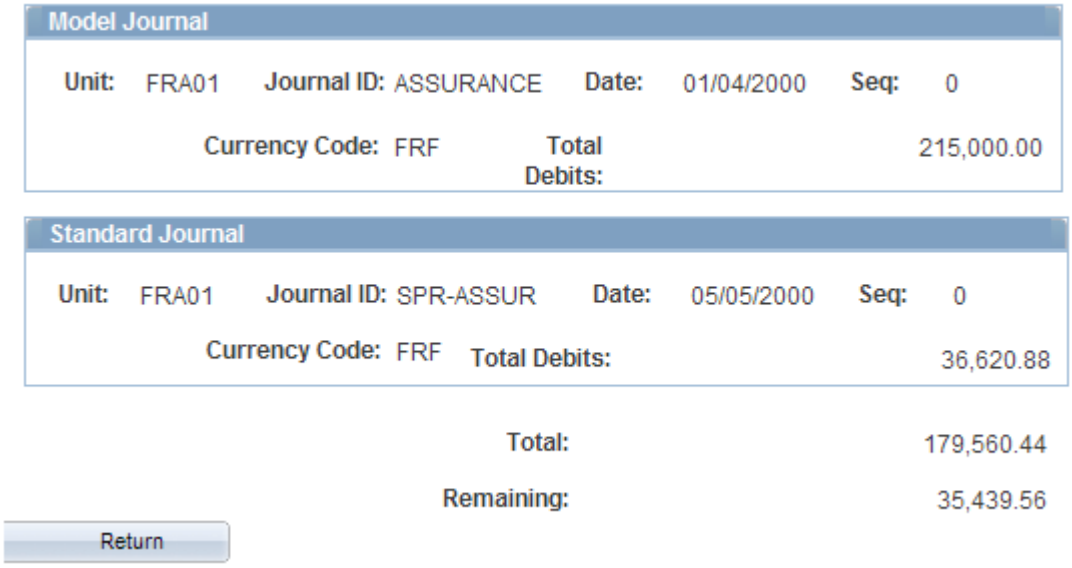
Use the Review Standard Journals - Control Totals page (SJE_TOTALS_SEC) to view the total amount and remaining amounts of debits or credits of a spread SJE type.

Navigation:

On the Review Standard Journals page, click the **Remaining**link.

This example illustrates the fields and controls on the Review Standard Journals - Control Totals page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Total	Displays the amount spread in this journal.
Remaining	Displays the amount yet to be spread.

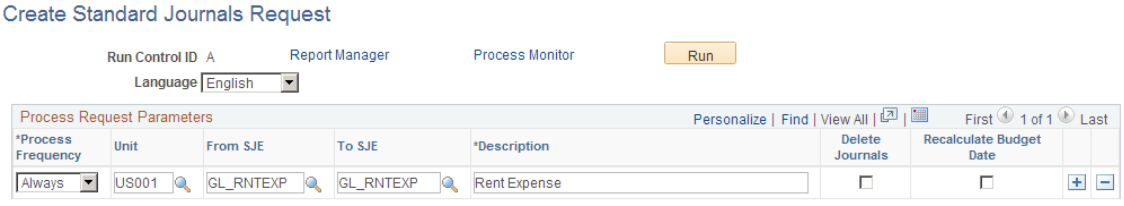
Create Standard Journals Request Page

Use the Create Standard Journals Request page (SJE_BATCH_REQ) to run the SJE Application Engine process (GL_SJE) to create standard journals.

Navigation:

General Ledger, and then **Journals**, and then **Standard Journals**, and then **Create Standard Journals**, and then **Create Standard Journals Request**

This example illustrates the fields and controls on the Create Standard Journals Request page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
From SJE and **To SJE**	Select the from and to SJEs for this request. If these fields are blank, the system processes all SJEs in the designated business unit. For example, to run journals for all valid SJEs for business unit US001, enter the business unit and leave the SJE from and to values blank.
Delete Journals	Enables you to regenerate standard journals. If this check box is selected, the system deletes any standard journals created by an SJE that is not posted and has not been budget checked.
Recalculate Budget Date	If this check box is selected, the SJE process sets the budget date as the journal date; otherwise, it copies the old budget date.

> **Note**
>
> Run Journal Edit after processing standard journal entries to obtain the correct journal ID.

Editing Journal Entries

When you edit a journal entry, General Ledger runs several checks and warns you if the journal entry cannot be posted. A journal entry cannot be posted if one or more of the following conditions are true:

- The accounting period (determined by the journal date) is not currently open.
- Total debits do not equal total credits, and the ledger is defined as a balanced ledger.
- Any control totals entered with the journal header do not match the actual totals for the journal (debits, credits, statistical units, number of lines).
- One or more journal lines use inactive or invalid ChartFields as of the journal date.

Related Topics

- Requesting Journal Edits

Copying Journal Entries

Pages Used to Copy Journals

Page Name	Definition Name	Usage
Copy Journals Request Page	JOURNAL_COPY_REQ	Run the Copy Journal process. (GL_JRNL_COPY).
GL Copy Journal Processing Page	COPY_JOURNAL_REV	Define how the system determines the journal date and the ADB date for the reversal journals associated with a copied journal.

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Page Name	Definition Name	Usage
Journal Entry Copy Page	JOURNAL_ENTRY_COPY	Use to copy a journal *online*. This is an online feature provided in addition to running the copy journal process.

Understanding Copying Journals

You might find that similar or identical journals recur with some frequency. To avoid having to retype the same information, you can use an existing journal as the basis for a new journal entry. Do this by using the Copy Journal page for the batch process, or you can also use the Copy Journal Entry page to make an online copy.

You can copy posted or unposted journals and then change the header or detail lines, as desired. The copied journal must have a new journal number. You can specify the following:

> **Note**
>
> Journal Copy does not copy system created lines, which are normally recreated when you run an edit against a journal. If you copy an interunit journal with the reverse amount option, the interunit lines of the newly copied journal will be created according to interunit accounts of the resulting copied journal. To completely reverse a previous journal, use the reversal option on the journal before it is posted, or unpost it if it is already posted.

Term	Definition
Date	You can copy to either a new journal date or a new ADB (average daily balance) date (if the associated ledger group supports ADB reporting).
Ledger	To copy a journal to another ledger, both ledgers must be in the same ledger group and the **Keep Ledgers in Sync** option should *not* be selected.
Document Type	Appears only if you have enabled document sequencing for your system.

Additionally, you can create reversals for the copied journal regardless of whether the original journal had reversals. You can also change the signs of the copied journal.

> **Note**
>
> If the source journal you copied was imported using the Flat File Journal Import process (GL_JRNL_IMP) and had VAT information, the source journal's system source is either EXT or EXV. The copied journal retains VAT amounts only if the source journal has an EXV system source. The new journal's system source is SCP regardless of the source journal.

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See Flat File Journal Import Request Page.

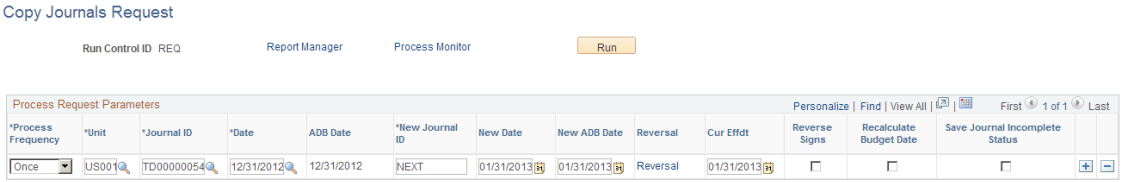
Copy Journals Request Page

Use the Copy Journals Request page (JOURNAL_COPY_REQ) to run the Copy Journal process (GL_JRNL_COPY).

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Copy Journals**, and then **Copy Journals Request**

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



Field or Control	Description
Process Frequency	Select one of the following process frequency options to control how often a request is processed: **Note:** It is important to remember for the Copy Journals Request, that when you have selected the **Use NEXT Journal ID** option from the User Preferences - General Ledger page, you must select the *Once* field value for Process Frequency so that the next journal ID can be assigned properly. See *PeopleSoft Application Fundamentals documentation, Defining User Preferences, Defining General Ledger User Preferences* • *Once* - the system processes the current request the next time that a background edit is executed for the run control ID. Once executed, the Process Frequency value is changed to *Don't Run.* • *Always* - the system processes the current request every time that editing is initiated. Once executed, the Process Frequency value remains as *Always.* • *Don't Run* - the system does not process the request and once executed, the Process Frequency value remains as *Don't Run.*
Unit, Journal ID, and **Date**	Select or manually enter the information to identify the journal that you want to copy.
Journal ID	Journals available for selection is based on the user access that is defined in the Journal Source Security by User Page and Journal Source Security by Role Page.

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Field or Control	Description
ADB Date (average daily balance date)	This is the ADB date if your journal is for a ledger group that supports ADB reporting. Unless you have entered an ADB date, the ADB date defaults to the journal date.
New Journal ID	Enter a specific journal ID or use *NEXT* in this field to assign the next journal number automatically to the new journal.
New Date	Enter a journal date for this new journal. The default is the current system date.
New ADB Date	Enter the ADB date for the new journal, if it is different from the journal date.
Ledger	If the journal is for a ledger group that contains multiple ledgers and does *not* enable **Keep Ledgers in Sync,** the **Ledger** column appears. Enter the ledger.
New Ledger	Appears if the original journal is associated with a ledger group that contains multiple ledgers and does *not* enable **Keep Ledgers in Sync.**
Reversal	Click this link to access the GL Copy Journal Processing page, where you can specify processing options for the journal date and the ADB date for the reversal.
Document Type	Select a document type only if you've enabled document sequencing for your system. If document sequencing is enabled and you leave the **Document Type** field blank, the system copies the document type from the original journal. Several journal entry reports and inquiries enable you to search for journals by document sequence number.
Reverse Signs	Select this if you want the new journal to have the opposite sign from the original journal. The new journal will be identified as not yet edited, and you must edit it before it can be posted. As a rule, editing a journal runs the validation process required for posting.
Recalculate Budget Date	If selected, the SJE process sets the budget date as the journal date; otherwise, it copies the old budget date.
Save Journal Incomplete Status	If selected, the new journal saves in an incomplete status.

> **Note**
>
> You must run Journal Edit after running the Copy Journals process to obtain the correct journal ID.

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> **Note**
>
> You can allow journals with control accounts to be copied if you enable the option **Allow Copy Journal with Control Accounts** on the User Preferences - General Ledger page. Be aware, however, that if you allow posting to control accounts in General Ledger by selecting this option, the control account balance in the subledger no longer matches the control account balance in the general ledger.

See Application Fundamentals: User Preferences - General Ledger Page.

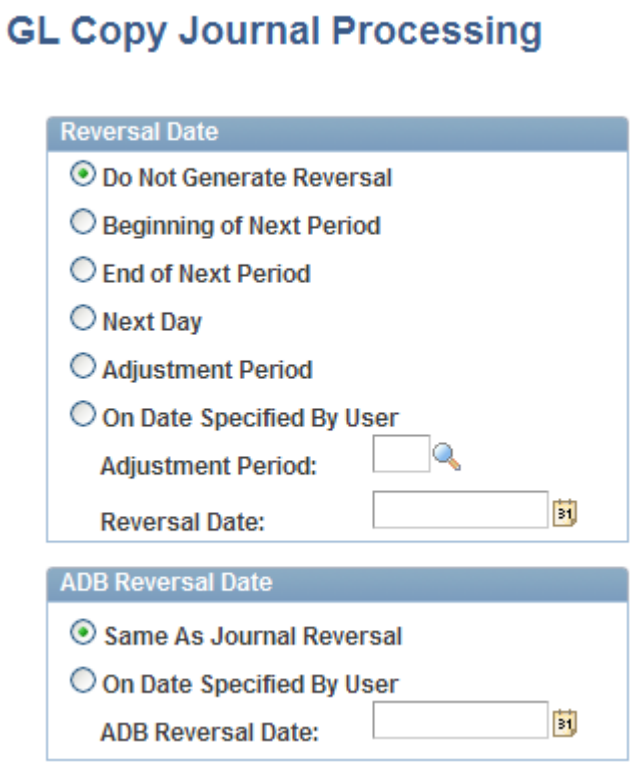
GL Copy Journal Processing Page

Use the GL Copy Journal Processing page (COPY_JOURNAL_REV) to define how the system determines the journal date and the ADB date for the reversal journals associated with a copied journal.

Navigation:

On the Copy Journals Request page, click the **Reversal** link.

This example illustrates the fields and controls on the GL Copy Journal Processing page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Reversal Date	Select the appropriate reversal option.

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

Field or Control	Description
Beginning of Next Period	Creates a reversing entry dated the first business day of the next accounting period. The system uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day.
End of Next Period	Creates a reversing entry dated the last business day of the next accounting period. The system uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the last business day.
Next Day	Creates a reversing entry dated the next business day. The system uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day.
Adjustment Period	Enables you to select the adjustment period for which the new journal is to be created.
On Date Specified By User	Enables you to select any date in the calendar of the target (posting) ledger. When you select this option, the system makes the **Reversal Date** field available, so that you can enter the appropriate date.
ADB Reversal Date	Enter the appropriate reversal option if this reversal is for an average daily balance.
Same as Journal Reversal	Creates an ADB reversal with the same date as the one selected under **Reversal.**
On Date Specified by User	Select any date in the detail calendar of the ADB ledger (the ledger that stores the daily balances). When you select this option, the system makes the **ADB Reversal Date** field available for you to enter the appropriate date.

Note

Reversals are identified as valid and ready to post when created; they do not need to be edited. When the journal date falls within the journal dates, fiscal year, and open periods specified on the Journal Post page, the system posts reversals as soon as they are created.

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> **Note**
>
> You can also copy a journal by selecting *Copy Journal* in the **Process** field on the Journal Entry - Lines page. Click **Process,** and the system prompts you with a message before copying the journal.

Journal Entry Copy Page

Use the Journal Entry Copy page (JOURNAL_ENTRY_COPY) to copy a journal online. This online feature is provided in addition to running the copy journal process.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Lines**

Select *Copy Journal* in the **Process** field and click the **Process** button on the Journal Entry - Lines page.

You can copy journals online using this page rather than using the copy journal batch process.

Open the journal that you want to copy. Access the Journal Entry Copy online page from the Journal Entry - Entry Lines page by entering *Copy Journal* in the **Process** field and clicking the **Process** button.

Use the field descriptions provided for the pages used in the batch process to understand and complete the fields on the Journal Entry Copy online page.

When you have completed entering any changes necessary for the new copy of the journal using the Journal Entry Copy online page, click the **OK** button and the system creates the new copy of the journal.

Deleting Journal Entries Not Yet Posted

To delete a journal, select *Delete Journal* in the **Process** field on the Journal Entry - Lines page and click **Process.** The system prompts you with a message before deleting the journal.

> **Note**
>
> You can delete only journals that have not yet posted. The system creates an audit trail of the deletion, along with other enabled journal events. You can view the audit log by accessing the Search Audit Logs page **(Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **Audit Logging**, and then **Search Audit Logs).**

See Search Audit Logs Page.

See Application Fundamentals: Setting Up Financials Audit Framework (Audit Logging).

You can delete a journal that has not been posted.

If the journal has been budget checked, one of several things can happen:

- You can delete a journal that is not yet posted after it successfully passes budget checking.

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Delete it by accessing the Journal Entry - Lines page. In the **Process** field, select *Delete Journal.* This process calls the budget checking module, which reverses the budget entries.

- The Budget Processor process is automatically invoked after you confirm deletion.

  Budget transactions related to this journal will be deleted. After this process runs, review your budget account balance and activity.

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

> **Note**
>
> You can allow journals with control accounts to be deleted or unposted if you enable the options **Allow Delete Journal with Control Accounts** or **Allow Unpost Journal with control accounts** on the User Preferences - General Ledger page. Be aware, however, that if you allow posting to control accounts in General Ledger by selecting these options, the control account balance in the subledger no longer matches the control account balance in the general ledger.

See Application Fundamentals: User Preferences - General Ledger Page.

Journal Delete Methods

You can select one of two methods for handling journal deletion. You enable one of the following methods from the Application Fundamentals: Installation Options - General Ledger Page.

- *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 (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)

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- 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 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

Related Topics

- Unposting Journals

Deleting Journals in Mass

Pages Used to Delete Journals in Mass

Page Name	Definition Name	Usage
Allow Mass Delete Journals Page	WC_JRNL_DEL_ACCESS	Set up security to delete journals in mass by Role and Permission Type.
General Ledger WorkCenter - Mass Delete Journals Page (Fluid)	GL_WC_JRNLD_FL	Delete anchor journals in mass using the Fluid GL WorkCenter.
General Ledger WorkCenter - Mass Delete Journals page (Classic)	GL_WC_JRNLD	Delete anchor journals in mass using the Classic GL WorkCenter.

Understanding Mass Journal Delete

Anchor journals that meet this criteria appear on the WorkCenter page:

- Journals have the following status:
  - No status - needs to be edited
  - Valid Journal - edits are completed
  - Journal entry incomplete
  - Journal has errors
- Adjustment periods: If a journal belongs to an adjustment period and it fulfills the status criteria above, then the journal is available for mass delete. However, if the adjustment period is zero or 999, then it is not displayed on the page.

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- Reversal Journals: reversal journals are not displayed on the WorkCenter page. They cannot be deleted in mass, which is similar to the other journal delete options.

Commitment Control

If a journal appears on the Mass Journal Delete page and has been budget checked, then the Mass Journal Delete process reverses the budget expenses.

Document Sequencing

If a journal is deleted that has a document sequence number assigned to it, then the system asks for an explanation that is retained and posted to the existing document sequencing table.

Subsystem Journals

The accounting distribution status on subsystem journals reverts to a pre-journal generated state and the journal ID reference is removed.

Mass Journal Delete Security

Any user or role that is given access to the Mass Journal Delete page (off of the Classic or Fluid WorkCenter page) can delete journals created by a group.

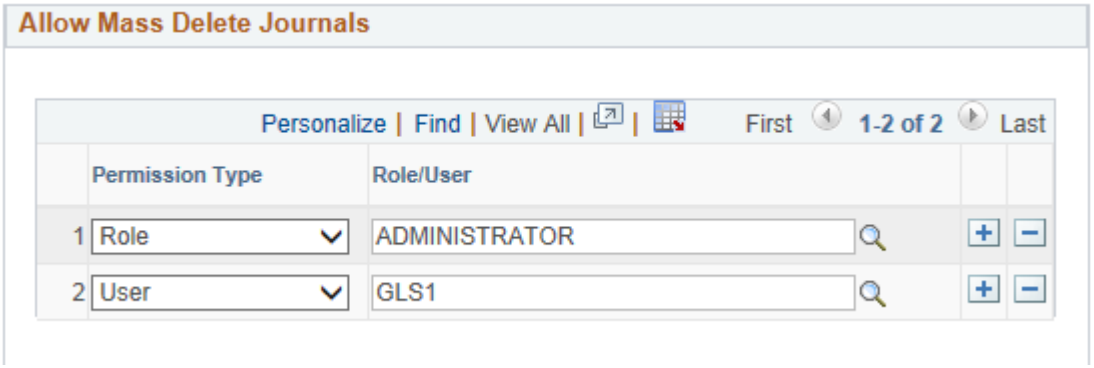
Allow Mass Delete Journals Page

Use the Allow Mass Delete Journals page (WC_JRNL_DEL_ACCESS) to set up security to delete journals in mass by Role and Permission Type.

Navigation:

Set Up Financials/Supply Chain, and then **Security**, and then **Mass Delete Journals Security**

This example illustrates the fields and controls on the Allow Mass Delete Journals page.



If a User ID, or a User Role associated with a User ID, has been given access on the Allow Mass Delete Journals page, then when they access the Mass Delete Journals page, they see all journals created by all users and can delete those journals .

If a User ID, or a User Role associated with a User ID, has not been given access on the Allow Mass Delete Journals page, then when the access the Mass Delete Journals page, they only see the journals that they created and can only delete their those journals.

In the page shot above, User GLS1 and Role Administrator have been given access.

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- If user GLS1 logs into the system and accesses the Mass Delete Journals page, then the system displays journals created by all users, such as GLS1, VP1, and so on.

  User GLS1 can delete all of these journals using the Mass Delete Journals page.

- If user GLS2 logs into the system and accesses the Mass Delete Journals page, then the system displays only journals created by user GLS2.

  User GLS2 can only delete journals they created on the Mass Delete Journals page.

- If user VP1 logs into the system (VP1 is assigned to the Administrator role) and accesses Mass Delete Journals page, then the system displays journals created by all users, such as GLS1, GLS2, and so on.

  User VP1 can delete all of these journals on the Mass Delete Journals page.

> **Note**
>
> Any user who has access to the business unit can delete individual journals created by all users in the business unit using the Create/Update Journal Entries - Lines Page. For example, if GLS1 and GLS2 has access to business unit US001, then GLS1 can delete journals created by GLS1 and GLS2.

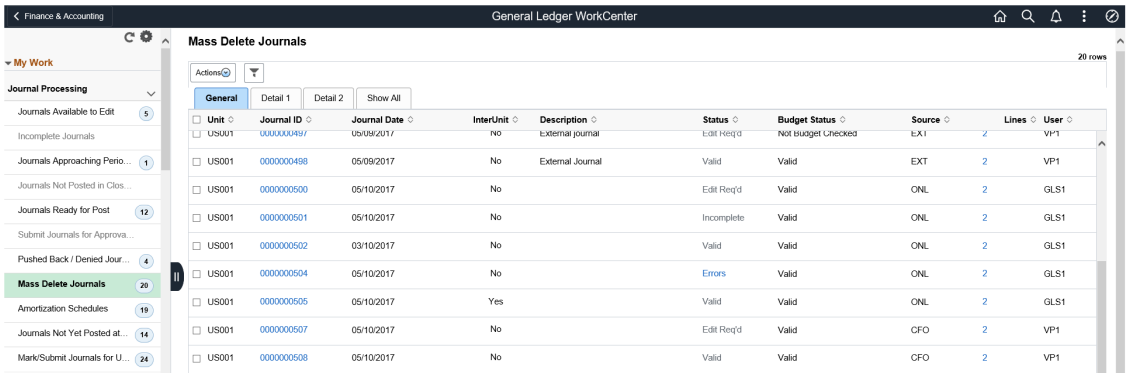
General Ledger WorkCenter - Mass Delete Journals Page (Fluid)

Use the Mass Delete Journals page (Fluid) (GL_WC_JRNLD_FL) to delete anchor journals in mass using the Fluid GL WorkCenter.

Navigation:

GL WorkCenter tile, and then **Mass Delete Journals**

This example illustrates the fields and controls on the General Ledger WorkCenter - Mass Delete Journals Page (Fluid). You can find definitions for the fields and controls later on this page.



Field or Control	Description
Journal ID	Select to open the Journal Entry - Lines window (JOURNAL_ENTRY_IE).

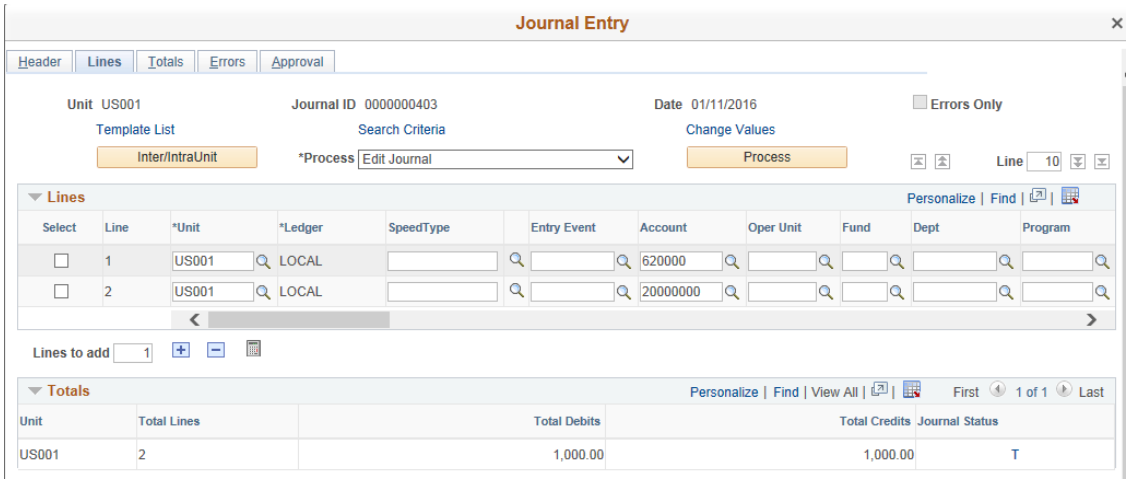
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Field or Control	Description
Lines	Select to open Lines window (GLWC_JRNLD_LN_SCF) that displays more detail for each line.
Actions	Select one of the following Actions: • Delete — Selected journals will be deleted. • Email Notification — Select journals to send email notification to notify intended users about the journal deletion.

Mass Delete Journals - Journal Entry Page (Fluid)

Use the Mass Delete Journals - Journal Entry page (Fluid) to view line information in the Classic user interface.

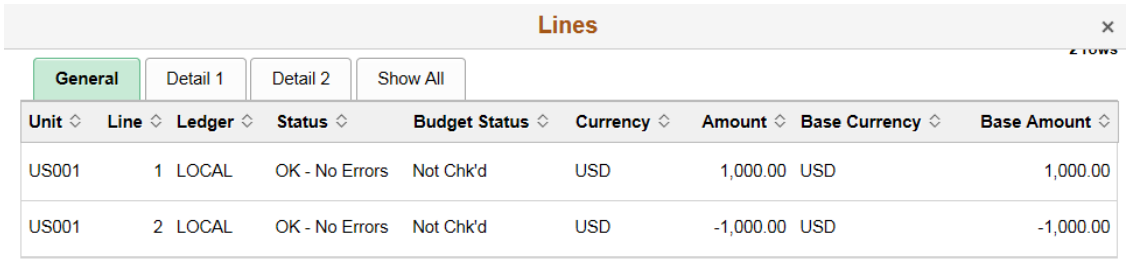
This example illustrates the fields and controls on the Mass Delete Journals - Journal Entry page (Fluid).



Mass Delete Journals - Lines Page (Fluid)

Use the Mass Delete Journals - Lines page (Fluid) to view line information in the Fluid user interface.

This example illustrates the fields and controls on the Mass Delete Journals - Lines Page (Fluid).



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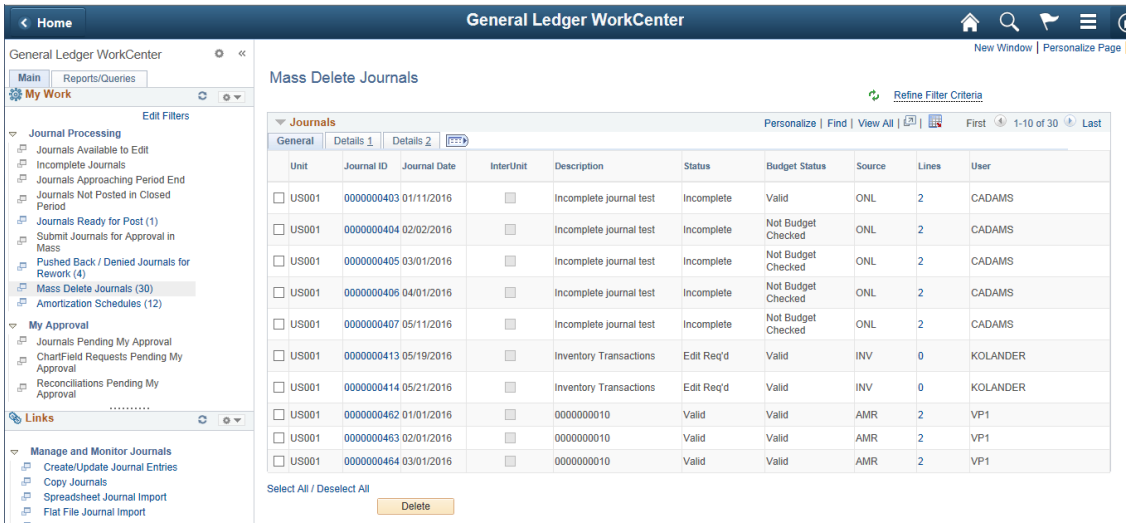
General Ledger WorkCenter - Mass Delete Journals page (Classic)

Use the Mass Delete Journals page (GL_WC_JRNLD) to delete anchor journals in mass using the Classic GL WorkCenter.

Navigation:

General Ledger, and then **GL WorkCenter**, and then **Mass Delete Journals**

This example illustrates the fields and controls on the General Ledger WorkCenter - Mass Delete Journals page (Classic).



When an anchor journal is deleted, all journal lines are deleted.

Field or Control	Description
InterUnit	Displays as selected if it is an InterUnit journal. This check box is display only.
Status	Select this link to display journal error information in the Header Error and Line grid. Only lines with errors are displayed in the lines grid. this link is only available when the journal has errors.
Lines	Select this link to access the journal lines. Journal lines appear in the line grid. **Note:**The total lines values may not reflect the actual number of lines displayed in the grid. For example, the total lines field might be zero for copied or imported journals that are not edited.

Header Errors Section

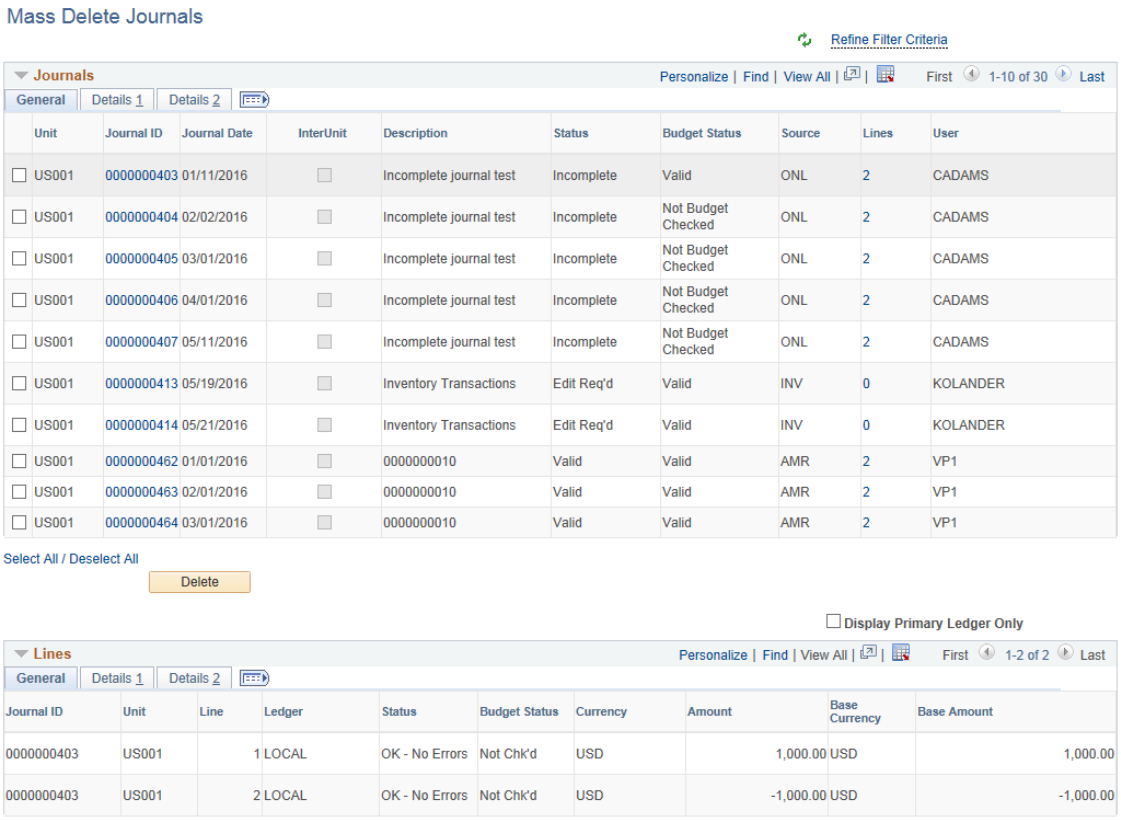
The Header Errors section displays when you select an Error link in the Status column. If there are no header errors, the section is hidden.

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Lines Section

The Lines section displays below the Journals section when you select a link in the Lines column. It displays all journal line information.

This example illustrates the fields and controls on the Mass Delete Journals and Lines page (Classic).



Mass Delete Journals Page (Navigator)

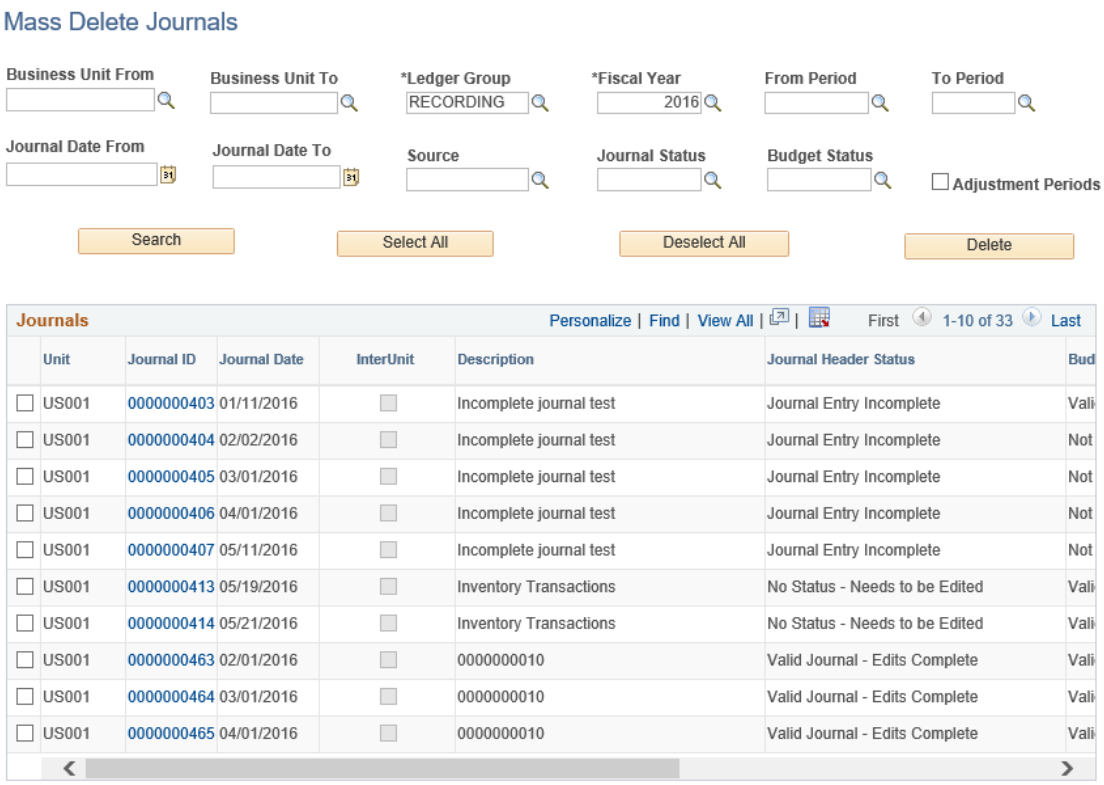
Use the Mass Delete Journals page (GL_MASS_JRNL_DEL) to delete anchor journals in mass from traditional navigation. When accessing the page using the navigator, filter fields are displayed.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Delete Journals in Mass**

This example illustrates the fields and controls on the Mass Delete Journals Page (Navigator).

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Using the Flat File Journal Import Process

> **Note**
>
> Journal entries loaded to your system using flat file journal import must be edited using batch edit only. This is important because, imported journals do not yet have all journal lines and values populated by the various automatic features associated with batch edit. Imported journals should not be edited online. After importing journals, if you open them online you get a warning message stating that they must be edited first. It is only after the batch edit that the journals display the final entries for such things as interunit journals, separate debit credit reversals, and multibook lines.

Page Used to Import Journals from Flat Files

Page Name	Definition Name	Usage
Flat File Journal Import Request Page	LOAD_JRNL_PNL	Use the Load Journals From a Flat File process (GL_JRNL_IMP) to load data from a flat file into the General Ledger journal tables.

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Understanding File Format in the Flat File Journal Import Process

The file format is determined by the File Layout Object (GL_JRNL_IMPORT). The following is the file format for the Flat File Journal Import process. PeopleSoft delivers a sample flat file named journal.dat under the "data" folder. The layout varies depending on the first column with the following meaning:

= Comments.

H = Journal header.

L = Journal line.

V = Journal VAT line.

C = Journal control totals.

Comments

This information describes the flat file's comments format:

Column	Length	Description
1	1	#
2	100	Comments

File Format for Journal Header

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

Column	Length	Description
1	1	**H**
2	5	Business Unit
7	10	Journal ID A value of *NEXT* or a blank field create auto-numbered journal IDs.
17	8	Journal Date (MMDDYYYY)
25	1	Adjusting Entry Y = Adjusting journal. N = Regular journal (default).
26	3	Adjusting Period Appears by default as 998 for adjusting journal.
29	8	ADB Average Daily Balance Date (MMDDYYYY) Appears by default as the journal date if this field is left blank.
37	10	Ledger Group
47	10	Ledger

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Column	Length	Description
57	1	Reversal Code B = Begin next period. E = End next period. X = Next day. D = User defined date. U = Adjustment period. N = No reversal (default).
58	8	Reversal Date (MMDDYYYY) Populated by journal edit program if B or E. Must have a valid date if reversal code is D.
66	3	Reversal Adjusting Period Only used when reversal code is U.
69	1	ADB Reversal Code D = User defined date. S = Same as journal reversal (default).
70	8	ADB Reversal Date (MMDDYYYY) Must have a valid date if ADB reversal code is D.
78	3	Journal Source
81	8	Transaction Reference Number
89	30	Description
119	3	Default Currency Code Foreign Currency Code Appears by default from the base currency of the business unit.
122	5	Default Currency Rate Type
127	8	Currency Effective Date (MMDDYYYY) Appears by default as journal date.
135	17	Default Currency Exchange Rate
152	3	System Source EXT = Journal Edit creates VAT lines and calculates them if VAT lines are not imported (default). EXV = Journal Edit won't create or calculate imported VAT lines.

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Column	Length	Description
155	8	Document Type for Document Sequencing If blank, the system gets the value from the default on the run request panel, journal source, and ledger group.
163	12	Document Sequence number Filled by document sequencing routine if document sequencing is enabled; otherwise, the field is blank. The entered number is checked by document sequencing.
175	1	Budget Header Status V = Budget validated. N = Not validated (default).
176	1	Commitment Control Amount Type 1 = Actuals and Recognized. 2 = Encumbrance. 3 = Pre-Encumbrance. 4 = Collected Revenue. 5 = Planned. 7 = Actuals, Recognize and Collect. **Note:** There is no 6.
177	4	GL Adjustment Type
181	10	Journal Class
191	254	DESCR254

File Format for Journal Line

Flat file's journal line format. Journal line data follows immediately after its header data in the file.

Column	Length	Description
1	1	**L**
2	5	Business Unit Appears by default from the business unit from header. If a different business unit is entered, this is an interunit line.
7	9	Journal Line Number Changes to one more than the previous line number. First line changes to 1.

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Column	Length	Description
16	10	Ledger If ledger group is a commitment control ledger group, this is ignored from the flat file and assigned according to the commitment control amount type.
26	10	Account
36	10	Alternate Account
46	10	Department
56	8	Operating Unit
64	6	Product
70	5	Fund Code
75	5	Class Field
80	5	Program Code
85	8	Budget Reference
93	5	Affiliate
98	10	Fund Affiliate
108	10	Operating Unit Affiliate
118	10	ChartField 1
128	10	ChartField 2
138	10	ChartField 3
148	15	Project
163	4	Book Code
167	8	Budget Period
175	10	Scenario
185	3	Statistics Code
188	28	Base Currency Amount Calculated from transaction amount and exchange rate. If entered and exchange rate = 0, and *recalc exchange rate* is selected for the journal edit request, the exchange rate is calculated.
216	1	Movement Flag This is only used in a separate debit and credit database. N = Natural (default). R = Reverse.
217	17	Statistics Amount Only valid for statistical accounts or for lines with statistic codes.
234	10	Journal Line Reference

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Column	Length	Description
244	30	Journal Line Description
274	3	Currency Code Appears by default as the default currency on header. The journal edit program clears this field for a statistical account.
277	5	Currency Rate Type
282	28	Amount Foreign Currency Amount
310	17	Currency Exchange Rate Appears by default as 1 if Currency Code = Base Currency. Uses table lookup in journal edit program if currency rate type is entered and *recalc exchange rate* is selected for the journal edit request.
327	5	Projects Business Unit
332	15	Projects Activity ID
347	3	Projects Analysis Type
350	5	Projects Resource Type
355	5	Projects Resource Category
360	5	Projects Resource Sub-category
365	8	Budget Date (MMDDYYYY) Appears by default as Journal Date if blank.
373	1	Budget Line Status Appears by default as N if blank or Budget Header Status = N.
374	10	Entry Event
384	4	Interunit and intraunit transaction group number
388	1	Interunit and intraunit anchor flag
389	30	Open Item Key
419	50	Parent PIID (Parent Procurement Instrument Identifier Data)
469	50	PIID (Procurement Instrument Identifier Data)
519	30	FAIN (Federal Award Identification Number)
549	70	URI (Universal Record Identifier)

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Column	Length	Description
619	1	Exclude Federal Award from Report. Appears by default as N. *Y*: Exclude the associated purchase order from DATA Act reporting for RSS file C. *N*: Include the associated purchase order from DATA Act reporting for RSS file C.

> **Note**
>
> After importing a journal using the flat file journal import process, you must run the Journal Edit process on the journal before you make corrections using the Create Journal Entries page.
>
> Flat file journal import does not allow the use of control accounts. However, you can remove this restriction by changing the JIMP_LN_WRK record to set the prompt table edit for the Account field to GL_ACCOUNT_TBL and the prompt table edit for Alternate Account field to ALTACCT_TBL.

File Format for Journal VAT Line

Flat file's journal VAT line format. Journal VAT data follows immediately after its journal line data in the file.

Column	Length	Description
1	1	**V**
2	1	Physical Nature G = Goods (default). S = Service.
3	6	Defaulting State
9	1	VAT Exception Type N = None. S = Suspended. X = Exonerated.
10	20	VAT Exception Certificate ID
30	1	Record VAT Input Whether a business unit pays VAT and recovers it later from VAT tax authority. Typically for purchase transactions. Y = Yes. N = No.

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Column	Length	Description
31	1	Record VAT Output Whether VAT is collected by a supplier on behalf of the government. Typically for sales transactions. Y = Yes. N = No.
32	1	Calculation Type E = Exclusive: VAT stated separately from merchandise. I = Inclusive: VAT included with merchandise.
33	1	Calculation at Gross or Net G = Gross. N = Net.
34	3	VAT Reporting Country Required field.
37	8	VAT Declaration Date Appears by default as journal date if blank.
45	4	VAT Transaction Type Required field.
49	1	VAT Applicability Required field. E = Exempt. N = Not applicable. O = Outside of scope of VAT. S = Suspended. T = Taxable. V = VAT only. X = Exonerated.
50	8	VAT Code Required field.
58	4	VAT Account Type
62	1	VAT Distribution Status D = Distributed. E = Error flag. I = Ignored. M = Archival entry. N = Not distributed. P = Processed. R = Reversal entry. U = Undefined.

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Column	Length	Description
63	28	VAT Amount if system source = EXV Entered VAT amount = VAT amount; otherwise, entered VAT amount = 0.
91	28	VAT Amount in Base Currency if system source =EXV Entered VAT Base Amt = VAT Base Amount; otherwise, entered VAT base amount = 0.
119	28	VAT Basis Amount
147	28	VAT Basis Amount in Base Currency
175	9	Tax Code Aggregate Percent
184	1	Override VAT Tolerance Check Y = Override: no check. N = Check.
185	6	VAT Use Type
191	7	Recovery percent
198	7	Rebate percent
205	28	Recovery Amount
233	28	Recovery Amount in Base Currency
261	28	Rebate Amount
289	28	Rebate Amount in Base Currency
317	1	Recovery Percent Source A = Automatically calculated. M = Manual entry.
318	1	Rebate Percent Source A = Automatically calculated. M = Manual entry.
319	1	VAT Rounding Rule D = Round down. N = Natural round. U = Round up.
320	1	Amounts for Reporting Currency Y = Yes. N = No.
321	3	Reporting Currency
324	28	VAT Amount in Reporting Currency

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Column	Length	Description
352	28	VAT Transaction Amount Reporting
380	17	Currency Exchange Rate Changes to 1 if Currency Code = Base Currency.
397	1	Prorate Non-recoverable VAT Y = Yes. N = No.
398	1	Allocate nonrecoverable VAT Y = Yes. N = No.
399	1	VAT Apportionment Control D = Distribution GL business unit. G = Transaction GL business unit. T = Transaction business unit.
400	9	VAT Applicable Journal Line Number

File Format for Journal Control Total

Flat file's journal control total data format. Control total data follows its header data but comes after journal line and journal VAT.

Column	Length	Description
1	1	**C**
2	5	Control Business Unit The control totals are for this business unit. Changes to the header business unit if this is blank.
7	10	Ledger
17	3	Base Currency Code The control totals are for this base currency. Should always equal the business unit's base currency except for statistical account totals.
20	3	Currency Code The control totals are for this foreign currency. Changes to the header business unit if this is blank.
23	28	Journal Control Base Currency Debits
51	28	Journal Control Base Currency Credits

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Column	Length	Description
79	28	Journal Control Foreign Currency Debits
107	28	Journal Control Foreign Currency Credits
135	17	Journal Control Statistical Units
152	9	Journal Control Lines
161	10	Department
171	8	Operating Unit
179	6	Product
185	5	Fund Code
190	5	Class Field
195	5	Program Code
200	8	Budget Reference
208	5	Affiliate
213	10	Fund Affiliate
223	10	Operating Unit Affiliate
233	10	ChartField 1
243	10	ChartField 2
253	10	ChartField 3
263	15	Project
278	4	Book Code
282	4	GL Adjustment Type
286	8	Budget Period
294	10	Scenario
304	2	Balance Sheet Indicator

> **Note**
>
> The file layout object GL_JRNL_IMPORT for flat file journal import is delivered in fixed column format as shown in the previous table. You can change this to CSV format and also adjust the date format if necessary.

Setting Up Import Multiple Journal Entry Files

The Import Multiple Journal Entry Files feature allows you to import multiple files without uploading individual files into the system. It can be configured to automate the journal file feed using the batch program. Use the Flat File Journal Import Request page to select a Processing Mode. You can upload a single file or specify the file path to import multiple files.

To set up this feature:

Use the URL Maintenance page to determine the URLID for these two URL Identifiers. **PeopleTools**, and then **Utilities**, and then **Administration**, and then **URLs**

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- *GL_JRNL_IMP_FILE_DIR* - - Specify the source path for the files.

  Enter an absolute path using this format: "/", "\\<file server name>\<folder name>\". Or enter the environment variable PS_XXXX (PS_FILEDIR, PS_SERVDIR).

- *GL_JRNL_IMP_ARCHIVE* - Specify the Archive folder path.

  The system automatically creates the specified archive folder if it does not exist. If the folder does exist, the system archives the imported file with a date and time stamp added to the end of the processed file name.

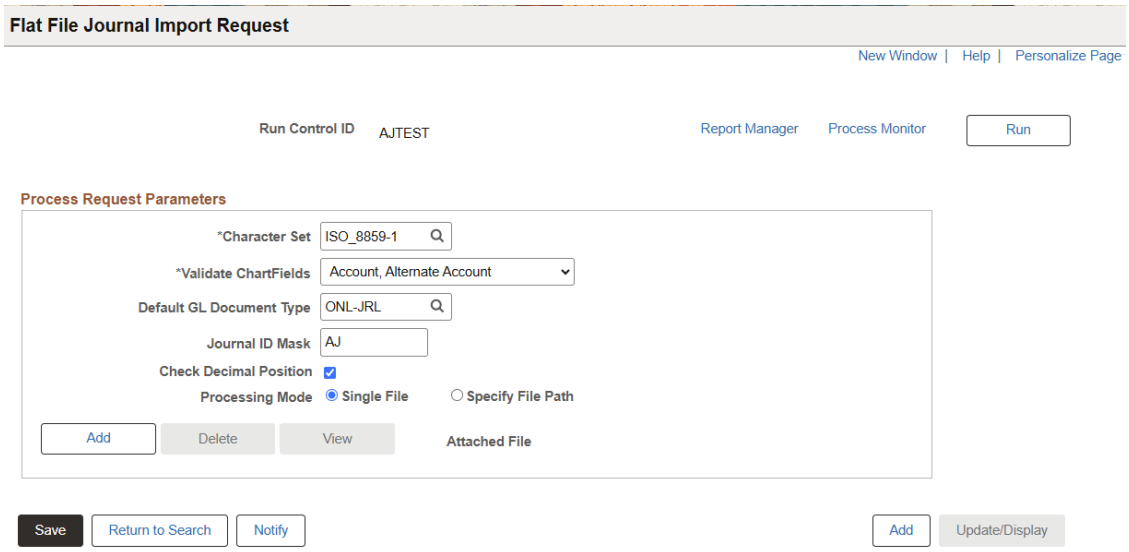
Flat File Journal Import Request Page

Use the Flat File Journal Import Request page (LOAD_JRNL_PNL) to launch the Load Journals From a Flat File process (GL_JRNL_IMP) ; this process loads data from a flat file into the General Ledger journal tables.

Navigation:

General Ledger, and then **Journals**, and then **Import Journals**, and then **Import Flat File Journals**, and then **Flat File Journal Import Request**

This example illustrates the fields and controls on the Flat File Journal Import Request page. You can find definitions for the fields and controls later on this page.



> **Note**
>
> When running this process, if the user or user role does not have access to the business unit, source, or both, then the journal is not created for that business unit and source.
>
> See Enabling Journal Source Security.

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Field or Control	Description
Character Set	Select the appropriate character set for the flat file being processed. When you create a request, the character set changes to the character set that is associated with the default language code of the user that is creating the run control request. You can change this value, but you must have a UNICODE database if the character set of the file being processed requires UNICODE. UNICODE is important when your database must function in other than the Latin alphabet, such as Japanese Kanji.
Validate ChartFields	Select the level of ChartField validation for the import process: • *Account, Alternate Account* • *All Common ChartFields* • *None* **Note:** When you select *None*, the process does not check for invalid Account and AltAcct values; however, invalid Control Account and Control AltAcct values will fail. A lower validation level enables you to run the import process faster and make use of journal suspense processing when Journal Edit revalidates the journal at a later stage. **Note:** Selecting All Common ChartFields does not validate PeopleSoft Project Costing specific ChartFields.
Default GL Document Type	If you use document sequencing, specify a default document type to indicate the business purpose for the transaction. You can specify a document type for each journal header in the flat file.
Journal ID Mask	Enter a unique mask or prefix to identify journals created through flat file journal import, if the journal ID is blank or NEXT in the file.
Check Decimal Position	Select this option to validate decimal position. If selected, the Flat File Journal Batch import process checks the decimal position of Amount values for journals to be imported and logs a message that provides details of journals with invalid decimal positions. Invalid decimal positions can occur when the decimal position for a given currency is set at two positions, for example, but the flat file that is being imported allows up to three or four decimal positions. This option allows you to correct the discrepancy before importing the journal to PeopleSoft General Ledger.

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Field or Control	Description
Processing Mode	Select an option for processing: • *Single File* - select to process a single file. Selecting this option displays the **Add** button and the Attached File field. The attached file is uploaded to the system and then processed. • *Specify File Path* - select to process multiple files in batch mode. Selecting this option displays the **File Location** field. The files are not uploaded to the system. Instead, the files are processed from the source file path that matches the file pattern specified on the run control page. After processing, the files are archived in the folder specified in the Archive File URL with a date and time stamp added to the end of the file name.
Attached File	Select the Add button to attach the file you wish to process. This field is only displayed when *Single File* is selected in the **Processing Mode** field.
File Location	Select the path that holds the files you wish to process. Use the * symbol (*.*.txt, filetest*.txt) to use as a wild card. A file pattern with a wildcard can also be used to process the files. This field is only displayed when *Specify File Path* is selected in the **Processing Mode** field. When the file is imported successfully, the imported files are moved from the source path to the archive path specified on the URL Maintenance page for the *GL_JRNL_IMP_ARCHIVE* URL Identifier. The files are processed in parallel. The system creates the same number of jobs on the Process Scheduler as the number of files being processed, which is based on the file pattern specified on the Run Control Page. The parent process status is derived from all jobs created. When all process jobs are complete, all logs are consolidated into the parent instance log.

Related Topics

- Understanding Integration in PeopleSoft General Ledger
  PeopleSoft General Ledger is typically the repository of your accounting information. It receives data from other PeopleSoft applications, such as PeopleSoft Payables, PeopleSoft Project Costing, PeopleSoft Human Capital Management (HCM) Payroll, PeopleSoft Learning Solutions, and PeopleSoft Enterprise Learning Management, as well as third-party applications. These are referred to as feeder or subsystem applications.
- Understanding Spreadsheet Journal Import
- PeopleSoft Global Options and Reports: Using Document Sequencing

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Using the Spreadsheet Journal Import Process

General Ledger has a spreadsheet journal import user interface. Use it to prepare and enter journals offline without database connection. You can then import them into your PeopleSoft database directly over the internet or via files. Please see the following reference for full details on using this utility.

See Setting Up and Importing Spreadsheet Journals.

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Using Spreadsheet Journal Import

Understanding Spreadsheet Journal Import

Prerequisites

This table lists the files that PeopleSoft provides for the spreadsheet journal import user interface. Copy all files to the same folder on your workstation.

Microsoft Excel 2007 (and subsequent versions)	Description
JRNL1_WS.xlsm	This is the journal workbook that you use to create and import journals with Excel 2007 and versions above. You can rename this file using a meaningful name.
JRNLMCRO_WS.xlam	This is the Visual Basic code library and dialog control used with Excel 2007 and subsequent versions. **Note:** As of Update Image 54, this file is no longer required.
GLLOG.xlt	This is the Message log template.

> **Note**
>
> If using the JRNL1_WS.xlsm file (Excel 2007), you may have to enable the macros before you can begin using the file. If the macros are not yet enabled, you will see a Security Warning at the top of the page. If so, click the Options button that appears near the Security Warning. Select the **Enable this Content** radio button and click OK.

No additional .dll files need to be installed on your workstation when using the Excel 2007 files.

In addition to the previously mentioned three files, Spreadsheet Journal online import mode expects the Microsoft delivered XML library file MSXML6.dll to be installed on your workstation.

To import journals in online mode from the spreadsheet, your system administrator must associate you with all a role that contains the *EPGL9000* permission list.

To import journals in batch mode, your system administrator must set up the correct environmental variable (PS_FILEDIR) on the process scheduler server.

See Importing Journal Entries.

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Spreadsheet Journal Import Overview

Use the Spreadsheet Journal workbook to enter journals offline using Microsoft Excel and then import the journals into your PeopleSoft database.

It supports regular journals and standard budget journals. Spreadsheet journal import also supports commitment control adjustments for each of the commitment control amount types:

- Actuals and Recognized
- Actuals, Recognize, and Collect
- Collected Revenue
- Encumbrance
- Planned
- Pre-encumbrance

When a journal with a commitment control ledger group and an invalid commitment control amount type is imported, the system assigns the correct commitment control amount type during import and issues a warning message.

Spreadsheet journal entry does not support commitment control budget journals. However, Commitment control budget journals can be imported using the flat file feature. See PeopleSoft Commitment Control: Importing Budget Journals from a Flat File.

Spreadsheet Journal Import does not support user entered value-added tax (VAT) information. After you import the journals from the spreadsheet, the Journal Edit process creates VAT defaults and amounts based on the country code, if VAT is enabled.

Spreadsheet Journal Import partially supports multibook journals. You can specify a primary or secondary ledger on the multibook journal lines, but you cannot enter multiple ledger information (multibook) for the same line. When you run the Journal Edit process, it creates the additional multibook lines.

Spreadsheet Journal Import does not allow the use of control accounts. By definition, control accounts originate in the subsystems, such as accounts receivable and accounts payable. Spreadsheet Journal Import rejects control accounts during the import process.

> **Note**
>
> When importing a journal from a spreadsheet, you can select to run the Journal Edit process during the import process or you can run the Journal Edit batch process on the journal using the Edit Journals Request Page. If you do not run the Journal Edit process during the Import process, and you open a journal online, you receive a warning message indicating that the journal must be edited first. In this case, it is only after the batch edit that the journals display the final entries for items such as interunit, separate debit credit reversals, and multibook lines.

Importing journal lines process varies based on how you configure the Spreadsheet Journal Import Options section of the Application Fundamentals: Installation Options - General Ledger Page

- When importing journal lines that have a value less than the value in the **Process Scheduler Switch RowCount** field, processing is done on the application server and all import logs are available.

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- When importing journal lines that are greater than or equal to the value in the **Process Scheduler Switch RowCount** field, processing is performed via the Process Scheduler.

  All import logs are available online for journals that have lines up to the value in the **Maximum Row for Online Processing** field.

- When importing journal lines that are greater than the value in the **Maximum Row for Online Processing** field, the corresponding process instance number is set to the Excel log file and the log file is created through batch upload.

  However, the user must enter the process instance number sent on the online log. Use the process monitor to view the progress and import logs.

System Configuration for Journal Import

The system configurations for journal import should be in accordance with the expected concurrent users using the import utility.

Below are the recommended system configurations that should be followed for concurrent batch processing:

- Max API Aware - Enter the maximum number of API-aware tasks that can run concurrently on the server. Set this value to a positive number, in accordance to the system capacity and environment configuration.
- Max Concurrent - Enter the maximum number of processes belonging to the corresponding process category that can run concurrently on the server. This value should be a positive number, set as per your hardware capacity, environment configuration, and the expected concurrent batch processes.
- Application Engine - Priority for this process has to be changed based on the value provided for the Max Concurrent field, and the expected concurrent run for this utility. Recommended priority is *Medium* or *High*.
- GL_JRNL_UPLD process definition - For this process definition you have to provide the Max Concurrent value, to limit concurrent run of the program.

Process Scheduler's Application Engine Server (PSAESRV) count has to be incremented in the Process Scheduler configuration file, based on the expected concurrent run of the process. After the increment, restart the Process Scheduler.

See the product documentation for *PeopleTools: Creating Server Definitions* and *PeopleTools: Defining Process Definitions*.

Journal Import Methods

After creating your spreadsheet, you can import data into your PeopleSoft database using Spreadsheet Journal Import using online mode or batch mode.

Online Mode

The logical unit of work for an online load is a journal sheet:

- Using online mode, you open a journal sheet, enter data, and use the **Import Journals Now** button to import the data into your PeopleSoft database.

  Data is sent as XML documents over the internet and immediately imported into the PeopleSoft database.

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- Using JRNL1.xls or JRN1.xlsm, the online import method uses XML link technology and sends data over the internet, processes the import request, and then replies to the Microsoft Excel interface.
- Using JRN1_WS.xlsm, the online import method uses Web services technology and sends data over the internet, processes the import request, and then replies to the Microsoft Excel interface.

  This method has additional features such as the ability to edit and submit the journal during the import process.

Batch Mode

The logical unit of work for a batch load is a file:

- Using batch mode, you can store your journal sheets by using the **Write Journals to a File** button, and then running the Batch Import Process (GL_EXCL_BATC) to import one or more journal files to your PeopleSoft database.
- The batch import method requires that you write the data to a file, submit and upload one or more files through the browser, and then initiate the Spreadsheet Journal Batch Import process (GL_EXCL_BATC) to process the import.
- The GL_EXCL_BATC process has additional features such as the ability to edit and submit the journal during the import process.

If you want to use the batch import process but at the same time want to import one journal sheet at a time, create separate files for each journal sheet. The option to write one file can be used to create a separate file for each journal sheet while writing a file. When the option to write one file for each journal sheet is selected, the system generates one file for each journal sheet and an index file.

Batch import mode has a feature to import multiple journal files at a time using an index file that points to multiple data files. For example, assume you have a text file INDEX.txt containing these four lines:

```
H:\helen\JRNL1.xml
H:\helen\JRNL2.xml
H:\david\JRNL1.xml
H:\Singapore\ProjectX.xml
```

You can attach INDEX.txt to the Spreadsheet Journal Import page and select *Index file to other data files* in the **Number of Data Files** field. The Spreadsheet Journal Import process searches for all four data files and imports them one by one. Be aware that the file paths are specified relative to the process scheduler where the import process runs. In this example, it is the *H* drive on the process scheduler.

If your process scheduler runs on a UNIX machine, then your index file may look like the following example. Remember, *UNIX file names are case sensitive.*

```
/tmp/usr/jrnl1.xml
/tmp/usr/jrnl2.xml
/tmp/usr/jrnl1.xml
/tmp/singapore/projectx.xml
```


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PeopleSoft Journal Workbook: JRNL1_WS

The JRNL1_WS.xlsm workbook is the PeopleSoft Spreadsheet Journal Import user interface. Use it to prepare and enter journals, group and manage journals in journal sheets, and import them into your PeopleSoft database using various pages, dialog boxes, and buttons. PeopleSoft provides a utility to move ChartFields and rearrange columns in your journal workbook. The workbook contains one or more journal sheets, and each journal sheet can contain one or more journals.

When you open the file JRNL1_WS.xlsm, you begin with the Control page. The Control page contains three sets of buttons that enable you to:

- Set workbook defaults, configure ChartFields, and rearrange columns.
- Maintain the journal sheets in the workbook.
- Import the journal sheets from the workbook.

You use the journal sheet page to prepare journals. There are buttons and dialog boxes for you to add, delete, and copy journals. Because you are entering data offline in the spreadsheet, there is no validation of the values that you are entering. Validation of journals takes place when you import the journal and during the Journal Edit process.

However, while there is no data validation, spreadsheet journal import provides offline validation because journal IDs cannot contain an apostrophe, open item key values cannot contain spaces, and the field length must be valid (except for the **Amount** and **Date** fields).

Business Unit

The business unit that you specify on the spreadsheet journal header is defaulted to those spreadsheet lines for which you have left the business **Unit** blank when you import the spreadsheet.

However, just as with Ledger, SpeedType, and ChartFields, if you select the check box that is located below the **Unit** field on the spreadsheet lines page, the system copies the business unit to the next line that you entered on the previous spreadsheet line. In other words, if the copy down check box is selected for **Unit**, the system automatically copies the business unit from the previous line instead of defaulting the business unit entered on the spreadsheet journal header to the new line that you are adding.

In either instance you can manually add and change the business unit on spreadsheet lines.

Journal ID

When you create a new journal spreadsheet header, the **Journal ID** default depends on whether you selected the **Use Next Journal ID** check box in the Journal Entry Options section of the User Preferences - General Ledger page.

If the **Use Next Journal ID** is not selected for your user ID, you can change the value by manually entering a journal ID value in the dialog box for a new spreadsheet header.

If the **Use Next Journal ID** is selected for your user ID, the **Journal ID** field is always populated with *NEXT* and the field is unavailable for change or to manually enter of Journal ID in the add mode.

The user ID is not a required field for the spreadsheet journal header, so the check against user preferences for the user ID occurs during load time. The system determines the user ID according to these rules:

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- If a user ID field is populated on the spreadsheet journal header, the system uses that user ID when checking user preferences.
- If the user ID field is not populated on the spreadsheet journal header, the system uses the user ID of the individual loading the spreadsheet journal when checking user preferences.

You can load a journal using *NEXT* as the journal ID during online import and batch import.

- When using Batch Import: If you choose to use *NEXT* as the journal ID and write the journal data to a file, the text file in XML format has *NEXT* as the journal ID for each journal header.
- When using Online Import: If you choose to import the spreadsheet journal online using the **Import Now** functionality, the *NEXT* journal ID on the spreadsheet is updated with an actual system generated journal ID number.

System ID

The system ID is a sequential number that is unique to each journal created across all journal sheets within a spreadsheet journal workbook file. System ID starts with a value of 1001 and recycles when it reached 9999.

The purpose of system ID is to avoid confusion when using *NEXT* as the journal ID where there are multiple journal headers in a journal spreadsheet with each showing the value NEXT. The system generates a separate system ID for each journal header as a visual indicator that makes it possible to identify different journal headers while they are all showing *NEXT* and after the various journal IDs are generated. The system ID is called a visual indicator because it is not stored in the journal tables but is available to differentiate the journals within the spreadsheet interface and when performing various spreadsheet functions, such as:

- Copy Journal
- Delete Journal
- Change Import Status
- Edit Journal Header
- Select Journal Header

The system ID is also included in error messages in addition to reference, business unit, journal ID, and date to identify problem journals.

Journal Header Reference

The journal header reference ID enables you to enter reference information for each journal header on the spreadsheet. The **Journal Header Reference** field on the journal header is updated with the spreadsheet value at upload.

The **Journal Header Reference** field identifies a document, person, invoice, date, or any other piece of information that is associated with a journal entry and is helpful when you need to trace back to the source of a transaction.

Error messages that are logged contain the journal header reference because it is helpful in researching the source of a transaction.

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SpeedTypes

You can specify a SpeedType for a spreadsheet journal entry line. You can also copy the SpeedType to subsequent journal lines that you insert by selecting the copy down check box below SpeedType on the spreadsheet lines interface.

A spreadsheet journal user might specify a SpeedType, to which the user does not have access. At load time, the SpeedType that is entered on the Spreadsheet Journal is validated against the valid list of SpeedTypes available for the user ID that is specified in the Spreadsheet Journal Header.

If the user ID is not specified on the spreadsheet journal header, then the SpeedType is validated against the valid list of SpeedTypes available for the user ID of the user that imports the spreadsheet journal.

An error message is logged if an invalid SpeedType is specified on the Spreadsheet Journal. The error message is logged at import time for batch and online import.

At import, the system first populates the ChartField values based on the SpeedType but then can override a generated ChartField value with a ChartField value that is specified in the spreadsheet. For example, consider the SpeedType, *Peripheral,* which is available in the demo data that is defined to specify account *500000,* department *212000,* and product *Config.* If you populate a spreadsheet journal line using this SpeedType, *Peripheral,* but enter a department *10000,* at import time the system populates the ChartFields with account 500000, department *10000,* product *Config.*

> **Note**
>
> If the SpeedType is created under One User ID or One Permission list, the Spreadsheet will not differentiate, unlike the online journal where the selection is limited by Type of SpeedTypes. This is due to the fact that a prompt table (which is equivalent to a dropdown box in Excel) could potentially create a performance bottleneck due to the large volume of data that would have to be retrieved and displayed in the Spreadsheet.

Validation

Spreadsheet journal validation is limited, and it is not intended to be as broad as the validation provided with journal entry using the Journal Entry page.

For example, validations can be done for Project ID and other project costing ChartFields for journals entered online using the Journal Entry page. However, the spreadsheet load process is not considered a replacement for online journal entry but is supplemental and is not recommended for journals where there is a need for broad project costing ChartField validation.

The spreadsheet journal import process allows you to perform the Edit process while journals are being imported. If these journals pass the Edit process, they are imported and assigned a *Valid* status. Valid journals can be posted directly to the ledger. If an error occurs during the Edit process, the journal is not imported, and an error is displayed in the message log file.

If you import a journal from a spreadsheet and do not enable the edit process, you must run the Journal Edit batch process on the journal before you make corrections using the Create Journal Entries pages. Journal entries loaded to your system using spreadsheet journals

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import (or flat file journal import) must be edited using batch edit only. This is important because imported journals do not have all journal lines and values populated by the various automatic features. After importing journals, if you open them online you receive a warning message stating that they must be edited first. It is only after the batch edit runs that the journals display the final entries for such things as interunit, separate debit credit reversals, and multibook lines.

Spreadsheet journal entry provides consistent error messages across batch import and online import. For batch import the messages are provided in a separate log file and are not part of the message log. However, the message log provides reference to the log file and incorporates the *Reference ID* field value in all the messages logged.

The Process Monitor informs you of error or warning messages and are written to the log file. The following are examples of error and warning messages that might be logged by the system:

- Logs error if *NEXT* is not used where only *NEXT* should be used.
- Logs journal header validation errors.
- Logs journal line validation errors.
- Logs message for skipped journal headers.
- Logs message for skipped invalid journals.
- Logs error message if specified SpeedType value does not exist.
- Logs error message if a commitment control ledger group is used and the business unit is not set up for commitment control.
- Logs error messages if the validation of the commitment control ledger against the commitment control ledger group is not valid.
- Logs error if commitment control is not enabled for General Ledger.

> **Note**
>
> When enabling the Edit process during import, the journal is imported only if it has a Valid status and is free from edit errors such as journal balancing, combination rules, and so on. If an edit error exists, the journal is not loaded with the error status. When journals are imported with the edit process and have a Valid status, they can be posted directly to the ledger. See Limitations Using the Edit Process during Import below.

Field Length Validation

The field length at the journal line level, for a user entry field, is validated for most fields except amount and date type. The template has a built-in synchronization feature to synchronize the ChartField field length, which is compared to the value in the Field Length column of the Application Fundamentals: Advanced Configuration Page.

The field length at the line level, including a ChartField, is validated against customizations (if they exist) in the system.

If these validations are violated, an error occurs and prevents online and offline journal import. It is recommended that you synchronize the template at the beginning of your session, when prompted. This saves time and manual effort during the import process.

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Special Characters

These special characters are supported for all journal-character fields for the online interface and batch import: !@#$%^&*()_-=+\|[]{}:;/?.><',".

During the import process, each special character is replaced with a three-digit encoded character, which can potentially increase field length by three times. For example, importing a business unit value of US&IN is converted to US%26IN during the encoding process, and the field length is increased from five to seven. The encoded value is decoded before insertion into target tables. Due to the encoding process, the spreadsheet import file layout field length should be increased.

After a ChartField is configured, you should replace the length of the corresponding field in the GL_EXCL_BATC file layouts to three times the size of the character's original length. For example, if the length of ChartField1 is 12, then the ChartField1 length in the file layout should be 36 (12 x 3).

> **Note**
>
> Files generated from JRNL1.xls or JRN1.xlsm, and JRN1_WS.xlsm must only be used with the corresponding process: GL_EXCL_BATC.

Limitations Using Edit Process during Import

It is important to understand that the edit process does not validate or support:

Suspense lines are not created even if it's enabled in Ledgers for A Unit. The journal lines should be balanced if using the edit functionality. If journal lines are not balanced, then a error is displayed. If suspense line journals need to be imported, you must disable the edit option on the import process and use the online batch edit process.

Secondary Translation Lines

Secondary translation lines default from primary lines for spreadsheet journal entry. This applies to translate lines where the secondary journal lines must be generated from the primary lines as in the case of an external import where only primary lines are entered.

Changes were made so that when the foreign currency of the primary line is the same as that of the base currency of the translate line, then the rate, type, and exchange rate are defaulted from the corresponding primary line when editing imported journal entries from flat file or spreadsheet journal entry. That is to say, if the transaction currency of the primary ledger and base currency of the translate ledger are the same, then the system defaults the exchange rate from the primary journal lines in spreadsheet journal entry just as the system does in online journal entry. If the foreign currency of the primary line is not the same as that of the base currency of the translate line, the system uses the exchange rate from the rate type specified on the ledger group of the Translate ledger.

Setting Up and Importing Spreadsheet Journals

To set up and import spreadsheet journals, use the JRNL1.xlsm (or JRNL1.xls) file that is delivered with your PeopleSoft products.

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Pages Used to Set Up and Import Spreadsheet Journals

Page Name	Definition Name	Usage
Spreadsheet Journal Import Page	JRNL1_WS	Set the defaults and set up your spreadsheets for importing into General Ledger.
Define Options and Defaults Page	JRNL1_WS	Specify the options, defaults, and settings for the journal sheets in your workbook.
Chartfield configuration - Column Window	JRNL1_WS	Configure (include, exclude, or rearrange) columns for different ChartFields.
Chartfield configuration - Field Format Page	JRNL1_WS	Alter field labels and column formats for different ChartFields on your spreadsheet.
New Journal Header Page	JRNL1_WS	Create and edit journal data. See also Adding Journal Lines
Select Sheet Window	JRNL1_WS	Select an existing sheet and create favorite sheets.
Journal Entry Sheet Page	JRNL1_WS	Create and edit journal data.
Import Journals Now Page	JRNL1_WS	Import journal sheets in online mode.
Write Journals to File Page	JRNL1_WS	Import journal sheets in batch mode.
Import Logs Page	JRNL1_WS	Verify the status of the journal import process and clear logs.
Spreadsheet Journal Import Request Page	GL_EXCL_BATC	Run the batch import process for journal sheet files that you created from the Spreadsheet interface into your PeopleSoft database. See Import Journals Now Page and Write Journals to File Page

Spreadsheet Journal Import Page

Use the Spreadsheet Journal Import page (JRNL1_WS) to set the defaults and set up your spreadsheets for importing into General Ledger.

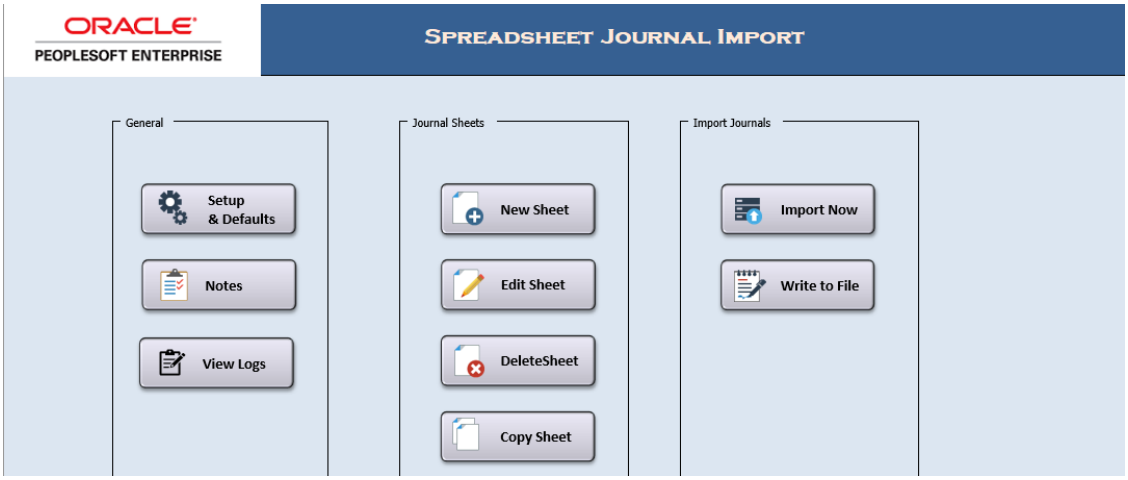
Navigation:

Open the JRNL1_WS file delivered with your PeopleSoft products to open the Spreadsheet Journal Import control page.

If prompted, choose to Enable Macros.

This example illustrates the fields and controls on the Spreadsheet Journal Import page.

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General

The **General** group box enables you to define options and defaults for this workbook and to enter any notes or calculations concerning this import.

Field or Control	Description
Setup & Defaults	Click to set up access to the Define Options and Defaults dialog box. Use to set journal header defaults, message logging options, document sequencing options, online import controls, and so on. You can also access the ChartField Configuration dialog box from here.
Notes	Click to access a scratch pad in the workbook. Use the scratch pad for instructions, calculations, notes, and so on.
View Logs	Select to access the Import Logs Page.

Journal Sheets

The **Journal Sheets** group box enables you to insert a new journal sheet, or edit, delete, or copy an existing journal sheet.

Field or Control	Description
New Sheet	Click to insert a new journal sheet. A workbook can contain as many journal sheets as needed, and each journal sheet can contain as many journals as desired.
Edit Sheet	Click to edit one journal sheet in the workbook.
Copy Sheet	Click to copy one journal sheet to a new journal sheet saved under a new name.
Delete Sheet	Click to delete one or more journal sheets in the workbook.

Import Journals

The **Import Journals** group box enables you to import one or more of the journal sheets and save journal sheets to a file.

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Field or Control	Description
Import Now	Click to initiate online import of one or more journal sheets. The system imports only journals that are marked as *import*.
Write to File	Click to save selected journal sheets to a file. After saving one or more files, you must run the batch import process (GL_EXCL_BATC) to complete the file import process.

> **Note**
>
> You can use **Shift** and **Ctrl** keys to select multiple journal sheets.

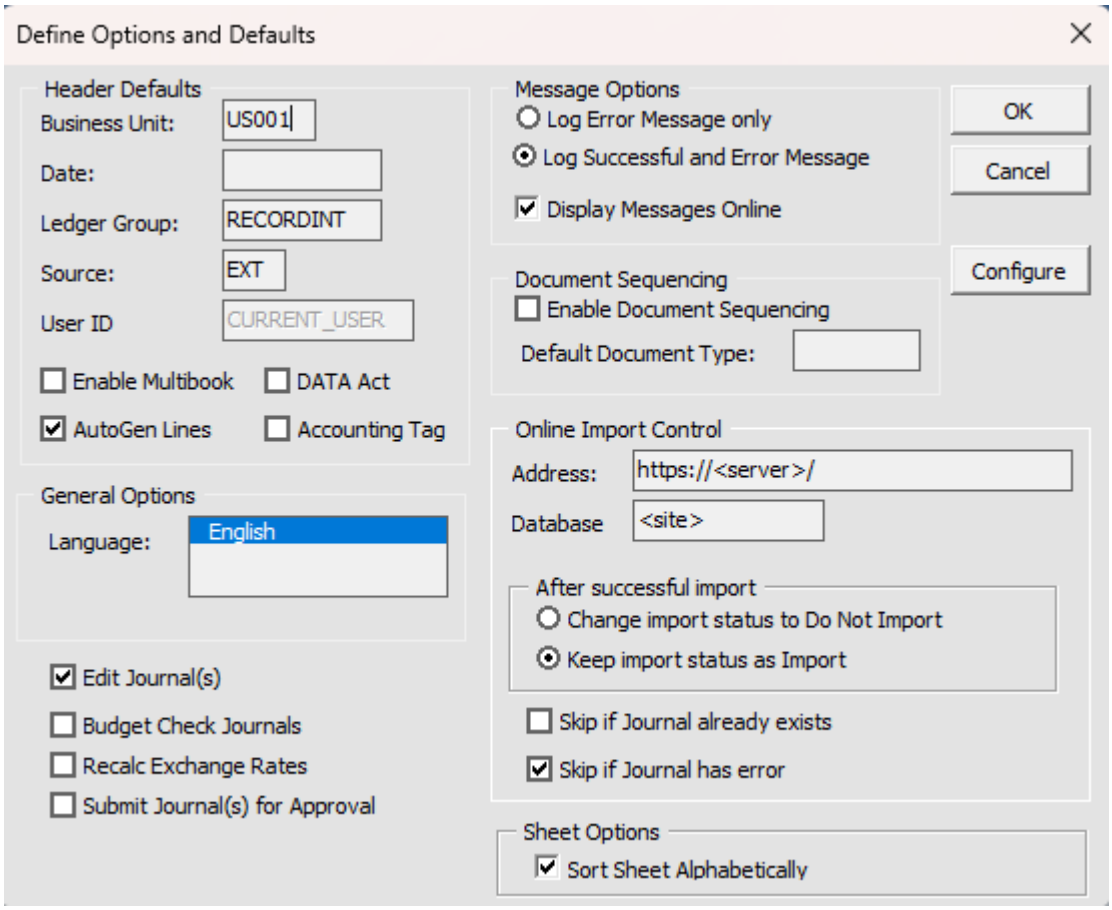
Define Options and Defaults Page

Use the Define Options and Defaults page to specify the options, defaults, and settings for the journal sheets in your workbook.

Navigation:

Click the **Setup & Defaults** button on the Spreadsheet Journal Import control page.

This example illustrates the fields and controls on the Define Options and Defaults page.



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Header Defaults

Enter default values for the **Business Unit, Date, Ledger Group, Source** fields, and the following fields as necessary.

Field or Control	Description
User ID	Enter a default (operator) user ID for the journal header.
Enable Multibook	Select this field to make the **Ledger** field in the New Journal Header page unavailable for selection. This ledger field displays when you click the **Add** button in the Spreadsheet Journal Import - Header section of the worksheet. The **Ledger** field on the journal header is optional. You only use it when you want to enter journals for ledger groups that are *not* set to *Keep Ledgers in Sync* and for which you do want to specify the ledger name on the header. If you select this check box, the **Ledger** field is not enabled on the journal header.
AutoGen Lines (automatically generate lines)	This field is related to the Keep Ledgers in Sync (KLS) option for multibook ledgers on the Detail Ledger Group page. The KLS option determines if a transaction is posted to one or to all ledgers in a group. If you select this option, the system automatically generates journal lines to support transaction detail for all ledgers in a ledger group. For example, if you enter a two-line journal import for a ledger group that contains three ledgers, the journal edit process generates an additional four lines—two lines for each additional ledger. If you do not select **AutoGen Lines,** and the ledger group of the journal is defined as KLS, then the Journal Edit process overrides your choice and still generates the corresponding lines for all ledgers in the group.
Recalc Exchange Rates (recalculate exchange rates)	Select this check box to recalculate exchange rates based on the most current exchange rate, if your journals are recorded in multiple currencies. For example based on the current quote, say 1 USD = 1.2 CAD, the conversion is done. See Understanding Multiple Currency Processing in General Ledger.

Message Options

Define the message log options based on the following information:

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Field or Control	Description
Message Options	*Log Error Messages Only:* The system logs import messages to JRNLLOG.xls only when errors occur. *Log Successful and Error Messages:* The system logs all import messages to JRNLLOG.xls regardless of the import process being successful.
Display Messages Online	Select to show import error messages online. Otherwise, errors go only to the message log JRNLLOG.xls.

Document Sequencing

Define document sequencing options based on the following information:

Field or Control	Description
Enable Document Sequencing	Select to enable document sequencing for any business units that use it. You can track journals by document sequence number. Enabling this option enables you to specify document sequencing fields on the journal header.
Default Document Type	When document sequencing is enabled, specify a default document type to indicate the business purpose of your transaction. Examples of default document types are domestic customer invoices, customer credit memos, or customer debit memos. You can enter a document type for each journal header at a later time.

Online Import Control

Define options and behavior of online import mode based on the following information:

Field or Control	Description
Address	Enter the server name and the port number of the Integration Gateway URL.
Database	Enter the domain site name (in lower case letters) of the environment to which journals are imported.
After Successful Import	*Change Import Status to Do Not Import:* The system changes import status of journals that are imported successfully. This prevents reimport of the journals when you attempt to import them a second time. *Keep Import Status as Import:* Select this if you do not want the system to change import status so that you can reimport it later. You can override journal import status at the journal sheet level anytime.

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Field or Control	Description
Skip If Journal Already Exists	Select this option and *online load* does not update already existing journals. The option is intended to prevent duplicate journals when a user is unaware that a journal has already been processed. This option is the default and is only applicable for online import using the **Import Now** functionality. A message is logged providing details of any journals skipped because they already exist in the system. If the option is not selected, online load updates already existing journals with valid journal data. **Note:** When *NEXT* is used for the journal ID it is not possible to check if a journal already exists.
Skip If Journal Has Errors	Select this option and online load does not load invalid journals. This option is the default and is only applicable for online import using the **Import Now** functionality. A message is logged providing details of journals that have invalid data. If the option is not selected then the online load does not load either valid or invalid journals for that journal sheet. Online load then proceeds to the next journal sheet and loads all journals in the next journal sheet if all the journals in that next journal sheet are valid.

Sheet Options

Select the **Sort Sheet Alphabetically** check box to display the Select Sheet Window. This window appears after selecting Edit Sheet, Delete Sheet, Copy Sheet, or Import Now from the Spreadsheet Journal Import Page.

All spreadsheets are listed in alphabetical order. You can select any sheet as a favorite, which moves the sheet to the top. You can modify this option at any time, which changes the order accordingly.

General Options

Field or Control	Description
Edit Journal(s)	Select to automatically run the journal edit process during the Import process. The Journal Edit process can be run manually using the online journal entry component, Edit Journals (batch mode). **Note:** Journals are not created if an error occurs during the Import process. When you select this option, journals must pass the edit process before they can be imported successfully.
Budget Check Journals	Select to automatically budget check the journals, when they are uploaded.

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Field or Control	Description
Recalc Exchange Rates	Select to recalculate exchange rates per existing rates. This option also updates the transaction amount (if not in the base currency) to an amount in the base currency.
Submit Journal(s) for Approval	Select to indicate that after sheets are imported, the journals are to be processed through the Journal Import with Edit process and then approval workflow sends a notification to the approver. If you select this check box, the system automatically selects the **Edit Journal(s)** check box. This is because the journal must be valid before it can be approved. Therefore, it is required that the edit process is run first. If the **Mark Journals to Post** option is selected on the Application Fundamentals: Installation Options - General Ledger Page and the Application Fundamentals: User Preferences - General Ledger Page, and the Budget Check, Edit, and Approval processes result in an approved journal, then the system automatically changes the journal(s) to ready to post.

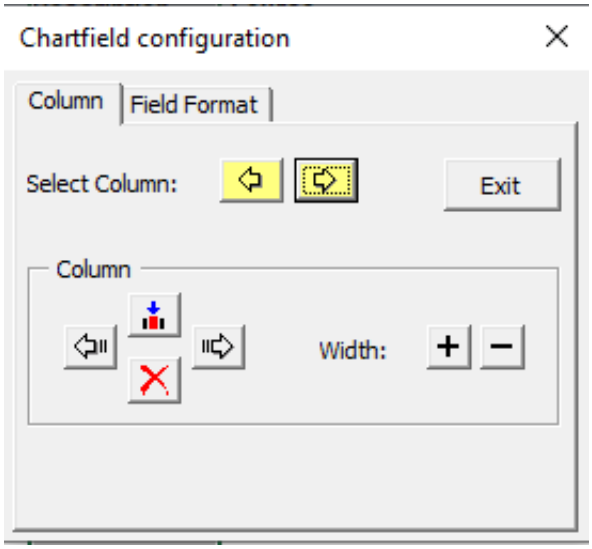
Chartfield configuration - Column Window

Use the Chartfield configuration - Column window to configure (include, exclude, rearrange, or add a new field) columns for different ChartFields.

Navigation:

Click the **Configure** button on the Define Options and Defaults page to access the Chartfield configuration dialog box.

This example illustrates the fields and controls on the ChartField configuration - Column window



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You can alter the contents of your spreadsheet one column at a time. The column that you intend to edit is highlighted in blue. The Chartfield configuration - Column window enables you to select a column and control its appearance.

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

Click the buttons in the Chartfield Configuration dialog box based on the following information:

Field or Control	Description
	Moves the highlight one column to the left.
	Moves the highlight one column to the right.
	Shifts the highlighted column to the left.
	Shifts the highlighted column to the right.
	Inserts a new column to the left of the highlighted column.
	Delete the highlighted column.
	Click this button to increase the width of the highlighted column.
	Click this button to reduce the width of the highlighted column.

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

Chartfield configuration - Field Format Page

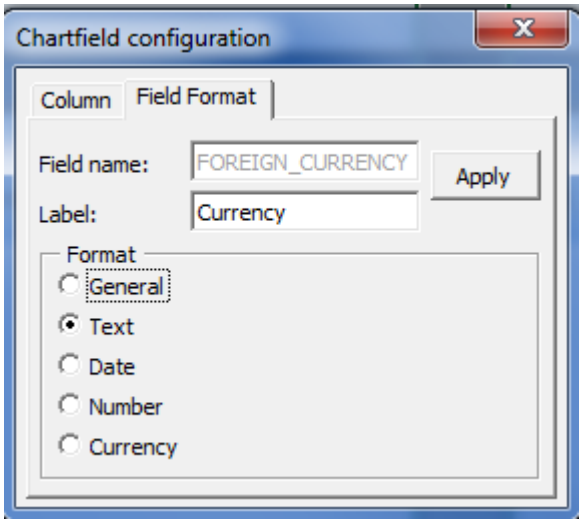
Use the Chartfield Configuration - Field Format page (JRNL1.XLS) to alter field labels and column formats for different ChartFields on your spreadsheet.

Navigation:

Click the **Configure** button on the Define Options and Defaults page and select the Field Format tab.

This example illustrates the fields and controls on the Chartfield configuration - Field Format page.

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

Field or Control	Description
Field Name	You must use a valid database field name from PeopleSoft journal tables. If you misspell a field name or enter an invalid field name, you will not receive an error message until you attempt to import the journal sheet.
Label	Enter the column label for the spreadsheet journal workbook.
Format	Specify the cell format.
Apply	You *must* click to save this format for the journal sheet.

Related Topics

- Application Fundamentals: Understanding Ledgers
- Application Fundamentals: Understanding PeopleSoft ChartField Configuration
- PeopleSoft Global Options and Reports: Document Type Template Page

New Journal Header Page

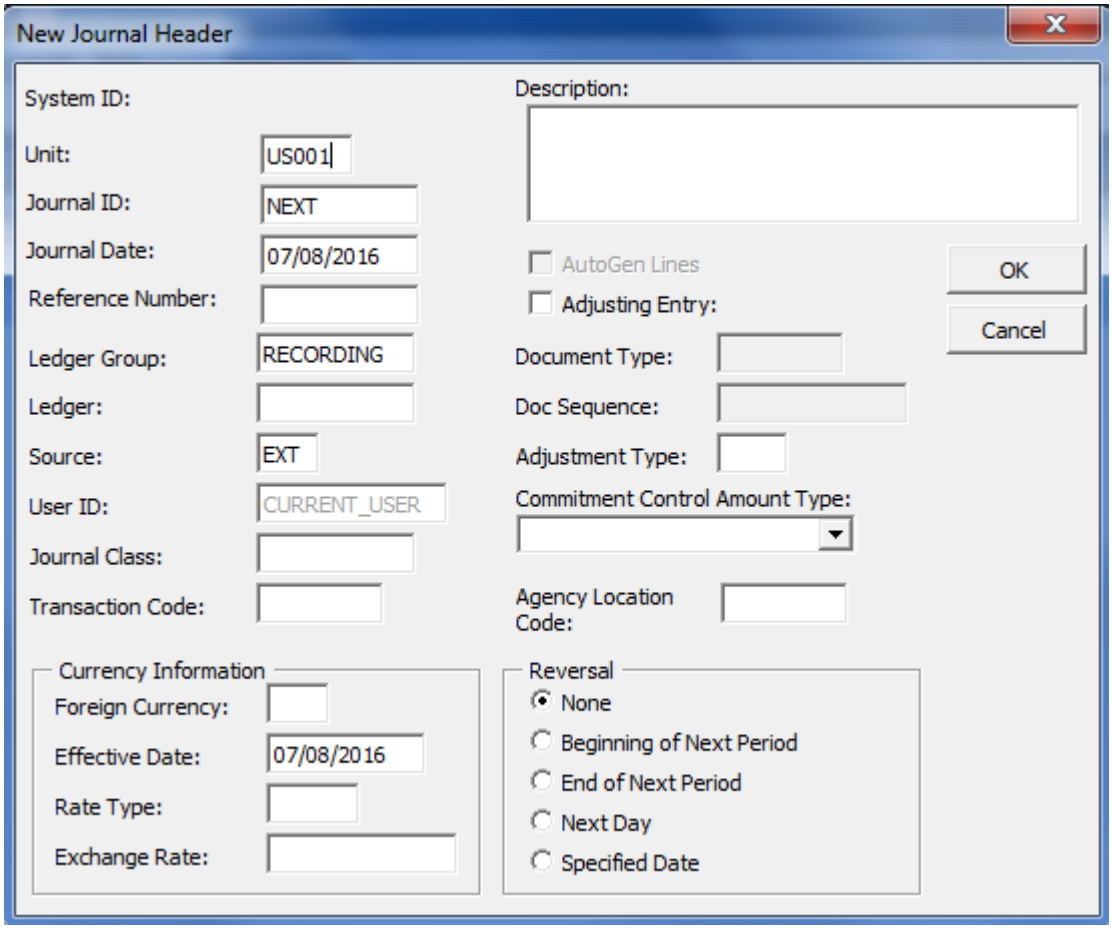
Use the New Journal Header page to access journal header defaults.

Navigation:

Click the **New Sheet** button on the Spreadsheet Journal Import page or click the “+” (plus) sign next to Journal Header (row 3) on the Journal Entry Sheet page.

This example illustrates the fields and controls on the New Journal Header page.

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Field or Control	Description
Unit	Enter a business unit and it is used by the system at import time to populate spread sheet journal lines when no business unit is specified for the line either through direct entry or copy down from the previous line value that you entered.
Journal ID	You can specify a journal ID or use *NEXT* to derive the journal ID. See Spreadsheet Journal Import Overview.
Journal Date	Enter a date or use the current date supplied by the system.
AutoGen Lines (automatically generate lines)	Select this check box if the ledger group contains multiple ledgers. If you have selected the **Keep Ledgers in Sync (KLS)** option for multibook ledgers on the Detail Ledger Group - Definition page, you should always select the **AutoGen Lines** check box so that the system automatically generates journal lines to support transaction detail for each ledger in the group. For example, if you enter a two-line journal import for a ledger group that contains three ledgers, the journal edit process generates two lines for each ledger.

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Field or Control	Description
Adjusting Entry	Select this option and the adjustment period fields become available.

> **Note**
>
> Fields associated with functionality that your organization chooses not to implement are unavailable. For example, if you choose not to implement document sequencing, those fields are unavailable. A field may also be unavailable depending on the settings on the Define Options and Defaults page.

Currency Information

Do not enter values for both the rate type and the exchange rate. If you do, you receive an error message. Enter one or the other, but not both.

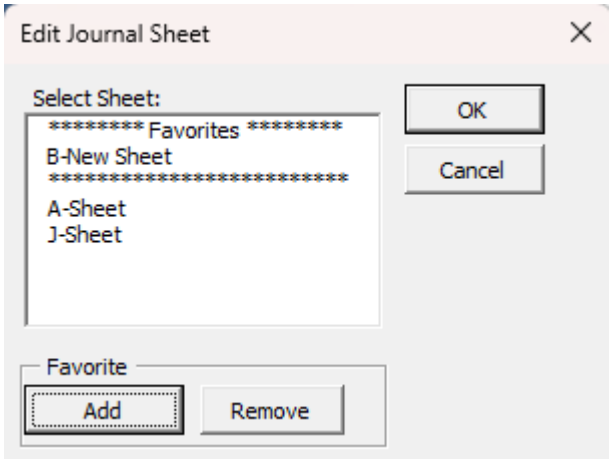
Select Sheet Window

Use the Select Sheet window to select an existing sheet and create favorite sheets.

Navigation:

- Edit Sheet
- Delete Sheet
- Copy Sheet
- Import Now

This example illustrates the fields and controls on the Select Sheet window when Edit Journal is selected



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> **Note**
>
> This window only appears when the **Sort Sheet Alphabetically** check box is selected on the Define Options and Defaults Page.

Initially this window lists all journal entry sheets in alphabetical order, which allows you to quickly find a sheet.

If you want to more a favorite sheet to the top of the list, select the sheet and then select the Add button. To remove a sheet from the Favorites list, select the sheet and then select the Remove button.

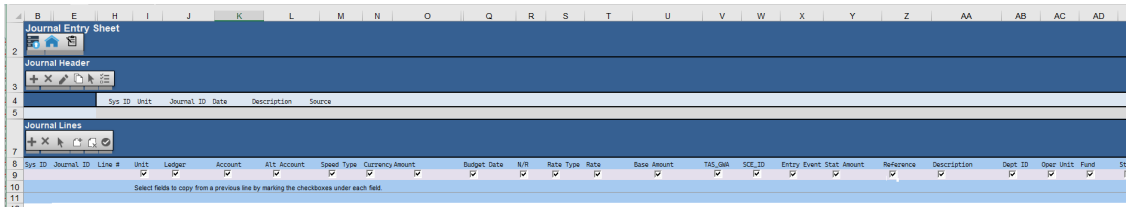
Journal Entry Sheet Page

Use the Journal Entry Sheet page (JRNL1_WS.XLSM) to create and edit journal data.

Navigation:

Click the **New Sheet** or **Edit Sheet** button on the Spreadsheet Journal Import Page to create or edit a journal sheet.

This example illustrates the fields and controls on the Journal Entry Sheet page.



Field or Control	Description
(import journals now)	Imports this journal sheet immediately using online import mode.
(home)	Returns to the Spreadsheet Journal Import control page.
(View Logs)	Select to view the Import Logs Page.

Spreadsheet Journal Import - Header Buttons

The buttons in the header section of the spreadsheet are:

Field or Control	Description
(create journal)	Creates a new journal header with its own default values.
(delete journal)	Deletes a journal.
(edit journal header)	Edits the journal header fields.

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Field or Control	Description
 (copy journal)	Copies a journal.
 (select journal)	Selects the journal header on whose lines you want to work.
 (change import status)	Changes import status of a journal.

Spreadsheet Journal Import - Lines Buttons

The buttons in the lines section of the spreadsheet are:

Field or Control	Description
 (add a line)	Adds a journal line in the current selected journal header.
 (delete a line)	Deletes a journal line. Position your cursor on the line and click this button.
 (insert line)	Select to insert a line.
 (insert multiple lines)	Inserts a block of lines.
 (delete multiple lines)	Deletes a block of lines.
 (check number decimal points)	Check the amount fields to verify that you have entered the number with the number of decimal points that you have set up. The default number of decimal points is 2. Click the button to check the number of decimal points before you import the journal.

Adding Journal Lines

Click the **Add** button in the line section to access and add a journal line.

1. Populate the journal line data using the **Tab** key or arrow keys to advance from one cell to another.
2. Insert additional lines by clicking the **Add** sign again to insert a line and automatically reposition your cursor in the first active cell of the new line.

   Scrolling left is unnecessary.
3. Select the check box for a field where you want the value of the field on that journal line repeated in the journal line that is added next.

   Otherwise, the value for that field on the succeeding line is blank.

When running the spreadsheet import journal process, the system verifies that the user and user role has access to the business unit and source. If the user does not have access to the business unit and source, then a message is created indicating such and the specific journal is not created. See Enabling Journal Source Security.

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

Import Journals Now Page

You can import journal sheets online from the control page or the journal sheet page:

Import Journals Now Page from the Spreadsheet Journal Import Page

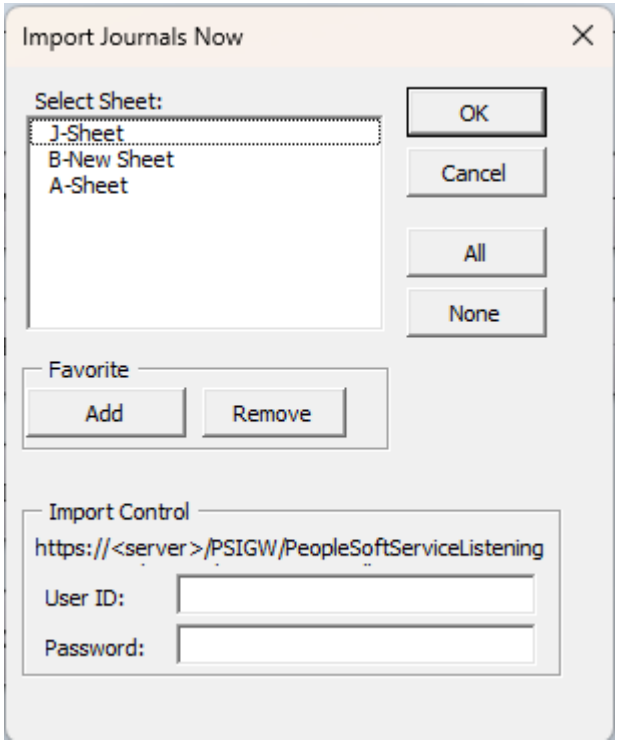
Use the Import Journals Now page to select and import journal sheets in online mode.

Navigation:

Select the Import Now button on the Spreadsheet Journal Import page.

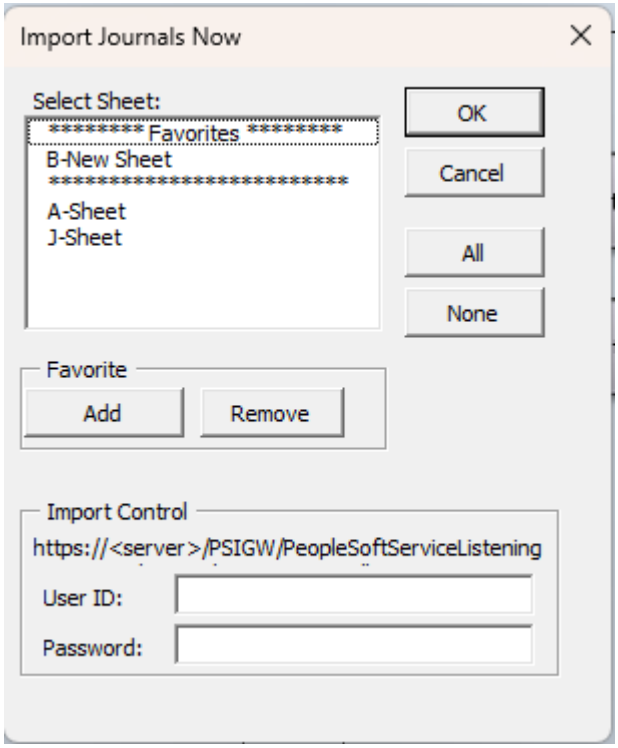
> **Note**
>
> When the **Sort Sheet Alphabetically** check box is selected on the Define Options and Defaults Page, the sheets are listed alphabetically, and you can move favorites to the top of the list as shown in the second image.

This example illustrates the fields and controls on the Import Journals Now page when the Sort Sheet Alphabetically check box is not selected on the Define Options and Defaults page.



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This example illustrates the fields and controls on the Import Journals Now page when the Sort Sheet Alphabetically check box is selected on the Define Options and Defaults page and a favorite is added.



Select the sheets that you want to import to the General Ledger database. Enter your PeopleSoft database user ID and password and click OK.

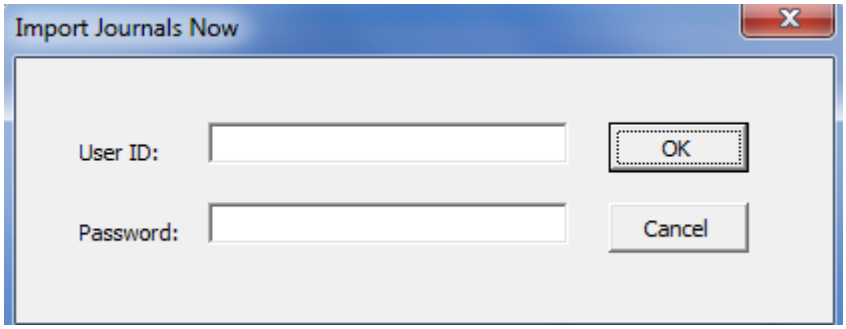
Import Journals Online from the Journal Entry Sheet Page

Use the Import Journals Now page to import the journal you are working on in online mode.

Navigation:

Click the Import Journals Online Now button from the Journal Entry Sheet page.

This example illustrates the fields and controls on the Import Journals Now page.



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

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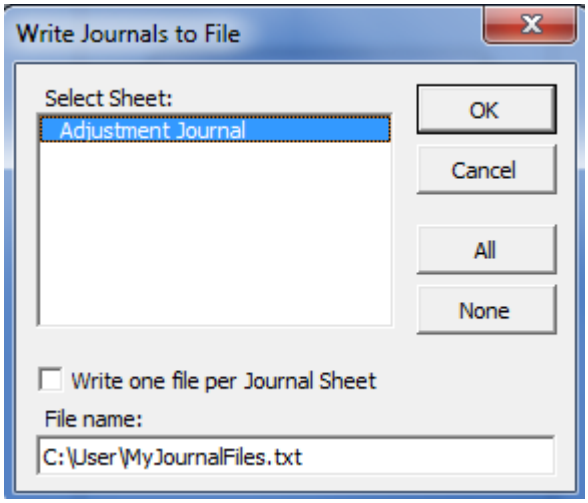
Write Journals to File Page

Use the Write Journals to File page to import journal sheets in batch mode.

Navigation:

Select the Write to File button on the Spreadsheet Journal Import page

This example illustrates the fields and controls on the Write Journals to File page.



> **Note**
>
> Similar to the Import Journals Now Page, when the **Sort Sheet Alphabetically** check box is selected on the Define Options and Defaults Page, the sheets are listed alphabetically and you can move favorites to the top of the list as shown in the second image.

Some organizations create numerous journal sheets, which they store in flat files for processing at a later time. To do this, you must write the journal sheets to the individual flat files. When you are ready, you run the GL_EXCL_BATC batch import process.

The default for batch mode generates only one file for all journal sheets. However, you can create a separate XML file for each journal sheet.

To import one journal sheet at a time, create a separate XML files for each journal sheet by selecting the **Write One File per Journal Sheet** check box on the Write Journals to File page. The system generates one file for each journal sheet and an index file.

Select one or more journal sheets that you want to save and click OK. This stores the journal sheet data in the file that you specify in the File Name field.

To import the journal file into the PeopleSoft database, you must run the PeopleSoft Spreadsheet Journal Import Request batch import process (GL_EXCL_BATC) using the Spreadsheet Journal Import Request Page.

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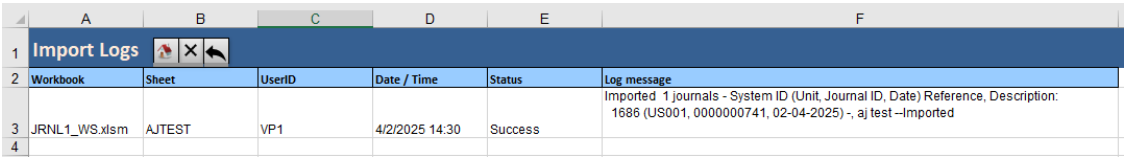
Import Logs Page

Use the Import Logs sheet to verify the status of the journal import process and clear logs.

Navigation:

- From the Spreadsheet Journal Import page, select the View Logs button.
- From the Journal Entry Sheet page, select the View Logs button.

This example illustrates the fields and controls on the Import Logs page



Field or Control	Description
 (home)	Select to return to the Spreadsheet Journal Import Page.
 (clear logs)	Select to clear all the logs that appear on the sheet.
 (return)	Select to return to the Journal Entry Sheet Page. This option is only available when you access the Import Logs page from the Journal Entry Sheet page.

Spreadsheet Journal Import Request Page

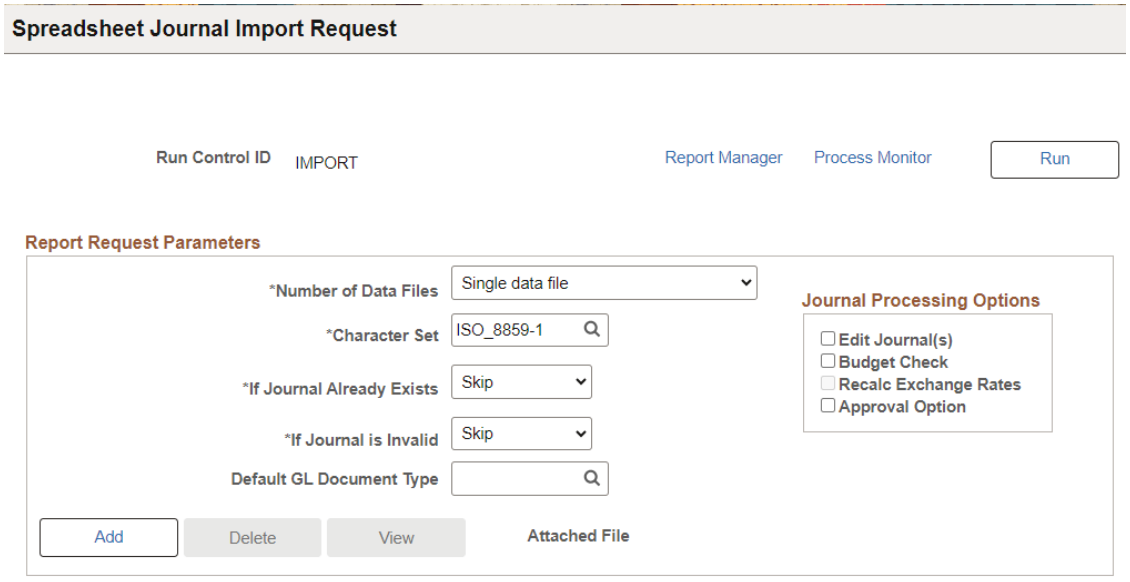
Use the Spreadsheet Journal Import Request page (GL_EXCL_JRNL) to run the Spreadsheet Journal Import process for journal sheet files created from the Spreadsheet interface into your PeopleSoft database.

Navigation:

General Ledger, and then **Journals**, and then **Import Journals**, and then **Import Spreadsheet Journals**

This example illustrates the fields and controls on the Spreadsheet Journal Import Request page.

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Field or Control	Description
Number of Data Files	*Single data file:* The file you attached to this page is the data file containing journal data. *Index file to other data files:* The file you attached to this page is an index file containing file path and file names to one or more data files stored elsewhere.
Character Set	Select the character set of the flat file being imported. For example, you can specify ISO_8859-6 for Arabic or JIS_X_0208 for Japanese Kanji.
If Journal Already Exists	Select *Abort*, *Skip*, or *Update*.
If Journal is Invalid	Select *Abort* or *Skip*.
Default GL Document Type	If you use document sequencing, specify a default document type to indicate the business purpose for the transaction. You can enter a document type for each journal header at a later time.

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Field or Control	Description
Check Decimal Position	Select this option to validate decimal position. If selected, the Spreadsheet Journal Batch import process checks the decimal position of Amount values for importing journals and logs a message that provides details of journals with invalid decimal positions. Invalid decimal positions can occur when the decimal position for a given currency is set at two positions, for example, but the Spreadsheet file that is being imported allows up to three or four decimal positions. This option allows you to correct the discrepancy before importing the journal to PeopleSoft General Ledger. When the Spreadsheet Journal Import with Edit process runs (GL_EXCL_BATC) is run, the decimal position validation process runs automatically, regardless of whether this option is selected.
Journal Processing Options: **Edit Journal(s)**	Select to automatically run the journal edit process during the Import process. The Journal Edit process can be run manually using the online journal entry component, Edit Journals (batch mode). **Note:** Journals are not created if an error occurs during the Import process. When you select this option, journals must pass the edit process before they can be imported successfully. When you access the Process Scheduler Request page, verify that the Journal Import with Edit process (GL_EXCL_BATC) is selected.
Journal Processing Options: **Budget Check**	Select to automatically budget check the journals, when they are uploaded.
Journal Processing Options: **Recalc Exchange Rates** (recalculate exchange rates	Select to recalculate exchange rates per existing rates. This option also updates the transaction amount (if not in the base currency) to an amount in the base currency.
Journal Operations: **Approval Option**	Select to indicate that after sheets are imported, the journals are to be processed through the Journal Import with Edit process and then approval workflow sends a notification to the approver. If you select this check box, the system automatically selects the **Edit Journal(s)** check box. This is because the journal must be valid before it can be approved. Therefore, it is required that the edit process is run first.
Add	Click to add an attachment. Browse for the file you have written from the spreadsheet journal workbook, and then click **Upload.**
Delete	Click to delete an attachment.
View	Click to display the contents of the attached file.

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13

Amortizing Expenses

Understanding Expense Amortization

PeopleSoft General Ledger and Accounts Payable provide a feature that enables Accounts Payable users to initiate advance payments into the PeopleSoft system by entering essential amortization information. On the basis of these details the PeopleSoft financial system creates amortization schedules, which results not only in reducing the manual creation of journal entries to amortize advance payments but also in reducing the balance of the prepaid account.

Expense Amortization also provides the ability to create Stage journals that can be reviewed and edited before the actual journals are created.

Setting Up and Processing Amortization Expenses

To set up amortization expenses:

1. Create amortization types based on SetID using the AMORT_TYPE component.
2. Define amortization templates to associate various ChartFields with the amortization types created using the AMORT_TEMPLATE component.
3. Create summary calendars by entering your quarterly summary calendar and yearly summary calendar using the SUMMARY_CALENDAR component.
4. Define Detail Ledgers by selecting the amortization template, journal source, amortization calendar, and the amortization document type on the Ledgers for a Unit (BUSINESS_UNIT_LED1) component.
5. Define an amortization journal source using the SOURCE1 component.
6. Define an amortization document type using the DOC_TYPE component.

   If PeopleSoft Document Sequencing is enabled, the Amortization feature requires that you identify a document type for all created journal entries.

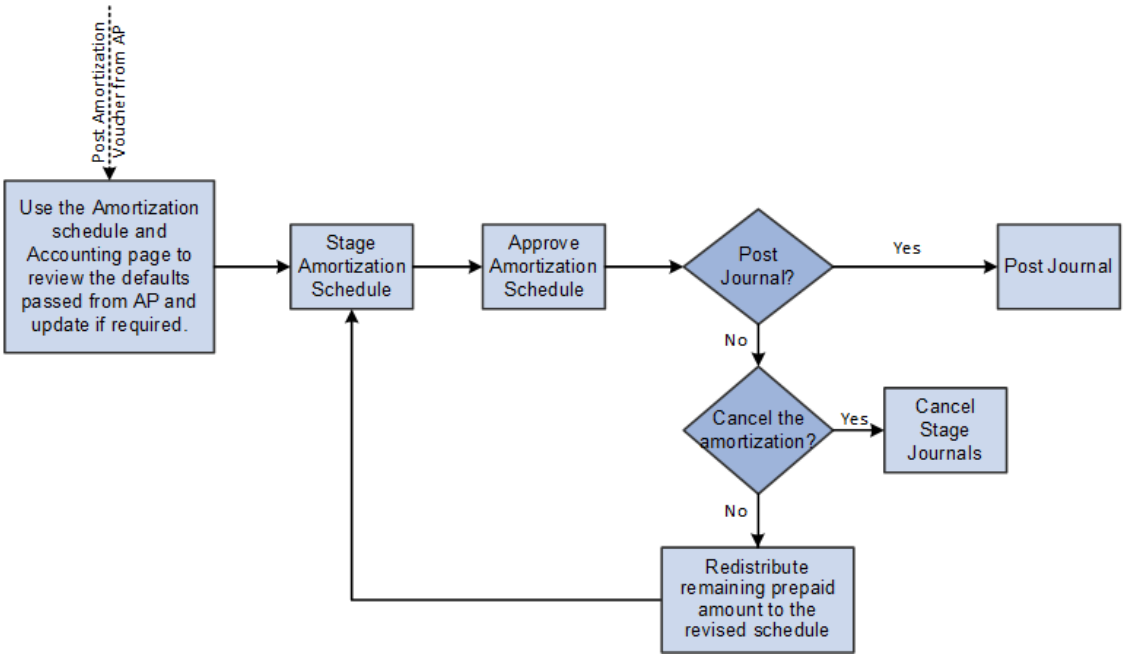
To process amortization expenses:

1. Create Accounts Payable vouchers of the style Amortization using the VCHR_EXPRESS1 component.
2. Schedule the amortization by entering amortization details, creating and reviewing stage journals, and approving the schedule using the AMR_SCHED_ACT component.
3. Review the stage journals and update ChartFields to resolve edit errors if any, using the Stage Journals (AMR_JOURNAL) component.
4. Generate Amortization journals using the AMR_JGEN_REQUEST component.
5. Generate Amortization reconciliation report using the AMR_RECON_REQ component.

The following diagram illustrates the general process flow for expense amortization:

This diagram illustrates the general process flow for expense amortization

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Note

Updates to the Amortization Schedule and the Accounting Page are not available until the voucher is posted. Prior to that, Finance users can review the information and allow AP users to update any required information on the Voucher side before voucher post.

Setting Up Expense Amortization

Pages Used to Set Up Expense Amortization

Page Name	Definition Name	Usage
Amortization Type Page	AMORT_TYPE	Define the various types of amortization by SetID.
Amortization Template Page	AMORT_TEMPLATE	Associate ChartFields with each of the different types of amortization.
Summary Calendar Page	SUMMARY_CALENDAR	Define period ranges for each summary calendar period for a SetID.
Application Fundamentals: Ledgers For A Unit - Definition Page	BUSINESS_UNIT_LED1	Identify the detail ledgers, ledger groups, and calendars used by the business unit and identify specific characteristics for each ledger.
Journal Source - Definition Page	SOURCE1	Define an amortization journal source.

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Page Name	Definition Name	Usage
Document Type Page	DOC_TYPE	Define an amortization document type.

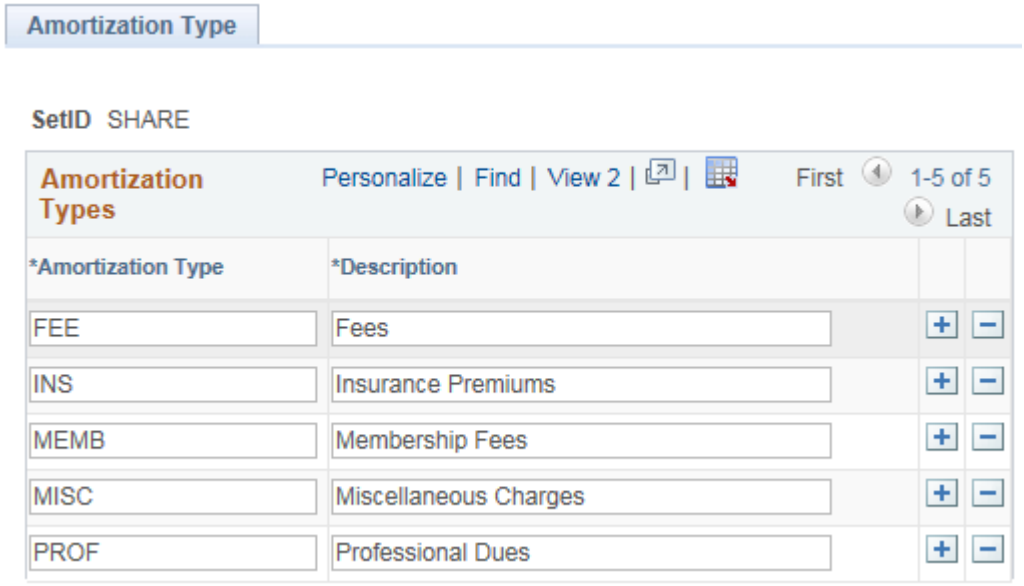
Amortization Type Page

Use the Amortization Type page (AMORT_TYPE) to define the different types of amortization for a SetID.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Define Amortization Type**

This example illustrates the fields and controls on the Amortization Type page.



Amortization Template Page

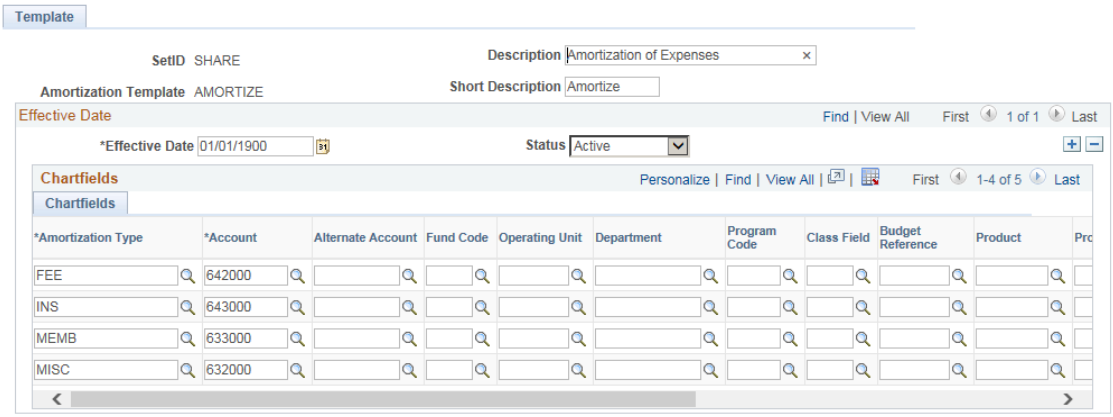
Use the Amortization Template page (AMORT_TEMPLATE) to Associate ChartFields with each of the different types of amortization.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Accounting Entry Templates**, and then **Amortization Template**

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

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Field or Control	Description
SetID	Select a SetID for which you want to associate the ChartFields.
Amortization Type	Select a type of amortization to associate with the SetID.
Account	Select an expense account that will be assigned as a default for the amortization type.

Summary Calendar Page

Define summary calendars using the Summary Calendar component (SUMMARY_CALENDAR).

Two types of summary calendars are supported for amortizing: Quarterly and Annual.

For defining Summary Calendars, access the Summary Calendar page. For details on defining Summary Calendars, see Application Fundamentals: Defining Summary Calendars

Journal Source - Definition Page

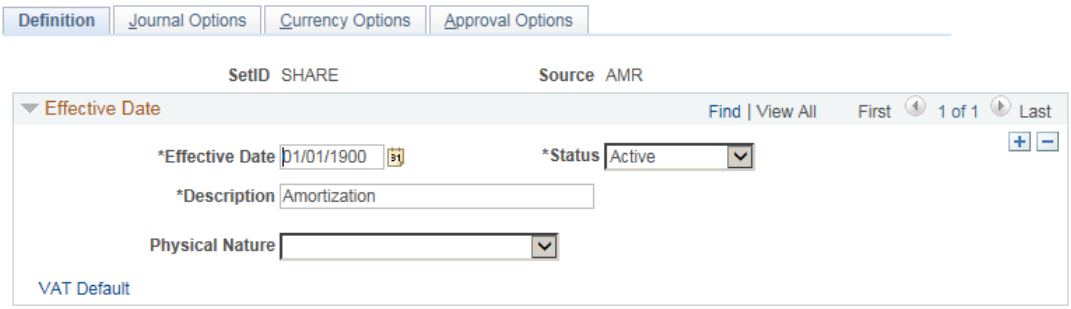
Use the Journal Source - Definition page (SOURCE1) to define a journal source.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Source**, and then **Definition**

This example illustrates the fields and controls on the Journal Source - Definition page.

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For a detailed description of Common Journal Definitions, see Application Fundamentals: Defining Common Journal Definitions

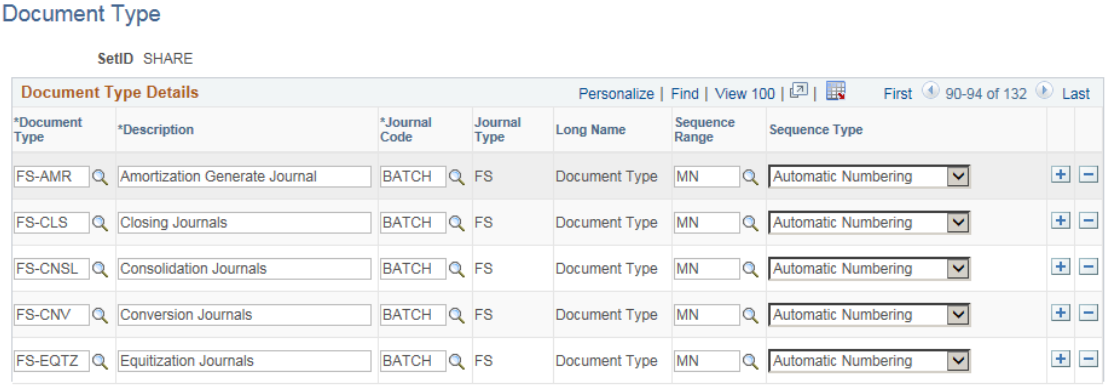
Document Type Page

Use the Document Type page (DOC_TYPE) to define your amortization document type.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Document Sequencing**, and then **Define Document Type**

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



For a detailed description on Document Types, see PeopleSoft Payables: Defining and Assigning Document Types

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Processing Expense Amortization

Pages Used to Amortize Expenses

Page Name	Definition Name	Usage
PeopleSoft Payables: Invoice Information Page	VCHR_EXPRESS1	Create an amortization voucher and enter detailed invoice information.
Amortization Schedule Page	AMR_SCHED_ACT	Validate the default values available from the newly created Payables Amortization voucher, create Stage journals, review and approve the schedule.
Amortization Journal – Stage Journal Page	AMR_JOURNAL	View the amortization stage journals. You can also update the ChartField values, if enabled on the User Preferences – General Ledger page.
Amortization Journal – Errors Page	AMR_ENTRY_E_IC	Review the amortization stage journal header and line errors
Amortization Journal – Totals Page	AMR_ENTRY_T_IC	Review the stage journal totals
Generate Amortization Journal Request Page	AMR_JGEN_REQUEST	Run the Amortization Journal Creation process for a given amortization ID or for a range of amortization IDs. You can also create consolidated journals for a given BU and as of date.
Amortization Reconciliation Page	AMR_RECON_REQ	Generate the Amortization Reconciliation report.

Understanding Amortization Processing

Amortization Voucher

The first step in processing an expense amortization is to create an amortization voucher using PeopleSoft Accounts Payable. After an accounts payable clerk creates and saves the voucher, a unique Amortization ID is generated for each GL business unit. The finance users can do further processing only after the voucher is posted.

For details on creating amortization vouchers see PeopleSoft Payables: Entering Amortization Vouchers.

Amortization Schedule

The Amortization schedule and the accounting details of the voucher can be viewed in General Ledger on the Amortization Schedule component. Once the voucher is posted in Payables, the schedule becomes editable and amortization parameters can be modified at this point. You can review the stage journals and approve the schedule.

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Amortization Stage Journal Creation Process (AMR_JGEN)

When you click the Stage button on the Amortization Schedule Page, the AMR_JGEN process generates the amortization stage journals based on the schedule type, From/To year/period, amount to amortize, amortization accounting template, and the journal date option. This process uses the Amortization source you have defined on the Source Definition page. The newly created amortization journals will have the debit to the expense picked from the amortization template, and a credit to the prepaid account, which was entered in the amortization voucher distribution line. All the stage journals created are edited at the end of the process.

A stage journal is not a regular journal but an intermediate-stage journal that is available for users to review before it gets converted into a regular journal. Once the actual journals are created, the stage journals will be removed.

Generate Amortization Journal Request Process

Amortization journals are created from stage journals using the Amortization Journal Creation process, which is run for a given amortization ID or for a range of amortization IDs.

You can also create consolidated journals for a given BU and the as of date, which is detailed in a section later in this documentation.

Amortization Reconciliation Report

Amortization Reconciliation reports are generated by specifying the run parameters – Amortization ID and the business unit. The AMR_RECON_REQ component is used to generate the Amortization Reconciliation GLX90001 report while the Process Scheduler manages the processes, tracks the status, and generates the report.

Related Topics

- General Ledger Reports: A to Z
  This table lists the General Ledger reports, sorted alphanumerically by report ID.

Amortization Schedule Page

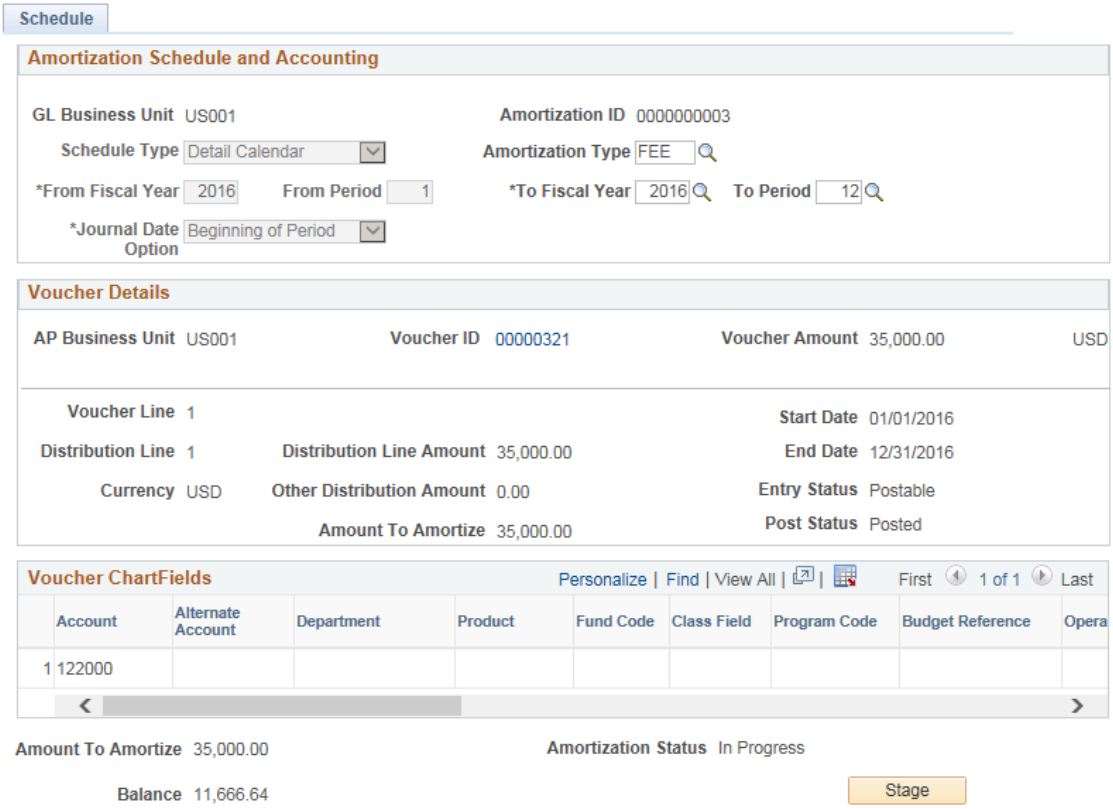
Use the Amortization Schedule page (AMR_SCHED_ACT) to validate the values passed from the amortization voucher, create stage journals, review and approve the schedule.

Navigation:

General Ledger, and then **Journals**, and then **Pre-Amortization Journals**, and then **Amortization Schedule**

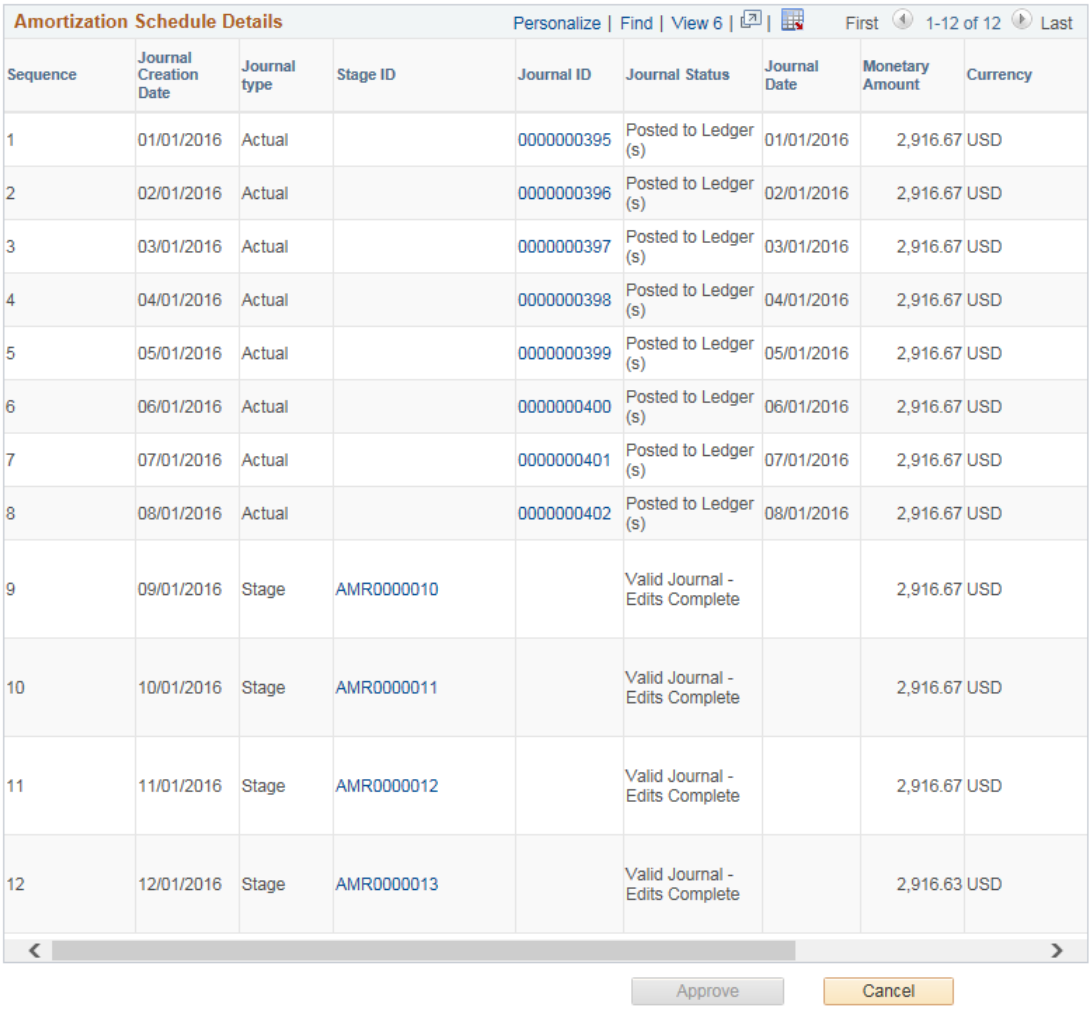
This example illustrates the fields and controls on the Amortization Schedule page. You can find definitions for the fields and controls later on this page.

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

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Amortization Schedule Details — Personalize | Find | View 6 | First 1-12 of 12 Last

Sequence	Journal Creation Date	Journal type	Stage ID	Journal ID	Journal Status	Journal Date	Monetary Amount	Currency
1	01/01/2016	Actual		0000000395	Posted to Ledger (s)	01/01/2016	2,916.67	USD
2	02/01/2016	Actual		0000000396	Posted to Ledger (s)	02/01/2016	2,916.67	USD
3	03/01/2016	Actual		0000000397	Posted to Ledger (s)	03/01/2016	2,916.67	USD
4	04/01/2016	Actual		0000000398	Posted to Ledger (s)	04/01/2016	2,916.67	USD
5	05/01/2016	Actual		0000000399	Posted to Ledger (s)	05/01/2016	2,916.67	USD
6	06/01/2016	Actual		0000000400	Posted to Ledger (s)	06/01/2016	2,916.67	USD
7	07/01/2016	Actual		0000000401	Posted to Ledger (s)	07/01/2016	2,916.67	USD
8	08/01/2016	Actual		0000000402	Posted to Ledger (s)	08/01/2016	2,916.67	USD
9	09/01/2016	Stage	AMR0000010		Valid Journal - Edits Complete		2,916.67	USD
10	10/01/2016	Stage	AMR0000011		Valid Journal - Edits Complete		2,916.67	USD
11	11/01/2016	Stage	AMR0000012		Valid Journal - Edits Complete		2,916.67	USD
12	12/01/2016	Stage	AMR0000013		Valid Journal - Edits Complete		2,916.63	USD

Approve Cancel

This page appears as read-only until the voucher is posted. Once the voucher is posted, you can update the following fields:

- Schedule Type
- Amortization Type
- From Fiscal Year
- From Period
- To Fiscal Year
- To Period
- Journal Date Option

Details that are passed from the payables amortization voucher cannot be modified on this page (GL business unit, Amortization ID, Voucher details and Voucher ChartFields)

Field or Control	Description
GL Business Unit	Displays the GL business unit in the amortization voucher distribution line

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Field or Control	Description
Amortization ID	Displays the amortization ID that was generated by the system at the time of voucher save in AP.
Schedule Type	Select the type to be used for the amortization schedule: • Detail Calendar: You can select the From/To Fiscal Year and periods based on the detail Calendar ID selected for the Journal Generator default ledger group. • Quarterly Calendar: You can select the From/To Fiscal Year and periods based on the Quarterly summary calendar selected for the Journal Generator default ledger group. • Annual Calendar: You can select the From/To Fiscal Year and periods based on the Annual summary calendar selected for the journal generator default ledger group. See Application Fundamentals: Ledgers For A Unit - Definition Page This field is not editable after the first actual journal is created. **Note:**The Quarterly Calendar and Annual Calendar options are available only if these values are associated with the Journal Generator default ledger group on the Ledgers For A Unit page.
From Fiscal Year	Enter the starting year to be used for creating the schedules.
From Period	Enter the starting range of the period to be used for creating the schedules. This field is not available when the Schedule Type is Annual Calendar.
To Fiscal Year	Enter the ending year to be used for creating the schedules.
To Period	Enter the ending range of the period to be used for creating the schedules. This field is not available when the Schedule Type is Annual Calendar.
Journal Date Option	Displays the journal date option: • Beginning of period • End of period This option changes to display only once the first actual journal is created.
AP Business Unit	Displays the AP business unit used in the amortization distribution line.
Voucher ID	Click the link to open the Voucher component — PeopleSoft Payables: Voucher - Summary Page.
Voucher Amount	Displays the total voucher amount.
Voucher Line	Displays the voucher line number of the amortization voucher.

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Field or Control	Description
Distribution Line	Displays the distribution line number the amortization voucher.
Distribution Line Amount	Displays the merchandise amount for the specific distribution line.
Start Date and End Date	Displays the default start and end date passed from the amortization voucher distribution line. The first time when the page is loaded, the From/To Fiscal Year/Period values are derived based on the start and end date. The finance user however can override and change the From/To Fiscal Year/Period. **Note:**The calculation of stage journals is based only on the From/To Fiscal Year/Period and NOT on the Start/End date.
Other Distribution Amount	Displays the non-merchandise amount associated to the specific distribution line.
Amount to Amortize	Displays the sum of the distribution line amount and the other distribution amount.

Voucher ChartFields are displayed from the distribution line of the amortization voucher.

Field or Control	Description
Balance	Displays the balance amount yet to be amortized. This field gets updated as the actual journals are created.
Amortization Status	Displays the amortization status values: • Pending: Initial status of the amortization • In progress: Stage journals are created • Completed: All Actual journals are created • Cancelled: Amortization schedule is cancelled
Stage	Initiate the stage journal creation process. See Amortization Journal – Stage Journal Page

Amortization Schedule Details

Field or Control	Description
Sequence	Displays the sequence in which the journals are created.
Journal Creation Date	Displays the expected date of the Actual journal creation.
Journal Type	Displays the type of journal - Stage Journal or Actual Journal.
Stage ID	Click the link to access the Stage Journal page and update ChartFields . **Note:**Only users with the **Update Amortization Journal ChartField Values** enabled on the Application Fundamentals: User Preferences - General Ledger Page can update ChartFields.

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Field or Control	Description
Journal ID	Click the link to access the Journal Entry – Lines page.
Journal Status	Displays the status of the journal based on the journal type - Stage or Actual. For a Stage journal: • Edit Required • Valid Journal – Edits Complete • Error For an Actual journal: • Edit Required • Valid Journal – Edits Complete • Error • Posted to Ledger (s)
Journal Date	Displays the actual journal date.
Monetary Amount	Displays the journal monetary amount calculated based on the number of journals created.
Schedule Status	Displays the schedule status as: • Pending: Initial status of the schedule • Ready: Schedule is approved • Completed: Actual journal is created
Actions	Allows you to initiate related actions based on the type of the journal row. For a Stage journal, the only action available is Edit. For an Actual journal: • Audit Logs: Click to open the GL Audit Log page (available only if auditing in enabled). • Edit: Click to edit the journal. • Post: Click to post the journal. There will be no actions available if the journal is in *Posted* status. If an Actual journal is not posted and its status is *Valid* then only the *Edit* and *Post* actions will be available. In case if the user is not able to run the *Post* action from the Amortization Schedule page, it is recommended to use the Journal Entry page to run the Post process and correct any related errors.
Approve	Review all the newly created stage journals and click this button to approve all the lines for the schedule. If one of the journals is in error or is in Edit Required status, the schedule approval is not allowed.
Cancel	Click to cancel the amortization schedule. Status of all stage journals changes to Cancelled and are not selected for further processing. Any Actual journals created remain unchanged.

Balance Amount Redistribution in Journals

You can regenerate the stage journals and redistribute the amounts by changing the available parameters, in two ways:

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1. When no actual journals are created: Once the stage journals are created, you can re-generate them after changing the values for these fields - From Fiscal Year, From Period, To Fiscal Year, To Period, Schedule Type, and Journal Date Option.
2. When one or more actual journals are created: You can change only the following field values before running the Stage Journal Creation process again: From Fiscal Year, From Period, To Fiscal Year, and To Period. The Actual Journals, however, will not be changed or redistributed.

> **Note**
>
> From Period and To Period fields are available for Detail and Quarterly schedule types.
>
> The old stage journals are deleted and the balance amount to amortize is redistributed in a new set of stage journals based on the new range of From Fiscal Year, From Period, To Fiscal Year, and To Period.

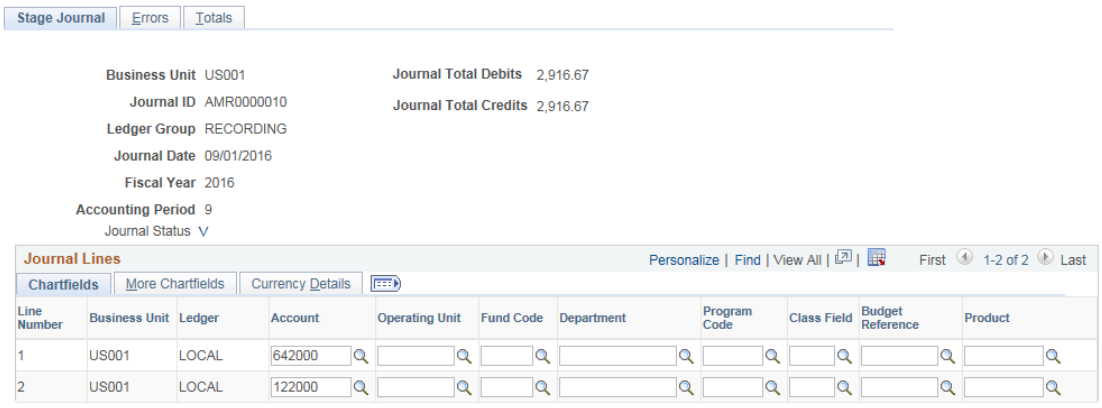
Amortization Journal – Stage Journal Page

Use the Amortization Journal page (AMR_JOURNAL) to view the amortization stage journals.

Navigation:

General Ledger, and then **Journals**, and then **Pre-Amortization Journals**, and then **View Staged Amortization Jrnl**

This example illustrates the fields and controls on the Amortization Journal – Stage Journal page.



All the fields on this page are display only and unavailable for editing as the values reflecting here originates from the AP voucher. You can however edit the ChartFields if the **Update Amortization Journal ChartField Values** checkbox is selected on the Application Fundamentals: User Preferences - General Ledger Page. In case the edit fails, you can modify these ChartField values so that the journal passes edit thereby enabling the journal to process to completion.

Enable the ChartField security for the Amortization Journal component AMR_JOURNAL by making it active on the Application Fundamentals: Component Registry - Secured Components Page.

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To restrict the access to update the ChartFields, disable the Update Amortization Journal ChartField values check box on the Application Fundamentals: User Preferences - General Ledger Page.

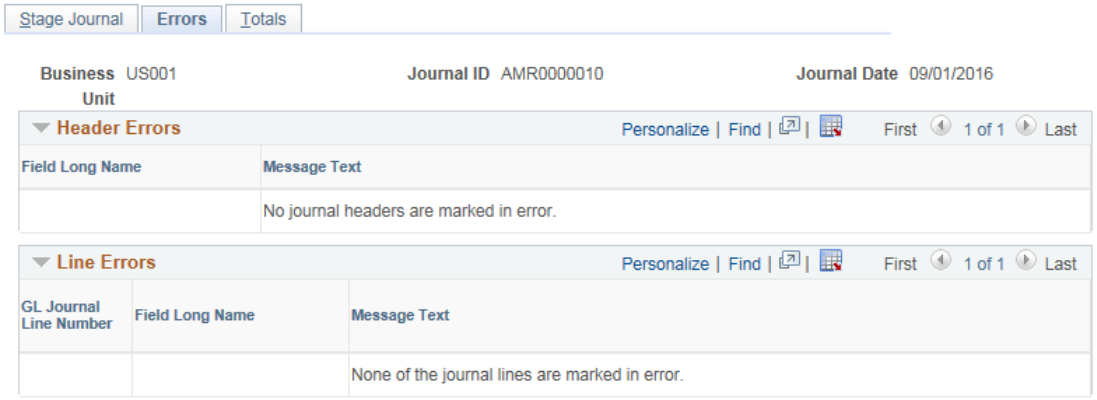
Amortization Journal – Errors Page

Use the Amortization Journal – Errors page (AMR_ENTRY_E_IC) to Review the amortization stage journal header and line errors.

Navigation:

General Ledger, and then **Journals**, and then **Pre-Amortization Journals**, and then **View Staged Amortization Jrnl**. Click the Errors tab.

This example illustrates the fields and controls on the Amortization Journal – Errors page.



Amortization Journal – Totals Page

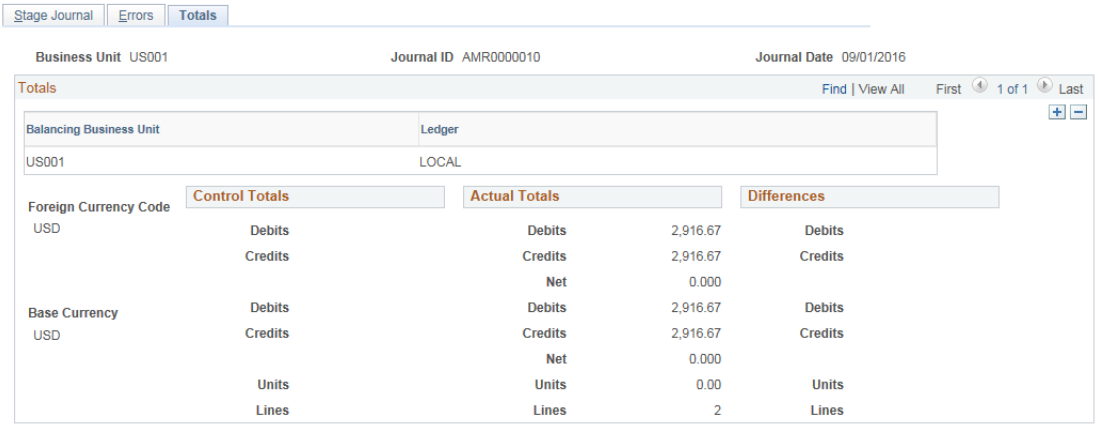
Use the Amortization Journal – Totals page (AMR_ENTRY_T_IC) to review the stage journal totals.

Navigation:

General Ledger, and then **Journals**, and then **Pre-Amortization Journals**. Click the Totals tab

This example illustrates the fields and controls on the Amortization Journal – Totals page.

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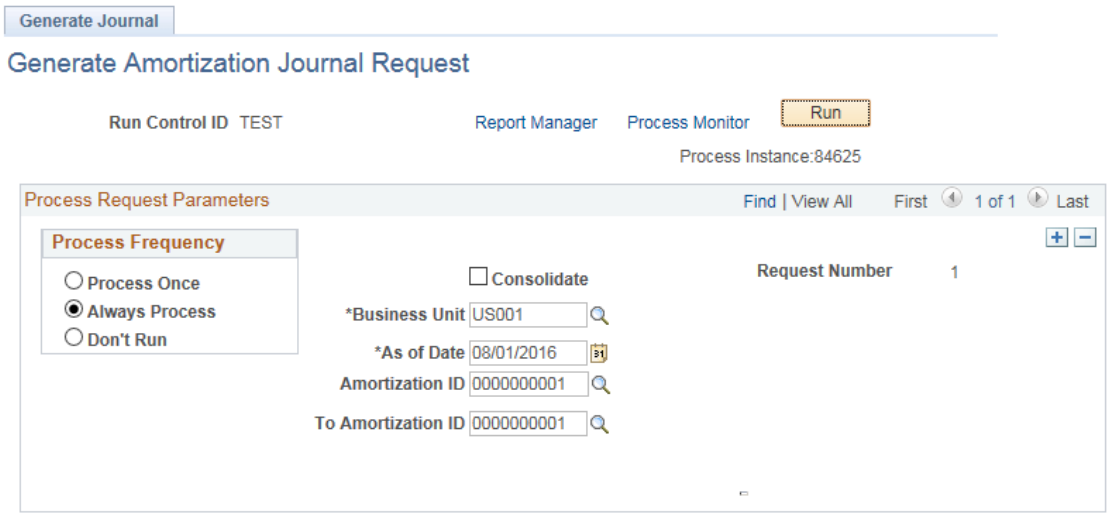
Generate Amortization Journal Request Page

Use the Generate Amortization Journal Request page (AMR_JGEN_REQUEST) to run the Amortization Journal Creation process for a given amortization ID or for a range of amortization IDs. You can also create consolidated journals for a given BU and as of date.

Navigation:

General Ledger, and then **Journals**, and then **Pre-Amortization Journals**, and then **Generate Amortization Journals**.

This example illustrates the fields and controls on the Generate Amortization Journal Request page. You can find definitions for the fields and controls later on this page.



The AMR_JRNL_GEN processes only stage journals with schedule status Ready and journal creation date less than or equal to the As of Date.

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Field or Control	Description
Consolidate	Select if you want to consolidate all the stage journals that share a common journal creation date into a single journal for a given GL Business Unit. **Note:**Due to the Consolidate option available while creating amortization journals, Unposting of amortization journals is not allowed.

Example 13-1 Consolidation of Stage Journals

Here is an example to show the consolidation of two stage journals into a single journal. Two amortization IDs that have two stage journals sharing the same journal creation date:

AMORTIZATION 1

Journal creation date	Stage journal	Amount
01/01/2016	A1S1	100
02/01/2016	A1S2	100

AMORTIZATION 2

Journal creation date	Stage journal	Amount
01/01/2016	A2S1	200
02/01/2016	A2S2	200

Upon selecting the Consolidate option, two journals are created as shown:

Journal 1 (01/01/2016)

Journal Line	Description	Amount
1	A1	100
2	A1	-100
3	A2	200
4	A2	-200

Journal 2 (02/01/2016)

Journal Line	Description	Amount
1	A1	100
2	A1	-100
3	A2	200
4	A2	-200

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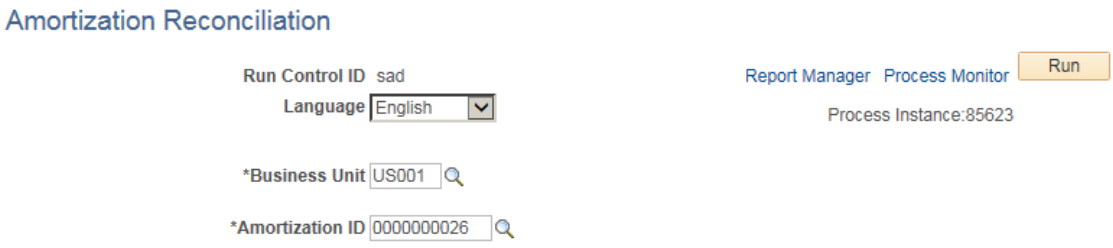
Amortization Reconciliation Page

Use the Amortization Reconciliation page (AMR_RECON_REQ) to generate the Amortization Reconciliation report.

Navigation:

General Ledger, and then **Journals**, and then **Pre-Amortization Journals**, and then **Create Amortization Recon Rpt**.

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



Field or Control	Description
Run	Click to generate the Amortization Reconciliation (GLX9001) containing the specified business unit and amortization ID. This report includes the details of the Amortization ID, Business Unit, Amortization Type, Amount, Voucher details, along with a detailed information of all the amortization schedules. Click the Process Monitor link to view the process status. Click the Report Manager link to access the completed report.

> **Note**
>
> If Consolidate option is used to create the amortization journals then the report will contain details of the all consolidated amortization IDs. The description column can be used to identify the amortization ID.

Related Topics

- General Ledger Reports: A to Z
  This table lists the General Ledger reports, sorted alphanumerically by report ID.

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14

Processing Journals

Understanding Journal Processing

PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.

When you select and inquire or process, you often have the opportunity to specifically identify characteristics of the data that you want to use to inquire upon or process.

This selection criteria might include the following terminology:

Common Elements Used in This Topic

Field or Control	Description
Process Frequency	The options in the box control how often a request is processed. If you select **Once,** the system processes the current request the next time that a background Edit is executed for the run control ID. Once executed, the Process Frequency status is changed to **Don't Run.** If you want this request to be processed each time that editing is initiated, select **Always.**
Request Number	The field indicates the number for the process request. The system assigns each set of run parameters a unique number. The process edits journals in the ascending order of the request number.
Business Unit	Specify value to edit journals for that business unit only or leave it blank to edit journals for all business units. If you specify a business unit value, the Journal Edit process also edits the non-anchor business unit journals for which the anchor business unit is the specified business unit.
Ledger Group	Select to edit journals for a specific ledger group, or leave blank to edit journals for all ledger groups.
Source	Select to edit journals for a specific journal source, or leave it blank to edit journals for all journal sources.

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Field or Control	Description
System Source	Specify a system source to limit journal selection to specific General Ledger processes or specific application processes. For example, you could include only journals that the Allocations process or the *JGen-AR* (Journal Generator process for PeopleSoft Receivables transactions) created.
Process Partition ID	Specify a process partition ID to limit journal selection to specific data sets that you define for the partition ID on the Process Partition page. Each data set is associated with a business unit and ChartField combination.
Journal ID From/To,	Enter a range of journal ID numbers to limit the number of journals to process.
Journal Date From/To	Enter a journal date range to limit the number of specific journals within a given period to process.
From Year/Per (from year/period) and **To Year/Per** (to year/period)	Select to limit to journals within a specific range of fiscal years and periods.

Journal Processing

Before you can post journals to General Ledger you must edit them to verify that:

- ChartField values are valid.
- Debits equal credits.
- Journal entries are flagged for posting to the target ledger.
- Interunit and intraunit balancing entries are generated.

If the Journal Edit (GL_JEDIT) process encounters any errors, General Ledger responds based on whether you indicated that you want to recycle the journals with errors, correct the errors, and then post them, or whether you indicated that you want to post the journals with invalid ChartFields or unbalanced debit and credit amounts to your suspense accounts.

There are two methods to edit and post journals:

- Select the Journal Edit and Journal Post options from the menu.
- Select *Edit Journal* and *Post Journal* during journal entry.

When you edit or post while making journal entries, the system initiates the processes on the server. When the process is complete, the system automatically updates the Journal Entry pages with the results of the edit or post.

To streamline the Journal Edit (GL_JEDIT) and Journal Post (GL_JP) processes, you can combine and run the processes by selecting both Edit and Post on the Journal Edit - Request page. The system posts all journals without errors that pass the Journal Edit process.

The Journal Post process:

- Posts on valid, edited journals.
- Posts each journal line in the appropriate target detail ledger.
- Changes the journal's status to posted.

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> **Note**
>
> General Ledger does *not* post unbalanced journals to balanced ledgers.

After posting, the system retains the original journal entries for analysis and an audit trail. You can reverse posted journal entries with a full audit trail, and you can also *unpost* a journal. Unposting is a *one time only* event for any one journal, and there are restrictions—you cannot edit the journals.

The Review Journal Status component provides a summarized display of journal entries. Once all critical entries are processed, you can schedule closing and reporting tasks.

Related Topics

- Application Fundamentals: Defining Ledgers for a Business Unit
- Application Fundamentals: Journal Source - Journal Options Page
- Application Fundamentals: Defining Common Journal Definitions

Journal Editing

The Edit Journals Request page enables you to specify selectively which journals to edit, based on the business unit, ledger group, journal source, system source, process partition ID, journal ID, and journal date. General Ledger edits only those journals that match your request criteria. If you leave one criterion blank, General Ledger ignores that criterion and edits journals that match the other criteria. For example, you can edit all business units by leaving the **Business Unit** field blank.

> **Note**
>
> To initiate a journal edit without going to the Edit Journals Request page, use the Edit Journal option in the **Process** field on the Journal Lines page.

You can combine the Journal Edit (GL_JEDIT) and Budget Checking (FS_BP) processes in a single run by selecting both Edit and Budget Check on the Edit Journals Request page. The system budget checks the journals that pass edit. You can also combine the Journal Edit (GL_JEDIT), Budget Checking (FS_BP), and Journal Post (GLPPPST2) processes in a single run by selecting Edit, Budget Check, and Post on the Edit Journals Request page. The system posts the journals that pass editing and budget checking. If you do not use the commitment control optional functionality, you can ignore the Budget Checking option.

When you run the process, you can run the Journal Edit process exclusively or you can run a Journal Edit and Error Rpt (report) multiprocess job (GLJEDERR) that runs the Journal Edit process and generates an error report.

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> **Note**
>
> During the Journal Edit process, the fiscal year of adjusting journals are updated with the fiscal year associated with the adjustment period defined on the open period update page. Make sure that the adjustment periods in the open period update page are set up correctly with adjustment years. Also, when changing the fiscal year associated with the adjustment period, make sure that all the relevant adjusting journals are posted before the change.

Journal Posting

You can request to post journal entries when you enter them or at a later time.

Most journal entries generated by a company are posted during a background process that occurs on a daily or weekly basis. In this case, you mark journals for posting so that all pending journals are processed together the next time that you run the Journal Post (GL_JP) process.

When you mark a journal to be posted, the system verifies that there are no edit errors that would render the journal invalid for posting.

There are times, however, when an immediate request to post is warranted. Posting from the Journal Entry - Lines page provides you with that flexibility. To initiate a journal post without going to the Post Journals Request page, select *Post Journal* in the **Process** field on the Journal Entry - Lines page.

For special types of requests, such as posting groups of journals, use the Journal Post (GL_JP) process. Posting performs the following:

- Selects all journals that have been marked for posting and meet the criteria specified on the posting request.
- Posts the lines of each selected journal to the ledger.
- Creates a reversal journal if requested on the journal header.
- Changes the status for each of the journals from *Valid* to *Posted.*
- Changes the status of the sibling rows in the Open Item table to *Open* and subjects the rows to reconciliation if the journals contain Open Item accounts.

> **Note**
>
> The Journal Post process does not suppress 0.00 monetary and statistical amounts. In other words, 0.00 monetary and statistical amounts in table PS_JRNL_LN are posted to the PS_LEDGER and PS_LEDGER_BUDG tables during the posting process.

General Ledger then posts the individual journal lines to the target ledger. The Journal Post process also performs one or more of the following functions (if you select or deselect certain options):

- Reconciles Open Items for transactions related to currently posted journals.
- Updates Average Daily Balance (ADB) information.
- Updates Summary Ledgers incrementally.
- Updates ledger balances incrementally for ledgers that are loaded from external sources.

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- Updates the ledger cube incrementally.

The process populates the Posting Date on the journal header using the Journal Process Date that you define for each business unit on the General Ledger Definition - Journal Options page for the post date for all journals in the batch. It can be the date at the time the Journal Post process begins or a date of your choosing. If you prefer to maintain a user-specified date for posting date, you can automatically update the date for a single business unit, a range of business units, or all business units by running the Maintain GL BU Process Date process (GLPROCESSDT).

The Post Daily Balances process (GL_ADB_POST) is invoked when you run the Journal Post process (GL_JP). The ADB Post process updates the ADB ledger with daily balances.

> **Note**
>
> Journals cannot be posted or unposted to a closed period. The closed period must first be opened before any journal activity can be processed in that period. The transaction type, UNP, on the Open Period Update page should be opened as well to allow unposting.

Related Topics

- Application Fundamentals: Ledgers For A Unit - Journal Post Options Page
- Understanding Average Balance Calculation
  These topics provide an overview of the average balance calculation and discuss how to:
- Maintain Process Date Page
  Use the Maintain Process Date page (GL_BU_PROCESS_DT) to run the Maintain GL BU Process Date process (GL_PROCESSDT) that updates the process date for a business unit on the General Ledger Definition - Journal Options page.

Unposting Journals

You can unpost a journal only once, and you cannot edit a journal that you have unposted. If you want to post a journal that has been unposted, copy the journal to a new journal and then post the new journal. General Ledger automatically creates an unpost audit trail for you.

When you unpost a journal with related journal entries, the process automatically unposts the related journal entries too. For example, when you unpost an accrual journal entry, the accrual reversal journal entry is automatically unposted at the same time. The same is true for unposting interunit journals and suspense journals.

The original journal entry is the anchor journal entry and the journal entries that the system generates for accrued reversals, interunit entries, and for suspense journal lines are non-anchor journal entries.

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> **Note**
>
> The unpost periods must be open for related journals when an anchor journal is unposted. If you select an anchor journal for unposting that has related journals, such as a reversal, interunit, or suspense correction journal that might fall in a closed period, make sure that both the original and related journals are associated with an open period. Unposting to closed periods can have out of balance issues causing differences in journal and ledger balances when there are related journals. In addition, if you enter a different unpost date, the date entered must not be the same as the journal date for the related journals. This can cause duplicate entries which can then cause the unpost process to fail. To assist in preventing reversal problems, a message is issued from the Mark to Unpost page warning that any unposting of an anchor journal with related journals should have appropriate periods open for both the original anchor journal as well as its related journals.

The Journal Post process (GL_JP) searches for anchor journals that are to be unposted. The process identifies non-anchor journal entries by looking for the following:

Term	Definition
Reversal journals	Journals for which the reversal code is one of the following: Beginning Of Next Period On Date Specified By User End Of Next Period Next Day Adjustment Period
InterUnit journals	Journals for which the interunit business unit field is different from the business unit field.
Suspense correction journals	Journals that contain an entry in the PS_JRNL_HDR_SIBL table.
Book Code reversal journals	If you are using book code with multi GAAP functionality and the journal contains an entry in the PS_JRNL_HDR_SIBL table.

Reversal journals are selected by their anchor journal and can be marked for unpost based on business unit, ledger group, journal source, fiscal year and accounting period (including adjustment periods), specific journal ID (optional), ChartField criteria, journal class criteria, and journal date range (optional). Entry event lines generated with the journals are reversed (unposted) along with their associated journals.

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> **Note**
>
> The capability to mark journals for unposting by ChartField criteria and journal class criteria is important to the processing of reversals performed by the federal government. The government requires the capability to perform reversals on transactions involving trading partners. Because Trading Partner is set up as a ChartField by the federal government, the government can easily perform these reversals using unposting. The federal government also sets up journal classes to categorize types of journals. Processing reversals by journal class using the unpost feature enables the government to process together a large number of reversals falling within a specific category.

The Journal Post process then tries to unpost the related non-anchor journals. The process does one of the following:

- If the non-anchor journals are posted, the process unposts them with the anchor journals.
- If the non-anchor journals are not posted, the process creates the unpost journals to offset the non-anchor journals, and then the process marks both the anchor and non-anchor journals for posting and posts them.

  This creates an audit trail for the non-anchor journals.

> **Note**
>
> Journals cannot be posted or unposted to a closed period. The closed period must first be opened before any journal activity can be processed in that period. The transaction type on the Open Period Update page should be UNP.
>
> The Automatically Unpost options are selected by the system for both non-anchor interunit and non-anchor reversal journals. The system always unposts non-anchor journals entries with the anchor journal entry. You can query and display the non-anchor journals on the Mark Journal for Unposting page, but they are unposted only when you unpost the anchor journals.

General Ledger can unpost journals that contain Control Accounts in General Ledger; however, it does not automatically keep the feeder system for which the control account exists in sync. This must be done in the feeder application or in the feeder system (PeopleSoft Payables, Receivables, Treasury, and others).

> **Note**
>
> Deleting a journal entry that has never been posted is a distinct process from unposting a journal entry that has been posted. Deleting an unposted journal entry is described in the topic, "Making General Ledger Journal Entries."

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Related Topics

- Deleting Journal Entries Not Yet Posted
  To delete a journal, select *Delete Journal* in the **Process** field on the Journal Entry - Lines page and click **Process.** The system prompts you with a message before deleting the journal.

Unposting of Anchor and Non-anchor Journals

If an anchor journal is posted and is then unposted, any associated non-anchor journal will be either (U) unposted (if the status of the non-anchor was (P) posted) or (D) deleted if the status was (V) Valid but not yet posted. The unposting of a posted anchor journal and the subsequent unposting of the related posted non-anchor reversal journal is straightforward. There is a posting and unposting of both journals that is recorded in the general ledger. However, the unposting of a posted anchor journal and the treatment of an associated not-yet-posted non-anchor journal is different. For example, assume you have created an accrual journal called J1, which is the anchor, that is dated and posted for March 15 with a system generated reversal (a non-anchor J1 journal) on April 1. Also, assume that you discover after posting the accrual on March 15 that it is in error and that you immediately unpost this accrual journal. Because the non-anchor journal was never posted to the general ledger, it is given a status of D(deleted) by the system.

The final results are:

Journal ID	Date	Header Status	Posted to General Ledger
J1	March 15	P	yes
J1	March 15	U	yes
J1	April 1	D	no

Changing the Unpost Journal Date for Business Units

When you want the flexibility to change the unpost date for a journal entry, access the Journal Options page for the business unit and select the **Allow Different Unpost Date** option. This makes the **Unpost Date** field available on the Mark Journals for Unposting page.

The date in the **Unpost Journal Date** field is used as the journal date for the unposting entry. By default, this is the same as the original journal date; however, if you have selected the **Allow Different Unpost Date** option, the field is available on the Mark Journals for Unpost page and can be changed to a new or different date.

If there are related journals, the date entered must not be the same as the journal date for related journals, such as reversal, interunit, or suspense correction journals. This can cause duplicate entries which can then cause the unpost process to fail.

> **Note**
>
> For interunit journals, all business units must have the **Allow Different Unpost Date** option selected on the General Ledger Definition - Journal Options page if you want to change the journal unpost date. If one business unit does not have this option selected, you receive an error message.

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Related Topics

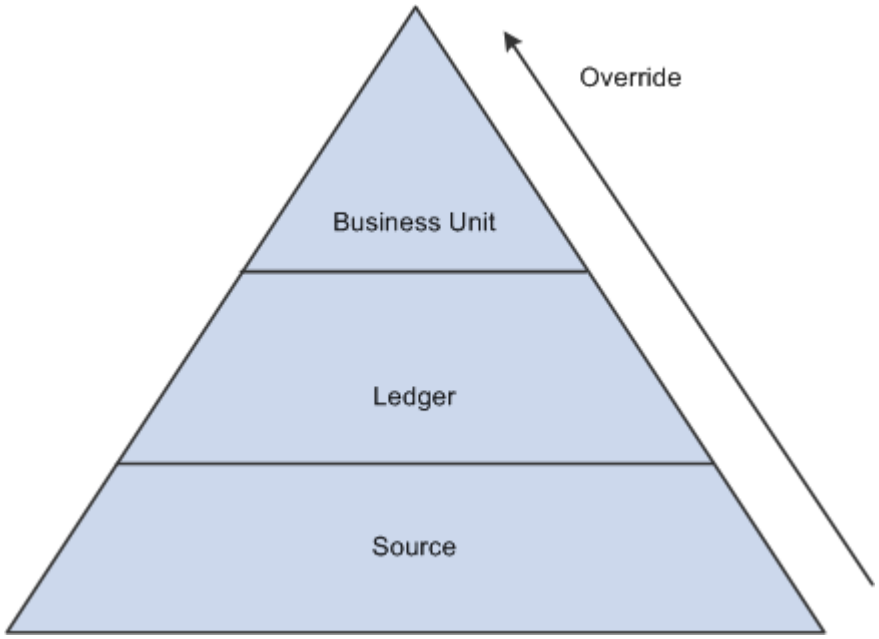
- Defining Journal Processing Options for a Business Unit
  To define journal processing options for business units, use the General Ledger Definition component (BUS_UNIT_TBL_GL).
- Viewing Journal Information

Journal Error Processing

Journal error processing options are available at the business unit, ledger for a unit, and source levels. Error processing options that are defined at the ledger level (Ledgers For A Unit component) override those defined at the business unit level; error-processing options defined at the source level override options defined at both the business unit and ledger levels.

This diagram illustrates the override hierarchy for journal error processing:

Journal Error Processing Override



The **Suspend** journal error processing option can be set for these errors:

Term	Definition
Journal Balance Errors	A journal balance error occurs when an unbalanced journal is created with a ledger that is defined as a balanced ledger. If the **Suspense** option is set, the system generates a suspense line to bring the journal into balance. This suspense line is referred to as a balance suspense line.

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Term	Definition
Journal Edit Errors	A journal edit error occurs if the journal line has an invalid ChartField value or ChartField combination. If the suspense option is set, a suspense line is generated for each line that is in error. This suspense line is referred to as an edit suspense line.
Journal Amount Errors	A journal amount error occurs if a foreign currency journal line has different signs on foreign amount and monetary amount. If the suspense option is set, a suspense line is generated for each line that is in error. This suspense line is referred to as an amount suspense line.

At any level, you can select the ChartFields and ChartField values for your amount, balance, and edit suspense. The Journal Edit process creates the suspense lines with the ChartFields and ChartField values you selected.

Related Topics

- Defining Journal Processing Options for a Business Unit
  To define journal processing options for business units, use the General Ledger Definition component (BUS_UNIT_TBL_GL).
- Application Fundamentals: Journal Source - Journal Options Page

Journal Error and Suspense Journal Terminology

General Ledger gives you the option to suspend unbalanced amounts and amounts from lines with edit or amount errors. The Journal Suspense Correction process makes it easy for you to identify and correct journals that have transactions posted to suspense accounts.

To understand journal suspense correction, you should be familiar with this terminology:

Term	Definition
Suspense Journal	Journal that has transactions posted to suspense ChartFields. This journal contains amount suspense lines, balance suspense lines or edit suspense lines.
Balance Suspense Line	Suspense line generated by the Journal Edit process. This line is required to bring an out-of-balance journal back into balance.
Edit Suspense Line	Suspense line generated by the Journal Edit process that references a journal line with invalid ChartFields or ChartField combination errors.
Amount Suspense Line	Suspense line generated by the Journal Edit process that references a foreign currency journal line with foreign amounts and monetary amounts of different signs.
Corrections Journal	Journal created from the Suspense Journal Correction process that corrects and reverses suspense transactions for a suspense journal.

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Term	Definition
Balance Correction Line	Journal line generated by the Suspense Journal Correction process to correct the balance suspense line on a suspense journal.
Edit Correction Line	Journal line generated by the Suspense Journal Correction process to correct the edit suspense line on a suspense journal.
Amount Correction Line	Journal line generated by the Suspense Journal Correction process to correct the amount suspense line on a suspense journal.
Reversal Suspense Line	Journal lines generated by the Suspense Journal Correction process to reverse the suspense lines on a suspense journal.

Suspense Journals

A suspense journal contains suspense lines that are generated from the Journal Edit process.

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

Term	Definition
0	**No suspense transactions:** The journal has no amount, balance or edit suspense lines.
1	**Suspense transactions:** The journal has balance, edit, and amount suspense lines, and now becomes a suspense journal.
2	**Corrections Journal Created:** A corrections journal is created to correct and reverse the suspense transactions on a suspense journal.
3	**Corrections Journal Posted:** The corrections journal, created to correct and reverse the suspense transactions on a suspense journal, is now posted.

> **Warning**
>
> It is possible for a corrections journal to contain suspense lines caused by amount errors, edit errors, or out of balance conditions. If the corrections journal has suspense lines, it becomes a suspense journal with the status of *1* and the suspense cycle starts again.

Determining the Status of Journals

At any time during journal processing, you can view the status of journals and the journal line details on the Review Journal Status pages.

This section discusses how to:

- View the journal header information.

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- View journal line details.

Pages Used to View the Status of Journals

Page Name	Definition Name	Usage
Review Journal Status - Journal Header Page	JOURNAL_HEADER_FS	Review journal header information.
Review Journal Status - Journal Lines Page	JOURNAL_LN_FS	Review line details for the journal.

Review Journal Status - Journal Header Page

Use the Review Journal Status - Journal Header page (JOURNAL_HEADER_FS) to review journal header information.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Review Journal Status**, and then **Journal Header**

This example illustrates the fields and controls on the Review Journal Status - Journal Header page. You can find definitions for the fields and controls later on this page.



The top of the page displays the journal header information that you entered on the Journal Entry - Header page.

It also displays the status for the journal, which can be one of the following:

- *Error:* Journal has been edited and has errors. The journal has been recycled by the system and you must correct errors before it can be posted.
- *Post Incom:* (posting Incomplete) Posting is incomplete because of posting problems. For example, the system might have crashed after the reversal journal is created but before the original journal is actually posted. Repost as soon as possible.
- *SJE Model:* (standard journal entry model) This is a valid standard journal entry model used to generate standard journal entries; this journal cannot be posted. It is not picked up by the journal posting process.
- *Edit Req'd:* (edit required) Journal entry has been saved but is not yet edited. You must edit the journal before it can be posted.

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- *Posted:* The journal entry has successfully been edited and posted by the system to the ledger or ledgers. Although the journal entry is posted, there might be errors in disbursements to accounts that are temporarily posted to default balancing accounts that you must reclassify to make your intended entry complete. Check the default balancing account if you have chosen to use a default balancing account rather than the option to recycle journal entries with errors.
- *Incomplete:* You have chosen the option not to complete the journal entry and saved it as incomplete, perhaps to be completed at a later time.
- *Unposted:* You have unposted the journal entry from the ledger or ledgers where it was originally posted. Unposted journal entries cannot be reposted.

  (You can cancel journal entries that have not yet been posted.)
- *Valid:* The journal entry has been edited and is ready to be posted.
- *Can't Unpst:* (cannot unpost) This is a journal entry created as part of an upgrade from one education and government PeopleSoft release to another release and as such will not be encountered in the usual day-to-day processing of journal entries.

  An upgrade journal entry cannot be unposted.
- *Deleted:* A non-anchor journal that previously had a Valid journal status is deleted when the anchor journal is unposted. If an anchor journal is posted and is then unposted, any associated non-anchor journal is either (U) unposted (if the status of the non-anchor was (P) posted) or (D) deleted if the status was (V) Valid but not yet posted.

The **Journal Line Totals** group box displays the number of lines in the journal entry and the total amount of the debits and credits.

The **Commitment Control Amount Type** group box displays your settings for the control budget if you use the commitment control option.

The amount type can be one of the following:

Field or Control	Description
Actuals and Recognized	The journal records the actual amount of a transaction, expenditure, or revenue.
Encumbrance	The journal is not an actual transaction yet. Instead, it records the amount that you can legally spend. This usually occurs when you create a contract or a purchase order.
Pre-Encumbrance	The journal is not an actual transaction yet. Instead, it records the amount that you will spend. This usually occurs when you create a requisition.
Collected Revenue	The journal records the collected amount from a prior revenue transaction.
Actuals, Recognized and Collect	The journal records the actual and collected amount of a revenue transaction.
Planned	The journal records the amount that you plan to spend. This amount is only an estimate; it is not an actual transaction yet.

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> **Note**
>
> If you select **Override,** the journals can exceed their budgeted amount. The user ID identifies the individual who enabled the override.

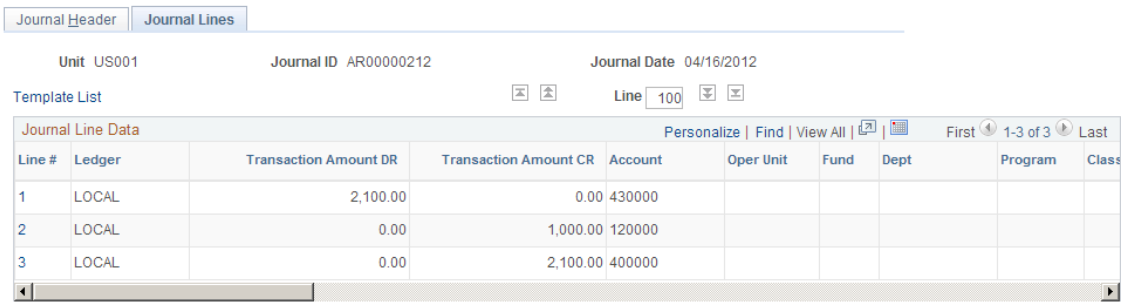
Review Journal Status - Journal Lines Page

Use the Review Journal Status - Journal Lines page (JOURNAL_LN_FS) to view line details for the journal.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Review Journal Status**, and then **Journal Lines**

This example illustrates the fields and controls on the Review Journal Status - Journal Lines page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Journal Line Data	This group box lists the journal line data, including your template's ChartFields, the **Transaction Amount DR** field, the **Transaction Amount CR** field, budget date, for Commitment Control transactions, is the date that is checked against the Commitment Control budget ledger to ensure that it falls within an open Commitment Control budget period. The rate type and exchange rate that the system used to convert amounts from the transaction currency to the base currency displays on the line. The budget status is displayed for the control budget ledger if you use the Commitment Control option and can be: • **Error** The entry failed to pass budget checking. • **Not Chk'd** (not checked) The Budget Processor has not processed the entry. • **Valid** The entry passed budget checking and the process updated the control budget. • **Warning** The Budget Processor issued a warning. This means the control budget did not have sufficient funds. However, it passed budget checking because the Commitment Control option for the control budget is set to **Tracking with Budget** or **Tracking without Budget** on the Control Budget Definitions page. It may also be over the budget amount, but less than the tolerance amount. • **Provisionally Valid** The entry passed budget checking but the Budget Processor has not committed the changes to the control budget (LEDGER_KK). This results when selecting the Budget Check Only option when processing the journal. The last field that displays on the journal line is **N/R,** which indicates: • *N* if the line amount is a normal debit or credit. • *R* if the line amount is a reversed debit or credit.

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Requesting Journal Edits

Pages Used to Perform Journal Edit

Page Name	Definition Name	Usage
Edit Journals Request Page	JOURNAL_EDIT_REQ	Edit journals and optionally post them.
Edit Journals Request - Message Log Page	PMN_BAT_MSGLOG	Display the process instance, name, and type of process, along with a list of messages, which includes the severity, log time, message text, and an explanation of the text.
Journal Entry - Lines Page	JOURNAL_ENTRY2_IE	View journal entry errors by clicking the *X* in the Error column on the Journal Lines page. See also, Journal Entry - Errors Page
Journal Entry - Errors Page	JOURNAL_ENTRY_E_IC	Determine which errors the system encountered.
Review Journal Status - Find an Existing Value Page	SEARCH	Search for journals with errors for a specific business unit.

Edit Journals Request Page

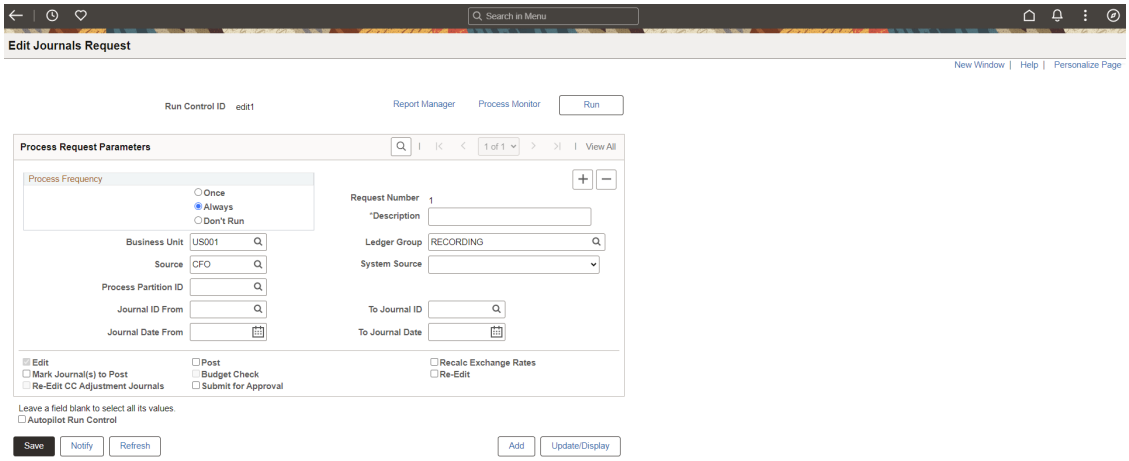
Use the Edit Journals Request page (JOURNAL_EDIT_REQ) to edit journals and optionally post them.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Edit Journals**, and then **Edit Journals Request**

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

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Field or Control	Description
Edit	Select to edit the journals.
Post	Select to automatically post the journals that pass edit and budget checking (commitment control journals). If a journal passes the edit and budget checking process, but needs to be approved, the system does not automatically post the journal when **Submit for Approval** is selected.
Re-Edit	Select to edit valid journals more than once. Edited journals are flagged as either having errors or as valid (edit complete). If you do not select this check box, the system ignores valid journals.
Re-Edit CC Adjustment Journals	This check box becomes available when you select the **Re-Edit** check box. Select the **Re-Edit CC Adjustment Journals** check box if you want to re-edit valid Commitment Control adjustment journals along with other journals. Leave the check box deselected to prevent the re-edit of these Commitment Control adjustment journals during re-edit processing.
Recalc Exchange Rates (recalculate exchange rates)	If your journals are recorded in multiple currencies, click to recalculate based on the most current exchange rate.
Mark Journal(s) to Post	Select to mark each valid journal with a posting request status. If PeopleSoft Workflow is activated, this option is not available.
Budget Check	Select to run the Commitment Control Budget Processor (FS_BP) process to check the journal against the control budget.

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Field or Control	Description
Submit for Approval	Select to have the system automatically submit journal entries for approval when they pass edit check from the Create/Update Journal Entries - Lines Page. If this check box is selected along with the **Edit**, **Post** check boxes, and approval is required, the system does not post the journal. This process triggers approval for the journal. If this check box is selected along with the **Edit**, **Post** check boxes, approval is not required for a journal, the journal is posted. If this check box is not selected along with the **Edit**, **Post** check boxes, the system posts the journal independent of its approval status. This is to bypass approval for posting.
Autopilot Run Control	Select the check box to make the process available to the autopilot. When this check box is selected, the system issues a warning if the process frequency selected is other than *Always*. The **Re-Edit** option cannot be selected for an Autopilot run control.

Understanding Autopilot

See Configuring Journal Edit and Post Requests for Autopilot.

PeopleTools Documentation: PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"

Related Topics

- PeopleSoft Commitment Control: Understanding the Budget Checking of Source Transactions
- Application Fundamentals: Defining Process Group User Preferences
- Using Partition IDs
  When you have a large volume of transactions to process in a limited run-time, use partition IDs to enable the journal posting processes to run in parallel. Partition IDs enable you to group your transaction data into mutually exclusive sets, ending contention between processes for the same row of data during posting. This eliminates possible delays due to halted processes and database rollbacks.

Edit Journals Request - Message Log Page

Use the Message Log page (PMN_BAT_MSGLOG) to display the process instance, name, and type of process, along with a list of messages, which includes the severity, log time, message text, and an explanation of the text.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Edit Journals**, and then **Edit Journals Request**, and then **Message Log**

After running the Journal Edit process, click the **Process Monitor** link to access the Process List page. Click the **Details** link to access the Process Detail page. In the **Actions** group box, click the **Message Log** link.

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After you run a batch process, you may want to review any messages that were produced to ensure that the process completed without errors. Use Message Log Search and Results to check the status of the current request or of past processing requests.

Journal Entry - Errors Page

Use the Journal Entry - Lines page (JOURNAL_ENTRY2_IE) to view journal entry errors by clicking the X in the Error column on the Journal Lines page.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create Journal Entries**, and then **Lines**

When you encounter errors during editing, General Ledger marks the journal and either recycles or suspends it. The system saves recycled journals but does not post them until you have corrected the errors. You can post entries with invalid ChartFields or unbalanced debit and credit amounts to your Suspense account. You define error-processing options at the business unit, ledger for a unit, and journal source level.

To view journal entry errors, click the *X* in the Errors column on the Journal Entry - Lines page to go to the Errors page.

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

Alternatively, you can access the Journal Entry - Errors page (JOURNAL_ENTRY_E_IC) to determine which errors the system encountered by navigating as follows:

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create Journal Entries**, and then **Errors**

Related Topics

- Journal Entry - Errors Page
  Use the Journal Entry - Errors page (JOURNAL_ENTRY_E_IC) to determine which errors the system encountered.

Review Journal Status - Find an Existing Value Page

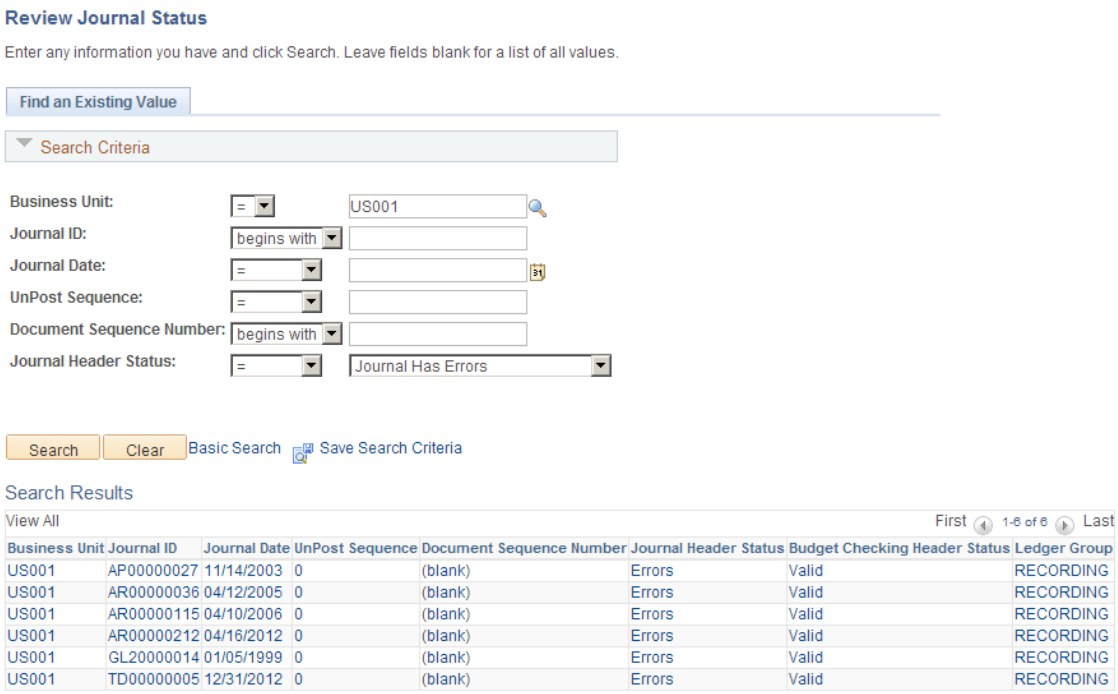
Use the Review Journal Status - Find an Existing Value page (SEARCH) to search for journals with errors for a specific business unit.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Review Journal Status**, and then **Find an Existing Value**

This example illustrates the fields and controls on the Review Journal Status - Find an Existing Value page. You can find definitions for the fields and controls later on this page.

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Use the Review Journal Status - Find an Existing Value page to find journal entries with errors. When you enter your search criteria on the page, select *Journal Has Errors* in the **Journal Header Status** field to display a list of journal entries with errors.

> **Note**
>
> If you track journals by document sequence number, you can enter that number on this page.

Related Topics

- Determining the Status of Journals
  At any time during journal processing, you can view the status of journals and the journal line details on the Review Journal Status pages.

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Posting Journals

Pages Used to Post Journals

Page Name	Definition Name	Usage
Maintain Process Date Page	GL_BU_PROCESS_DT	Run the Maintain GL BU Process Date process (GL_PROCESSDT) that updates the process date for a business unit on the General Ledger Definition - Journal Options page. The Journal Post process (GL_JP) uses this date for the post date for the journals that it posts.
Mark Journals for Posting Page	JOURNAL_POST_MARK	Mark one or more journals for posting. Journals to be posted must first be marked for posting. Marking a journal for posting indicates that the journal should be included in any posting request that is pending for which the journal meets the criteria specified. This enables you to exclude certain journals from posting until you review and approve them.
Post Journals Request Page	JOURNAL_POST_REQ	Selectively specify which journals you want to post based on business unit, ledger group, accounting period/fiscal year, source, journal ID, and journal date. You can run the Journal Post process for all business units. When you run the posting process, the system posts only those journals that fit the request criteria *and* are marked to post. This process also posts to the Average Daily Balance (ADB) ledgers, if enabled, as according to your ADB setup
Message Log	PMN_BAT_MSGLOG	Display the process instance, name, and type of process, along with a list of messages, which includes the severity, log time, message text, and an explanation of the text. See Checking the Status of Posting Requests.

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Maintain Process Date Page

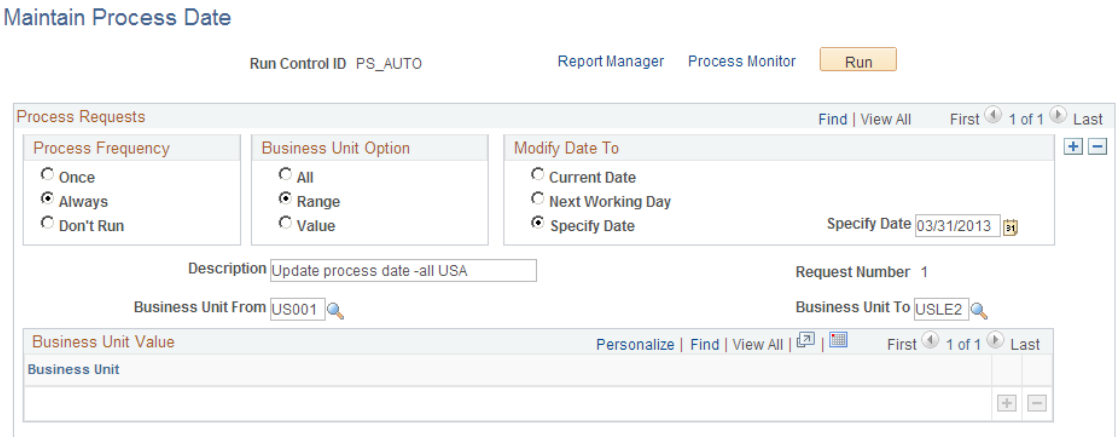
Use the Maintain Process Date page (GL_BU_PROCESS_DT) to run the Maintain GL BU Process Date process (GL_PROCESSDT) that updates the process date for a business unit on the General Ledger Definition - Journal Options page.

The Journal Post process (GL_JP) uses this date for the post date for the journals that it posts.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **Maintain Process Date**

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



The **Business Unit Option** group box controls for which business units the journal process date is to be updated.

Field or Control	Description
All	Updates all business units.
Range	Updates a range of business units that you specify in the **Business Unit From** and **Business Unit To** fields.
Value	Updates the specific business units that you enter in the **Business Unit** fields.

Field or Control	Description
Current Date	Select this option to use the date at the time the Journal Post process begins to run for the post date for all journals in the batch.
Next Day	Select this option to change the process date for the business units to the next day. This option is useful when you run the Journal Post process every day and you want to automatically change the user-defined date to the next day.

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Field or Control	Description
Specify Date	Select this option to change the process date for the business units to a date that you specify and enter the date in the **Specify Date** field. The system only adjusts the date to a working calendar day if there is a working calendar defined. You define your working calendar on the Business Calendar page.

Related Topics

- Application Fundamentals: Defining Business Calendars

Mark Journals for Posting Page

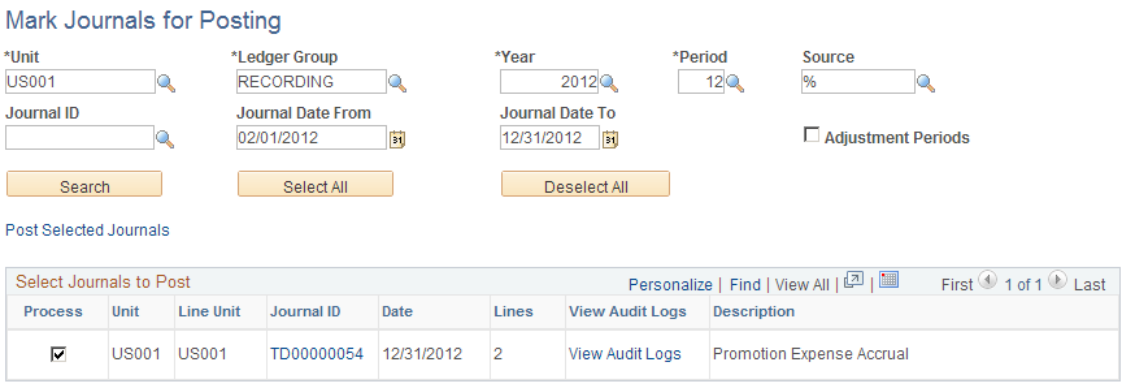
Use the Mark Journals for Posting page (JOURNAL_POST_MARK) to mark one or more journals for posting.

Journals to be posted must first be marked for posting. Marking a journal for posting indicates that the journal should be included in any posting request that is pending for which the journal meets the criteria specified. This enables you to exclude certain journals from posting until you review and approve them.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Mark Journals for Posting**

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



Select the criteria for the journals that you want to post and click the **Search** button. The system returns only the valid journals (valid for both journal header and budget checking status) that meet the criteria. Select business unit, ledger group, accounting year, period, and source. The system supplies the Journal Date From, and Journal Date To depending upon the values you select for year and period. You can leave the **Journal ID** and **Source** fields blank or use a wildcard *(%)* value.

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Field or Control	Description
Source	Journal sources available for selection is based on the user access that is defined in the Journal Source Security by User Page and Journal Source Security by Role Page. **Note:** Journals for a source cannot be posted beyond the cutoff date defined in the Period End Cutoff Definition Page for that particular journal source, unless the user or role has override exception.
Post Selected Journals	After selecting the check box in the **Process** column for the journal(s) that you want to post, click this link to access the Post Journals Request page. **Note:** For more efficient processing, schedule a background process for journal posting.
Adjustment Periods	Select this check box and you can select the applicable adjustment period in the **Period** field to retrieve adjusting journal entries for posting. **Note:** When you are marking journal entries for posting, the **Period** field drop-down menu retrieves accounting periods 1 through 12. However, when you are marking adjusting journal entries the **Period** field drop-down menu displays adjustment periods 901 through 912 and 998.
Journal ID	Click the link to drill down to the detail contained in a journal.
View Audit Logs	Click this link to display associated audit logs and audit log detail if audit logging is enabled. See Application Fundamentals: Establishing Carriers.

Related Topics

- Viewing Journal Information

Post Journals Request Page

Use the Post Journals Request page (JOURNAL_POST_REQ) to selectively specify which journals you want to post based on business unit, ledger group, accounting period/fiscal year, source, journal ID, and journal date.

You can run the Journal Post process for all business units. When you run the posting process, the system posts only those journals that fit the request criteria and are marked to post. This process also posts to the Average Daily Balance (ADB) ledgers, if enabled, as according to your ADB setup.

Navigation:

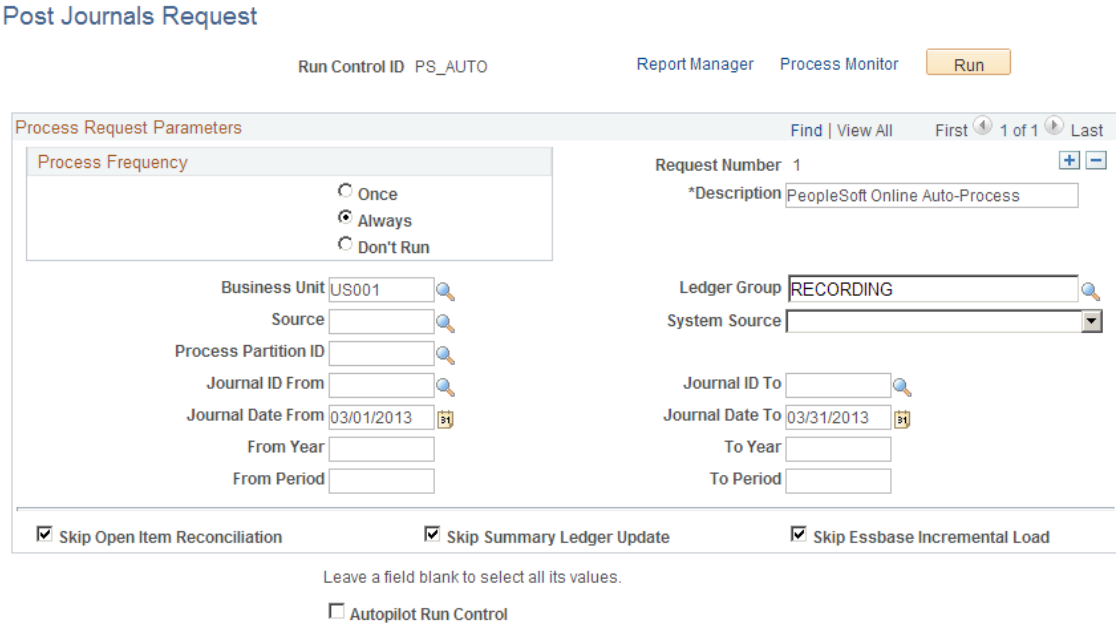
General Ledger, and then **Journals**, and then **Process Journals**, and then **Post Journals**, and then **Post Journals Request**

OR

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Click the **Post Selected Journals** link on the Mark Journals for Posting page.

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



Click the **View All** link or scroll through the requests (if applicable) to make sure that the process frequency and information is correct for each journal before clicking the Run button.

Field or Control	Description
Source	Journal sources available for selection is based on the user access that is defined in the Journal Source Security by User Page and Journal Source Security by Role Page. **Note:** Journals for a source cannot be posted beyond the cutoff date defined in the Period End Cutoff Definition Page for that particular journal source, unless the user or role has override exception.
Skip Open Item Reconciliation	Select to postpone closing the open items and to skip item reconciliation until after the journal is posted. Selecting this option can save time during journal posting. You can run the Open Item Reconciliation (GL_OI_RECON) Application Engine process separately at a later time.
Skip Summary Ledger Update	Select to postpone updating the summary ledger balances. You can run the Summary Ledger (GL_SUML) Application Engine process at a later time. Selecting this option can save time during journal posting.

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Field or Control	Description
Skip Essbase Incremental Load	Select to postpone updating the Essbase cube with data. You can run the Essbase Load (GL_ESS_LOAD) Application Engine process using incremental load at a later time. Selecting this option can save time during journal posting.
Autopilot Run Control	Select this check box to make the process available to the autopilot. When this check box is selected, the system issues a warning if the process frequency selected is other than *Always*. The **Re-Edit** option cannot be selected for an Autopilot run control. See Understanding Autopilot.

Related Topics

- Understanding Open Item Accounting
  These topics provide an overview of open item accounting and discuss how to:

Checking the Status of Posting Requests

Use the Message Log page (PMN_BAT_MSGLOG) to display the process instance, name, and type of process, along with a list of messages, which includes the severity, log time, message text, and an explanation of the text.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Post Journals**, and then **Post Journals Request**, and then **Message Log.** After running the Journal Post process, click the **Process Monitor** link to access the Process List page. Click the **Details** link to access the Process Detail page. In the **Actions** group box, click the **Message Log** link.

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

Uploading Journal Attachments

Documents can be attached to journal entries using the Create/Update Journal Entries - Header Page. You can also upload attachments to individual journals or to multiple journals using the Upload Journal Attachment page.

Pages Used to Upload Journal Attachments

Page Name	Definition Name	Usage
Upload Journal Attachment Page	JRNL_HDR_ATTACHMNT	Upload one attachment to one or more journals.
Journal Header Attachments Page	JRNL_HDR_ATT_SEC	Upload one or more attachments to one journal.
Multiple Journals Attachment Page	JRNL_MASS_HATT_SEC	Upload one attachment to multiple journals.

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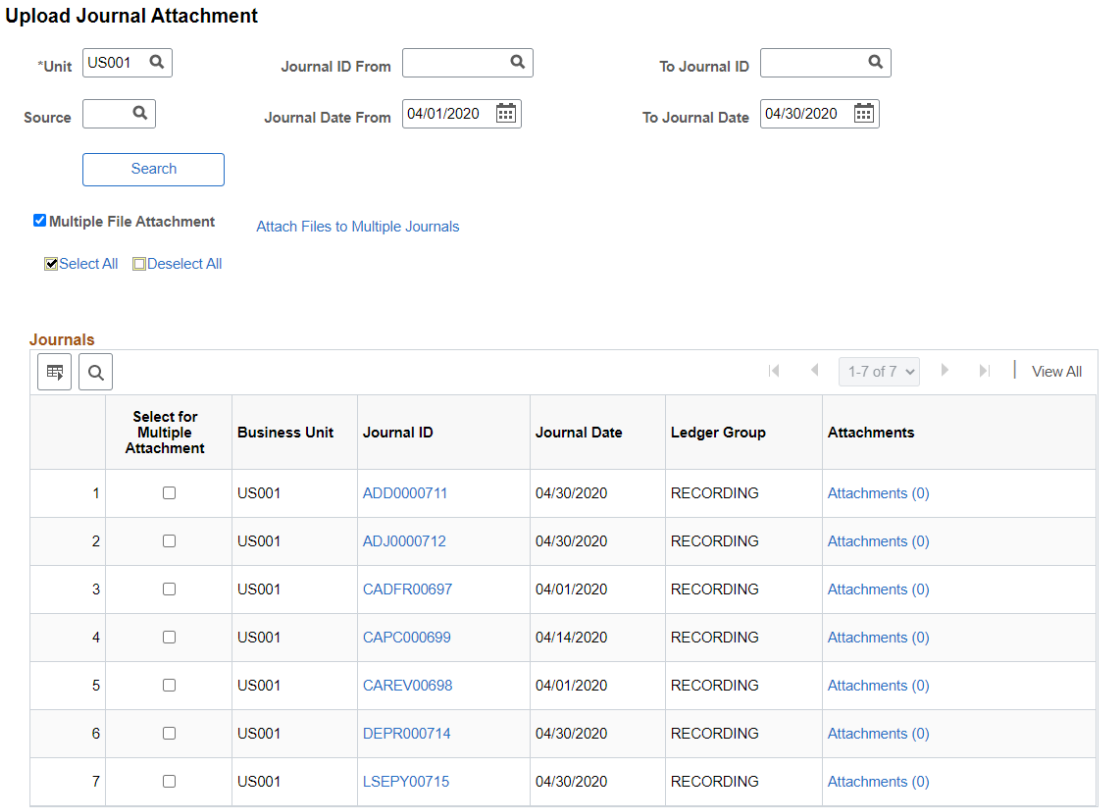
Upload Journal Attachment Page

Use the Upload Journal Attachment page (JRNL_HDR_ATTACHMNT) to upload one attachment to one or more journals.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Upload Journal Attachment**

This example illustrates the fields and controls on the Upload Journal Attachment page.



Field or Control	Description
Multiple File Attachment (check box)	Select to open the check boxes in the **Select for Multiple Attachment** column. Use this check box when you want to upload attachments to multiple journals.
Attach Files to Multiple Journals (link)	Select to access the Multiple Journals Attachment Page. This link only appears when the **Multiple File Attachment** check box is selected. To use this link, select the **Multiple File Attachment** check box, select multiple journals using the **Select for Multiple Attachment** check box, then select this link.

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Field or Control	Description
Select for Multiple Attachment (check box)	Select this check box only when you want to upload attachments to multiple journals. This check box is active only after selecting the **Multiple File Attachment** check box. Using this check box, select multiple journals and then select the **Attach Files to Multiple Journals** link to access the Multiple Journals Attachment Page.
Journal ID (link)	Select to access the Create/Update Journal Entries - Header Page.
Attachments (link)	Select to access the Journal Header Attachments Page where you can upload one or more attachments to the journal.

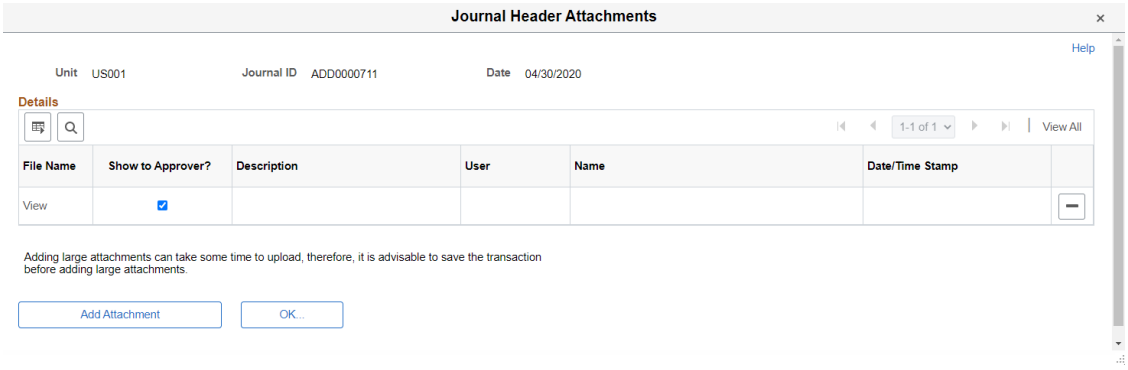
Journal Header Attachments Page

Use the Journal Header Attachments page (JRNL_HDR_ATT_SEC) to upload one or more attachments to one journal.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Upload Journal Attachment** Select the Attachments link.

This example illustrates the fields and controls on the Journal Header Attachments page.



Field or Control	Description
Show to Approver? (check box)	Select to indicate that the approver can see the attachment.
Add Attachment (button)	Select to access the **File Attachment** window where you browse for and upload one or more attachments.The system displays and error message if you try to load more than the number of attachments specified on the Application Fundamentals: Installation Options - Multiple Attachments Page for the General Ledger product.

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Multiple Journals Attachment Page

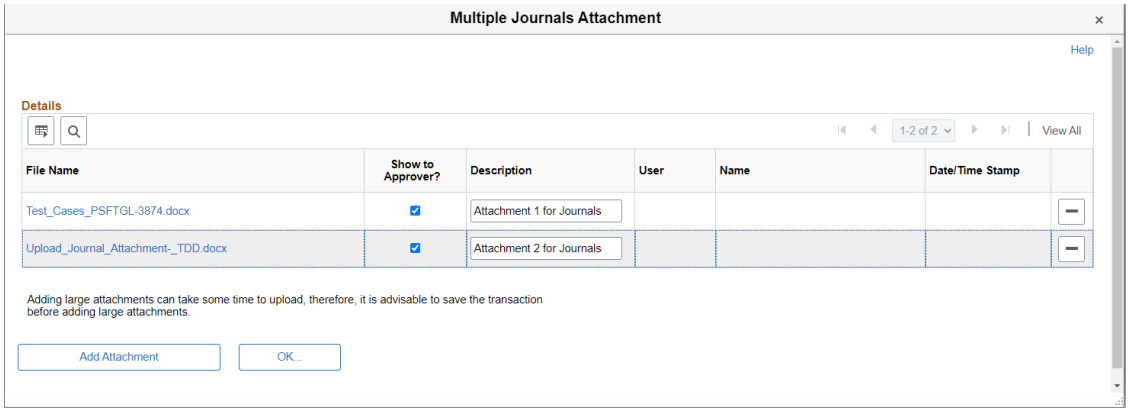
Use the Multiple Journals Attachment page (JRNL_MASS_HATT_SEC) to upload attachments to multiple journals.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Upload Journal Attachment**

1. Select the **Multiple File Attachment** check box.
2. Select multiple journal IDs in the Journals grid using the **Select for Multiple Attachment** check box.
3. Select the **Attach Files to Multiple Journals** link.

This example illustrates the fields and controls on the Multiple Journals Attachment page.



The fields and controls are the same as the Journal Header Attachments page.

Unposting Journals

Page Used to Unpost Journals

Page Name	Definition Name	Usage
Mark Journals for Unposting Page	JOURNAL_UNPOST_MRK	Mark journal entries that you want to unpost. Display the unpost date if the **Allow Different Unpost Date** option is selected on the Business Unit Journal Options page.

Mark Journals for Unposting Page

Use the Mark Journals for Unposting page (JOURNAL_UNPOST_MRK) to mark journal entries that you want to unpost.

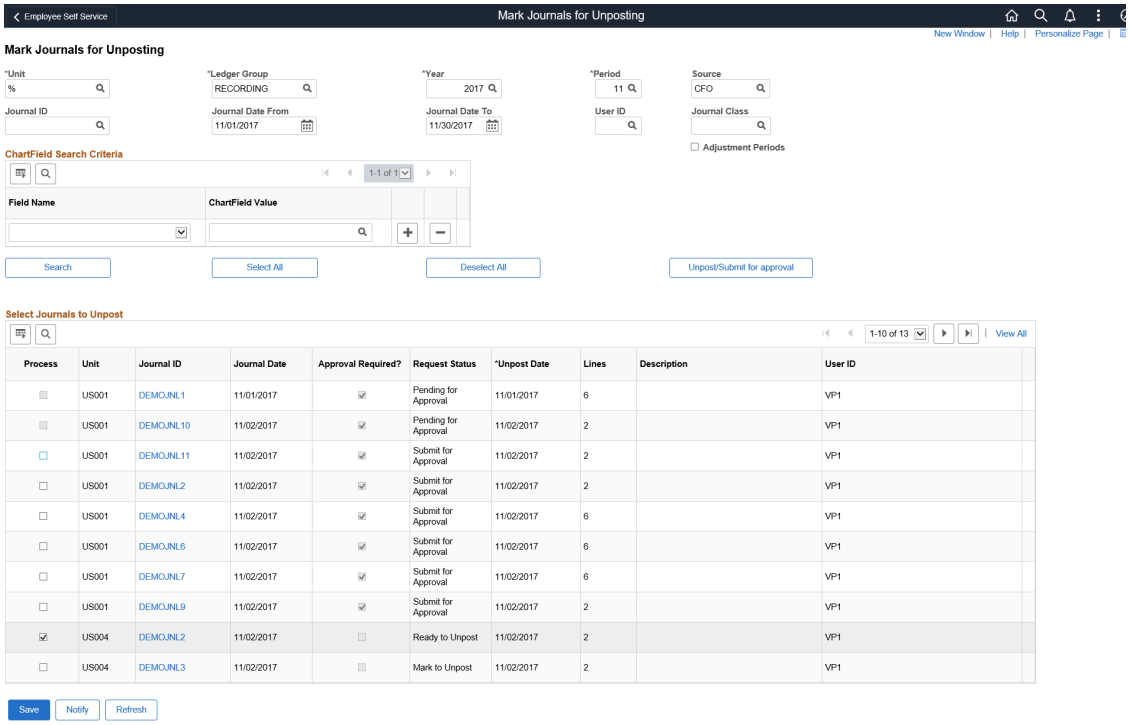
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Display the unpost date if the **Allow Different Unpost Date** option is selected on the Business Unit Journal Options page.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Mark Journals for Unposting**

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



Field or Control	Description
Unit, Ledger Group, Year, Adjustment Periods Source, Period, Journal ID, Journal Date From, Journal Date To, and **Journal Class**	Enter the search criteria for the journals to unpost (reverse) and click the **Search** button to retrieve the journals. You can leave the **Journal ID** and **Source** fields blank or use a wildcard *(%)* value. This applies only to anchor journals. Non-anchor interunit journals can only be unposted (or posted) from their anchor journal. Journal sources available for selection is based on the user access that is defined in the Journal Source Security by User Page and Journal Source Security by Role Page. **Note:** Journals for a source cannot be posted beyond the cutoff date defined in the Period End Cutoff Definition Page for that particular journal source, unless the user or role has override exception.

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Field or Control	Description
Adjustment Periods	Select this check box and you can select the applicable adjustment period in the **Period** field to retrieve adjusting journal entries for unposting. **Note:** When you are marking journals entries for unposting, the **Period** field drop-down menu retrieves accounting periods only, such as 1 through 12. However, when you are marking adjusting journal entries for unposting, the **Period** field drop-down menu displays adjustment periods only, such as 901 through 912 and 998.
ChartField Search Criteria: Field Name and **ChartField Value**	Enter the names and values of the ChartFields on the journals that you want to mark to unpost (reverse). Add the number of ChartFields that you want to include in the search.
Unpost Selected Journals	Click to unpost the selected journals. This button will appear only if approval is not required for any of the populated journals in the grid. Else, the button label will appear as, *Unpost/Submit for approval*.
Unpost/Submit for approval	Click to unpost selected journals or submit selected journals for approval. See General Ledger WorkCenter - My Work Page (Fluid), Approving Journal Entries For Unposting Using PeopleSoft Fluid User Interface.
Request Status	• Mark to Unpost — Approval is not needed and journal can be processed without approval. • Submit for Approval — Approval is required to process the journal. • Pending — Pending for approval. • Ready to Unpost — Journal is marked (and approved if approval needed) to unpost. • Waiting-Approved to Unpost — Waiting for other IU BU line to be approved.

Select Journals to Unpost

Select the **Process** check box for the journals that you want to unpost and click the Unpost Selected Journals button.

If the unpost period (transaction type UNP) is not open for the business unit, the **Process** check box will be unavailable for selection.

Field or Control	Description
Journal ID	To view journal details, click the individual journal ID links to access the Journal Inquiry page. Click **Show All** or enter from or through lines and click the **Drill to Journal Lines** button to view journal lines on the Journal Lines Inquiry page.

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Field or Control	Description
Unpost Date	This field appears only if you selected the **Allow Different Unpost Date** for the business unit on the Journal Options page of the General Ledger Definition component. You can supply a different date to unpost the journal than the original date for which it was posted. See Defining Journal Processing Options for a Business Unit.
View Audit Logs	Click this link to display associated audit logs and audit log detail if audit logging is enabled. See Application Fundamentals: Establishing Carriers.

For unposting journals from the GL WorkCenter, see General Ledger WorkCenter - My Work Page (Fluid).

Correcting Journal Errors

Pages Used to Correct Journal Errors

Page Name	Definition Name	Usage
Journal Suspense Correction Page	JRNL_SUSP_CORR	Create a journal to correct and reverse the suspense lines on a posted suspense journal. Select a suspense journal from the list of all suspense journals that have a journal status of Posted to Ledger(s). The process does not allow you to select an unposted suspense journal.
Journal Line Template Page	JOURNAL_LN_S_TMP	Select a journal entry template that specifies the columns that you want to display on the Journal Suspense Correction page. You define the template on the Journal Entry Template page.
Journal ChartField Errors Page	JRNL_SUSP_CFE_SEC	Correct individual ChartField values that are in error.
Change ChartField Values Page	JRNL_SUSP_CF_SEC	Change a ChartField value for multiple edit correction lines globally on the Journal Suspense Correction page.
Journal Suspense Correction Reversal Page	JRNL_SUSP_CORR_RVR	Enter the reversal information for correction journals.
Journal Suspense Correction - Errors Page	JRNL_SUSP_ERRS	Review the error message for a journal line. Click the **Errors** link for any line on the Journal Suspense Correction page.

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Page Name	Definition Name	Usage
Update Suspense Reconciliation Status Page	JRNL_SUS_UPD	Update the suspense reconciliation status of journal header for journals that are corrected outside suspense correction page and to change the status back to *Suspense Transactions*
Review Suspense Cross Reference Page	JRNL_SUS_CROSS_REF	View the connection between the suspense journal and its corresponding corrections journal. You can review the status of both journals by clicking the **Journal Status** and **Suspense Journal Status** links. General Ledger uses the Journal Header Sibling table (JRNL_HDR_SIBL) to link the suspense journal and its corresponding corrections journal.
Journal Unlock Page	JRNL_EDIT_LOG	Unlock journals in a process instance that terminated abnormally.

Related Topics

- Defining Journal Processing Options for a Business Unit
  To define journal processing options for business units, use the General Ledger Definition component (BUS_UNIT_TBL_GL).
- Application Fundamentals: Journal Source - Journal Options Page

Journal Suspense Correction Page

Use the Journal Suspense Correction page (JRNL_SUSP_CORR) to create a suspense correction journal to correct and reverse the suspense lines on a posted suspense journal.

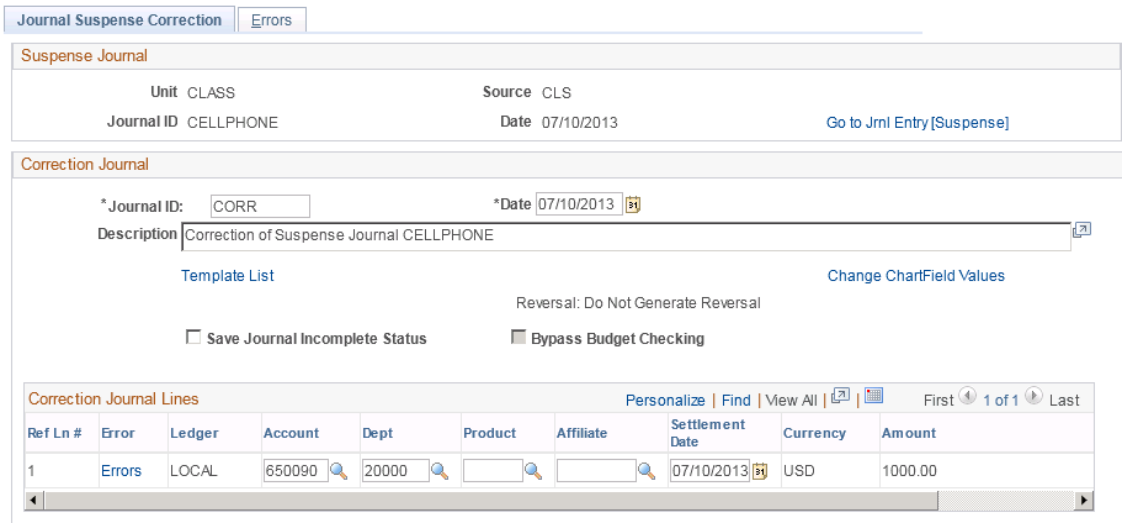
Select a suspense journal from the list of all suspense journals that have a journal status of Posted to Ledger(s). The process does not allow you to select an unposted suspense journal.

Navigation:

General Ledger, and then **Journals**, and then **Suspense Correction**, and then **Correct Suspense Entries**, and then **Journal Suspense Correction**

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

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Select the suspense journal that you want to correct. Click the **Go to Jrnl Entry [Suspense]** link, which opens a new window where you can review the original Journal Entry - Lines page of the posted journal entry.

To correct the suspense journal, complete the following fields in the **Correction Journal** group box:

> **Note**
>
> If you correct a journal using another method, such as creating a new journal entry, the corrected journal appears on this page. To correct this, use the Update Suspense Reconciliation Status Page to change the status to *Corrected Using Journal Entry*. Journals that have the status of *Corrected Using Journal Entry* do not appear on this page.

Field or Control	Description
Journal ID	Defaults to *NEXT* and generates the next available journal number when you save the journal. If you do not want to use the default, enter a unique journal ID for the correction journal.
Date	Defaults to the date of the suspense journal. Only authorized users can change the correction journal date as well as the reversal information if the suspense journal has a reversal code other than *Do Not Generate Reversal.*
Description	Defaults to *Correction of Suspense Journal* followed by the journal ID of the suspense journal you are correcting. You can change this description if desired.

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Field or Control	Description
Template List	Click to open the Journal Line Template page that enables you to select a template that specifies which columns you want to display in the **Correction Journal Lines** grid. Alternatively, you can change the columns that appear within your suspense correction journal lines by clicking the **Customize** link and hiding the columns that you do not want to display in your entry.
Correct ChartField Errors	Click to open the Journal ChartField Errors page where you change the ChartField values in error.
Change ChartFields Values	Click to open the Change ChartField Values page where you can change a ChartField value globally on multiple edit correction lines.
Reversal	Click the link to open the Journal Suspense Correction Reversal page where you can change the reversal information for correction journals.

Correction Journal Lines

The **Correction Journal Lines** grid displays the journal lines for the suspense journal that need to be corrected. The system generates edit and amount correction lines with the ChartFields and amounts from the journal lines marked in error. Use these correction lines to correct ChartField and amount errors.

> **Note**
>
> Correction journal lines for secondary ledgers are *not* displayed in the grid if the suspense journal is created with the KLS (Keep Ledgers in Sync) option selected.

When you first open the Journal Suspense Correction page, one or more amount correction lines are at the top of the scroll area, followed by one or more balance correction lines and edit correction lines. No references exist in the suspense journal for the balance correction lines.

Ref Ln # (reference line number) displays the line number that contains an amount error or an edit error in the suspense journal. The reference line number is always blank for the balance correction lines.

Click the **Errors** link for any line to open the Journal Suspense Correction - Errors page that shows the error log for the line.

When you save your work, the system creates a correction journal that contains the new correction lines. The system also generates the reversing suspense lines for the suspense journal. You won't see these lines in the grid.

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Important

When you create a correction journal, you must determine whether the lines are correct or incorrect. If necessary, you can make further changes to the corrected journal before you run the Journal Edit process (Application Engine process GL_JEDIT) and the Journal Post process (GL_JP). But, you must make these changes from the Journal Entry - Lines page because the system changes the suspense status of the suspense journal to 2 when you save your correction journal. The Journal Suspense Correction page does not let you reenter the page for a suspense journal if its correction journal already exists.

If you have not run the Journal Post process (GL_JP) for the correction journal, and you decide that you want to start over, select the **Delete Journal** option in the **Process** field on the Journal Entry - Lines page to delete this correction journal. The system updates the suspense status of the suspense journal back to *1,* and you can return to the Journal Suspense Correction page to create a new correction journal for the same suspense journal.

Note

A correction journal is a non-interunit journal when created. Like journals created by the Journal Entry - Lines page, the system still populates correction journal's IU System Transaction Code (IU_SYS_TRAN_CD) and IU Transaction Code (IU_TRAN_CD) but based on the suspense journal's values. If the suspense journal does not have these two values, interunit lines are not generated for the correction journal even if it is modified using the Journal Entry - Lines page to an interunit journal.

Journal Line Template Page

Use the Journal Line Template page (JOURNAL_LN_S_TMP) to select a journal entry template that specifies the columns that you want to display on the Journal Suspense Correction page.

You define the template on the Journal Entry Template page.

Navigation:

General Ledger, and then **Journals**, and then **Suspense Correction**, and then **Correct Suspense Entries** and click the **Template List** link

You can select a Journal Entry Template from a list of those that have been created in order to format your suspense correction entry.

Field or Control	Description
Selected	Select to indicate that you are currently using the template when it is checked. To use a different template, select another line.
Template Type	Identifies the users who would use the template. For example, anyone could use an *All* template type. The **Template ID** is the name for the template.

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

> **Note**
>
> Journal entry templates are previously defined using the Journal Entry Template component. For this reason, the ChartField column check boxes that display on the Journal Line Template page are automatically selected and cannot be changed. If you want to display different columns, select the template that meets your requirements or create a new journal entry template.

See Application Fundamentals: Journal Entry Template - ChartField Page.

Journal ChartField Errors Page

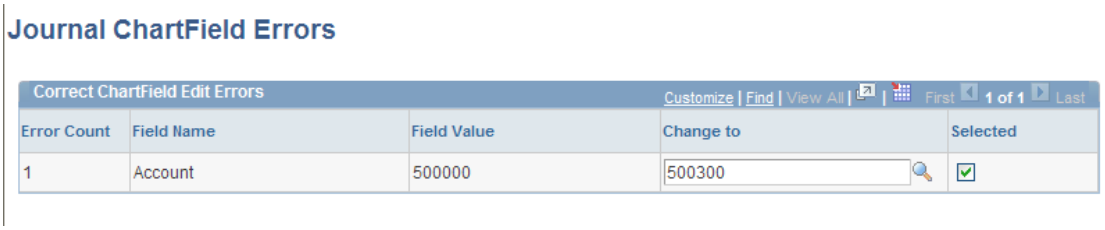
Use the Journal ChartField Errors page (JRNL_SUSP_CFE_SEC) to correct individual ChartField values that are in error.

Navigation:

General Ledger, and then **Journals**, and then **Suspense Correction**, and then **Correct Suspense Entries** and click the **Correct ChartField Errors** link.

(The link appears only if the suspense journal has edit suspense lines.)

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



Field or Control	Description
Correct ChartField Errors	This link appears on the Journal Suspense Correction page only if the suspense journal has edit suspense lines.
Error Count	Indicates the number of lines that contain the ChartField value in error.
Field Name	Indicates the ChartField whose value is in error.
Field Value	Displays the incorrect ChartField value.

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Field or Control	Description
Change to	Enter the correct ChartField value.
Selected	Click to select the ChartField values that you want to update on the Journal Suspense Correction page.

Change ChartField Values Page

Use the Change ChartField Values page (JRNL_SUSP_CF_SEC) to change a ChartField value for multiple edit correction lines globally on the Journal Suspense Correction page.

Navigation:

Select **General Ledger**, and then **Journals**, and then **Suspense Correction**, and then **Correct Suspense Entries** and click the **Change ChartField Values** link.

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

Change ChartField Values

Change ChartField Values - Apply Changes To All Displayed Lines | Customize | Find | View All | First 1-13 of 13 Last

Field Name	Field Value	Change to	Selected
Account			
Alternate Account			
Department			
Operating Unit			
Product			
Fund Code			
Class Field			
Program Code			
Budget Reference			
Affiliate			
Fund Affiliate			
Operating Unit Affiliate			
Project			

Field or Control	Description
Field Name	Displays the name of each ChartField.
Field Value	Enter the ChartField value that you want to change.
Change to	Enter the new ChartField value.

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Field or Control	Description
Selected	Select to replace all occurrences of the ChartField value on the Journal Suspense Correction page.

Journal Suspense Correction Reversal Page

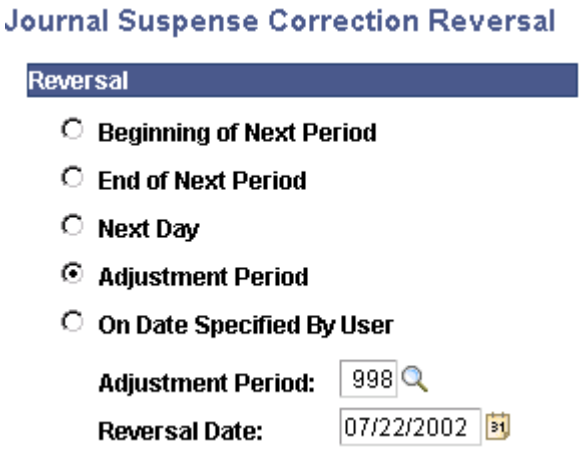
Use the Journal Suspense Correction Reversal page (JRNL_SUSP_CORR_RVR) to enter the reversal information for correction journals.

Navigation:

Select **General Ledger**, and then **Journals**, and then **Suspense Correction**, and then **Correct Suspense Entries** and click the **Reversal** link.

(The link appears only if the suspense journal has a reversal code other than Do Not Generate Reversal and the user has authorization to change the date on correction journals as set up on User Preferences - General Ledger page.)

This example illustrates the fields and controls on the Journal Suspense Correction Reversal page. You can find definitions for the fields and controls later on this page.



The Reversal link appears only if the suspense journal has a reversal code other than Do Not Generate Reversal and the user has authorization to change the date on correction journals as set up on the User Preferences - General Ledger page. Enter reversal information for a correction journal when the suspense journal reversal code is not *Do Not Generate Reversal.* A reversal journal for a suspense journal never goes to suspense, so you need only to correct the suspense journal.

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Field or Control	Description
Beginning of Next Period	Creates a reversing entry dated the first business day of the next accounting period. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the first day of the next accounting period. If the journal is an adjusting journal, the reversing entry is dated the first business day of the first accounting period of the next fiscal year.
End of Next Period	Creates a reversing entry dated the last business day of the next accounting period. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the last business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the last day of the next accounting period. If the journal is an adjusting journal, the reversing entry is dated the last business day of the first accounting period of the next fiscal year.
Next Day	Creates a reversing entry dated the next business day. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the next day.
Adjustment Period	Click to creates a reversing entry to the adjustment period you select. When you select this option, enter values in the **Adjustment Period** and the **Reversal Date** fields.
On Date Specified By User	Enables you to select any date in the calendar. When you select this option, enter the reversal date.
Adjustment Period	Click the drop-down list to display a list of valid adjustment periods (as defined on the Detail Calendar), when you have selected the **Adjustment Period** option.
Reversal Date	When you select the **Adjustment Period** or **On Date Specified By User** option, enter a value in this field. The reversal date is used to populate the journal date and fiscal year of the reversing entry. If you specify a reversal date that is before the journal date or a date on a nonworking day and there is a holiday list ID assigned to the business unit, you receive an error message. The system does not reset the reversal date, and you must reenter a date that is after the journal date and is a working day.

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> **Note**
>
> During the Journal Edit process, the fiscal year of adjusting journals are updated with the fiscal year associated with the adjustment period defined on the open period update page. Make sure that the adjustment periods in the open period update page are set up correctly with adjustment years. Also, when changing the fiscal year associated with the adjustment period, make sure that all the relevant adjusting journals are posted before the change.

Journal Suspense Correction - Errors Page

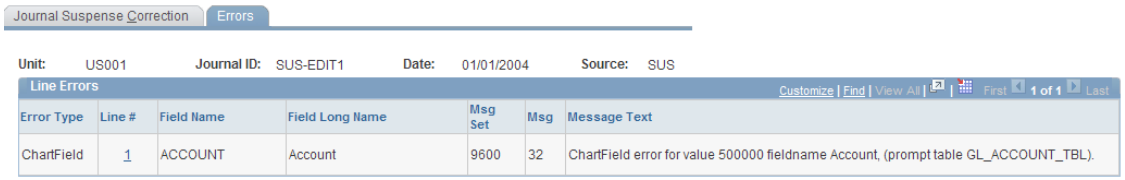
Use the Journal Suspense Correction - Errors page (JRNL_SUSP_ERRS) to review the error message for a journal line.

Click the Errors link for any line on the Journal Suspense Correction page.

Navigation:

Select **General Ledger**, and then **Journals**, and then **Suspense Correction**, and then **Correct Suspense Entries**, and then **Errors**

This example illustrates the fields and controls on the Journal Suspense Correction - Errors page. You can find definitions for the fields and controls later on this page.



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

Field or Control	Description
Error Type	Indicates the type of error, which can be *ChartField* error, *Combo Edit* error, *Amount* error, or *Unknown.*
Line # (line number)	Indicates the number of the reference line number on the Journal Suspense Correction page with the error. It shows the field name for the ChartField in error. It also displays the message set number that contains the error message, the message number, and the message text. Click the line number to return to the Journal Suspense Correction page and place your cursor where you need to make the correction.

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Update Suspense Reconciliation Status Page

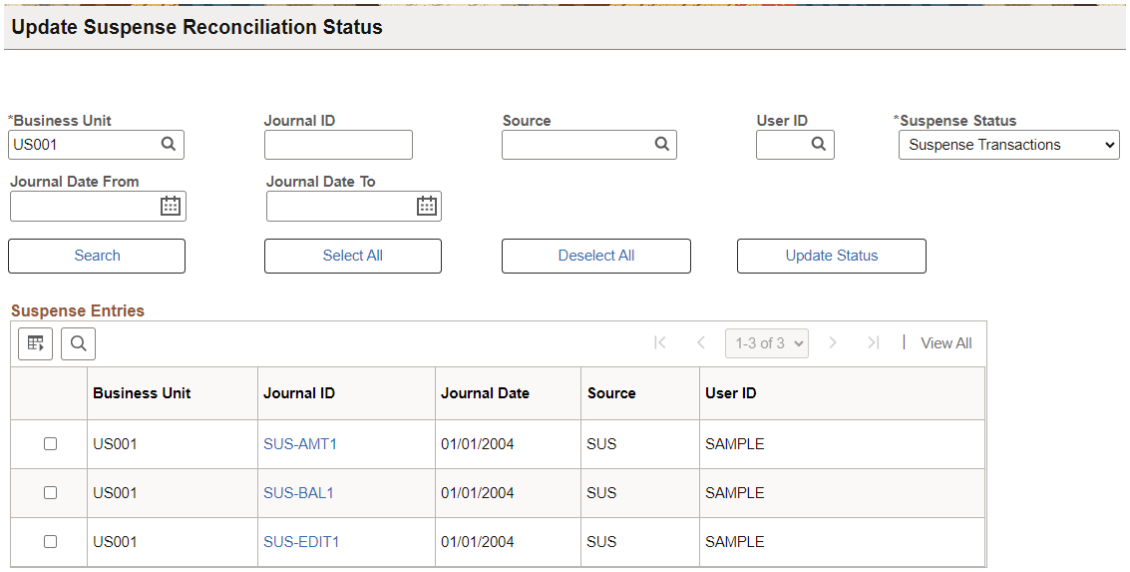
Use the Update Suspense Reconciliation Status page (JRNL_SUS_UPD) to update the suspense reconciliation status of a journal header for journals that are corrected outside of the Journal Suspense Correction Page and to change the status back to *Suspense Transactions*.

Navigation

General Ledger, and then **Journals**, and then **Suspense Correction**, and then **Update Suspense Recon Status**

To access this page, used these permission lists: ALLPAGES and EPGL9000.

This example illustrates the fields and controls on the Update Suspense Reconciliation Status page. You can find definitions for the fields and controls later on this page.



Use the ALLPAGES or EPGL9000 Permission List to access this page.

Field or Control	Description
Suspense Status	Select on of these values: • *Suspense Transactions:* Displays journals that have suspense entries. • *Corrected Using Journal Entry*: Displays journals where the suspense reconciliation status is updated to *Corrected Using Journal Entry*.

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Field or Control	Description
Update Status	After selecting the journals in the grid use this button the update the suspense recon status to *Suspense Transactions* or *Corrected Using journal Entry*. The system determines the correct values based on the value selected in the search criteria. **Note:** The operator ID and date time stamp are also updated with the suspense reconciliation status in the journal header table.

Review Suspense Cross Reference Page

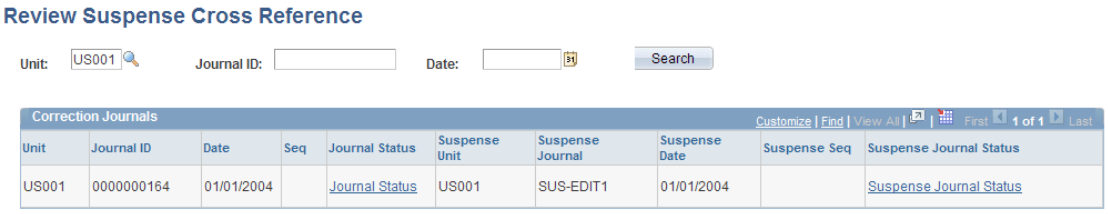
Use the Review Suspense Cross Reference page (JRNL_SUS_CROSS_REF) to view the connection between the suspense journal and its corresponding corrections journal.

You can review the status of both journals by clicking the Journal Status and Suspense Journal Status links. General Ledger uses the Journal Header Sibling table (JRNL_HDR_SIBL) to link the suspense journal and its corresponding corrections journal.

Navigation:

General Ledger, and then **Journals**, and then **Suspense Correction**, and then **Review Suspense Cross Ref**, and then **Review Suspense Cross Reference**

This example illustrates the fields and controls on the Review Suspense Cross Reference page. You can find definitions for the fields and controls later on this page.



Specify a combination of unit, journal ID, and date for the correction journal search criteria or just search on a unit.

Field or Control	Description
Search	Click to view the correction journals that meet your search criteria and its corresponding **Suspense Journal.** Click **Journal Status**/ **Suspense Journal Status** link to transfer to the Review Journal Status - Journal Lines page. It opens a new window, and from there you can view suspense/correction journal line information.
Journal Status	Click the link to transfer to the Review Journal Status page for the correction journal ID.

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Field or Control	Description
Suspense Journal Status	Click the link to transfer to the Review Journal Status page for the suspense journal ID.

Posting and Unposting Suspense and Correction Journals

Because a link exists between a suspense journal and a correction journal, it is important to understand the rules for posting and unposting these journals.

Suspense Journals

The Journal Post process (GL_JP) uses the suspense journal status to determine how to process the journals:

Field or Control	Description
1	Unpost is allowed. The correction journal has not been created.
2	Unposting is *not* allowed. The correction journal is created, but not yet posted.
3	Unposting is allowed. The process also unposts the correction journal. An entry is inserted into the journal Header Sibling table with the unpost seq of *1*.

Correction Journals

When you post a correction journal, the system updates the suspense status to *3* on the suspense journal. You *cannot* unpost a correction journal. Instead, you unpost the suspense journal, thereby unposting both journals.

If the original journal had a reversal journal, the correction journal also includes a reversal that is created when posting the correction journal. All four journals are unposted together.

Journal Unlock Page

Use the Journal Unlock page (JRNL_EDIT_LOG) to unlock journals in a process instance that terminated abnormally.

Navigation:

General Ledger, and then **Monitor Background Processes**, and then **Journal Unlock**

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



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General Ledger uses application locking when you run batch processes. When a general ledger process is processing a journal, it locks the journal so that no other process can access it. A process automatically turns the journal lock flag on and off to lock and unlock the journal during the process. If a process terminates abnormally, the journal may remain locked. You can unlock journals from a failed process by using the Journal Unlock page.

The page displays the ID of the user who ran the process that terminated abnormally.

The **Processes List** grid displays a list of processes that the user has run.

For each run of a process, it displays the process instance number and the run control ID. The **Process Origin** column indicates how the process was initiated, and it has the following possible values:

Field or Control	Description
Other GL Application	Another General Ledger process, such as Allocations (FS_ALLC), called the process to start it.
Other	The process was initiated from an operating system command line.
Process Scheduler	A process scheduler definition initiated the process.
Remote Call	The process was initiated by an individual taking an action on a page.

The **Last Update DateTime** column indicates the last date and time that the process made an update to the message log.

Select **Marked** for each process instance whose journals you want to unlock, and click the **Unlock** button.

Producing Journal Reports

To run a report, select it from its menu and enter the necessary parameters. After entering the report parameters, you use Process Scheduler to actually run the report. Process Scheduler manages the processes, tracks the status, and generates the report.

To modify standard reports, create your own reports, or change the report output format, a variety of reporting tools are available.

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Pages Used to Produce Journal Reports

Page Name	Definition Name	Usage and Navigation
Posted Journal Summary Report	RUN_GLS7009	Define parameters for the Posted Journal Summary report (GLS7009) This SQR report provides the ability to report on journals posted during a specific run of the Journal Post process. The Journal Post process updates all journals posted with the value of the Process Instance. The Process Instance is part of the search criteria used by the Posted Journal Summary report. **General Ledger**, and then **Journals**, and then **Process Journals**, and then **Posted Journal Summary Report**
Journal Edit Errors Report	RUN_GLS7011	Specify the run parameters for the Journal Edit Errors Report (GLS7011). This SQR report lists detailed information on journal edit errors. **General Ledger**, and then **Journals**, and then **Process Journals**, and then **Journal Edit Errors Report**
Suspended Activity Report	RUN_GLS7015	Provides detailed information on suspended journals. (Refer to GLS7011 for its functions.) The Suspended Activity report lists all journal activities that are suspended. **General Ledger**, and then **Journals**, and then **Suspense Correction**, and then **Suspended Activity Report**

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15

Using Autopilot to Process Journals

Understanding Autopilot

The following provides an overview and discusses:

- Auto pilot batch processing setup.
- Automating journal edit and post.

The Auto pilot feature provides added flexibility to the PeopleSoft Process Scheduler, which is used for performing batch processing. While PeopleSoft Process Scheduler provides a means of scheduling processes using a *batch window,* for example, scheduling a specific batch process to run daily at a given time, Autopilot allows you to set up *recurring processing* based on the user-defined range of transaction count for transactions that are ready to be processed.

Recurring processing enables you to run processes at scheduled intervals throughout the day if certain criteria are met. The criteria includes minimum and maximum wait times, and minimum and maximum ready transaction counts.

In addition, the Autopilot can run multiple instances of a process in parallel. For example, you can set up a process to run multiple times to process transactions for different business units simultaneously.

By replacing batch-window processing with recurring parallel processing, you have the benefits of a more robust, near real-time data processing environment.

In addition, processes and their run control records can still be used in the same way for regular batch processing. If you currently use multiple run controls for parallel processing of partitioned data, you are still able to maintain these techniques and also use the Autopilot.

Autopilot Batch Processing Setup

The four main steps to set up autopilot batch processing are:

1. Specify the process request parameters on the run control page for each process to run on Autopilot.
2. In PeopleSoft Process Scheduler, create a recurrence definition for scheduling the Autopilot process.
3. Add and define processes for Autopilot to run on the FMS Process Autopilot Request page using the run control you created in step 1, and click *Run.*
4. On the Process Scheduler Request page, initiate a request to run the Autopilot process that you created in step 3 using the recurrence defined in step 2.

Automating Journal Edit and Post

General Ledger leverages the FMS Autopilot feature to automate the batch scheduling of journal edit and post processing according to your specific business parameters. You specify the minimum and maximum wait time and the minimum and maximum transaction counts

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based on your assessment of the capacity of your system and the number of transactions that your system is likely to experience. For example, you can set the maximum transactions count to prevent a job from being processed during the times when it might overload your system and then run that job overnight and during hours when there is less demand on the system.

Transaction count logic is process-specific and is provided to the FMS Process Autopilot through Application Class PeopleCode specific to the process.

For Journal Edit, the transaction count is the number of journal lines with journals that meet your run control selection criteria and for which the journal header status is, "No Status – Needs to be Edited."

Journals in error (status is E) must be dealt with to resolve the cause and then be edited either by the Autopilot run journal edit process or by a manually submitted job.

For journal post, the transaction count is the number of journal lines with journals that meet your run control selection criteria and for which the journal header status is, V and are marked to be posted.

The transaction count logic for journals to be edited or posted in the Autopilot process might not result in the same numbers as the actual numbers of journal lines being processed in journal edit or journal post. This is because the actual processes have more complex logic than the Autopilot count. The transaction count for journals to be posted does not take into consideration the closed periods, so the journals that are actually posted might be fewer than those counted by the Autopilot process. These differences should not be material, but be aware that the counts can vary.

The Autopilot process submits batch processes when the conditions for wait time and transaction count are met. The following explains how the four parameters that you specify are used by the system.

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

  It is ignored if maximum transaction count is exceeded.
- Minimum transaction count: the minimum number of transactions lines that must be ready to process.

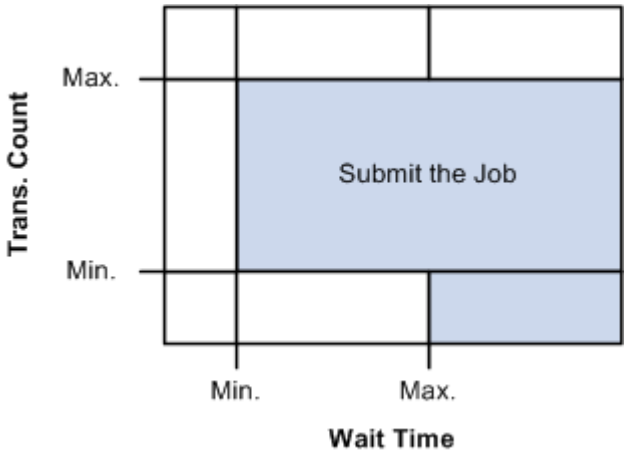
  It is ignored if the maximum wait time is exceeded.
- Maximum transaction count: the maximum number of transaction lines that you want to be processed using this scheduling technique .

  The process ignores this parameter if it is set to 0 and looks only at the minimum transaction count.

The shaded area labeled *Submit the Job* in the following chart graphically shows the conditions under which the application processes are automatically submitted by the system for processing.

Conditions for Submitting Jobs

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The process first looks at the minimum (Min.) specified *Wait Time* and if it is met or exceeded, the process then looks at the Transaction Count (Trans. Count).

If the journal line transaction count meets or exceeds the minimum, the application batch process is initiated unless the maximum (Max.) transaction count is exceeded.

Attaining the maximum Wait Time initiates the process unless the transaction count maximum is exceeded.

Maximum Transaction Count provides a ceiling to prevent jobs that are too big to be processed at certain times from being processed using the Autopilot.

When the transaction count exceeds the maximum, user intervention is necessary to make the application process recur again. You can manually process the journals or alter the journal to reduce the count so that it is under the maximum transaction count, or increase the maximum transaction count if practical.

When the maximum count is exceeded, the FMS Autopilot issues a message that is available in the Process Monitor. Check the monitor regularly when using the Autopilot.

The process also checks to see if a previously scheduled job is still running. If it is, the system does not submit the same job again even if the criteria are met.

You can also set predefined recurrence to avoid time frames when you know the system is going to be busy.

Configuring Journal Edit and Post Requests for Autopilot

To configure the journal edit and post requests for Autopilot, use the Edit Journal Request (JOURNAL_EDIT_REQ), and Post Journals Request (JOURNAL_POST_REQ) components.

Pages Used to Configure Journal Edit and Post for Autopilot

Page Name	Definition Name	Usage
Edit Journals Request Page	JOURNAL_EDIT_REQ	Specify the process request parameters on the run control page for the journal edit request that is to run in Autopilot.

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Page Name	Definition Name	Usage
Post Journals Request Page	JOURNAL_POST_REQ	Specify the process request parameters on the run control page for the journal post request that is to run in Autopilot.

Edit Journals Request Page

Use the Edit Journal Request page (JOURNAL_EDIT_REQ) to specify the process request parameters on the run control page for the journal edit request that is to run in Autopilot.

Navigation:

General Ledger, Journals, Process Journals, Edit Journals, Edit Journals Request

Field or Control	Description
Process Frequency	Select *Always*.
Autopilot Run Control	Select the check box to make the process available to the Autopilot. When this check box is selected the system issues a warning if the process frequency selected is other than Always. The Re-Edit option cannot be selected for an Autopilot Run Control.

Post Journals Request Page

Use the Post Journals Request page (JOURNAL_POST_REQ) to specify the process request parameters on the run control page for the journal post request that is to run in Autopilot.

Navigation:

General Ledger, Process Journals, Post Journals, Post Journals Request

Field or Control	Description
Process Frequency	Select *Always*.
Autopilot Run Control	Select the check box to make the process available to the Autopilot. When this check box is selected the system issues a warning if the process frequency selected is other than *Always*.

Configuring a Recurrence Definition for the Autopilot Process

To configure a recurrence definition for the Autopilot process, use the Recurrence Definition component (PRCSRECURDEFN).

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Page Used to Configure a Recurrence Definition for the Autopilot Process

Page Name	Definition Name	Usage
Recurrence Definition Page	PRCSRECURDEFN	Create a recurrence definition for scheduling the Autopilot process.

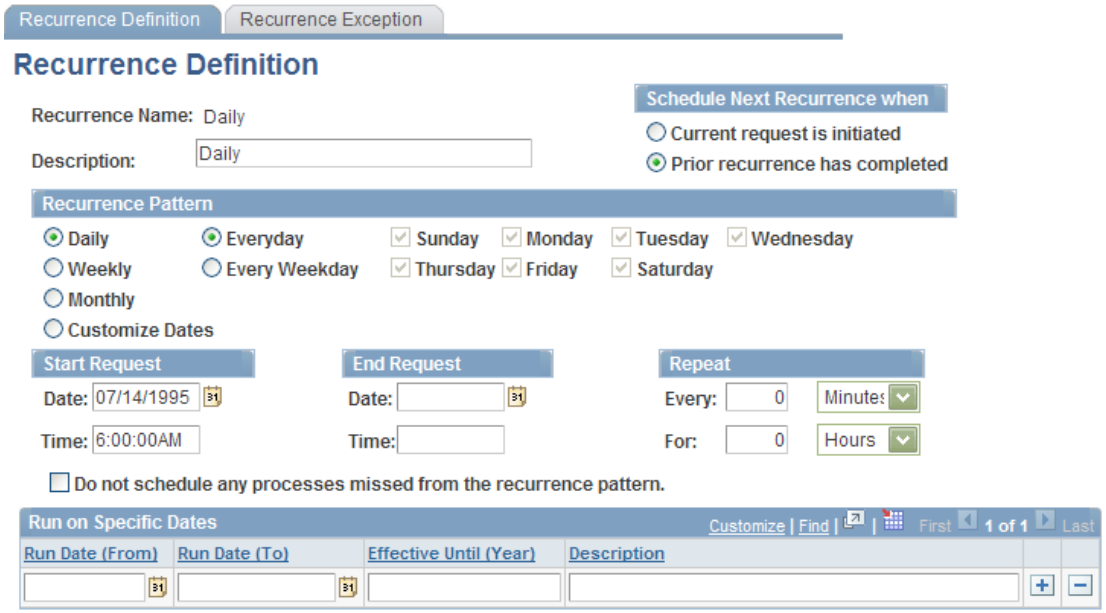
Recurrence Definition Page

Use the Recurrence Definition page (PRCSRECURDEFN) for creating a schedule for the Autopilot process.

Navigation:

PeopleTools, Process Scheduler, Recurrences, Recurrence Definition

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



The Autopilot process must be scheduled as a recurring process in the Process Scheduler and the wait time for recurrence must be equal to or less than the minimum wait time specified for the batch process. If there is more than one row in the run control, the recurrence time for the Autopilot process must be equal to or less than the smallest minimum wait time in the run control.

See *PeopleTools: PeopleSoft Process Scheduler, "Defining PeopleSoft Process Scheduler Support Information," Defining Recurrence Definitions*

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Requesting and Running the Autopilot Process

To request and run the Autopilot process, use the FMS Process Autopilot Request (FMSAUTOPILOT_REQ), Process Scheduler Request (PRCSRQSTDLG) components.

Pages Used to Request and Run the Autopilot Process

Page Name	Definition Name	Usage
Process Autopilot Request Page	FMSAUTOPILOT_REQ	Set up Autopilot to perform recurring batch processing using PeopleSoft Process Scheduler.
Process Scheduler Request Page	PRCSRQSTDLG	Initiate the Autopilot process to run automatically to edit and post journals that meet your specified criteria. See Running the Autopilot process

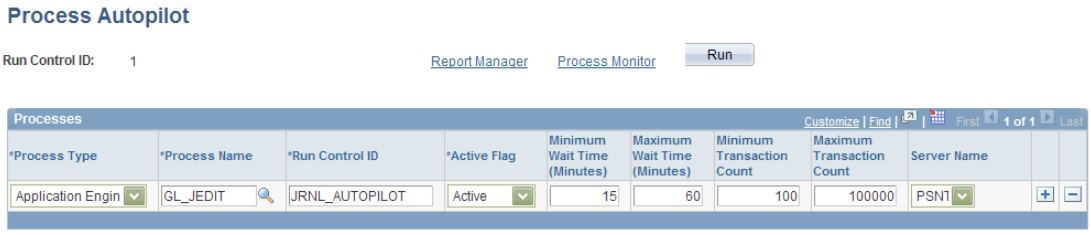
Process Autopilot Request Page

Use the Process Autopilot page (FMSAUTOPILOT_REQ) to configure Autopilot for performing recurring batch processing using PeopleSoft Process Scheduler.

Navigation:

Background Process, and then **Process Autopilot**, and then **Process Autopilot**

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



Field or Control	Description
Process Type	Select *Application Engine* for journal edit and COBOL SQL for journal post.
Process Name	Enter the process to run. Journal edit and journal post are available for general ledger.
Active Flag	Select *Active* to enable the process. Select *Disable* to disable an individual process even after Autopilot has started.

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Field or Control	Description
Minimum Wait Time	Enter the minimum number of minutes that must elapse between processing runs.
Maximum Wait Time	Enter the maximum amount of minutes that can elapse between process runs, regardless of whether the **Minimum Transaction Count** parameter is satisfied.
Minimum Transaction Count	Enter the fewest number of transactions that must be present for processing to occur, unless the **Maximum Wait Time** parameter is surpassed.
Maximum Transaction Count	Enter the maximum number of transactions that can be processed. If the amount of transactions waiting to be processed exceeds this amount, the process will not run in Autopilot regardless of the other settings.

Running the Autopilot process

Use the Process Scheduler Request page (PRCSRQSTDLG) to initiate the Autopilot process to run automatically to edit and post journals that meet your specified criteria.

Navigation:

Select the Run button on the Process Autopilot page.

Field or Control	Description
Recurrence	Select your predefined recurrence. **Note:** You can also specify the **Recurrence** by making it part of the process definition for the FMS Autopilot process (FMSAUTOPILOT). The Autopilot process then submits the application batch processes when the conditions for wait time and transaction count are met.

> **Note**
>
> The user will have both the options from the request page; they can run the Entry Event Process, FS_EVENTGEN or FS_EE_DR.

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Using Open Item Accounting

Understanding Open Item Accounting

These topics provide an overview of open item accounting and discuss how to:

- Set up an open item prompt table.
- Enter and process open item transactions.
- Reconcile and close open item balances.

Open item accounting in Oracle's PeopleSoft General Ledger enables you to define, control, and maintain subledger detail for selected balance sheet accounts used in open item transactions. You can track these open item transactions until they are resolved and the balance of the open item account is zero. A common example of open item accounting is the tracking of employee draw account transactions. This section lists prerequisites and discusses:

- Open item accounting in General Ledger.
- Common open item terminology.
- Open item prompt tables.
- Reconciliation and closing of open item balances.

Prerequisites

Before you can use open item accounting you must:

- Identify open item accounts.
- Specify an open item ledger.

Related Topics

- Application Fundamentals: Entering and Maintaining ChartField Values
- Application Fundamentals: Defining a Detail Ledger

Open Item Accounting in General Ledger

Use General Ledger open item accounting to:

- Create one or more open item accounts to track numerous open items.
- Reconcile open item balances either by using the Open Item page or by using the PS/GL Open Item Reconciliation (GL_OI_RECON) Application Engine process.
- Display open item balances for each open item account online in the Open Item Status page.
- Generate reports on each open item's status and transaction detail.

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Common Open Item Terminology

These terms are common to open item accounting in General Ledger:

Term	Definition
Open Item Account	A ChartField account, normally balance sheet accounts, used for open item accounting, such as *Employee Advances.*
Open Item Key	The identifying or search key for open items in an open item account. For an employee advances account, the Open Item Key field typically is the employee ID or social security number. This implies that any journal entry that posts to the employee advances account also carries an employee ID in the Open Item Key field. This search key is required by the system.
Open Item	Each transaction that affects an open item account remains an open item until the balance of all transactions with a given open item key equals zero. For example, the first open item in the employee advances account is the issuance of an advance. payment against the initial advance become open items until a final payment brings the balance for a given employee ID to zero. When that transaction is posted, all open items for the employee ID are closed.
Closed Item	Transactions for an open item key become closed items when the balance of the open item key transactions equals zero.
Tolerance Amount	Indicates that General Ledger should close transactions in which open items do not sum up to zero, provided the open item balance falls within this specified tolerance amount. This only applies to open items you reconcile manually (online). The system does not apply a tolerance amount for open items reconciled through background (batch) processing.

Open Item Prompt Tables

You can add an Open Item Prompt Table to perform an online lookup of valid open item keys.

The prompt table is a SQL view that you create by selecting two fields from the Open Item Edit Record, as defined with the Open Item Account, in PeopleTools Application Designer. The two fields are:

- The Open Item Edit Field that you must rename to OPEN_ITEM_KEY in your new SQL view.
- A description field that is informational only.

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> **Note**
>
> Before performing modifications, complete the PeopleTools classes to learn to use the PeopleTools Application Designer and its associated database tools. Completion of the PeopleCode and SQL/SQR classes is recommended.
>
> *PeopleTools Documentation: PeopleSoft Application Designer Developer's Guide*

Reconciliation and Closing of Open Item Balances

You can reconcile and close open item balances using one of the following methods:

- When you leave the Skip Open Item Reconciliation check box on the User Preferences - General Ledger page blank and post your open item transaction online, the transactions are reconciled and closed during the posting process.
- When you do not select the **Skip Open Item Reconciliation** check box on the Request Posting - Run Journal Post page, the transactions are reconciled and closed during the posting process.
- When you access the Reconcile Open Items - Open Item Recon (reconciliation) page and run the PS/GL Open Item Reconciliation process as a background (batch) process.
- When you access the Update Open Items - Open Item page, you can select, reconcile, and close open item transactions manually.

  This option is normally used for open items with balances that do not equal zero. The entries you close must still balance or meet the reconciliation tolerance amount.

Setting Up an Open Item Prompt Table

Creating an Open Item Prompt Table

To create an Open Item Prompt Table:

1. Create a new record using the Application Designer.
2. Change the record type to SQL View.
3. Insert OPEN_ITEM_KEY field into the record.

   Make it a key, search key, and list box item.
4. Insert a DESCR or NAME field to the record.

   Make it an alternate search key and list box item.
5. Enter the View text:

   ```
   select [open item edit field], [description or name field]
   from [open item edit record]
   ```
6. Save the View.
7. Use Build menu option to create the view.

Access the Account page for the open item account and enter the SQL view name in the **Prompt Table** field for this account.

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PeopleTools documentation: PeopleSoft Application Designer Developer's Guide

Entering and Processing Open Item Transactions

This topic discusses:

- Creating Open Item Transactions.
- Processing Open Item Transactions.

Use the Create Journal Entries menu option to enter and process open item transactions. Edit and post the transactions online or use the Process Posting option on the Process Journals menu.

> **Note**
>
> You cannot use open items with accounts that are value-added tax (VAT) enabled.

Pages Used to Enter and Process Open Item Transactions

Page Name	Definition Name	Usage
Journal Entry - Header	JOURNAL_ENTRY1	Identity the Ledger Group that contains the Ledger used to track open items.
Journal Entry - Lines	JOURNAL_ENTRY2_IE	Create open item transactions by selecting the open item account and the open item key. You can also perform online editing and posting on this page.

Related Topics

- Creating Journal Entries
- Understanding Journal Processing
  PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.

Creating Open Item Transactions

Use the Journal Entry - Header page (JOURNAL_ENTRY1) to identity the Ledger Group that contains the Ledger used to track open items.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Header**

Use the Journal Entry - Lines page (JOURNAL_ENTRY2_IE) to create open item transactions by selecting the open item account and the open item key.

You can also perform online editing and posting on this page.

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Navigation:

Journals, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Lines**

To create open item transactions:

1. Select the ledger group that contains the open item ledger.
2. Access the Journal Entry - Lines page
3. On line 1 enter or select the open item transaction parameters including the open item account, the amount, and the open item key.
4. Add line 2 of the transaction.
5. Save the transaction.

> **Note**
>
> If you did not enter or if you entered an incorrect open item key, a message appears when you add another line or attempt to save the transaction. Also, an open item account cannot be VAT enabled. If you have an existing open item account that is VAT enabled, access the account in Define ChartFields, Define Values - ChartField Values and remove the check mark from the **Open Item Account** check box, or change this account from a VAT Account to a Non-VAT Related account.

Processing Open Item Transactions

You can edit or post open item transactions online or in batches.

> **Note**
>
> If you select the Post Journal Process on the Creating Journal Entries - Lines page, the system checks the User Preferences - General Ledger page and uses the value specified for the Skip Open Item Reconciliation flag. If the check box is selected, the Open Item Reconciliation process is bypassed during the posting process and the open items are posted but not reconciled. However, if you run the Journal Post process (GL_JP) from the Journal Post - Request page, you must select the Skip Open Item Reconciliation field on the page.

Related Topics

- Posting Journals

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Reconciling and Closing Open Item Balances

Pages Used to Enter Open Item Transactions

Page Name	Definition Name	Usage
Process Reconciliation - Open Items Reconciliation Request Page	GL_OI_RECON_REQ	Close open items automatically. The items that remain open appear on the Open Item and the Open Item status pages after the posting process. You must reconcile these remaining open items manually.
Open Item Maintenance Page	GL_OPEN_ITEM_SUM	Review, at the summary level, a list of open item balances and associated ChartFields that you can reconcile or reopen.
Open Item Transaction Page	GL_OPEN_ITEM_DET	Review open item transaction details to that you can reconcile individually, change the open item key name, and reopen an item. Select and click an open item key number on the Open Item Maintenance page.
Review Open Item Status Page	GL_OPEN_ITEM_SUM	Review status of open items. You cannot reconcile, reopen any items, or edit the open item key.
Open Item Detail Page	GL_OPEN_ITEM_DET	Review status of open item transaction details. You cannot reconcile, reopen any items, or edit the open item key. Click the Open Item Key number link on the Review Open Item Status page.

Process Reconciliation - Open Items Reconciliation Request Page

Use the Process Reconciliation - Open Items Reconciliation Request page (GL_OI_RECON_REQ) to close open items automatically.

The items that remain open appear on the Open Item and the Open Item status pages after the posting process. You must reconcile these remaining open items manually.

Navigation:

General Ledger, and then **Open Items** , and then **Reconcile Open Items**, and then **Open Items Reconciliation Request**

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

1. Enter the run parameters.

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2. Run the PS/GL Open Item Reconciliation process.

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

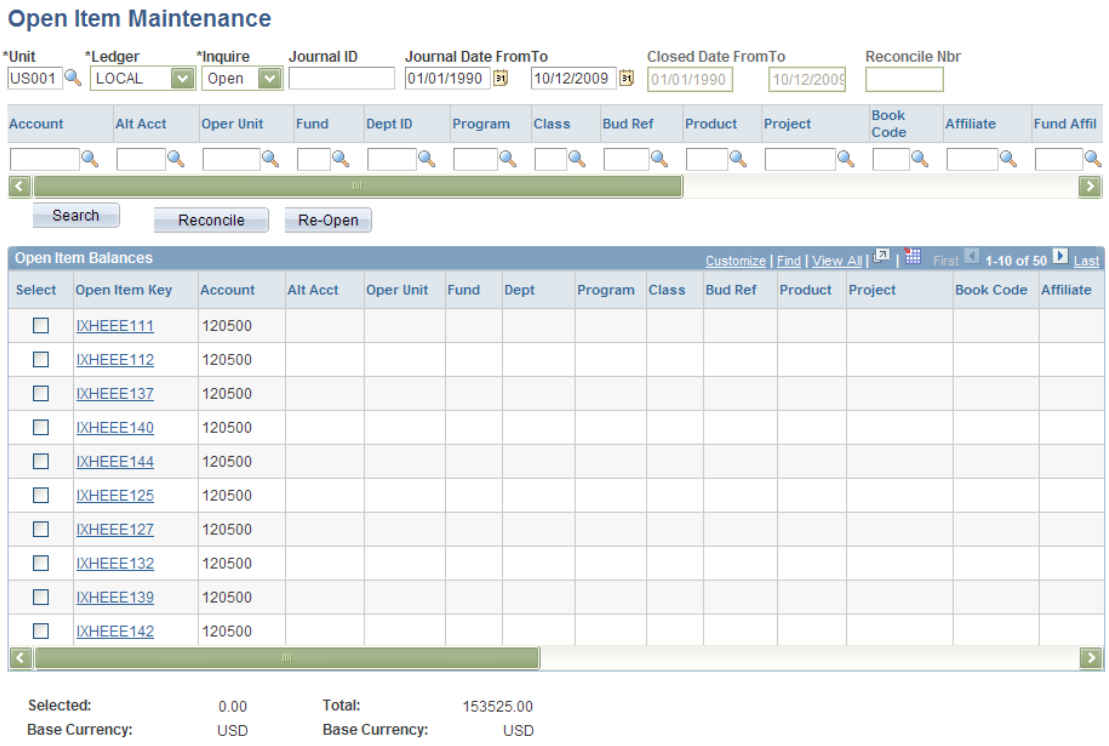
Open Item Maintenance Page

Use the Open Item Maintenance page (GL_OPEN_ITEM_SUM) to review, at the summary level, a list of open item balances and associated ChartFields that you can reconcile or reopen.

Navigation:

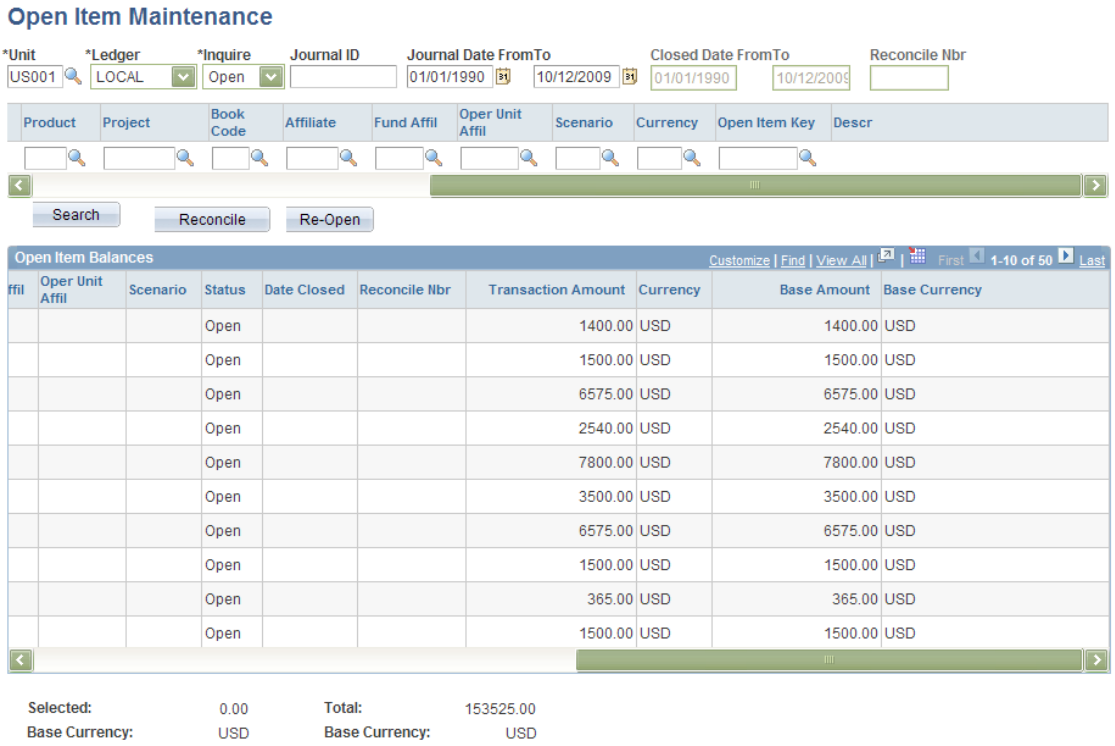
General Ledger, and then **Open Items**, and then **Reconcile Open Items Manually**, and then **Open Item Maintenance**

This example illustrates the fields and controls on the Open Item Maintenance 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 Open Item Maintenance page (2 of 2). You can find definitions for the fields and controls later on this page.

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This Maintenance option enables you to:

1. Enter open item criteria.
2. Reconcile and close open items at the summary level.
3. Reconcile and close open items at the detail level.
4. Reconcile and close multiple currency rows with the same Open Item Key.
5. Reopen reconciled and closed items.

Entering Open Item Criteria

Enter the criteria to list your open item balances. In the **Inquire** field, select *open, closed,* or *both* to display the status of Open Item Balances at the summary level.

> **Note**
>
> If you do not know the open item key or want to select all open items for the ChartFields you specify, leave the **Open Item Key** field blank and the system selects all open items.

Reconciling and Closing Open Items at the Summary Level

Click **Reconcile** to reconcile and close open item balances at the summary level.

If the summary rows net to a zero balance or meet your tolerance amount test, the system closes all open item detail lines contained within the selected summary rows and issues reconcile numbers and dates closed values for the selected rows and their detail lines.

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> **Note**
>
> To reconcile multiple summary rows simultaneously, all the summary rows must have the *same* open item key and ChartField values

Two Read-Only Fields

Field or Control	Description
Selected	Displays the total of all of the selected Open Item Balances rows. This total changes each time you select another row.
Total	Displays the open item balance total of all the rows on the page.

> **Note**
>
> Tolerance amounts are used solely for manual reconciliation. The background process closes only open item transactions that have a zero balance.

Reconciling and Closing Open Items at the Detail Level

You can close detail lines as a group or you can select specific detail lines to close for an open item key. The total balance of the detail lines you want to close must have a zero sum balance or fall within the reconcile tolerance amount specified when you set up your open item accounts.

To reconcile and close detail lines as a group:

1. Click the **Open Item Key** field to display the open item transaction detail lines.
2. If the open item key has more than one transaction detail line, you can select each of the lines and reconcile them as a group.

   If all the detail lines have a sum balance of zero or meet the tolerance amount, the system closes all open items for that key and issues a reconcile number for all detail lines. The reconcile number identifies the reconciled open item, distinguishing it from all other closed items. The system also assigns a closed date value to all detail lines, which is the most recent journal date among the detail lines of the open item key.

To reconcile and close selected detail lines, select the specific detail lines that you want to close and click **Reconcile.**

The system closes only the selected open items and assigns these lines the same reconcile number and date closed value. When you close the remaining detail lines, the system assigns them a new reconcile number and date closed value. Both reconcile numbers and date closed values display on the corresponding summary row.

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> **Note**
>
> You can make corrections to open item key values even after you have posted the journal because you are changing a key related specifically to the open item line and not to the journal line.

Reconciling and Closing Multiple Currency Rows with the Same Open Item Key

Two options are available when open item transactions within the same key value have different transaction currencies. If there are two currencies, there are two rows, and you can choose to reconcile individual currency separately, or use base currency amount to reconcile across currencies.

Field or Control	Description
Reconcile Each Row Separately	The system closes each summary row individually and assigns a different reconcile number and date closed.
Reconcile Selected Rows As One	The system closes all the summary rows as a group, moving from one row to the next, and assigning all the selected rows the same reconcile number and date closed.

You can close multiple rows with different transaction currencies and the same open item key at the same time. The system groups open item lines for each currency as separate rows at the summary level. If all ChartFields are the same and the selected summary rows have either a zero sum balance or meet the reconcile tolerance amount, you can select and close these rows as a group.

Reopening Reconciled and Closed Items

You can reopen reconciled and closed items by:

- Selecting the individual open item lines with the same reconcile number and clicking **Re-Open.**
- Clicking **Select All** and then **Re-Open** to reopen all the lines.

Review Open Item Status Page

Use the Review Open Item Status page (GL_OPEN_ITEM_SUM) to review status of open items.

You cannot reconcile, reopen any items, or edit the open item key.

Navigation:

General Ledger, and then **Open Items**, and then **Review Status Online**, and then **Review Open Item Status**

You can perform the following from tasks from the Review Open Item Status page:

- Review open item balances or review closed open item transactions.
- Search by ChartField values, open item keys, reconciliation number, or document sequence number.
- Change the **Inquire** option to *Closed* to display reconciled items.

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- Specify **Closed From** and **Closed To** date range.

  If you do not specify these dates, the system uses the current system date.
- Use the **Reconcile Nbr** (number) field to search for all reconciled open items closed by this reconcile number.

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17

Using Inter/Intraunit Processing in General Ledger

Understanding Inter/Intraunit Processing in General Ledger

PeopleSoft General Ledger enables you to use a minimal number of journal entry lines to record a transaction between related entities. You do not have to enter all the lines that are required to fully balance the entry. Several processes handle unbalanced entries, such as:

- Journal entry.
- Spreadsheet journal entry.
- Flat-file journal import.
- Inter/Intraunit allocations.

For each of these processes, the Journal Edit process initiates the Inter/Intraunit Processor to complete the entries automatically.

Inter/Intraunit accounting occurs at the general ledger business unit level, independent of the individual product or feeder system business unit definitions.

Inter/Intraunit transactions are balanced by general ledger business unit and are also balanced by any of the ChartFields that can be designated as balancing ChartFields, such as the Fund ChartField or the Department ChartField. Use the Ledger Groups - Balancing page to determine which of these ChartFields are balancing ChartFields according to your accounting requirements.

You can use inheritance or due-to and due-from balancing to achieve inter/intraunit balancing.

Inter/Intraunit due-to and due-from entries are generated with respect to an anchor value. You determine the anchor ChartField value when making intraunit journal entries. The anchor value for interunit entries is the business unit entered on the journal header.

General Ledger also supports interunit accounting among general ledger business units with different base currencies.

You can set up direct interunit accounting or indirect interunit accounting. If you use direct interunit accounting, the general ledger business units use their own intercompany accounts to record the interunit transaction. If you use indirect interunit accounting, the general ledger business units use the intercompany accounts of the other business units involved.

> **Note**
>
> If you are using alternate accounts, you must use direct interunit accounting.

Related Topics

- Application Fundamentals: Understanding PeopleSoft Interunit and Intraunit Functionality

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- Creating Interunit and Intraunit Journal Entries

Using the Journal Edit Application Engine Process to Initiate the Inter/Intraunit Processor Application Engine Process

The Journal Edit process calls the Inter/Intraunit Processor process to generate balancing due-to and due-from journal lines after secondary ledger lines are created, currency is translated, value-added tax (VAT) is maintained, the Transaction Set Editor has completed validating the transactions, and edit and amount suspense processing is performed. After calling the Inter/Intraunit Processor process, the Journal Edit process calls Entry Event Processor Application Engine process (FS_EVENTGEN) to process the entry events. It then checks the balancing of the journal and performs balance suspense related processing.

> **Note**
>
> The Journal Edit process performs ChartField combination editing prior to generating the interunit and intraunit lines. Therefore, the system-generated lines are not edited for ChartField combinations. For this reason, it is important to remember to assign the respective journal lines to the appropriate anchor group; otherwise, the system-generated balancing lines may retrieve incorrect balancing ChartField values. In the event that you forget to assign journal lines to the proper IU Group, the Journal Edit process retrieves the default balancing values that you define as the Inheritance Defaults in the General Ledger Definition - Inter/IntraUnit page. Therefore, it is equally important to define the Inheritance Defaults for business units that are to be involved in these transactions.

See Application Fundamentals: Using ChartField Inheritance.

Related Topics

- Requesting Journal Edits

Generating Suspense Correction Journal Lines for Inter/Intraunit Transactions

The Journal Edit process creates edit and amount suspense correction journal lines before calling the Inter/Intraunit Processor process. Edit and amount suspense correction lines are created before the Inter/Intraunit Processor process creates balancing entries.

Related Topics

- Journal Suspense Correction Page
  Use the Journal Suspense Correction page (JRNL_SUSP_CORR) to create a suspense correction journal to correct and reverse the suspense lines on a posted suspense journal.

Copying Inter/Intraunit Journals

PeopleSoft functionality supports copying of inter/intraunit journal entries.

Related Topics

- Copying Journal Entries

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Creating Inter/Intraunit Journal Entries

The predefined General Ledger system transaction definition GLJ (general ledger journal) enables you to enter and process entry events with inter/intraunit transactions.

The definition GLJ enables you to map multiple transaction fields to create additional subsets or categorizations of an inter/intraunit transaction. The transaction code value appears by default from the system transaction map for GLJ. You can override the default by entering transaction codes on the Journal Entry - Header page.

You can organize inter/intraunit journal entries in inter/intraunit groups and assign anchor business unit and anchor ChartField values that the system uses to create balancing entries.

The PeopleSoft functionality provides several balancing methods, and you can assign affiliate ChartFields to manage inter/intraunit entries.

Related Topics

- Application Fundamentals: Using Standard ChartField Configuration
- Application Fundamentals: Standard ChartField Configuration Page
- Creating Interunit and Intraunit Journal Entries
- Understanding Entry Events in General Ledger
  Use entry events in PeopleSoft General Ledger to post additional debit and credit accounting entries. In addition, federal agencies can update budgetary as well as proprietary accounts in a single transaction or update the budgetary ledgers without posting to the actuals ledger.

Creating Inter/Intraunit Allocation Journals

When you allocate business units in the pool to other business units, the Allocation process creates interunit journals and calls the Journal Edit process to create the balancing due-to and due-from journal lines.

See Application Fundamentals: Setting Up Interunit and Intraunit Allocations.

Performing Inter/Intraunit Consolidations

PeopleSoft functionality supports inter/intraunit consolidations and the use of affiliate ChartFields.

See Selecting an Approach to Intercompany and Intracompany Transactions.

Importing Inter/intraunit Journals Using a Flat-File Journal Import

PeopleSoft functionality supports inter/intraunit flat-file journal import.

Related Topics

- Using the Flat File Journal Import Process

Importing Inter/Intraunit Journals Using a Spreadsheet Journal Import

PeopleSoft functionality supports inter/intraunit spreadsheet journal import by including the **IU Group** (inter/intraunit group) field and the **IU Anchor** (inter/intraunit anchor) field.

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Related Topics

- Understanding Spreadsheet Journal Import

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18

Analyzing General Ledger Using PeopleSoft Insights

Understanding PeopleSoft Insights for General Ledger

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.

Setting up Insights Dashboards for General Ledger

PeopleSoft General Ledger delivers Insights dashboards to analyze general ledger data using different visualizations.

To set up Insights dashboards for General Ledger:

1. Use the Insights Reporting Tree Configuration Page to determine the reporting account and department tree to be used when indexing Insights dashboards for General Ledger.

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2. Use the Insights Preferences Page to configure user defaults that are used when accessing dashboards for General Ledger and Commitment Control.
3. Use the Deploy Search Definition page to deploy the search definition (PeopleTools, Search Framework, Administration, Deploy Search Objects).

   The PeopleSoft General Ledger search definitions are:

   - EP_GL_LEDGER_KIB
   - EP_GL_JOURNAL_KIB
   - EP_GL_ACT_BUDG_LEDG_KIB

   See also Application Fundamentals: Search Definitions and Privileges for a list of General Ledger search definitions for PeopleSoft Insights dashboards.
4. Use the Schedule Search Index page to run the Build Index process (PeopleTools, Search Framework, Administration, Schedule Search Index).

   The first time you run this process for a search index, you should always select *Full Index* as the **Indexing type**. You can run incremental indexes after that.
5. Use the Deploy Insights dashboards page to deploy the dashboard and the tile (PeopleTools, Search Framework, Administration, Deploy Insights Dashboards).

   When you deploy a dashboard, you are copying the dashboard from the PeopleSoft database to your instance of PeopleSoft Insights. The deployed dashboard is then available on the Saved Objects page in the Management section on the Insights home page. Use the Deploy Insights Dashboards page to deploy or update a dashboard. For more information on Deploying a Dashboard, see PeopleTools:Search Technology, Working with Insights Dashboards for PeopleSoft Application Data, Deploying a Dashboard.
6. Use the Application Fundamentals: Personalize Homepage Page to add the tile to a homepage.
7. Use the User Roles page to add the privileges to users (PeopleTools, Security, User Profiles, User Profiles).

   The PeopleSoft General Ledger privileges are:

   - Insights GL Edit Privilege
   - Insights GL View Privilege

   See also Application Fundamentals: Search Definitions and Privileges for a list of all product privileges for PeopleSoft Insights dashboards.
8. Add tiles to a homepage. See Adding General Ledger Tiles for Insights Dashboards.

Pages Used to Set up Dashboards for General Ledger

Page Name	Definition Name	Usage
Insights Reporting Tree Configuration Page	GL_KIB_DFLT_TREE	Determine the reporting account and department trees to be used when indexing Insights dashboards for General Ledger.
Insights Preferences Page	GL_K_USER_DEFAILTS	Configure user defaults that are used when accessing dashboards for General Ledger and Commitment Control.

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Page Name	Definition Name	Usage
Application Fundamentals: User Preferences - Overall Preferences Page	OPR_DEF_TABLE_FS1	Define overall default user preferences for specific PeopleSoft system users. The Business Unit field is used as the default business unit for all General Ledger and Commitment Control Insights.
Application Fundamentals: User Preferences - General Ledger Page	OPR_DEF_TABLE_GL1	Set up user defaults for General Ledger. The Ledger field is used as the default ledger for Financial Performance Insights dashboard.
General Ledger Definition - Definition Page	BUS_UNIT_TBL_GL1	Define a General Ledger business unit. The Base Currency field is used as the default currency code, based on the user's Business Unit preference, for all General Ledger and Commitment Control Insights.

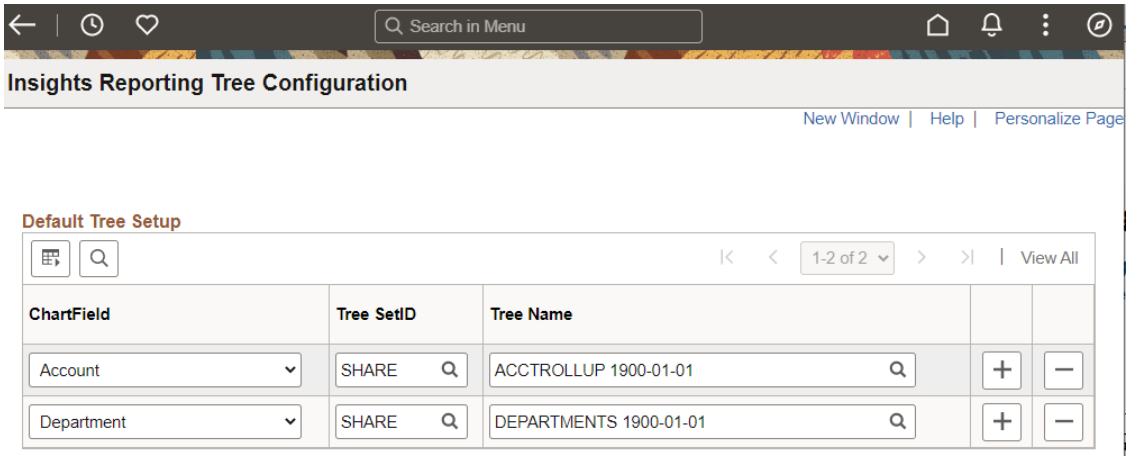
Insights Reporting Tree Configuration Page

Use the Insights Reporting Tree Configuration page (GL_KIB_DFLT_TREE) to determine the reporting account and department trees to be used when indexing Insights dashboards for General Ledger.

Navigation:

Set Up Financials/Supply Chain , and then **Operating Reporting** , and then **GL Insights Tree Configuration**

This example illustrates the fields and controls on the Insights Reporting Tree Configuration page.



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Field or Control	Description
ChartField	Select a ChartField to assign to the respective reporting tree. Insights dashboards for General Ledger are designed to support only account and department ChartFields
Tree SetID	Select the SetID for the tree. Multiple reporting trees can be configured for a ChartField and Tree SetID combination
Tree Name	Select a flattened tree name and effective dated row that is used to index the reporting tree for General Ledger Insights dashboards. **Note:** Before selecting the tree name, you must run the Tree Flattener Process for the reporting tree using the Application Fundamentals: Tree Flattener Request Page.

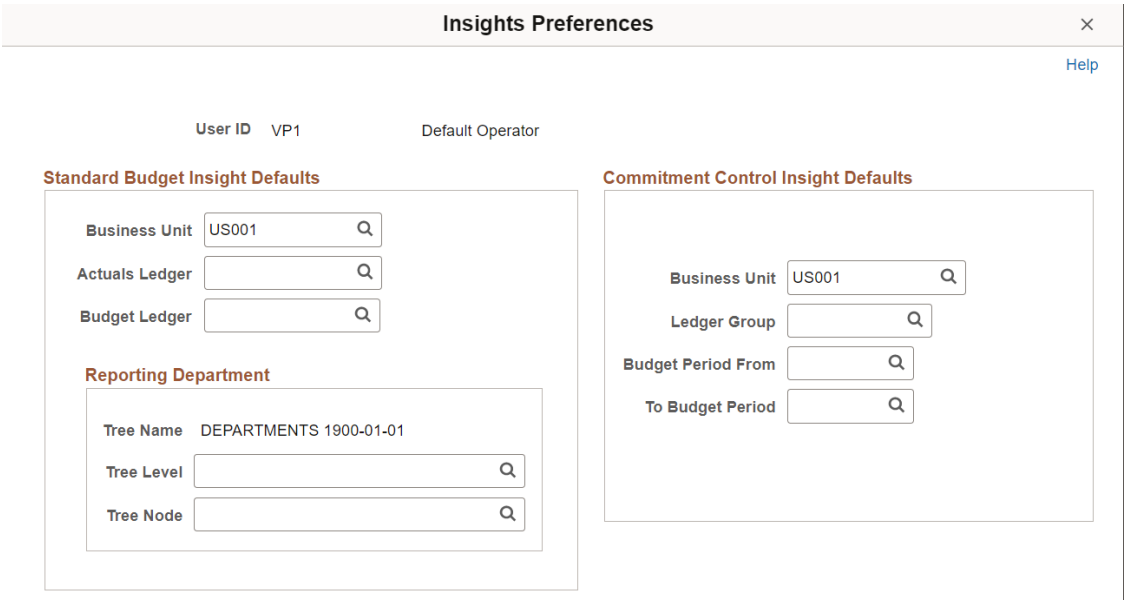
Insights Preferences Page

Use the Insights Preferences page (GL_K_USER_DEFAILTS) to configure user defaults that are used when accessing dashboards for General Ledger and Commitment Control.

Navigation:

Set Up Financials/Supply Chain , and then **Common Definitions**, and then **User Preferences**, and then **Define User Preferences**, and then **General Ledger**, and then **General Ledger**. Select the Insights Preferences link.

This example illustrates the fields and controls on the Insights Preferences page.



Enter a default for the available fields.

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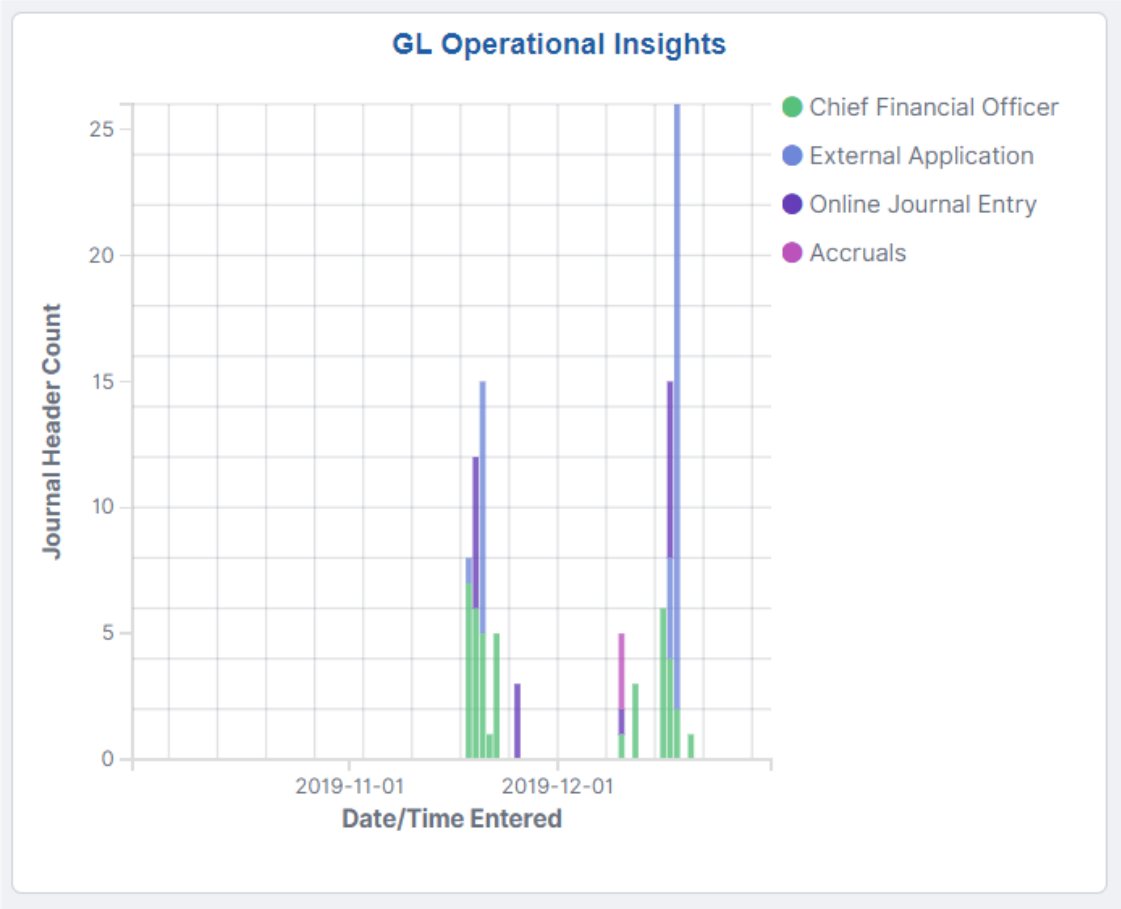
Adding General Ledger Tiles for Insights Dashboards

When adding Insights dashboard tiles to a General Ledger homepage, access the **General Ledger** folder. PeopleSoft General Ledger has these tiles associated with Insights dashboards:

- GL Operational Insights, see GL Operational Insights Dashboard.
- Financial Position Trending, see Financial Position Trending Dashboard.
- Financial Performance Analysis, see Financial Performance Analysis Dashboard.
- My Budget, My Budget Dashboard.
- Controller Key Metrics, see Controller's Key Metrics Dashboard.

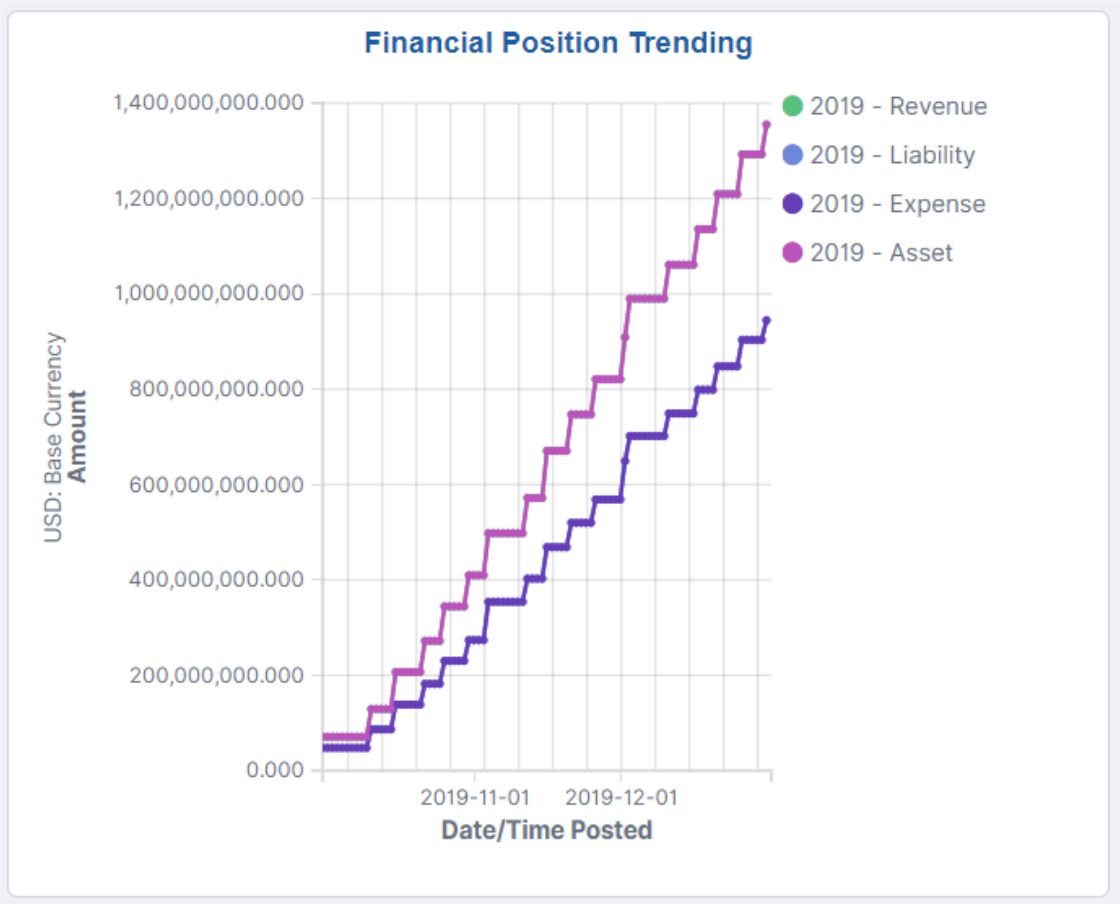
For additional information about how to add a tile to a PeopleSoft Fluid Home page, see Application Fundamentals: Adding Homepages and Tiles and *PeopleTools: Application User's Guide*, "Working With PeopleSoft Fluid User Interface", Working with Fluid Homepages and Dashboards, Managing Tiles on Fluid Homepages and Dashboards.

This example illustrates the GL Operational Insights Tile.



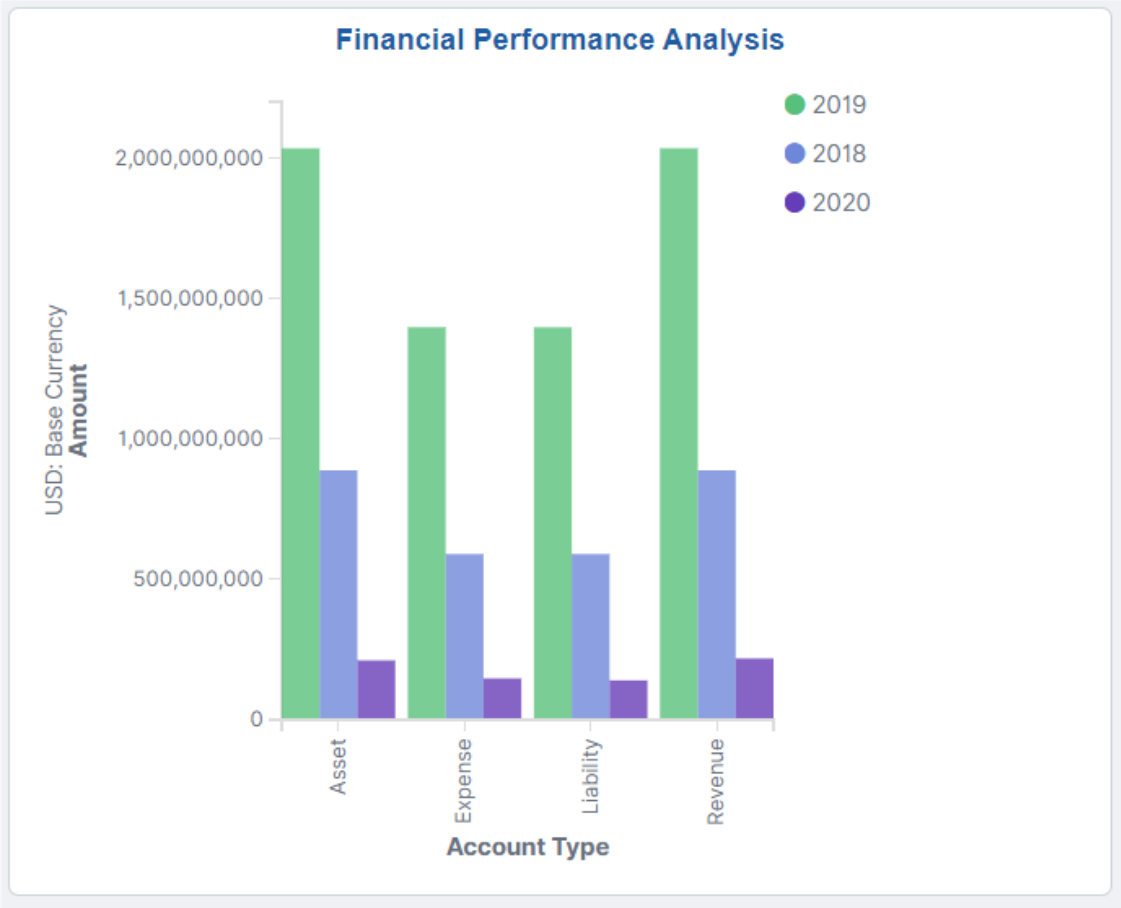
This example illustrates the Financial Position Trending Tile.

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This example illustrates the Financial Performance Analysis Tile.

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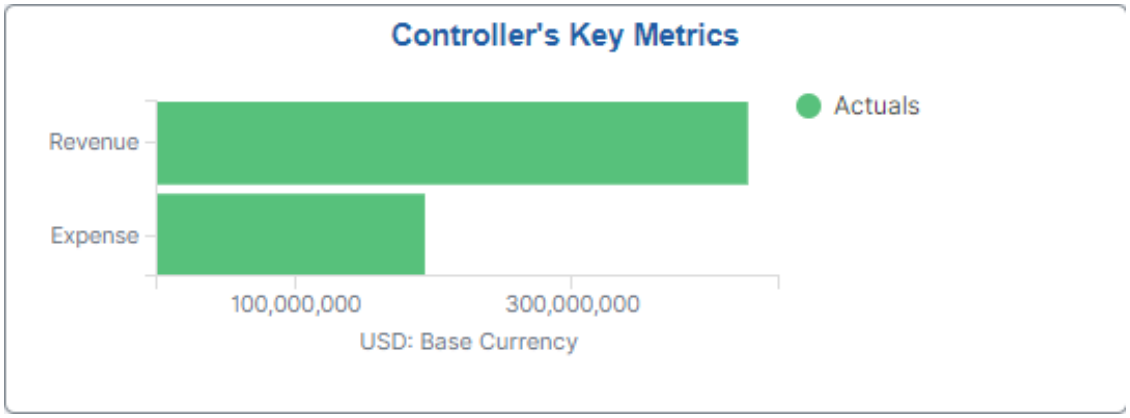


This example illustrates the My Budget Tile.



This example illustrates the Controller's Key Metrics Tile.

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Analyzing General Ledger Using PeopleSoft Insights

This topic displays and explains how to analyze General Ledger data using PeopleSoft Insights dashboards.

The PeopleSoft General Ledger delivers five Insights dashboards that help users with several business intelligence analytics.

Pages Used to Analyze General Ledger using PeopleSoft Insights

Use these pages to analyze General Ledger using PeopleSoft Insights dashboards.

Page Name	Definition Name	Usage
GL Operational Insights Dashboard		Analyze the trend of journal volume over time.
Financial Position Trending Dashboard		Analyze the financial position of transactions within the selected time-frame.
Financial Performance Analysis Dashboard		Analyze the financial performance of a business on yearly basis.
My Budget Dashboard		Analyze departmental expense budgets.
Controller's Key Metrics Dashboard		Analyze departmental expense budgets against revenue.

Common Elements in General Ledger Insights

These elements are common to General Ledger Insights.

To set up General Ledger Insights dashboards, see Setting up Insights Dashboards for General Ledger.

Field or Control	Description
Filters	Search for available filters or add additional filters by clicking the Add filter link.

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Field or Control	Description
Date Picker 	Select required date range for the journal details to be displayed in the dashboard. When using the date picker to determine your date range, the system displays a message below the filters to explain the specific date used. For example, "*Journals are filtered by Journal Creation Date.*"
Business Unit	Select the business unit to filter the dashboard by header business unit.

The Details grid at the bottom of the page displays data in a tabular format, and allows you to drill into to each journal entry transaction. Data can be downloaded as a CSV file. Some visualizations are configured to avoid aggregation errors that can occur in high-volume searches. Every row that meets the current search criteria may not display in the data table.

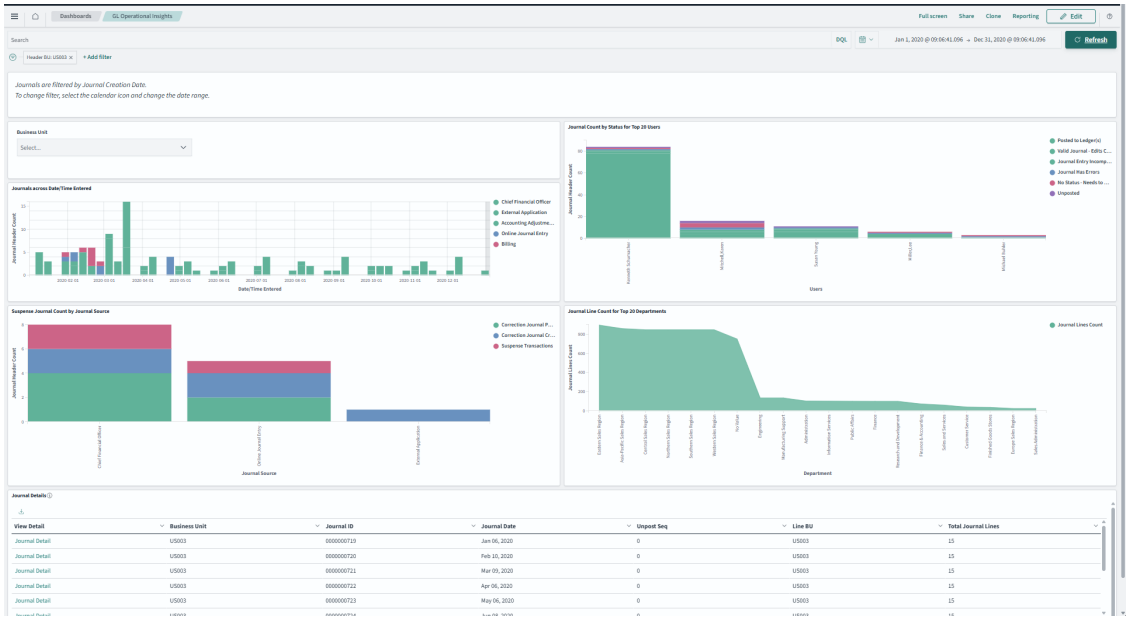
GL Operational Insights Dashboard

Use the GL Operational Insights dashboard to analyze the trend of journal volume over time.

Navigation:

Select the GL Operational Insights tile.

This example illustrates the fields and controls on the GL Operational Insights Dashboard.



You can filter data based on the header business unit and drill into the displayed data to the journal entry transaction for further analysis. The dashboard focuses on all journal transactions excluding the statistical journal entries that were created within the date range you enter in the time picker or date range fields.

The visualizations that are included in this dashboard are:

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- *Journals across Date/Time Entered* - Provides insight on journal volume trend by journal source across time.
- *Journal Count by Status for Top 20 Users* - Provides journal count based on journal status for the top 20 users.
- *Suspense Journals Count by Journal Source* - Provides suspense journal details, and its count by journal source.
- *Journal Line Count for Top 20 Departments* - Provides journal line count for the top 20 departments.

Each visualization can be viewed separately in full screen.

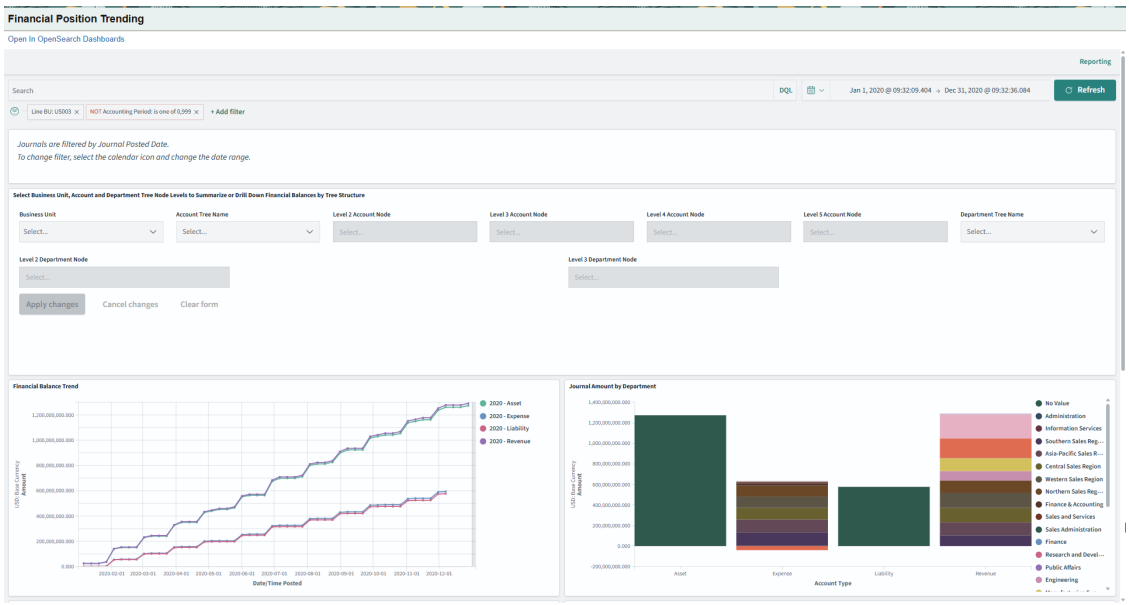
Financial Position Trending Dashboard

Use the Financial Position Trending dashboard to analyze the financial position of transactions within a selected time frame.

Navigation:

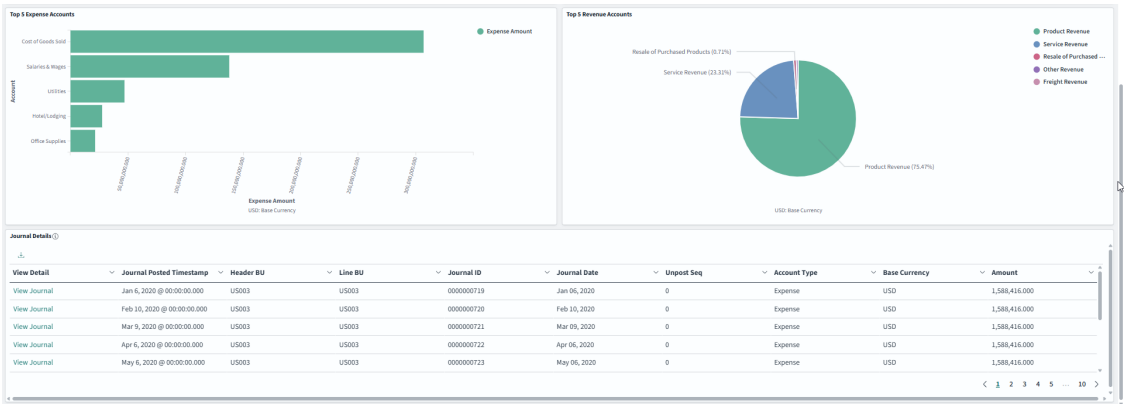
Select the Financial Position Trending tile.

This example illustrates the fields and controls on the Financial Position Trending (1 of 2).



This example illustrates the fields and controls on the Financial Position Trending (2 of 2).

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This dashboard provides a good visual understanding of trends and patterns for financial transactions and top performing accounts. Data can be drilled down to 5 levels of the account tree and 3 levels of the department tree You must run the Tree Flattener process (OI_TFLT) and setup the reporting tree using the Insights Reporting Tree Configuration Page, prior to indexing the journals to select ChartField tree structures on the Insights dashboard, as this process is used for the data drill down. See Application Fundamentals: Tree Flattener Request Page for more information.

Data can be viewed on this dashboard by selecting the journal posted date/time. By default, the dashboard selects journals that are posted or unposted for the last 12 months. Use the Date Picker icon to change this to another journal posted timeframe. This dashboard only includes data for actual journals (Journal Generator default ledger group), Posted and Unposted journals, and excludes statistical journal entries. By default, the dashboard excludes closing journals that with an accounting period of 0 and 999.

Field or Control	Description
Filters	Select *Business Unit* as a filter to render the dashboard based on a single base currency. Select *Account Tree Name* and *Department Tree Name* as filters to drill into the transactions based on tree structure.

Following visualizations are part of this dashboard:

- *Financial Balance Trend* - Provides activity trend for the journals posted over time by Account Type.
- *Journal Amount by Department* - Provides details about the journals posted by Account Type and Department ChartField.
- *Top 5 Expense Accounts* - Provides details about the top performing Expense accounts in the selected time range.
- *Top 5 Revenue Accounts* - Provides details about the top performing Revenue accounts in the selected time range.
- *Journal Details* - Displays the Journal details in tabular format and allows user to drill down transactions to the Journal Entry page.

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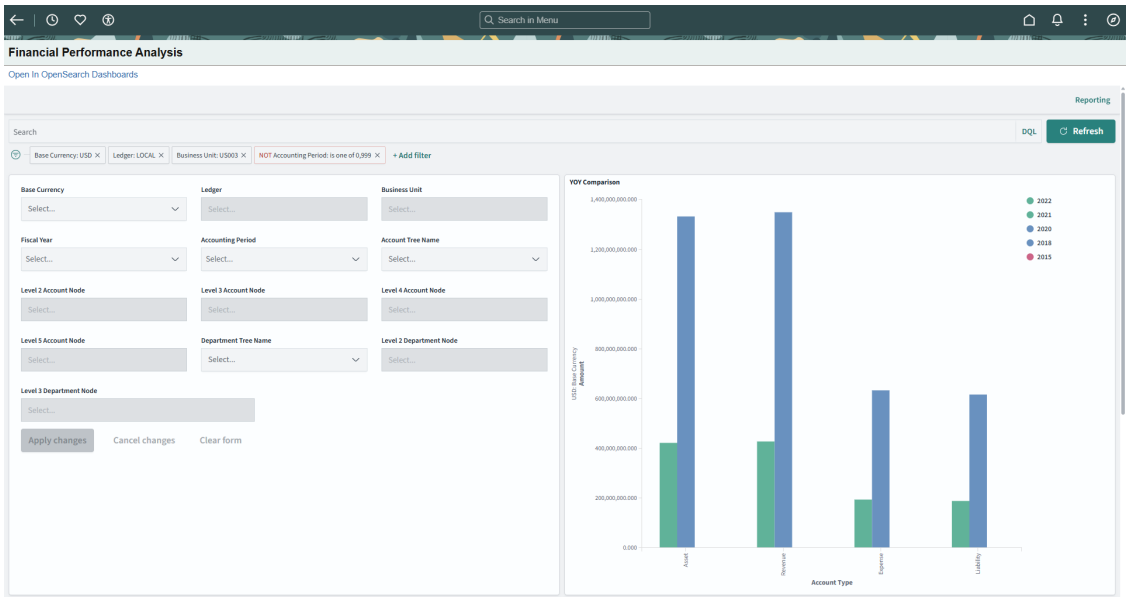
Financial Performance Analysis Dashboard

Use the Financial Performance Analysis dashboard to analyze the financial performance of a business on yearly basis.

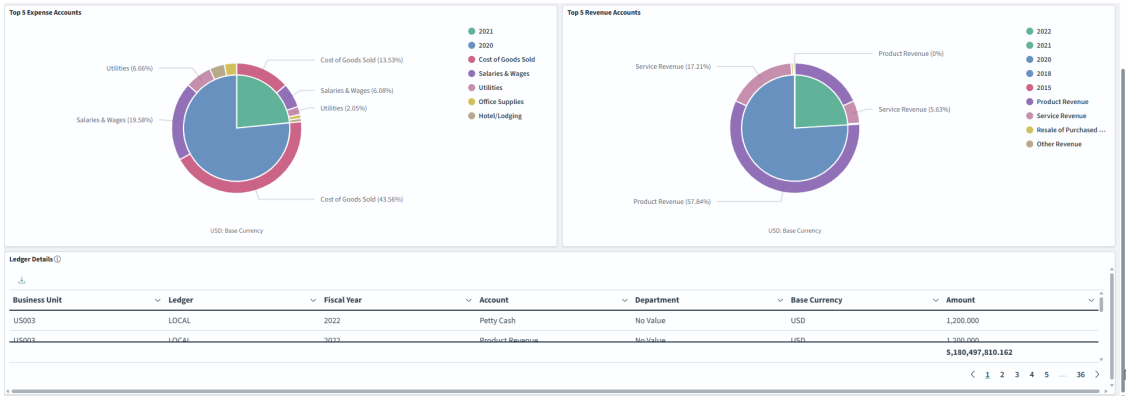
Navigation:

Select the Financial Performance Analysis tile.

This example illustrates the fields and controls on the Financial Performance Analysis Dashboard (1 of 2).



This example illustrates the fields and controls on the Financial Performance Analysis Dashboard (1 of 2).



You can select base currency, ledger, or business unit to compare the financial balances among the different fiscal years selected. You can also select an account and department tree structure for comparison. You can drill into transactions up to 5 levels of account tree and 3 levels of the department tree node for further analysis.

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This dashboard does not use a date/time range to filter the data. You can use the controls provided in the dashboard to slice and dice the ledger index. You must run the Tree Flattener process (OI_TFLT) and setup the reporting tree using the Insights Reporting Tree Configuration Page, prior to indexing the ledger to select ChartField Tree Structures on the Insights dashboard, as this process is used to enable the data drill down. See Application Fundamentals: Tree Flattener Request Page for more information. Statistical journal entries are excluded from the index and closing journals are filtered in the dashboard.

Field or Control	Description
Filters	Select *Base Currency* to render the dashboard for a single currency. Select *Account Tree Name* and *Department Tree Name* as filters to drill down the transactions based on tree structure.

Following visualizations are part of this dashboard:

- YOY Comparison - Provides Year Over Year performance comparison for the selected Account Type and Fiscal Year.
- Top 5 Expense Accounts - Provides details about the top performing expense accounts in each fiscal year selected.
- Top 5 Revenue Accounts - Provides details about the top performing revenue accounts in each fiscal year selected.
- Ledger Details - Displays details about the ledger data selected on the dashboard in tabular format.

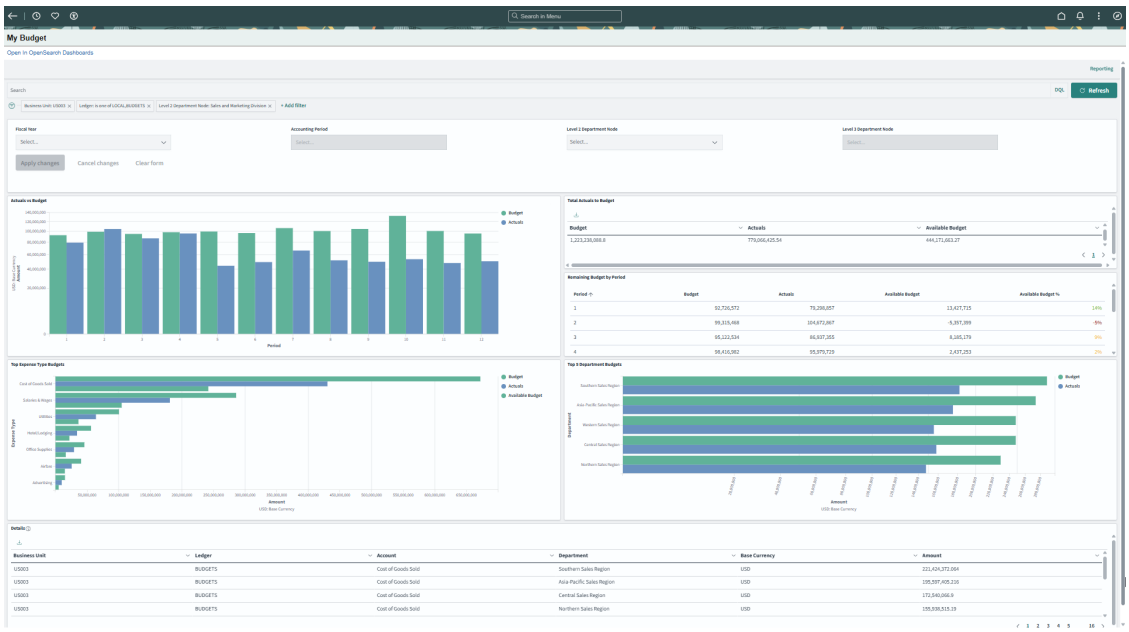
My Budget Dashboard

Use the My Budget dashboard to analyze departmental expense budgets.

Navigation:

Select the My Budget tile.

This example illustrates the fields and controls on the My Budget .



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The My Budget dashboard focuses on expense budgets for a specific user. The intended user for this dashboard is someone who is responsible for departmental budgets. Use the Insights Preferences Page to create filter defaults for a specific user.

This dashboard does not use a date and time range to filter the data. Use the Application Fundamentals: Tree Flattener Request Page to run the Tree Flattener process and set up reporting tree information using the Insights Reporting Tree Configuration Page.

Budget, actual expense, and available budget are displayed. Use the *Fiscal Year* and *Accounting Period* filters to determine a time period.

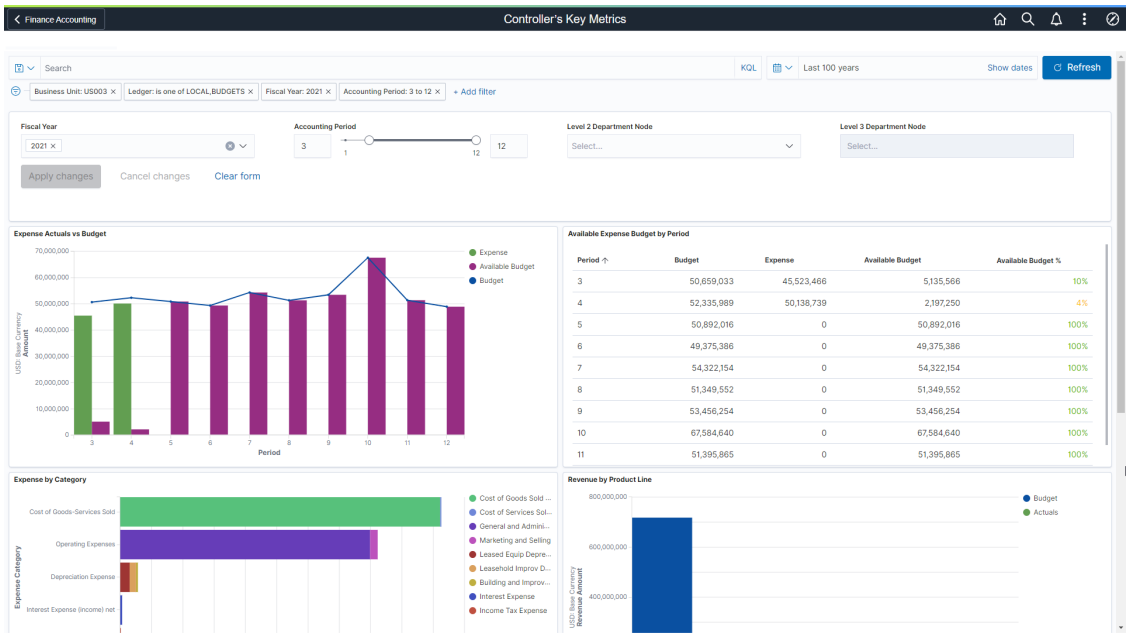
Controller's Key Metrics Dashboard

Use the Controller's Key Metrics dashboard to analyze departmental expense budgets against revenue.

Navigation:

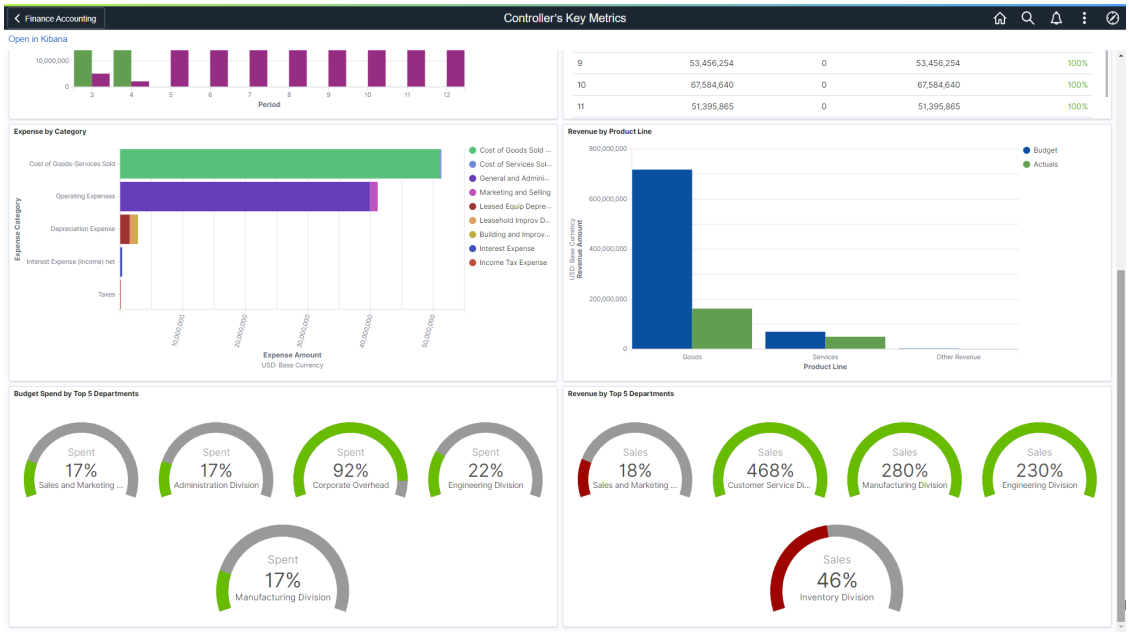
Select the Controller's Key Metrics tile.

This example illustrates the fields and controls on the Controller's Key Metrics Dashboard (1 of 2).



This example illustrates the fields and controls on the Controller's Key Metrics Dashboard (2 of 2).

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The Controller's Key Metrics dashboard focuses on expense budgets compared to revenue. The intended user for this dashboard is a high-level financial manager, director, or controller who doesn't need to see the detail. Use the Insights Preferences Page to create filter defaults for a specific user.

This dashboard does not use a date and time range to filter the data. Use the Application Fundamentals: Tree Flattener Request Page to run the Tree Flattener process and set up reporting tree information using the Insights Reporting Tree Configuration Page.

Budget, actual expense, and revenue are displayed. Use the *Fiscal Year* and *Accounting Period* filters to determine a time period.

The threshold dials in the Budget Spend by Top 5 Departments and Revenue by Top 5 Departments sections compares revenue to budget. The yellow and red colors are intended to draw your attention to potential or existing issues. The colors of the dials indicate:

- Budget Spend:
  - Green < 95%
  - Yellow >= 95%
  - Red >= 100%
- Revenue
  - Green >= 99%
  - Yellow >= 95%
  - Red < 95%

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19

Processing Value-Added Tax Transactions in General Ledger

Understanding General Ledger VAT Setup and Processing

This section provides an overview of VAT in PeopleSoft General Ledger and discusses:

- VAT default and override relationships in General Ledger.
- VAT setup and defaults for General Ledger.
- VAT transaction entry and processing in General Ledger.

This PeopleSoft application accommodates a number of methods for calculating VAT based on either the countries where your organization is located or the countries with which you conduct business. You can set up all of your VAT defaults and other VAT information in **Setup Financials/Supply Chain**, and then **Common Definitions**, and then **VAT and Intrastat**, and then **Value Added Tax** for each of your PeopleSoft applications. You must set up VAT for PeopleSoft General Ledger at the business unit, journal source, and account ChartField levels. Each of these levels is represented by a VAT driver, which is provided with the PeopleSoft application. You can set up the VAT defaults for PeopleSoft General Ledger in a central VAT location by selecting the appropriate VAT driver:

- Account ChartField
- Journal Source
- GL Business Unit

When you click the **VAT Defaults** link on the General Ledger Business Unit Definition - VAT Defaults page, the appropriate page (Journal Source Definition page, Account ChartField page, VAT Defaults Setup page) appears, based on one of the VAT drivers for PeopleSoft General Ledger.

For example, when you click the **VAT** link on the General Ledger Business Unit - VAT Defaults page, the VAT driver for the VAT Defaults page is BUS_UNIT_TBL. When you click the **VAT** link on the Account page, the VAT driver for the VAT Defaults page is GL_ACCOUNT_TBL. Finally, if you click the **VAT** link on the Journal Source Definition page for Online Journal Entries (ONL), the VAT driver is SOURCE_TBL for the VAT Default page. Each VAT driver determines the appearance of the VAT Defaults page.

To process PeopleSoft General Ledger transactions, you must set the defaults and parameter controls that apply to VAT at the business unit, journal source, and account levels. The objective is to calculate and create a variety of VAT accounting entries to record not only the tax on goods and services, but also—simultaneously—record the recoverable, nonrecoverable, and rebate portions of the VAT at the journal line level.

VAT Default and Override Relationships in General Ledger

The hierarchy for VAT default options for PeopleSoft General Ledger is:

1. VAT Entity and VAT Country

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2. Business Unit
3. Journal Source
4. Account

Therefore, VAT default options set up for the VAT entity or VAT country override the VAT default options set up for a business unit, journal source, or account level.

If there are no VAT default options set at the VAT entity or VAT country levels, then any VAT default options set up at the business unit level override any VAT defaults set up a the journal source or account levels.

If no VAT defaults are set at the VAT entity, VAT country, or VAT business unit level, then the VAT default options set at the journal source level override the VAT default options set at the account level.

When you enter a journal line, however, overriding of VAT default options works in the reverse order:

1. Account
2. Journal Source
3. Business Unit

When entering VAT at the journal line, if you established an option value at the account level, that value overrides a value set at the journal source and business unit levels. Likewise, if you have not established values at the account or journal source level, PeopleSoft General Ledger calculates VAT using the options set for the business unit, VAT entity registration, or VAT country levels.

VAT Setup and Defaults for General Ledger

The VAT defaults are controlled by VAT drivers at various levels of the hierarchy, and they are stored in a common set of tables provided by default. Depending on the driver, you can set certain fields and override them in a lower level of the hierarchy.

Two main components control the VAT defaults: the VAT Defaults Setup component and the Services VAT Treatment Setup component. For PeopleSoft General Ledger, only the VAT Defaults Setup component is applicable. You can access this component from the common VAT menu **(Set Up Financials/Supply Chain**, and then **Common Definition**, and then **VAT and Intrastat**, and then **Value Added Tax)** or from the applicable general ledger pages. If you access it from the VAT menu, the driver you select determines the fields that appear. If you access it from the application pages, the component from which you are accessing determines the fields that appear. For example, if you access the VAT Defaults Setup page from the VAT and IntraStat Common Definitions menu, and you select the GL Business Units (BUS_UNIT_TBL_GL) driver, then you see the same fields as you do when you click the **VAT Default** link on the GL Business Unit Definition - VAT page.

These VAT user overrides are set:

- Service Type, Place of Supply Driver, or both—a change to either protects both.
- Reporting Country, Defaulting State, or both—a change to either protects both.
- Bank/Customer/supplier Registration Country.
- Calc on Advance Payments.
- Place of Supply Country, Place of Supply State, or both—a change to either, where applicable, protects both.

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- Applicability.

User overrides are reset to blank when the user:

- Clicks Change Physical Nature.
- Clicks Reset All VAT Defaults.
- Leaves the component and comes back in again.

See PeopleSoft Global Options and Reports: Accessing the Service VAT Treatment Defaults Setup Page.

VAT Drivers, VAT Driver Keys, and the Defaulting Hierarchy for VAT Defaults

The following table lists the VAT drivers and associated VAT driver keys in the VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. No general ledger drivers apply to the Services VAT Treatment Defaults.

VAT Driver	VAT Driver Keys	PeopleSoft Application	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
Account ChartField	Account SetID Account	General Ledger	Optional	Optional	Yes	No
Journal Source	Source SetID Source	General Ledger	Optional	Optional	Yes	No
GL Business Unit	Business Unit	General Ledger	Optional	Optional	Yes	No
VAT Entity Registration	VAT Entity Country	All	Required	Optional	Yes	No
VAT Country	Country	All	Required (key)	Optional	Yes	No

VAT Transaction Entry and Processing in General Ledger

PeopleSoft General Ledger processes VAT transactions originating from the following sources:

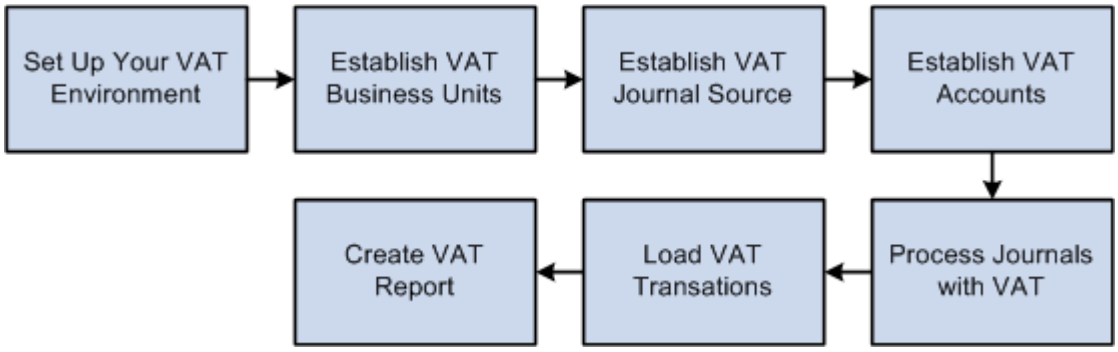
- PeopleSoft subsystems
- PeopleSoft General Ledger
- External systems

> **Note**
>
> Commitment control functionality does not support VAT.

This diagram illustrates VAT processing in PeopleSoft General Ledger:

VAT Processing in PeopleSoft General Ledger

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When you create a journal entry with VAT, the Journal Edit process calculates VAT, spreads the VAT amounts, if necessary, and, for an inclusive VAT transaction, subtracts the VAT amount from the journal line and then adds it back in for the journal balances.

You can also create a Standard Journal Entry (SJE) Model journal for VAT. However, Journal Edit does not perform any of the processes mentioned on the model journal. Instead, the SJE process copies the VAT lines to retain any user-entered information and Journal Edit processes VAT on standard journals created from the SJE process.

After creating general ledger journal entries, you can edit and post them online or you can process them in batches. You must run the VAT Transaction Loader process to load data into the VAT Transaction Table before you can run the VAT Report Extract process to enable you to print VAT reports. You run the VAT Transaction Loader process based on your organization's volume of VAT data. For example, you may only need to run this process once each week. You can select this process each time you produce reports or schedule it to run automatically. You then can run the VAT Report Extract process based on when you need to produce reports.

PeopleSoft delivers the General Ledger AE program, GL_JRNL_IMP, that you use to import VAT data to Journal tables from third-party systems. Since this program directly modifies and loads data into transaction tables, a database administrator or someone with detailed knowledge of the physical layout of the tables should run them. You must be aware which tables are affected by these programs and run the programs at the appropriate times.

The Effects of Changing VAT Defaults

The system displays VAT defaults in descending order of effect. When you change multiple VAT defaults and click **Adjust Affected VAT Defaults,** specific fields will or will not be adjusted. Work from the top to the bottom of the list, clicking **Adjust Affected VAT Defaults** at the appropriate times to avoid adjustments to VAT defaults that you overrode but did not memorize.

For example, if you override **Calculate at Gross or Net** and click **Adjust Affected VAT Defaults,** nothing happens because the **Calculate at Gross or Net** field does not affect any other VAT defaults. If you then override **Supplier Registration Country** and click **Adjust Affected VAT Defaults** again, the system adjusts all VAT defaults except **Supplier Registration Country.** This time, **Calculate at Gross or Net** was overridden, which means that you must override this VAT default again to undo the adjustment.

In another example, if you override **Supplier Registration Country** and click **Adjust Affected VAT Defaults,** the system adjusts all VAT defaults except **Supplier Registration Country** and **Supplier Registration ID.** If you then override **Place of Supply Driver** and click **Adjust Affected VAT Defaults** again, the system adjusts all VAT defaults except **Service Type, Place of Supply Driver, Supplier Registration Country,** and **Supplier Registration ID.**

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Related Topics

- Creating Standard Journal Entries (SJEs)
  To create standard journal entries, use the Standard journals component (SJE_TABLE).
- Understanding Journal Processing
  PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.
- PeopleSoft Global Options and Reports: Understanding VAT

Prerequisites

Before you process VAT transactions in PeopleSoft General Ledger:

See PeopleSoft Global Options and Reports: Understanding VAT.

After reviewing the material in the aforementioned reference, set up your VAT environment accordingly.

If you intend to create an allocation journal that includes VAT processing in the journal edit, deselect the **ByPass Vat Processing** check box on the Output Options page. The system then recognizes the VAT Account flag, calculates VAT, and generates additional VAT accounting lines where appropriate. Be careful when using this feature in a multilevel allocation because the system may generate accounting entries more than once for the same expense to recover VAT. To avoid this situation, deselect the **Bypass VAT** check box for only one step in a multilevel allocation.

> **Note**
>
> Refer to the individual product documentation for the subsystems that feed VAT transactions to the PeopleSoft General Ledger, for VAT information applicable to that application, and to access the setup information for the various applications.
>
> PeopleSoft Commitment Control does not support VAT.

Related Topics

- PeopleSoft Global Options and Reports: Understanding VAT
- Application Fundamentals: Define Allocation Step - Output Options Page

Setting Up VAT Options and Defaults for General Ledger Processing

To set up VAT options and defaults, use the following components:

- VAT Defaults (VAT_DEFAULT_SEARCH)
- General Ledger Definition (BUS_UNIT_TBL_GL)
- Journal Source (SOURCE)
- Account (GL_ACCOUNT)

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Use the ACCOUNT_CF component interface to load data into the tables for the Account component.

This section discusses how to:

- Set up VAT defaults for the General Ledger VAT drivers.
- Set up General Ledger Business Unit VAT Default options.
- Set up VAT default options for Journal Source.
- Set up VAT defaults for an account.

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

Page Name	Definition Name	Usage
VAT Defaults Setup Page	VAT_DEFAULTS_DTL	Access VAT defaults to the journal line for the general ledger business units, source, and account. The default fields are available on the VAT Defaults Setup page for the business unit, the source, and the account based on the page where you select the **VAT Default** link.
General Ledger Definition - VAT Defaults Page	BUS_UNIT_TBL_GL5	Define VAT options that are provided by default to the journal line from your general ledger business units and select the **VAT Default** link to define additional central VAT defaults. This page only appears if the business unit is associated with a VAT entity.
Journal Source Definition Page	SOURCE1	Specify whether the source is for goods or services and select the **VAT Default** link to define additional central VAT defaults.
Account Page	GL_ACCOUNT	Specify whether the account is for goods or services and select the **VAT Default** link to define additional central VAT defaults. See Setting Up VAT Defaults for an Account

VAT Defaults Setup Page

Use the VAT Defaults Setup page (VAT_DEFAULTS_DTL) to access VAT defaults to the journal line for the general ledger business units, source, and account.

The default fields are available on the VAT Defaults Setup page for the business unit, the source, and the account based on the page where you select the VAT Default link.

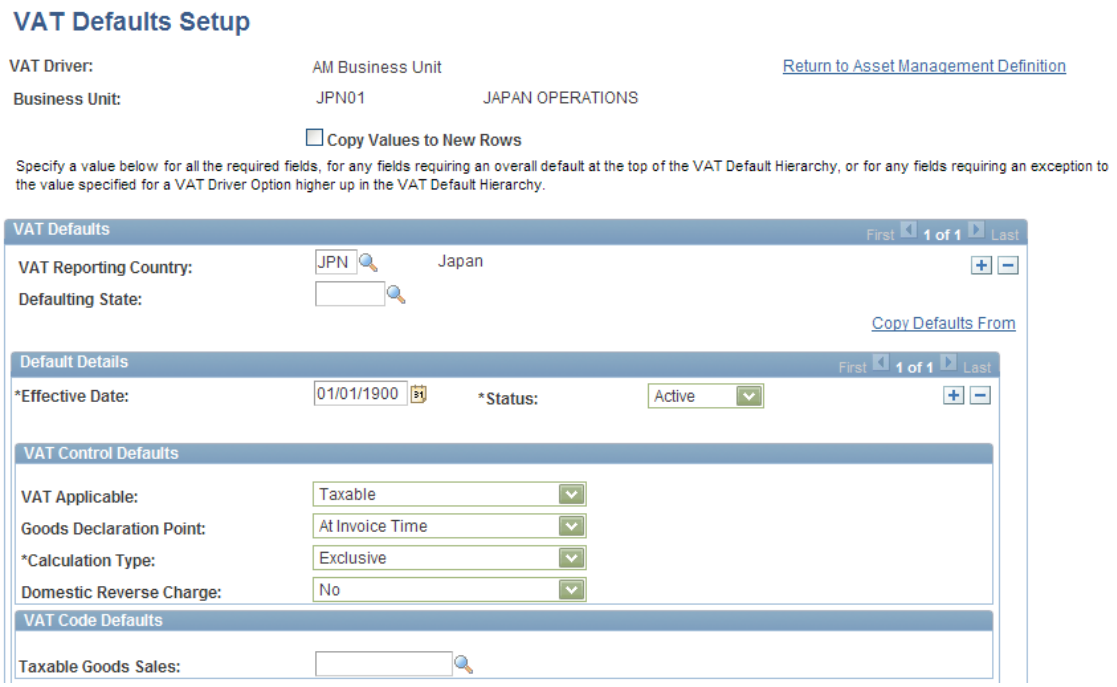
Navigation:

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- **Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **VAT and Intrastat**, and then **Value Added Tax**, and then **VAT Defaults**, and then **VAT Defaults Sub-Search**, and then **VAT Defaults Setup**
- Click the **VAT Default** link on either the General Ledger Definition - VAT Defaults page, the Journal Source - Definition page, or the Define ChartField - Account page.

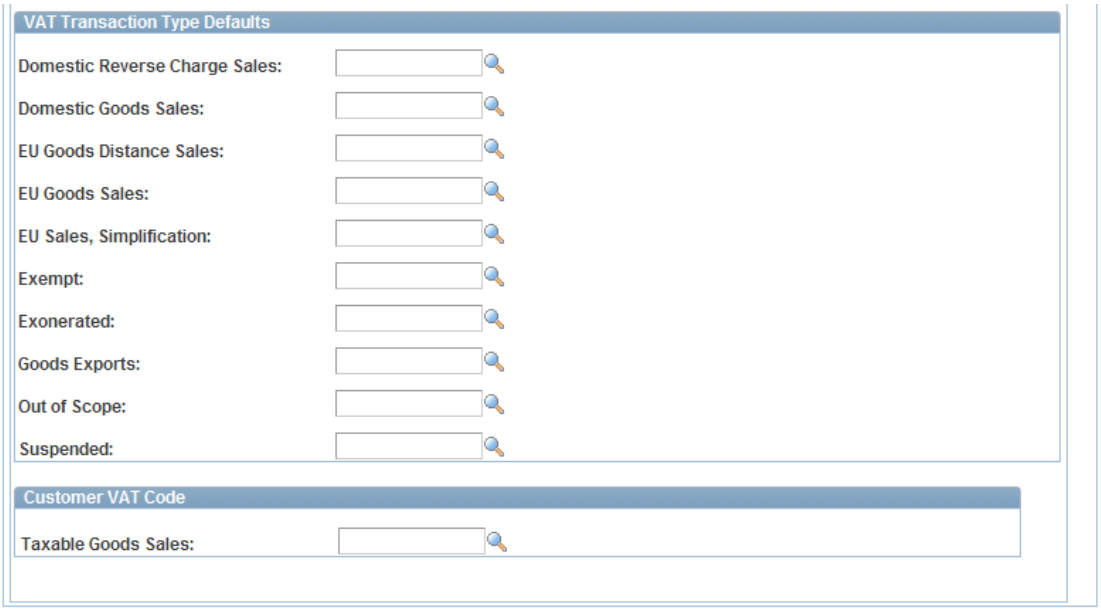
> **Note**
>
> The default values on this page are dependent on the VAT driver that you select. This example uses the BUS_UNIT_TBL_GL VAT driver.

This example illustrates the fields and controls on the VAT Defaults Setup 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 VAT Defaults Setup 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
VAT Driver	The VAT Defaults Setup page is a common page used to set up VAT defaults for all PeopleSoft applications that process VAT transactions. You can define general ledger defaults as applicable for each PeopleSoft-defined General Ledger VAT driver. The PeopleSoft General Ledger VAT drivers are: • Account ChartField • Journal Source • GL Business Unit • VAT Entity Registration • VAT Country **Note:** If you select the **VAT Defaults** link on the General Ledger Business Unit Definition - VAT Defaults page, the Journal Source - Definition page, or the Account page, then you access the VAT Defaults Setup page for the selected driver. All VAT defaults are set up on these central VAT pages.

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

See PeopleSoft Global Options and Reports: Establishing VAT Defaults.

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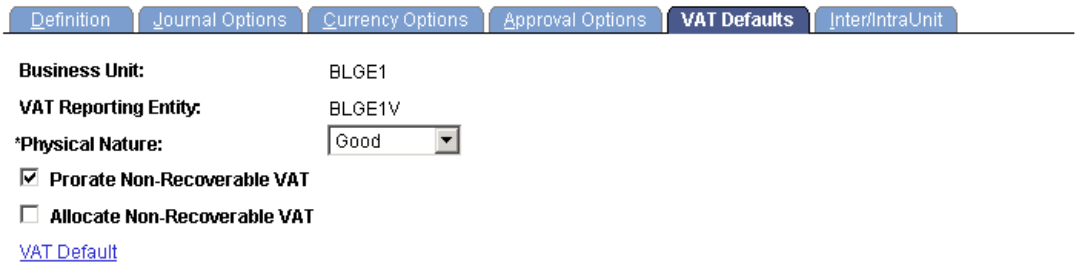
General Ledger Definition - VAT Defaults Page

Use the General Ledger Definition - VAT Defaults page (BUS_UNIT_TBL_GL5) to define VAT options that are provided by default to the journal line from your general ledger business units and select the VAT Default link to define additional central VAT defaults.

Navigation:

Set up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **General Ledger Definition**, and then **VAT Defaults**

This example illustrates the fields and controls on the General Ledger Business Unit Definition - VAT Defaults page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
VAT Reporting Entity	Create a VAT entity for the levels in your organization that require reporting. You can associate more than one business unit with a VAT entity; however, you can only associate one VAT entity with a specific business unit. To associate a general ledger business unit to a VAT entity, navigate to **Setup Financials/ Supply Chain**, and then **Common Definitions**, and then **VAT and Intrastat**, and then **Value Added Tax**, and then **VAT Entity**, and then **Identification.** See PeopleSoft Global Options and Reports: Identification Page.
Physical Nature	Specify the default nature of transactions for the business unit as either *Good* or *Service.* The default can be overridden at the source and account levels.
Prorate Non-Recoverable VAT	Select to post the non-recoverable VAT to the same ChartFields (including account, alternate account, and other ChartFields) that are specified on the associated expense journal line rather than to a separate VAT account. Selection of this option sets the default for the GL Journal Entry - VAT page, **VAT Control** group box.

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Field or Control	Description
Allocate Non-Recoverable VAT	If non-recoverable VAT is not prorated (that is, the **Prorate Non-Recoverable VAT** option is not selected), then non-recoverable VAT amounts are posted to a separate VAT account and alternate account. Select this option to allow the ChartField to which non-recoverable VAT is posted to be determined by your ChartField Inheritance options. For each ChartField, you may specify that the value always be inherited from the associated expense journal line, that the value only be inherited when the VAT is being posted to the same general ledger business unit, that the value be obtained from the set of business unit default ChartFields, or that the VAT be posted to a specific VAT ChartField. Selection of this option sets the default for the GL Journal Entry - VAT page, **VAT Control** group box.
VAT Default	Click this link to access the general ledger business unit driver's VAT Defaults page and define additional defaults for the business unit. See PeopleSoft Global Options and Reports: Establishing VAT Defaults.

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

Related Topics

- Defining General Ledger Business Units
  To define General Ledger business units, use the General Ledger Definition component (BUS_UNIT_TBL_GL). Your business practices determine how to set up General Ledger business units and the journal processing options.

Journal Source Definition Page

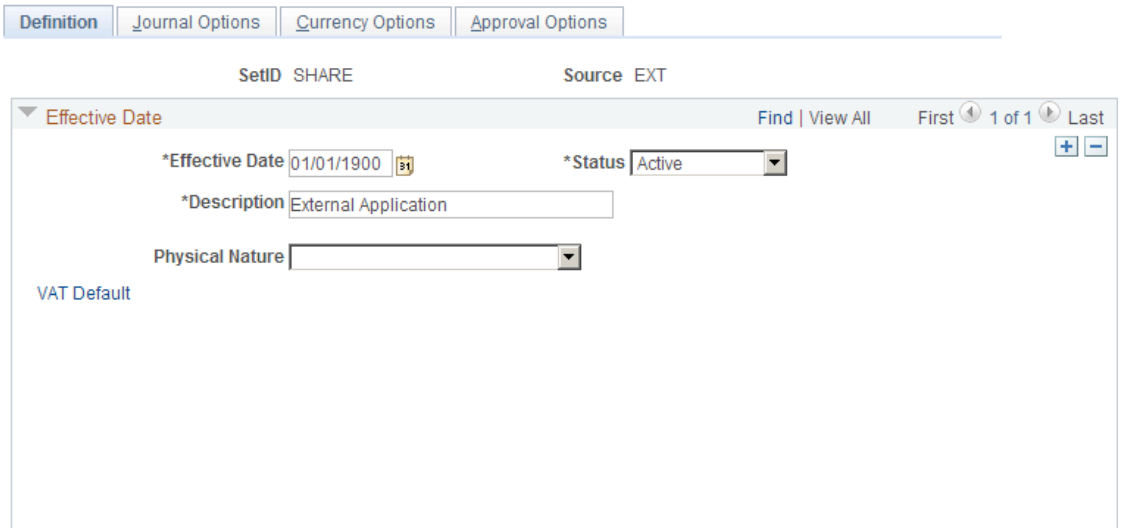
Use the Journal Source - Definition page (SOURCE1) to specify whether the source is for goods or services and select the VAT Default link to define additional central VAT defaults.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Journals**, and then **Source**, and then **Definition**

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.

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Field or Control	Description
Physical Nature	Specify the default nature of transactions for the journal source as either *Good* or *Service*. The default can be overridden at the account level. **Note:** Indicate the default option used most often for VAT transactions that use this source. For options that you use less frequently, override these defaults at the Account Definition level.
VAT Default	Click this link to access the central VAT Defaults Setup page of the source for the Journal Source VAT driver. **Note:** The VAT Defaults Setup page appears based on the specific Journal Source you select, such as ONL, AP, and AR. See PeopleSoft Global Options and Reports: Establishing VAT Defaults.

Related Topics

- PeopleSoft Global Options and Reports: Understanding VAT
- Application Fundamentals: Defining Common Journal Definitions

Setting Up VAT Defaults for an Account

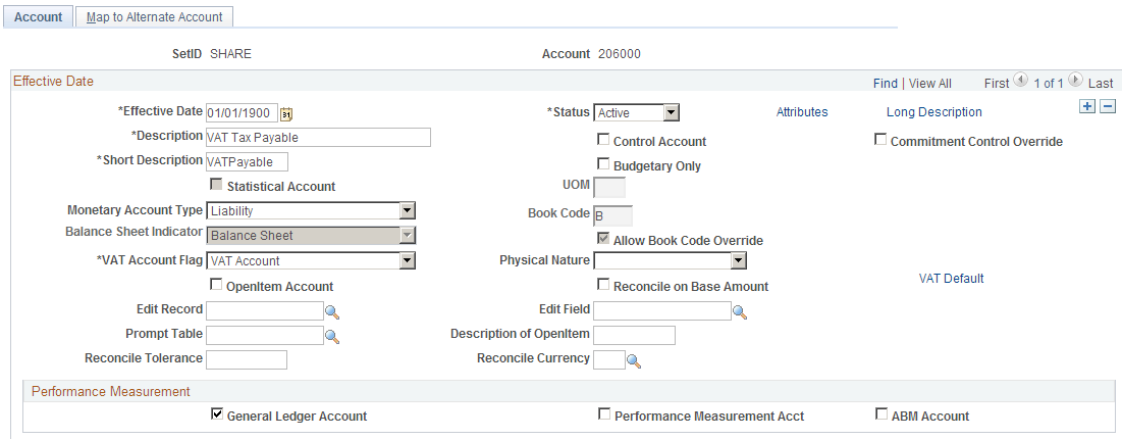
Use the Account page (GL_ACCOUNT) to specify whether the account is for goods or services and select the VAT Default link to define additional central VAT defaults.

Navigation:

Set up Financials/Supply Chain, and then **Common Definitions**, and then **Design ChartFields**, and then **Define Values**, and then **ChartField Values**, and then **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.

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Field or Control	Description
VAT Account Flag	See Application Fundamentals: Account Page.
Physical Nature	Specify the default nature of transactions for the account as either *Good* or *Service*. The defaults override source and business unit defaults.
VAT Default	Click this link to access the central VAT Defaults Setup page for account and define the VAT defaults for an account. PeopleSoft Global Options and Reports: Establishing VAT Defaults

Related Topics

- PeopleSoft Global Options and Reports: Understanding VAT
- Application Fundamentals: Adding and Mapping Accounts and Alternate Accounts

Creating and Processing Journals with VAT

You normally enter VAT data as part of a PeopleSoft subsystem transaction. VAT is calculated within the transaction, the transaction is edited, the VAT Transaction Loader is run, and the transaction is posted. Use general ledger to enter adjustments, corrections, or miscellaneous transactions that either include VAT or affect only the VAT portion of a transaction.

Pages Used to Create and Process Journals with VAT

Page Name	Definition Name	Usage
Journal Entry - Lines Page	JOURNAL_ENTRY2_IE	Include business unit, any VAT accounts that are entered or generated, and the ability to override the currency, rate, and basis amount. VAT default data from the business unit, journal source, and VAT accounts affects defaults on the GL Journal Entry - VAT page.

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Page Name	Definition Name	Usage
GL Journal Entry - VAT Page	JOURNAL_ENTRY_VAT	Override VAT default information generated from the business unit, source, and account that are entered on the header and lines pages, if necessary.

Related Topics

- PeopleSoft Global Options and Reports: Understanding VAT

Journal Entry - Lines Page

Use the Journal Entry - Lines page (JOURNAL_ENTRY2_IE) to include business unit, any VAT accounts that are entered or generated, and the ability to override the currency, rate, and basis amount.

VAT default data from the business unit, journal source, and VAT accounts affects defaults on the GL Journal Entry - VAT page.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Lines**

1. You can override the business **Unit** on the journal line; however, the selected business unit must have VAT functionality enabled.
2. If you enter a transaction with its associated ChartFields for a VAT-applicable account, the system generates the VAT journal lines.

   You can also enter a journal line directly against a VAT account as an adjustment to a VAT transaction, along with the appropriate ChartFields.
3. You can override the default Currency and Rate Type.

   The exchange rate that appears is based on these two values.
4. Enter the amount.
5. Click the **VAT** link to access the GL Journal Entry - VAT page.

> **Note**
>
> The Lines page operates in deferred processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, then any value you enter before the system updates the page overrides the default. Also, the system updates quantity balances or totals only when you save or click the **Calculate Amounts** button.

Related Topics

- Create/Update Journal Entries - Lines Page
  Use the Create/Update Journal Entries - Lines page (JOURNAL_ENTRY2_IE) to record the debit and credit transactions that make up the journal entry.

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GL Journal Entry - VAT Page

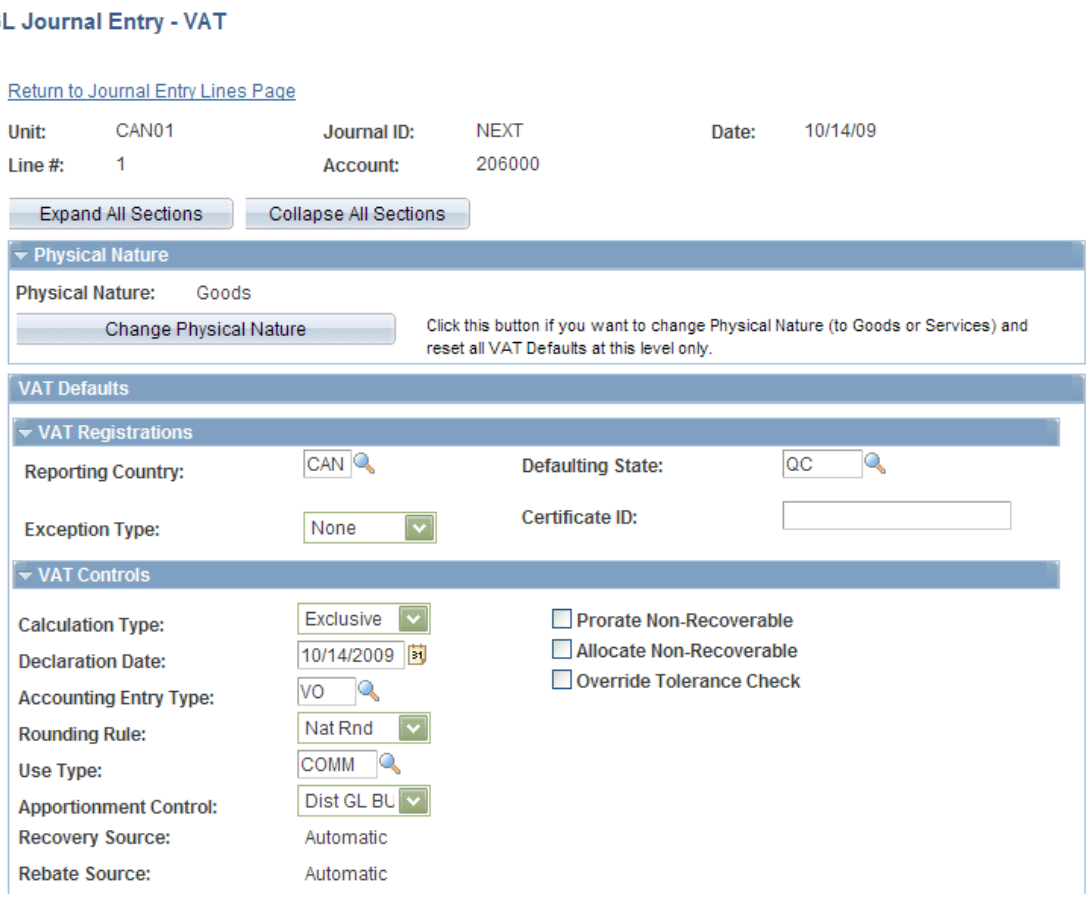
Use the GL Journal Entry - VAT page (JOURNAL_ENTRY_VAT) to override VAT default information that is generated from the business unit, source, and account entered on the header and lines pages, if necessary.

Navigation:

Click the **VAT** link on the journal line.

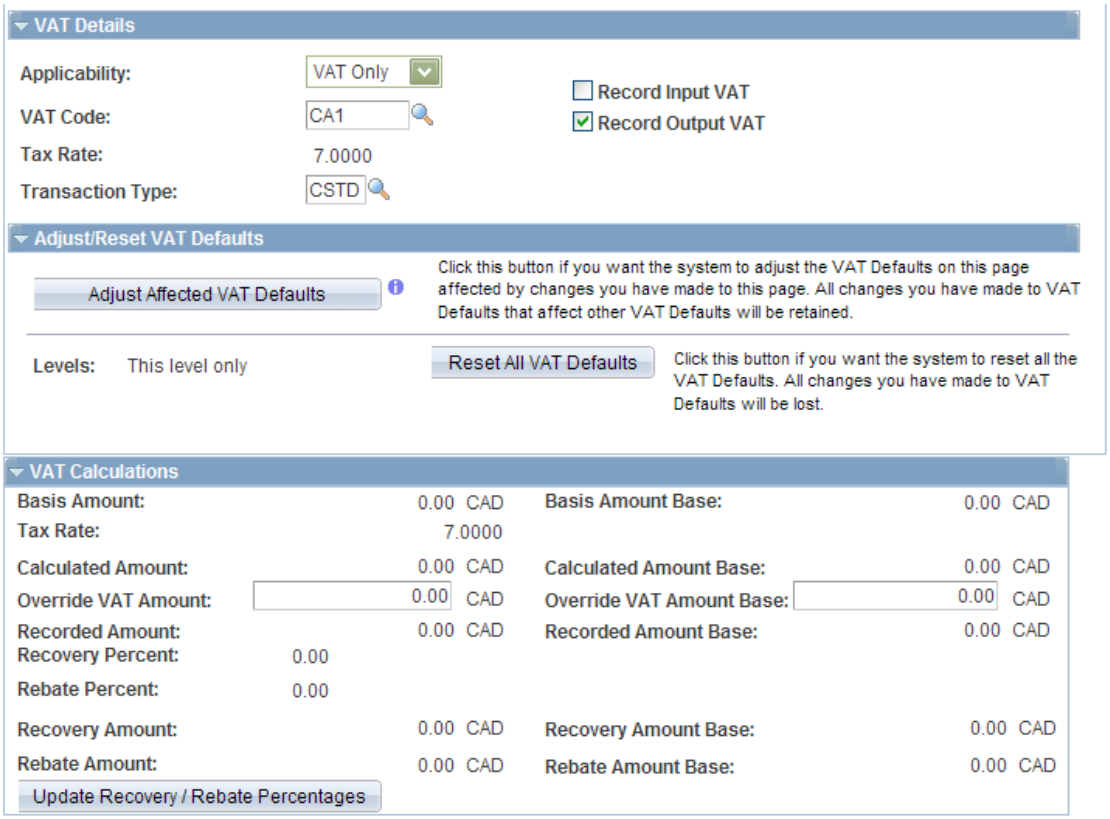
The VAT link appears on a journal line for which the ChartField is a VAT ChartField and the business unit is VAT-enabled.

This example illustrates the fields and controls on the GL Journal Entry - VAT 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 GL Journal Entry - VAT page (2 of 2). You can find definitions for the fields and controls later on this page.

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Expanding and Collapsing Sections

To manage your VAT data more efficiently, you can expand and collapse sections of this VAT page.

Field or Control	Description
Expand All Sections	Click this button to scroll to and access every section on the page. You can also expand one or more sections by clicking the arrow next to the section name.
Collapse All Sections	Click to collapse all sections; you will see only the header information. If you expand one or more sections, you can click the arrow next to the section name to collapse the section.

Updating VAT Values

You can modify any of the accessible fields on this page. These are the VAT default values that you defined in the VAT Default Setup page for **Account ChartField , Journal Source, GL Business Unit, VAT Entity Registration,** and **VAT Country VAT Driver.**

See PeopleSoft Global Options and Reports: Establishing VAT Defaults.

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> **Note**
>
> If you modify any of the VAT values on this page, be sure and use the options in the **Adjust/Reset VAT Defaults** group box.

VAT Defaults

Adjusting or resetting VAT defaults only affects the fields within this **VAT Defaults** group box:

Field or Control	Description
Adjust/Reset VAT Defaults	• **Adjust Affected VAT Defaults** If you changed any fields on this page, these changes may VAT defaults on this page. For accuracy and consistency, click this button if you want the system to adjust the VAT defaults that are affected by your changes. All changes you have made to VAT defaults on this page that affect other VAT defaults on this page are retained. Click the **"i"** button to list the fields that will be adjusted. **Note:** Always click the **Adjust Affected VAT Defaults** button after changing any defaults on the VAT page. • **Levels** The levels affected when you click the **Reset All VAT Defaults** button may be different, depending which application you are working with and the type of VAT page you are working on. **Note: Reset** completely redetermines the VAT defaults, but they are not necessarily reset to their original values. For example, the user may not have changed any VAT default values but if a VAT driver field was changed, then clicking **Reset** redetermines all defaults based on the new driver value. – *All lower levels* Do not select this option for general ledger VAT because it only has one level. – *This and all lower levels* Do not select this option for general ledger VAT because it only has one level. – *This level only* Select this field value to reset all VAT defaults on this VAT page. • **Reset All VAT Defaults** Click this button if you want the system to reset the VAT defaults based on the **Levels** value you selected. All changes you made to VAT defaults will be lost.

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Importing VAT Data from Third-Party Systems

Page Used to Import VAT Data from Third-Party Systems

Page Name	Definition Name	Usage
Flat File Journal Import Request Page	LOAD_JRNL_PNL	Import journal data contained in a flat file and insert it into PeopleSoft journal tables.

Flat File Journal Import Request Page

Use the Flat File Journal Import Request page (LOAD_JRNL_PNL) to import journal data contained in a flat file and insert it into PeopleSoft journal tables.

Navigation:

General Ledger, and then **Journals**, and then **Import Journals**, and then **Import Flat File Journals**

Field or Control	Description
GL_JRNL_IMP	Use this utility to insert rows into the PS_JRNL_HEADER, PS_JRNL_LN, PS_JRNL_VAT, PS_OPEN_ITEM_GL, and PS_JRNL_CF_BAL_TBL tables from data contained in a flat file. A commit is performed after all data in the file loads successfully. If the commit process fails, the entire load process is rolled back. You can run multiple instances of this Application Engine process with smaller flat files in a logical unit of work. Group the flat file rows in hierarchical order with the header first, followed by the associated journal lines and control lines. The system uses two system sources, EXT and EXV, to import data. System Source EXT enables the system to recognize that VAT Applicable/VAT Account selection is associated with an account and proceeds to calculate VAT and generates the additional accounting lines to be posted to the VAT accounts. System source EXV prevents the system from processing the journal for VAT so you can load all VAT information from a flat file. Therefore, use EXV to import VAT information and populate the JRNL_VAT table with transactions exactly as they are in the flat file, and use EXT to load journals to populate any missing values with default values and VAT lines when necessary. Once the system populates JRNL_VAT, the imported VAT information is picked up by the VAT Transaction Loader.

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Related Topics

- Using the Flat File Journal Import Process

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Calculating Average Balances

Understanding Average Balance Calculation

These topics provide an overview of the average balance calculation and discuss how to:

- Prepare your system for average daily balancing (ADB).
- Process average daily balances.
- Produce average daily balance reports.

This section lists prerequisites, common elements, and includes the following detail:

- Average daily balance setup.
- Summary of capabilities.
- Ledgers used by ADB.
- Average balance calculations.
- How ADB determines calculation method.
- Incremental calculations.
- Ad hoc calculations.
- Adjustments in ADB.
- Journal adjustments (998, 901, 902...) in ADB.
- Management and regulatory ADB reporting.

> **Note**
>
> Adding ADB for a BU in the middle of a Fiscal Year is not retroactive.

Prerequisites

Perform activities to set up ADB for the detail ledger that will be used to maintain the standard balances and daily balances when calculating the averages.

Before you can use the ADB feature, you must set up your business units and ledgers for ADB processing:

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Setup	What
Business Units using the General Ledger Definition - Definition Page	Set up the business units for which you want to calculate average daily balances. Select the ADB Incremental Calculation Method link on the General Ledger Business Unit Definition page, and select the definitions that you run regularly (using the incremental calculation method) for this business unit.
Detail Ledgers using the Application Fundamentals: Detail Ledger Page	Set up these ADB detail ledgers: • LOCALMTD • LOCALQTD • LOCALYTD
Ledger groups using the Application Fundamentals: Ledger Groups - Definition Page	Set up these ADB ledger groups: • LOCALMTD • LOCALQTD • LOCALYTD Associate the ledger group with one of the ADB templates.
ADB templates using the Application Fundamentals: Templates - Record Definitions Page	Select each of these PeopleSoft ADB target ledger templates: • STNDADBMTD • STNDADBQTD • STNDADBYTD • Verify that the ADB records as set up. • Add the applicable ADB detail ledger to each of the templates to store the average balances. The ADB process determines where to store the calculated averages using the table defined in Record (Table) Name field on this template. Create a unique template for each unique table name depending on where you want to store the averages. For example, if you want to store all the averages to one table, you need only one template. To set up the template, select *ADB Reporting Ledger* in the **Default Ledger Type** field and click the button to select the default table names. You can accept the default table or choose another ADB target ledger table.
Using Application Fundamentals: Ledgers For A Unit - Definition Page	• Select Report Average Balances, and select an ADB calendar for the ACTUALS (RECORDING) detail ledger. • Indicate whether you want to maintain regulatory balances. • Select the **Filter Posted Activity** check box. • Click the **Filter** link to access the Include Account Types Posted to ADB Ledger page, and select the ADB account types. You can add more than one account type and click OK. **Note:** Filters enable you to specify which account types you want to post to the ADB ledger, for example, asset and liability.

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Setup	What
Using Application Fundamentals: Ledgers For A Unit - Definition Page	Add the ADB ledger group to the business unit. This is where the ADB calculation process looks to determine what ledger group and ledger to use when calculating the averages. • Attach the ADB ledger groups that you created to the business unit. This is where the ADB calculation process looks to determine what ledger group and ledger to use when calculating the averages. • Select a detail calendar in the **Calendar ID** field. The calendar can be a daily or monthly calendar. For example: – LOCALMTD calendar could be monthly (D1). – LOCALTD Calendar could be daily (D2). The calendar that you select determines how the average balances are stored. If you select a monthly calendar, for example, the current period reflects today's averages (or the day ADB was processed in the current month) and the prior period reflects the month-end average balances. **Note:** Do not select **Report Average Balances** or any other ADB-related fields for these ADB target detail ledgers that you attach to a business unit in the Ledgers For a Unit component.
Post Adjustment Periods to ADB option using the Application Fundamentals: Ledgers For A Unit - Journal Post Options Page	Disable (or leave enabled) the **Post Adjustment Periods to ADB** option. Select whether to post adjustment journal entries to the ADB ledgers using an adjustment period (as defined for the ledger group) or using a regular accounting period that is derived from the ADB calendar.

Common Elements Used in This Topic

Field or Control	Description
Target ADB Ledger (target average daily balance ledger)	Stores the average balances. The detail ledger must be a different ledger.
Incremental Method	Indicates the method of calculating ADB that uses prior period calculated averages and daily balances to calculate the requested periods' averages. This is a more efficient processing method than the ad hoc method.
Ad Hoc Method	Indicates the method of calculating ADB that uses the daily ledger balances to calculate the requested periods' averages. This method uses more system resources than the incremental method.

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Field or Control	Description
ADB (average daily balance)	Average Daily Balance.
Period Type	Defines the time period for the ADB calculation (month to date, year to date).

Average Daily Balance Setup

After you complete the ADB prerequisites, you must perform the following activities before you can process average balances for a business unit:

- Define the interrelationship of ledgers and ChartFields used in ADB on the ADB Definition page:
  - Define the ledgers and amount fields to be used in the ADB calculations and the interrelationship between the ADB ledger and target ADB ledger's amount fields (Definition page).
  - Define the ChartField and value that is used to store the ADB rounding adjustment (Rounding Adjustment page).
  - Define the association between the ADB and target ADB ledgers' ChartFields (ChartFields page).
- Select the **ADB Incremental Calculation Method** link on the General Ledger Business Unit Definition page and select the definitions that you run regularly (using the incremental calculation method) for this business unit.
- Access the ADB Process Request page to run the ADB Calculation process (GL_ADB_CALCX).

Summary of Capabilities

The Calculating Average Balances feature enables you to report your organization's financial position using average, rather than period-end, balances. You can:

- Select which ChartField values are included in average balances.
- Select the time periods for ADB calculations from month-to-date, quarter-to-date, and year-to-date options—or define your own time periods.
- Report prior day and current average balances.
- Summarize ADB target ledgers for summary ledgers.

Ledgers Used by ADB

There are two ledgers involved in ADB processing: the ADB ledger and the target ADB ledger.

- The source ADB ledger (also known as the ADB ledger) stores the daily ledger activity that is used by the ADB process to calculate the average daily balances.
- The target ADB ledger stores the calculated averages from the ADB process.

You can have as many target ADB ledgers as you need.

This design has several advantages:

- Flexibility to maintain the average balances in different ledger tables:

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  - Partition your averages to different target ledger tables, such as period type (MTD—month-to-date, YTD—year-to-date, and QTD—quarter-to-date), which can improve processing performance.
  - You can maintain all the averages in a single table.
- Flexibility to define a calendar ID to maintain the calculated average daily balance history:
  - To maintain month-end balances, use only the monthly calendar ID, which represents the current day's averages.
  - To maintain daily balances, use the daily calendar ID.

Related Topics

- Prerequisites
  Perform activities to set up ADB for the detail ledger that will be used to maintain the standard balances and daily balances when calculating the averages.

Average Balance Calculations

Choose either the incremental or the ad hoc calculation method.

ADB uses either the incremental method or the ad hoc method to calculate average balances. This table summarizes the differences between the two methods:

Incremental	*Ad hoc*
Uses prior period stored aggregate balances and daily balances to calculate the requested periods' averages.	Uses the daily ledger balances to calculate the requested periods' averages.
Results in more efficient processing.	Uses more system resources.

How ADB Determines Calculation Method

By default, the ADB Calculation process uses the ad hoc method to calculate average balances.

In order to use the incremental calculation, you must define the ADB definitions and period type on the General Ledger Definition − Incremental Calculation Method page. Here's how period types relate to the ADB definition on that page:

ADB Definition	Period Type
Actuals MTD Averages	MTD (month to date)
Actuals QTD Averages	QTD (quarter to date)
Actuals YTD Averages	YTD (year to date)

In the sections that follow, there are examples of how these period types are used in calculations.

Incremental Calculations

Incremental calculations are the most efficient way to calculate average balances. Each time that the system processes ADB calculations, it extracts only the daily balances that have been posted since the last time that it ran the ADB Calculation process. The process uses the prior period averages as the starting point to calculate the current period's average.

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The ADB incremental calculation method determines average balance by dividing the aggregate amount by the number of days within the requested period type:

Average balance equals the aggregate amount divided by the number of accumulated days in the requested period type.

Term	Definition
Aggregate Amount	The aggregate amount equals today's *ending balance* plus the *previous aggregate amount* (the aggregate amount for the previous day of this period). If it is the first day of a period, the *aggregate* amount is equal to the *ending balance* and the *average balance.*
Ending Balance Amount	The ending balance amount equals today's daily balance plus the *previous ending balance* (the ending balance of the previous day of this period). If it is the first day of a period, the *ending balance* is the same as the *aggregate* amount and the *average balance.*

The following two tables illustrate incremental calculation by showing how February 1 is calculated using two different time periods (period types): year to date and month to date.

This table shows how the system calculates February 1 for a YTD (year to date) period.

Incremental Calculation for YTD

The following table shows how the system performs incremental year to date calculations:

Year-to-Date Example: Incremental ADB Calculation

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		Source ADB Ldg	Target ADB Ledger		
Per	Date	Amount	End Bal	Aggregate	Average Bal
1	1/1	(a) 100	(b) 100	(c) 100	100 (=c / # of periods)
2	1/2	(d) --	(e) 100 (=b+d) (or 100 + 0)	(f) 200 (=c+e) (or 100 + 100)	100 (=f / # of periods) (or 200 / 2)
3	1/3	150	250 (100 + 150)	450 (200 + 250)	150 (450 / 3)
4	1/4	50	300 (250 +50)	750 (450 + 300)	187.5 (750 / 4)
•	•	•	•	•	•
30	1/30	50	1550	29350	978.4
31	1/31	100	1650	31000	1000
32	2/1	150	1800	32800	1025

Incremental Calculation for MTD

Month-to-date balances are maintained until the last day of the month. On the first day of the new month, the ending balance of the prior month is carried forward to the beginning of the new month and the aggregate balance starts over. MTD is for the month only and the calculation does not include any amounts from any other period.

The following table shows how the system calculates February 1 for a MTD (month to date) period:

Month-to-Date Example: Incremental ADB Calculation

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		Source ADB Ldg	Target ADB Ledger		
Per	Date	Amount	End Bal	Aggregate	Average Bal
1	1/1	(a) 100	(b) 100	(c) 100	100 (=c / # of periods)
2	1/2	(d) --	(e) 100 (=b+d) (or 100 + 0)	(f) 200 (=c+e) (or 100 + 100)	100 (=f / # of periods) (or 200 / 2)
3	1/3	150	250 (100 + 150)	450 (200 + 250)	150 (450 / 3)
4	1/4	50	300 (250 +50)	750 (450 + 300)	187.5 (750 / 4)
•	•	•	•	•	•
30	1/30	50	1550	29350	978.4
31	1/31	100	1650 (= 1550 +100)	31000 (=29350 + 1650)	1000 (= 31000 / 31)
1	2/1	150	1800	1800	1800

Ad Hoc Calculations

Ad hoc calculations require more system resources. Each time that the system processes ADB calculations, it extracts data for *all* the days within the period type from the ADB ledger. Therefore, you usually want the system to use the incremental calculation method for regularly scheduled averages (MTD, YTD, and QTD). Otherwise, you can use the ad hoc method.

The *ad hoc* calculation for average balance is the same as the incremental calculation:

Average Balance = Aggregate / number of days with in the requested period type

The difference is that the ad hoc method does not use prior period balances. Instead, it requires *all* the daily balances needed to calculate the requested period type. (The incremental process requires only the daily balances from the previous period.)

This table shows how the system calculates average daily balances for a date-to-date period type (DTD), starting January 5 through the request date of February 1. The ADB ledger uses a monthly calendar.

Calculation Using a DTD Period Type

This table shows incremental day-to-day calculations:

Incremental Day-to-Day ADB Calculations

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		Source ADB Ldg	Target ADB Ledger		
Per	Date	Amount	End Bal	Aggregate	Average Bal
1	1/5	(a) 100	(b) 100	(c) 100	100 (=c/# of periods)
2	1/6	(d) 50	(e) 150 (=b+d)	(f) 250 (=c+e)	125 (=f /# of periods)
3	1/7	50	200	450	150
4	1/8	50	250	700	175
•	•	•	•	•	•
26	1/30	50	1200	19650	755.7
27	1/31	100	1300	20950	775.9
1	2/1	150	1450	22400	800

In this case, even though February 1 is in the next period, the system still uses the previous day's ending balance and aggregate amount in the calculation.

In the sections that follow, there are examples of how these period types are used in calculations.

Adjustments in ADB

ADB adjustments are any transactions for a specific period that have been posted to the ADB ledger after ADB calculations have been run, which includes that period in the average balances.

For example, suppose average balances are calculated at 8:30 a.m. on Monday as of period 1. Additional transactions are posted to the ADB ledger at 9:00 a.m. that same day. These new transactions are considered ADB adjustments.

If the ADB process is using the incremental calculation method, the process automatically adjusts prior period balances before it calculates the requested period averages because the incremental calculation method uses prior period balances to calculate the current period averages (thus the adjustments must first be applied to those prior balances).

> **Note**
>
> The ADB process does not require you to go back and rerun prior month balances for the same fiscal year in order to adjust prior period balances when using the incremental calculation method. For example, if you have adjustments in May and June and the averages are already calculated up to July 31, you do not have to rerun the ADB Calculation process for the month end of May and June. You can rerun the ADB calculation process as of July 31 or as of August 1. The ADB process automatically adjust the prior months balances, for May and June, as long as the adjustments are within the same fiscal year. If you were to rerun the balances as of May 31, the process would not properly adjust the balances in June and July.

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

When using the ad hoc method, you have to run the process for every open month for which you have transactions.

The ADB process adjusts all average balances starting from the minimum accounting period of the ADB adjustments, as long as that accounting period is within the same fiscal year as that of the requested period.

Keep in mind the distinction between ADB adjustments and adjusting journals (which are posted to special adjustment periods). They are different and are processed by ADB differently.

Journal Adjustments (998, 901, 902...) in ADB

Adjustment journals are those journals that have been marked as adjustments in the journal header record.

You have the option to post adjustment journal entries to the ADB ledgers using:

- Adjustment periods as defined for the ledger group (this prevents period-to-period reporting from being distorted by adjustments); or,
- Regular accounting periods that are derived from the ADB calendar.

You select this option on the Ledgers For A Unit - Journal Post Options page. Deselect (or leave selected) the Post Adjustment Periods to ADB check box.

See Application Fundamentals: Ledgers For A Unit - Journal Post Options Page.

Posting Adjustment Journals to ADB Ledgers Using Adjustment Periods (Default)

ADB calculations support *all* adjustment periods.

For the most part, you will probably *not* want to include adjustment periods in ADB calculations, with the possible exception of year-to-date daily averages.

If you do choose to include journal adjustments, you have two points in the period that you can include the adjustments. You can include them at the beginning of the period, in which case the adjustment period (period 998, 901, 902) is considered the first day of the period, or you can include them at the end of the period, in which case the adjustment period is considered the last day of the period. For ADB definitions using the incremental calculation method, the process calculates the journal adjustments as of the last day of the period, regardless of the option selected. However, you can choose to run the ADB process using the ad hoc method on the ADB request if you want to include the adjustments as of the first day of the period. It is recommended that you use the ad hoc calculation method when including adjustment journals in the average balances. The impact of the journal adjustment period on average balances is illustrated in the following table.

This example assumes that Account 100000 has a zero beginning balance. During the course of the month, only two transactions were posted: one on December 1 and one on December 31 :

Account	Journal Date	Period	Day Within Period	Transaction Amount
100000	December 1, 2009	12	1	100
100000	December 31, 2009	12	31	150

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Account	Journal Date	Period	Day Within Period	Transaction Amount
100000	December 31, 2009	998		300 < – adjusting entry

The following table shows the results of not including period 998, including it at the beginning of the period or including it at the end of the period:

Period 998 Option	ADB Calculation	Result
No Adjustment Period	ADB = ([100 * 31] + [150 * 1]) / 31 [Aggregate of the December 1 amount] plus [aggregate of December 31 amount] divided by the number of days.	104.84
As First Day of Report Period	ADB = ([400 * 31] + [150 * 1]) / 31	404.84
As Last Day of Report Period	ADB = ([100 * 31] + [450 * 1]) / 31	114.52

Posting Adjustment Journals to ADB Ledgers Using Regular Accounting Periods

If you have deselected the Post Adjustment Periods to ADB check box on the Ledgers For A Unit – Journal Post Options page, the adjusting journals are posted to regular accounting periods, and therefore, are included in the ADB calculations.

Related Topics

- Application Fundamentals: Understanding Accounting Calendars Based on Open and Close Periods

Management and Regulatory ADB Reporting

In order to comply with International Accounting Standards (IAS), PeopleSoft General Ledger can also maintain separate daily balances for the period:, one that reflects the journal date (trade date, for example), one that reflects the settlement date, and one that reflects the ADB date. To enable PeopleSoft General Ledger to maintain multiple balances, see Enabling Date Code in PeopleSoft General Ledger.

When you select to maintain multiple balances, for every journal that has an ADB date that differs from the journal date, the system creates two additional entries: an entry for the period based on the journal date and a reversal for the period based on the ADB date.

Related Topics

- Application Fundamentals: Defining Ledgers for a Business Unit

Preparing Your System for Average Daily Balancing

To prepare your system for average daily balancing, use the ADB Definition component (ADB_DEFN).

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Pages Used to Set Up Average Balances

Page Name	Definition Name	Usage
ADB Definition - Definition page (average daily balance definition - definition)	ADB_DEFN	Identify the ledgers and their amount fields to be used in the definition.
ADB Definition - Rounding Adjustment Page (average daily balance definition - rounding adjustment)	ADB_ADJ	Identify the ChartFields in which the ADB rounding adjustment is stored. When averages are calculated from balanced ledger data, the calculated averages may not be in balance because of rounding. However, daily balances must be balanced. The ADB process creates rounding adjustments in order to bring the calculated averages back into balance.
ADB Definition - ChartFields Page (average daily balance definition - ChartFields)	ADB_CF	Identify the ChartField values from the ADB ledger that you include in the average balance calculations.

ADB Definition - Definition page

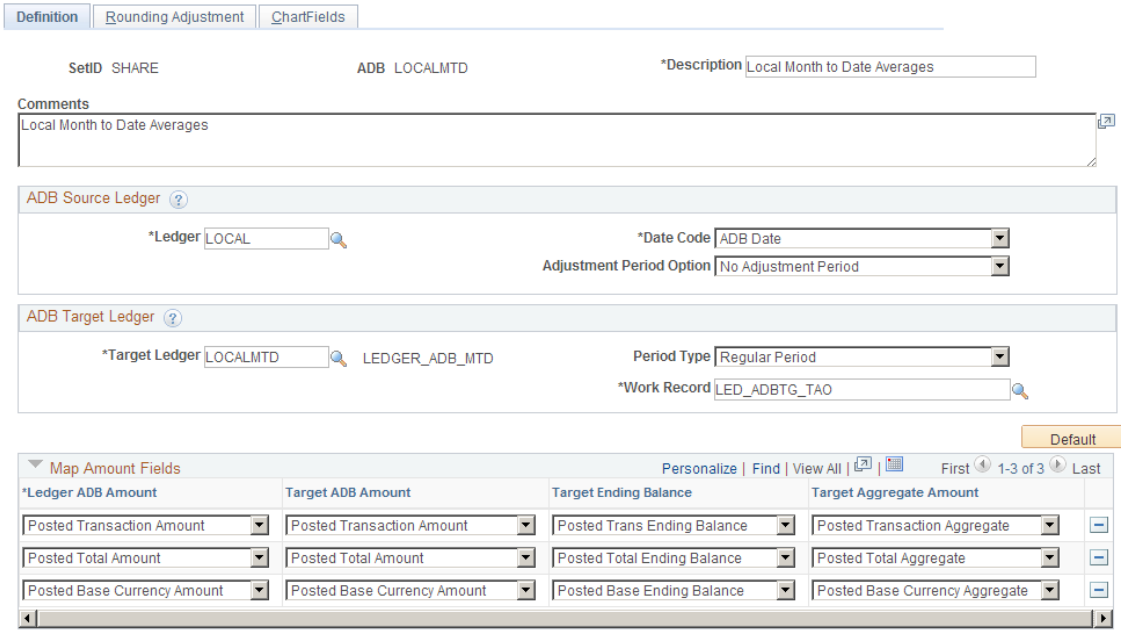
Use the ADB Definition - Definition (average daily balance definition - definition) page (ADB_DEFN) to identify the ledgers and their amount fields to be used in the definition.

Navigation:

General Ledger, and then **Average Daily Balance**, and then **ADB Definition**

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

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Field or Control	Description
ADB Type (average daily balance type)	Select from the following values: *Management Balances:* Calculates ADB from the daily balances posted from the *ADB* date. *Regulatory Balances:* Calculates the ADB from the daily balances posted from the journal date.
Ledger	Enter the name of the detail ledger associated with the ADB ledger.
Target Ledger	Select the ledger that stores average balances. (You must have created this ledger using the Detail Ledger, Detail Ledger Group, and Ledgers For A Unit pages.
Batch Work Record	Enter the name of the temporary table used during the ADB Calculation process. The default work table is LED_ADBTG_TAO
Adjustment Period Option	Select whether the ADB calculation includes the Period 998 balances. Values are: *As First Day of Report Period:* The system treats the period 998 balances as the first day of the report period's transaction (based on period type) and includes the balances in the ADB calculation. *As Last Day of Report Period:* The system treats the Period 998 balances as the last day of the report period's transaction (based on period type) and includes the balances in the ADB calculation. *No Adjustment Period:* The ADB calculation does *not* include period 998 balances.

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Field or Control	Description
Map Amount Fields	This section connects the **Amount** field of the ADB ledger to the target ADB ledger's amount, ending balance, and aggregate amount fields. Refresh returns default amount fields for the posted transaction amount, posted total amount, and posted base amount fields. You can map up to three amount fields.
Ledger ADB Amount (ledger average daily balance amount)	Displays the column in the ADB Amount Record table where the system stores daily balances for this ledger. When you click the **Refresh** button, all the amount fields for the ADB ledger appear. Click the **Remove** button to delete the amount fields for which you do not want to create average balances.
Target ADB Amount (target average daily balance amount)	Displays the column in the target ledger's table where the system stores the average balance.
Target Ending Balance	Displays the column in the target ledger's table where the system stores the ending balance.
Target Aggregate Amount	Displays the column in the target ledger's table where the system stores the aggregate amount.

Related Topics

- Prerequisites
  Perform activities to set up ADB for the detail ledger that will be used to maintain the standard balances and daily balances when calculating the averages.
- Understanding Processing of ADB
  Once you establish the basis for average balance calculations, the Journal Post process (GL_JP Application Engine) invokes the GL_ADB_POST process, which calculates the balances and updates the target ledger.
- Journal Adjustments (998, 901, 902...) in ADB
  Adjustment journals are those journals that have been marked as adjustments in the journal header record.

ADB Definition - Rounding Adjustment Page

Use the ADB Definition - Rounding Adjustment (average daily balance definition - rounding adjustment) page (ADB_ADJ) to identify the ChartFields in which the ADB rounding adjustment is stored.

When averages are calculated from balanced ledger data, the calculated averages may not be in balance because of rounding. However, daily balances must be balanced. The ADB process creates rounding adjustments in order to bring the calculated averages back into balance.

Navigation:

General Ledger, and then **Average Daily Balance**, and then **ADB Definition**, and then **Rounding Adjustment**

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

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Field or Control	Description
Balanced ADB (balanced average daily balance)	Select this check box to have the system automatically verify whether selected ledger amounts balance and to adjust average balance calculations for rounding discrepancies. The system also records related adjustments to the value of the rounding adjustment entry ChartField that you specify. To record average balances without automatic rounding adjustments, deselect the **Balanced ADB** check box. **Note:** If the **Balanced ADB** check box is selected, and the ADB Calculation process determines that the ADB is not balanced based on the ChartFields specified in the ADB Definition setup, the ADB Calculation process issues the following message and the target ledger is not updated: "Ledger amounts for ChartFields specified in the ADB (target ledger) is not balanced. Important! You must check the Batch Message Log to view this message."
ChartField	Locate the **ChartField** to use for automatic rounding adjustments.
ChartField Value	Specify a value for the ChartField to use for automatic rounding adjustments.

ADB Definition - ChartFields Page

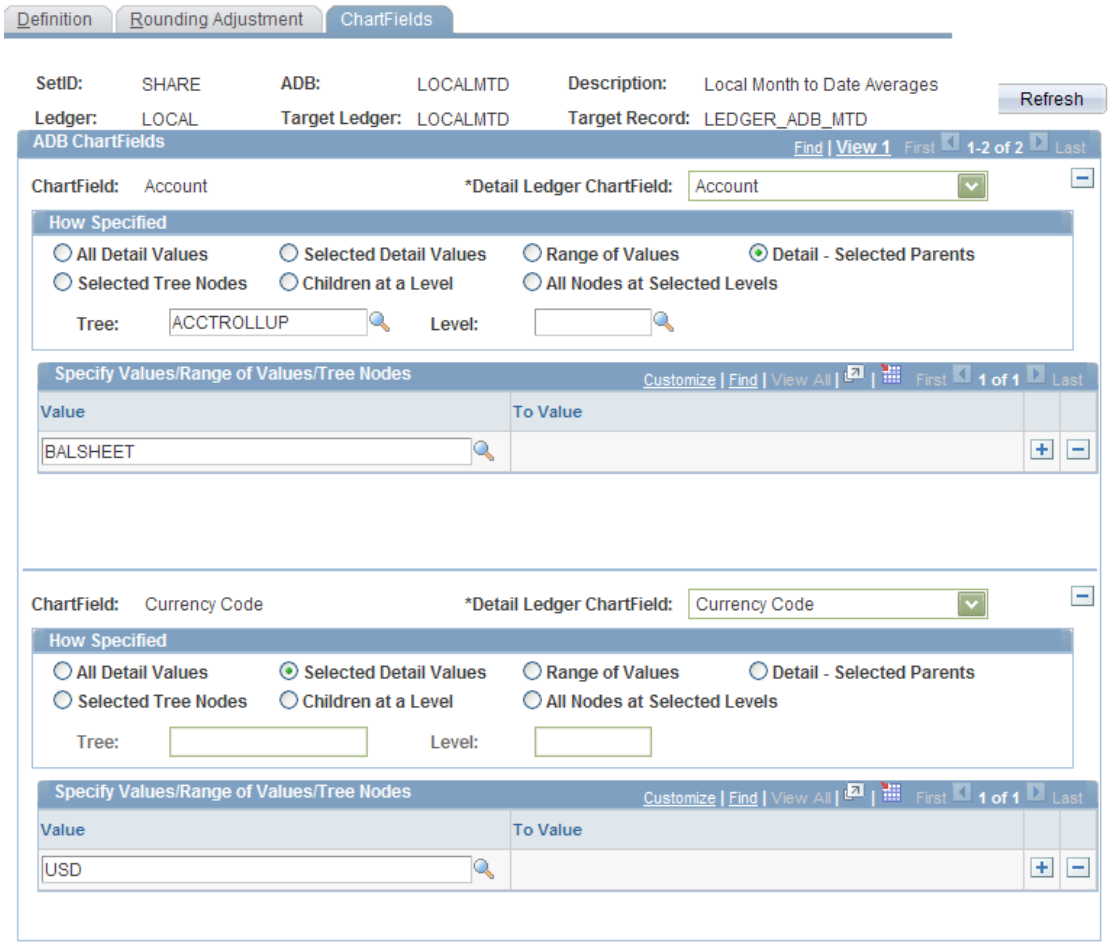
Use the ADB Definition - ChartFields (average daily balance definition - ChartFields) page (ADB_CF) to identify the ChartField values from the ADB ledger that you include in the average balance calculations.

Navigation:

General Ledger, and then **Average Daily Balance**, and then **ADB Definition**, and then **ChartFields**

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

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Field or Control	Description
Refresh	Click this button to retrieve all the ChartFields defined for the ADB ledger (the source ledger). Click **View All** to display all of the ChartFields. The ADB calculation process creates an average balance for every ChartField combination listed. Click the **Remove** button (next to the **Detail Ledger ChartField** field) to delete unwanted ChartFields. For example, if your ledger has Account, Department, Product, Program, and Project ChartFields, but you want to have only average balances for Account/Department/Product ChartField combinations, delete the Program and Project ChartFields.
ADB ChartFields (average daily balance ChartFields)	Use to associate the ADB ledger ChartField with the target ADB ledger ChartField.
Detail Ledger ChartField	Enter the ChartField of the target ADB ledger associated with the ChartField of the ADB ledger.
How Specified	Specify how the ChartField values are to be summarized for use in the ADB Calculation process.

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Field or Control	Description
All Detail Values	Include all detail values of the selected ChartField.
Selected Detail Values	Summarizes the detail ChartField values that you select in the **Value** field in **Specify Values/ Range of Values/Tree Node** group box.
Range of Values	Summarizes the range of values that you select in the **Value** and **To Value** fields in the **Specify Values/Range of Values/Tree Node** group box.
Detail - Selected Parents	Activates the **Tree** and **Level** fields in which you can select a tree name and level name (for trees with levels). Summarizes the values rolled up by the parent node that you select in the Specify Values/Range of Values/Tree Node group box.
Selected Tree Nodes	Activates the **Tree** and **Level** fields in which you can select a tree name and level name (for trees with levels). Summarizes the values rolled up by the tree node that you select in **Value in the Specify Values/Range of Values/Tree Node** group box.
Children at a Level	Activates the **Tree** and **Level** fields in which you can select a tree name and level name (for trees with levels). Summarizes every node at the specified level that is a child of the parent node that you select in the **Specify Values/ Range of Values/Tree Node** group box.
All Nodes at Selected Levels	Activates the **Tree** and **Level** fields in which you can select a tree name and level name (for trees with levels). Summarizes every node at the specified level.
Tree	Enter a tree name if you are using trees to select your ChartField values for ADB processing.
Level	Enter a level if you are using trees to select your ChartField values for ADB processing, and the tree that you selected uses levels.
Value	Enter the tree node or ChartField value to use for ADB processing.
To Value	If you selected **Range of Values** in the **How Specified** group box, enter the to value of the range here.

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Processing Average Daily Balances

Page Used to Process Average Daily Balances

Page Name	Definition Name	Usage
ADB Process Request Page	ADB_REQ	Calculate average daily balances. Identify the business unit, ADB definition, and period type that you want to use in the calculation.

Understanding Processing of ADB

Once you establish the basis for average balance calculations, the Journal Post process (GL_JP Application Engine) invokes the GL_ADB_POST process, which calculates the balances and updates the target ledger.

ADB processing includes the following activities:

- Journal Post (GL_JP) Application Engine process.

  The Journal Post process invokes the GL_ADB_POST process.

- Post Daily Balances (GL_ADB_POST).

  The ADB post process (GL_ADB_POST) posts the daily balances to the ADB ledger (the *source* ledger containing the daily balances).

  The ADB post process also posts ADB adjustments to the ADB tables. (ADB adjustments are daily balances for a period that was posted after the ADB calculation process was run for that period.)

  > **Note**
  >
  > The system prevents double posting in the event that two ADB post processes (GL_ADB_POST) are running concurrently for the same business unit. The ADB_PROCESS_STATUS field on the ADB ledger table locks the rows that are being posted to the ADB ledger.

- ADB Calculation (GL_ADB_CALCX).

  The ADB Calculation process calculates average balances using transactions from the ADB ledger and the adjustment holding table and places the results (average balances) in the ADB target ledger.

  The ADB Calculation process creates an ADB log entry. The ADB log is used by the ADB process to determine when the average balances (for a given definition, period type, and requested period) were calculated.

Related Topics

- Adjustments in ADB
  ADB adjustments are any transactions for a specific period that have been posted to the ADB ledger after ADB calculations have been run, which includes that period in the average balances.

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- Understanding Average Balance Calculation
  These topics provide an overview of the average balance calculation and discuss how to:
- Archiving Ledgers and Journals
  To archive ledgers and journals use the Archive Data to History (PSARCHRUNCNTL), Define Query Bind Variables (PSARCHRUNQRYBND), and Audit Archiving (PSARCHIVEAUDIT) components.

ADB Process Request Page

Use the ADB Process Request page (ADB_REQ) to calculate average daily balances. Identify the business unit, ADB definition, and period type that you want to use in the calculation.

Navigation:

General Ledger, Average Daily Balance, ADB Process, ADB Process Request

Field or Control	Description
ADB (average daily balance)	Enter the ADB definition. This field works in combination with the **Period Type** field to determine which calculation method the system uses.
Request Type	Select one of these request type options: *Calc End of Per*(calculate for period end date): Calculate only one period's average daily balance. The average balance is for the period end date. *Calc Each Per* (calculate for each period): Generate multiple periods' average daily balances, one for each day of the reporting period.

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Field or Control	Description
Period Type	Define the time period for the ADB calculation. This field works In combination with the **ADB** field to determine which calculation method the system uses. Select the **Period Type** option for average balance calculations. Values are: *DTD* (date to date): Calculates average balances from the specified begin date to the date specified in the **Request Date Option** (request date option) field. The begin date appears when you select this option. *MTD* (month to date): Calculates average balances from the first day of the month, which is the beginning date of the accounting period in which the run request date falls, to the date specified in the **Request Date Option** field. To use this option, the detail ledger for the business unit must be tied to a detail calendar that uses monthly periods. *QTD* (quarter to date): Calculates average balances from the first day of the quarter, which is the beginning date of the first accounting period in the quarter in which the run request date falls, to the run request date. To use this option, the detail ledger for the business unit must be tied to a detail calendar that uses monthly periods 1 through 12. *Reg Date* (regular date): Calculates average balances for a date range that you enter in **Begin Date** and **End Date** fields, which appear when you select this option. *Reg Per* (regular period): Calculates average balances from the beginning date of the from period to the ending date of the to period for the specified fiscal year. The from period, to period, and fiscal year appear when you select this option. *YTD* (year to date): Calculates average balances from the first day of the year, which is the beginning date of accounting period 1, to the run request date specified in the **Req Date Option** field.
Fiscal Year	If you selected *Reg Per* (regular period) in the **Period Type** field, enter the fiscal year for the period here.
From Per (from period)	If you selected *Reg Per* in the **Period Type** field, enter the beginning period here.
To Per (to period)	If you selected *Reg Per* in the **Period Type** field, enter the ending period here.
Begin Date	If you selected *Reg Date* in the **Period Type** field, enter the beginning date for the date range. If you selected *DTD* in **Period Type** field, enter the beginning date for the average balances calculation.

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Field or Control	Description
End Date	If you selected *Reg Date* in the **Period Type** field, enter the ending date for the date range.
Tree Date Optn (tree date option)	Select the effective date of the tree used to select the ChartFields values to be processed. Values are: *Use EndDt*(use period end date): Sets the effective date to the end of the accounting period. *Use OverDt* (use override date): Activates a field in which you can enter a date other than the period end.
Use Date Override	If you selected *Use OverDt* in the **Tree Date Option** field, enter a date other than the period end date to be used as the effective date for the tree.
Adhoc	Select this option if you want to recalculate average balances using the ad hoc method.
Description	Identify this run of average balance calculations with a short description, such as the date and type of processing.

Related Topics

- How ADB Determines Calculation Method
  By default, the ADB Calculation process uses the ad hoc method to calculate average balances.

Producing Average Daily Balance Reports

Pages Used to Produce ADB Reports

Page Name	Definition Name	Usage
ADB Definition Report Page (average daily balance definition report)	RUN_GLS5500	Specify the run parameters for the ADB Definition Report.
ADB Calculation Report Page (average daily balance calculation report)	RUN_GLC5501	Specify the run parameters for the ADB Calculation Report.

Understanding ADB Report Processing

To run a report, select it from a menu and enter the necessary parameters. Once you enter the report parameters, you use PeopleSoft Process Scheduler to actually run the report. PeopleSoft Process Scheduler manages the processes, tracks the status, and generates the report behind the scenes while you continue to work on something else.

You can create your own reports or reformat report output. PeopleSoft offers a variety of reporting tools.

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

ADB Definition Report Page

Use the ADB Definition Report (average daily balance definition report) page (RUN_GLS5500) to specify the run parameters and run the ADB Definition Report.

Navigation:

General Ledger, and then **Average Daily Balance**, and then **ADB Definition Report**, and then **ADB Definition Report**

The following data is reported:

Field or Control	Description
ADB Amount Record (average daily balance amount record)	Displays the column in the ADB Amount Record table where the system stores daily balances for this ledger.
Work Table Record	Displays the name of the work table ledger.
ADB Amount Field (average daily balance amount field)	Displays the name of the ADB amount field and whether it has an adjustment period.
Balanced ADB (balanced average daily balance)	Indicates with a *Y* or *N* whether the system automatically verifies if selected ledger amounts balance. Also adjusts average balance calculations for rounding discrepancies.

ADB Calculation Report Page

Use the ADB Calculation Report (average daily balance calculation report) page (RUN_GLC5501) to specify the run parameters and run the ADB Calculation Report.

Navigation:

General Ledger, and then **Average Daily Balance**, and then **ADB Calculation Report**, and then **ADB Calculation Report**

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Processing Multiple Currencies in General Ledger

Understanding Multiple Currency Processing in General Ledger

These topics provide an overview of multiple currency processing in Oracle's PeopleSoft General Ledger and discuss how to:

- Prepare to revalue account balances.
- Define revaluation steps.
- Prepare to translate ledger balances.
- Set up translation rules.
- Define translation steps.
- Prepare for the translate within ledger process.
- Combine steps into a multicurrency group.
- Initiate multicurrency processing.
- Use multicurrency processing.
- Produce revaluation and translation reports.

PeopleSoft's uniquely flexible structure enables you to manage financial information in multiple currencies. You can use a ChartField to designate different currency codes within a ledger or, as required, store each currency in a different ledger.

PeopleSoft General Ledger provides specific input, processing, and reporting features that satisfy the most demanding requirements of multinational financial management. PeopleSoft GL supports the European common currency (Euro), as well as currency conversions, remeasurement, revaluation, translation and a complete audit trail of all multicurrency processing.

PeopleSoft also includes position accounting, which enables you to identify and track the risks associated with holding financial assets in currencies other than your base currency.

Related Topics

- PeopleSoft Global Options and Reports: Setting Up Position Accounting

Preparing to Revalue Account Balances

Periodically, you may need to revalue the base currency of the balance sheet accounts that you maintain in foreign currencies to reflect changes in value due to fluctuations in exchange rates. The General Ledger Revaluation process (FS_MC) *adjusts the base currency value* of the account balances by creating adjusting entries for the accounts being revalued. It creates corresponding entries for any gain or loss that results from the revaluation. Revaluation typically takes place at the end of each accounting period prior to translation.

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For example, suppose that a company whose base currency is U.S. dollars (USD) made the following cash deposits in Swiss francs (CHF):

Transaction Date	CHF	Exchange Rate	USD
January 10, 2009	100	0.45	45
January 15, 2009	100	0.50	50
January 20, 2009	100	0.55	55
January 31, 2009 Balance	300		150

At month end, revaluation takes place at the CHF to USD exchange rate of 0.55. The account is revalued at 165 USD (300 * 0.55 = 165). The following journal entry recognizes the increase in value with a debit of 15 USD to the asset account and a corresponding credit to the revaluation gain account:

Description	Debit	Credit
Cash in Bank	15 USD	
Revaluation Gain		15 USD

> **Note**
>
> General Ledger revalues ledger balances for all foreign currencies.

When you want the results of revaluation to go into accounts that are different from the source accounts, use the Target ChartField Entry page, on which you can indicate target unrealized gain and loss accounts.

Setting Up Revaluation

In General Ledger, the following processing takes place when you revalue accounts:

- Revaluation gains and losses are calculated for accounts maintained in foreign currencies.
- Balances of affected accounts are adjusted to the new value.

  The system generates an adjusting entry to the base currency balance plus a corresponding entry to the revaluation gain/loss account.

You can choose to:

- Create journal entries to reverse the revaluation results in the following period.
- Create journal entries to provide an audit trail of revaluations automatically.
- Report revaluation gains and losses using PS/nVision.

Defining Revaluation Steps

To define revaluation steps, use the Revaluation Step component (REVAL_STEP).

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Pages Used to Define Revaluation Steps

Page Name	Definition Name	Usage
Revaluation Step - Ledger and TimeSpan Page	REVAL_STEP_LED_TM	Define a ledger, TimeSpan, and rate type for revaluation.
Revaluation Step - Source ChartFields Page	REVAL_STEP_CF	Identify accounts to revalue.
Revaluation Step - Output and Journal Options Page	CURR_STEP_OUT_JR	Specify output options, journal information, and revaluation reversal options. Also, use the Translation Step - Output and Journal Options version of this page to determine whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.
Revaluation Step - Gain and Loss ChartFields Page	CURR_STEP_GN_LS	Identify the revaluation gain and loss accounts or specify the specific accounts where you record translation gain or loss.

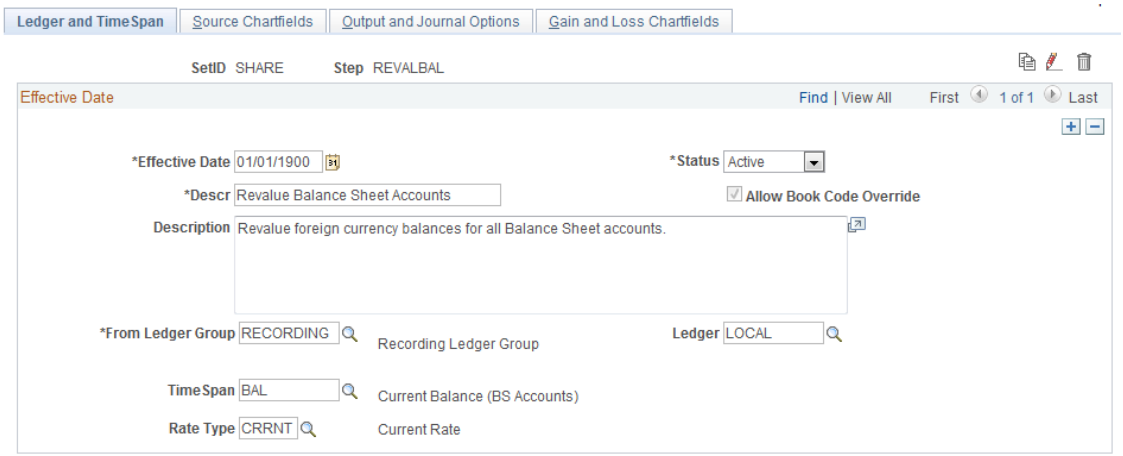
Revaluation Step - Ledger and TimeSpan Page

Use the Revaluation Step - Ledger and TimeSpan page (REVAL_STEP_LED_TM) to define a ledger, TimeSpan, and rate type for revaluation.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Revaluation Step**, and then **Ledger and TimeSpan**

This example illustrates the fields and controls on the Revaluation Step - Ledger and TimeSpan page.



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Field or Control	Description
 (copy)	Click the Copy icon to copy the current version to a new process step. The system displays a Copy Step window where you enter a new name for the process step. When you change the name and click the OK button, the system displays a message that the current process step is copied to a new process step.
 (rename)	Click the Rename icon to rename this version of the the revaluation step.
 (delete)	Click the Delete icon to delete this version of the revaluation step.
Allow Book Code Override	Select this check box to enable you to choose different book code and account combinations at the time of revaluation journal entry. You can then associate any of your book codes with the account value to record related amounts in the same ledger. For example, book codes C, L or B can be associated with account 500001. The chief advantage of this method is that fewer account values are required. The book codes that you can associate with an account are available from a drop down list at the time of journal entry. See *PeopleSoft Application Fundamentals, Defining and Using ChartFields: Adding Book Code Values* See *PeopleSoft Application Fundamentals, Defining and Using ChartFields: Adding Account Values* See *PeopleSoft Global Options and Reports, Managing Multiple GAAPs and Prior Period Adjustments: Book Code* See *PeopleSoft Application Fundamentals, Setting Installation Options for PeopleSoft Applications, Setting Overall Installation Options*

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Field or Control	Description
From Ledger Group and **Ledger**	Specify the from ledger group and specific ledger in which you want to perform the revaluation. You *cannot* specify a translation ledger for revaluation. If you do not specify a ledger, revaluation revalues the amounts of all the ledgers in the ledger group. To revalue a ledger group with KLS (keep ledgers in sync) selected, you must leave the **Ledger** field blank. **Note:** The effect of a base amount adjustment resulting form a revaluation of a primary ledger within a ledger group that has keep ledgers in sync (KLS) selected, is carried down to a translate ledger if it is a secondary ledger in that KLS ledger group by either a journal edit or by a revaluation if the edit option is not selected. To avoid this impact to a translation secondary ledger, do not use a translation secondary ledger in a KLS ledger group and use a separate ledger group for translation ledgers where you can use separate translation processes rather than the translate within ledgers process.
TimeSpan	General Ledger generates journal entries whose amounts represent the period of time indicated by the TimeSpan for the revaluation being processed. The TimeSpan normally used for balance sheet accounts is BAL (year to date). With this TimeSpan, the system totals the account balances in periods *0* through *n* for balance sheet accounts.
Rate Type	Enter the exchange rate type for the process.

Revaluation Step - Source ChartFields Page

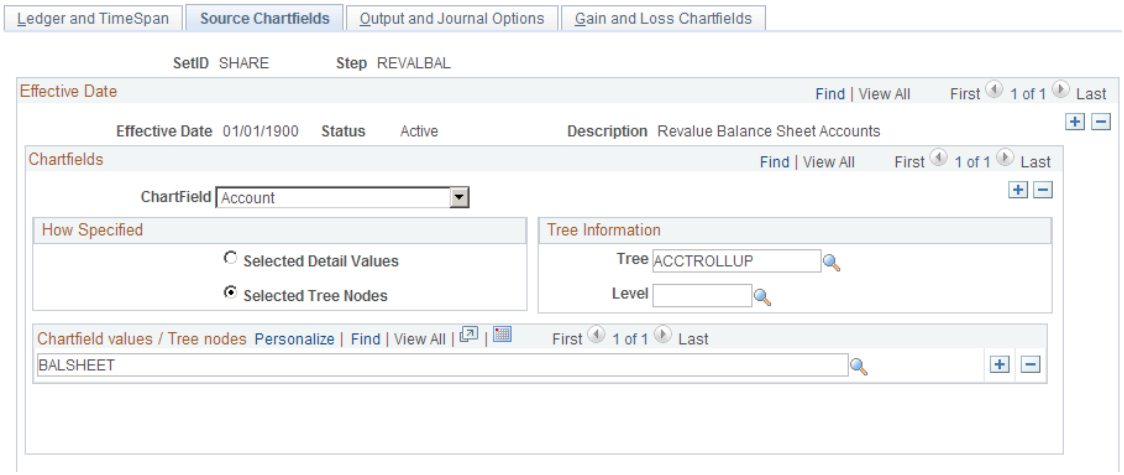
Use the Revaluation Step - Source Chartfields page (REVAL_STEP_CF) to identify accounts to revalue.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Revaluation Step**, and then **Source ChartFields**

This example illustrates the fields and controls on the Revaluation Step - Source Chartfields page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
ChartField	Select the ChartField (for example, *Account* or *Alternate Account*) for which values are to be revalued using the TimeSpan and rate type specified.
How Specified	List your accounts individually by selecting the **Selected Detail Values** check box or, more likely, select the **Selected Tree Nodes** check box. The latter option activates the **Tree Information** fields for you to specify a tree from which to select nodes. Using trees establishes rollups for the account values so that you can select particular types of accounts according to the structure of your business unit.
Tree	Use trees to establish rollups for account values.
Level	(Optional) If the tree has levels, you can limit prompting in this field to selected levels.
ChartField Values/Tree Nodes	Select particular types of accounts according to the structure of your business unit. It is best practice to use trees whenever possible to reduce future maintenance when your ChartField values change.

Revaluation Step - Output and Journal Options Page

Use the Output and Journal Options page (CURR_STEP_OUT_JR) to specify output options, journal information, and revaluation reversal options.

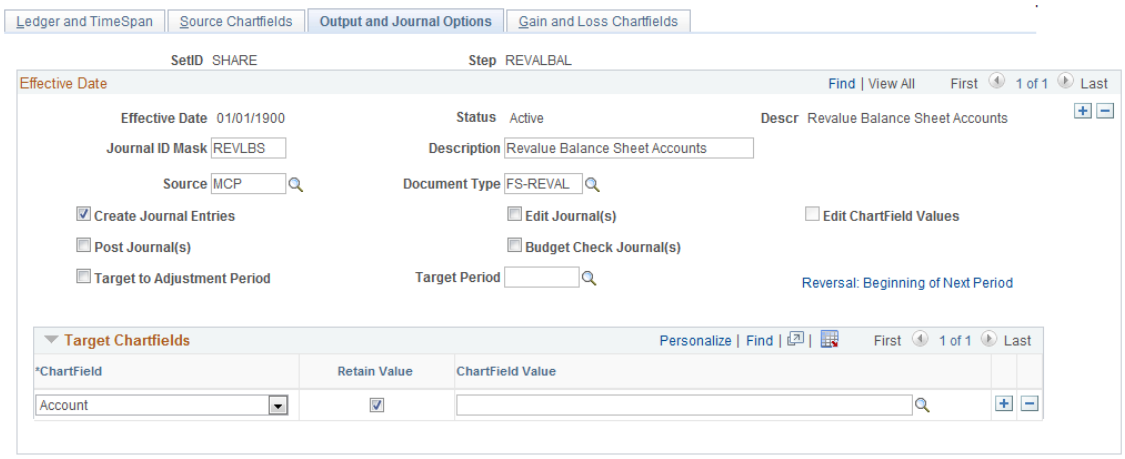
Also, use the Translation Step - Output and Journal Options version of this page to determine whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Revaluation Step**, and then **Output and Journal Options**

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This example illustrates the fields and controls on the Revaluation Step - Output and Journal Options page.



Field or Control	Description
Journal ID Mask	Identifies the revaluation journal naming convention that you specify. General Ledger identifies journals by a 10-character alphanumeric identifier. The system automatically names journals starting with the mask value that you specify here. For example, if you entered a mask of RVAL1, the system supplies the remaining characters based on the next available journal ID number. If the next available journal ID number is 19, the generated journal ID would be RVAL100019. Alternatively, if you do not use the journal ID mask, the system automatically assigns the next 10-character available journal ID number. If you use a journal ID mask, reserve a unique mask value to ensure that no other process creates the same journal ID.
Description	Describes this revaluation step.
Source	Identifies the source of the journals. You can select any valid source on the Source table.
Document Type	If you enabled PeopleSoft Document Sequencing in your system, select a predefined document type for your revaluation journals. Document sequencing requires that you have a document type for all of the journal entries that you create.
Create Journal Entries	Creates journal entries with a header status of *V* = Valid that can be posted automatically as part of revaluation processing or through the normal posting methods. Select the **Post Journal(s)** check box along with this option to automatically post the journals created.

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Field or Control	Description
Edit Journal(s)	Journals will always be edited with a conditional edit for the ChartFields. Journal edit will create any missing multibook lines. **Note:** With the Edit ChartField Values option, the Edit Journal(s) check box will not be used.
Edit ChartField Values	Initiates the journal ChatField Edit process (GL_JEDIT_CF0) to verify whether the journal has any ChatField-related errors, including ChatField edit, combo ChatField edit, and Alternate Account edit.
Budget Check Journal(s)	Submits journal entries to the budget processor for the control budget.
Post Journal(s)	Posts the journals to the target ledger as part of revaluation processing. When you process multiple revaluation steps together, where each step depends on the results of the previous step, you must select this check box for all but the last step to provide updated ledger balances for each subsequent step. In the last step, posting the journals is optional. The journals created by multicurrency processing are not intended or designed to be viewed using the journal entry pages before running journal edit or journal post.

Note

When you run revaluation on secondary ledgers in a multibook ledger group, the revaluation version of this page produces a journal with a journal header and journal lines for the secondary ledgers only. This action optimizes performance. If you attempt to view these journals using the Journal Entry pages, this type of journal may appear corrupt because no primary ledger lines exist for the ledger group. If you want to view the primary ledger lines from the Journal Entry pages, the recommended procedure is to run the Journal Edit process on all multicurrency journals. The journal editing process creates the missing primary ledger lines needed to view the complete journal.

See PeopleSoft Global Options and Reports: Calculating Currency Rates

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Adjustment Period

Field or Control	Description
Target to Adjustment Period	Click to specify an adjustment period as the accounting period for the revaluation journals and to enter a period in the **Target Adjusting Period** field. An adjustment period revaluation journal can only be reversed to an adjustment period. If you want to reverse the journal, click the **Reversal** link and select the **Adjustment Period** check box to enter an adjustment period in the **Specify** field on the MultiCurrency Process Journal Reversal page.

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Reversal Link

Field or Control	Description
Reversal, **Reversal: Beginning of Next Period**, or **Reversal: Adjustment Period <YYYY-MM-DD>**	Click this link to access the MultiCurrency Process Journal Reversal page. Use the MultiCurrency Process Journal Reversal page to select a reversal option. To facilitate period based reporting, the system generates a reversal for the period that follows the revaluation process period. The net amount that results on the target ledger represents the current period year-to-date (YTD) amount, less the reversal amount generated by the prior period process run. (The reversal journal date is calculated using the as-of date of the process request, the reversal option, and business unit calendar.) Select a reversal code: • **Do Not Generate Reversal** Select for no automatic reversal of this entry. • **Beginning of Next Period** Creates a reversing entry dated the first business day of the next accounting period. The system uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day. This is the default. • **End of Next Period** Creates a reversing entry dated the last business day of the next accounting period. The business calendar that you assigned to the business unit on the General Ledger Definition - Definition page determines the last business day. • **Next Day** Creates a reversing entry dated the next business day. This option uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day. • **Adjustment Period** Select and enter an adjustment period in the **Specify** field only for revaluation journals for adjustment periods. When you target the reversal journal to an Adjustment Period and the reversal date is populated, that date is used; otherwise, revaluation provides a default reversal date, which is the last date of the next period. • **On Date Specified By User** Click and specify a date that you want in the **Reversal Date**field.

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Field or Control	Description
	• **Reverse even if cross years** Reverse even if reversal occurs in the next year.

Target ChartFields

Field or Control	Description
ChartField	Select the ChartFields to be included in the revaluation journal entries. The ChartFields defined here relate to the ChartFields that you specified on the Specifying Gain and Loss ChartFields for the Revaluation page. If you are balancing by ChartFields, include all balancing ChartFields as your target ChartFields.
Retain Value (retain ChartField value)	You can either select this check box or enter a ChartField value in the Chartfield Value column. If you select this check box, the ChartField values are carried over from the source transaction entries to the system-generated position accounts. For the ledger defined on the Ledger and TimeSpan page and for a balancing ChartField as defined in the ledger group, if **Retain Value** is selected for the gain and loss ChartFields, it must also be selected here for the Target ChartField. If **Retain Value** is not selected for gain and loss ChartFields, then it is clear for the Target ChartField. All three fields must have the same ChartField value if retain value is not selected.
ChartField Value	If you did not select the **Retain Value** check box, use this field to specify the ChartField value to be used for the system-generated target account. If you enter a ChartField value here, the system ignores the ChartField value on the source transaction entry. When a ChartField value is not included in target ChartFields, it is blank for the target journals. Extra gain or loss entries can be created from multiple runs of revaluation, if the gain ChartField value is different from the corresponding loss ChartField value.

Revaluation Step - Gain and Loss ChartFields Page

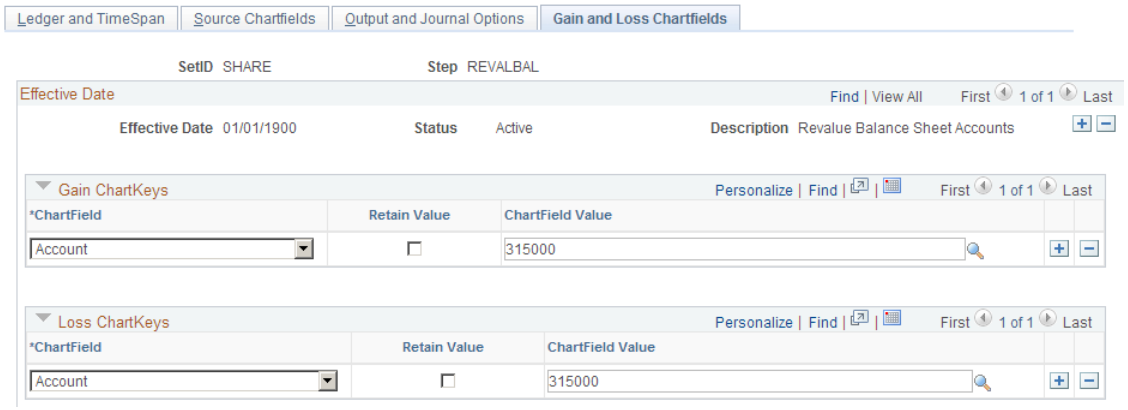
Use the Gain and Loss Chartfields page (CURR_STEP_GN_LS) to identify the revaluation gain and loss accounts or specify the accounts where you record translation gain or loss.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Revaluation Step**, and then **Gain and Loss ChartFields**

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This example illustrates the fields and controls on the Revaluation Step - Gain and Loss Chartfields page. You can find definitions for the fields and controls later on this page.



General ledger posts the offsetting entries that correspond to the adjusting entries created during revaluation to the accounts specified as follows—credits to the gain ChartFields, debits to the loss ChartFields.

Field or Control	Description
Gain ChartKeys	Enter the ChartField and either select the **Retain Value** check box or enter a value in the **ChartField Value** field.
ChartField	Indicate the ChartFields to be included in the revaluation gain and loss journal entries. If you are balancing by ChartFields, include all balancing ChartFields (do not include business unit and currency) as your target ChartFields.
Retain Value (retain ChartField value)	You can either select this check box or enter a ChartField value in the **Chartfield Value** field. If you select this check box, the ChartField values are carried over from the source transaction entries to the system-generated position accounts. Select **Retain Value** for a ChartField for both gain and loss, or for neither. So, for the same ChartField, either select both check boxes, or deselect both. For the ledger defined on the Ledger and TimeSpan page, for a balancing ChartField as defined in the ledger group, if **Retain Value** is selected for the gain and loss ChartFields, it must also be selected for the Target ChartField. If the **Retain Value** check box is deselected for gain and loss ChartFields, then it is clear for the Target ChartField. All three fields must have the same ChartField value if **Retain Value** is clear (not selected). Extra gain or loss entries may be created from multiple runs of revaluation if a ChartField is set to retain value in gain or loss but not in target. If some ChartFields are not included as target ChartFields, they will be blank.

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Field or Control	Description
ChartField Value	If you did not select the **Retain Value** check box, use this field to specify the ChartField values that are to be used for the system-generated target account. If you enter a ChartField value here, the system ignores the ChartField value on the source transaction entry. When a ChartField value is not included in target ChartFields, it will be blank for the target journals.
Loss ChartKeys	Enter the loss ChartField and either select the **Retain Value** check box or enter a ChartField value. The field definitions for the loss ChartFields are the same as for gain ChartFields. If a ChartField retains value for gains, it must retain value for loss, and conversely.

> **Note**
>
> When you balance by ChartFields, if a balancing ChartField is designated as a gain or loss ChartField, then the balancing ChartField overrides the value specified on this page.

Preparing to Translate Ledger Balances

General Ledger translates posted balances into different currencies according to the rules you define, and calculates gains or losses due to restatement. You can run translation at any time because it is a background process. General Ledger can perform regular translation on any type of ledger.

If you perform multiple translations for each business unit—such as a remeasurement followed by translation— General Ledger enables you to define a separate set of processing rules for each translation. It considers each translation as a *translation step.*You can process as many translation steps as you require at one time.

> **Note**
>
> Although *remeasurement* is considered a separate process to precede translation under FASB 52, it is defined in General Ledger as a translation step with different exchange rates. To perform a remeasurement, set up a translation step as described in this section to translate your base currency balances to functional currency balances. You can also use the multibook feature to maintain a secondary ledger in your functional currency.

Related Topics

- Application Fundamentals: Understanding Ledgers

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Setting Up Translation Rules

Because different accounts are translated according to different exchange rate rules, you can use the Translation Rule pages to define which accounts are processed with which conversion rate types. This information defines your approach to translating types of accounts. For example, you can translate your asset and liability accounts at the current rate, but use historical rates to translate equity accounts. You refer to these rules when you define your translation steps.

To set up translation rules, use the Translation Rule component (TRANS_RULE).

Pages Used to Set Up Translation Rules

Page Name	Definition Name	Usage
Translation Rules - TimeSpan and Rate Page	TRANS_RULE_TIME_RT	Define TimeSpans and rates for a translation rule.
Translation Rules - Chartfields Page	TRANS_RULE_CF	Specify the ChartFields for the translation rule.

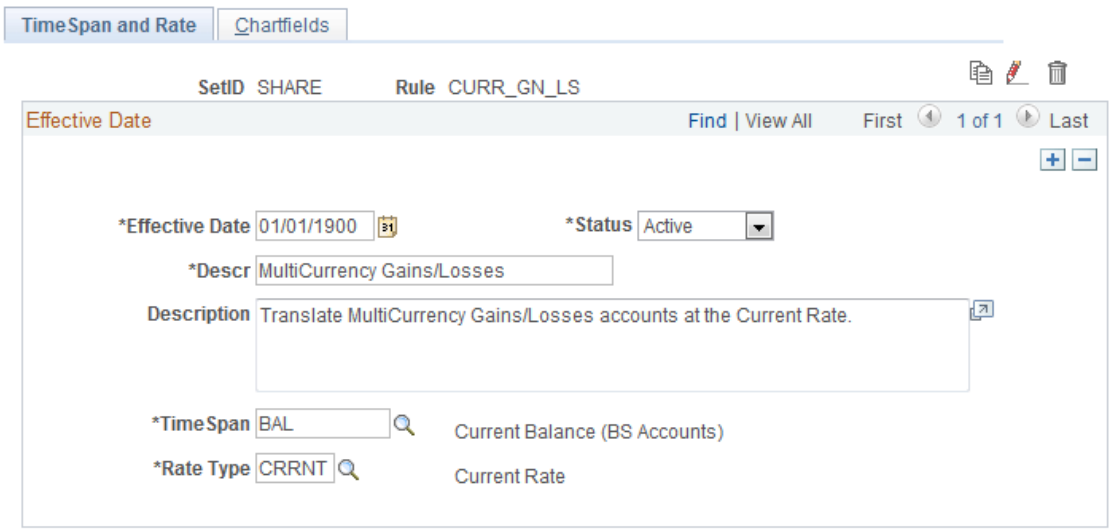
Translation Rules - TimeSpan and Rate Page

Use the TimeSpan and Rate page (TRANS_RULE_TIME_RT) to define TimeSpans and rates for a translation rule.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Translation Rules**, and then **TimeSpan and Rate**

This example illustrates the fields and controls on the Translation Rule - TimeSpan and Rate page.



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Field or Control	Description
TimeSpan	General Ledger generates journal entries for amounts that represent the period of time indicated by the TimeSpan for the translation rules being processed. The TimeSpan commonly used is *ITD* (inception-to-date profit and loss accounts) or *BAL* (balance sheet accounts). Using these TimeSpans, the system sums the account balances in periods 1 through *n* for profit and loss accounts and in periods 0 through *n* for balance sheet accounts.
Rate Type	Select the applicable exchange rate type.

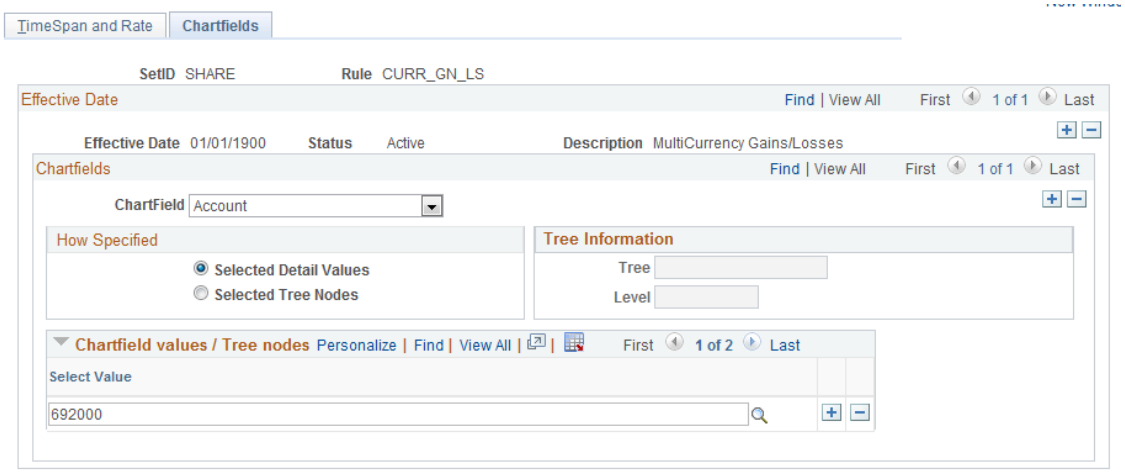
Translation Rules - Chartfields Page

Use the Chartfields page (TRANS_RULE_CF) to specify the ChartFields for the translation rule.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Translation Rules**, and then **Chartfields**

This example illustrates the fields and controls on the Translation Rule - Chartfields page.



Field or Control	Description
ChartField	Select the ChartField to be translated using the TimeSpan and rate type specified. For example, assets and liabilities are typically translated as balances (BAL) at the current exchange rate (CRRNT), while retained earnings are translated at a historical exchange rate (HSTRE).

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Field or Control	Description
How Specified	Select the **Selected Detail Values** option to list asset accounts individually or, more likely, select the **Selected Tree Nodes** option to activate the **Tree Information** fields, where you can specify a tree from which to select nodes.
Tree Information	Enter each tree node in the **Tree** field. The **Level** field is optional. If the tree has levels, you can limit prompting to selected levels. Using trees establishes rollups for the account values so that you can select particular types of accounts according to the structure of your business unit. It is best to use trees whenever possible, which reduces future maintenance when your ChartField values change.

Defining Translation Steps

Use the Translation Step pages to define how a specific translation is to be processed.

To define translation steps, use the Translation Step component (TRANS_STEP).

Pages Used to Define Translation Steps

Page Name	Definition Name	Usage
Translation Steps - Ledger Page	TRANS_STEP_LED	Specify the source and target ledger group and ledgers for a translation step.
Translation Steps - Rule Page	TRANS_STEP_RULE	Specify which translation rules to use in this step.
Translation Steps - Output and Journal Options Page	CURR_STEP_OUT_JR	Use the Specifying Output and Journal Options for Revaluation page to determine whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.
Translation Steps - Gain and Loss ChartFields Page	CURR_STEP_GN_LS	Specify the specific accounts where you record translation gain or loss.
Translation Steps - Translation Process Log Page	TRANS_PROCESS_INQ	Review the results of your translation process online using the Translation Process Log. **General Ledger**, and then **Process Multi-Currency**, and then **Review Results Online**, and then **Review Translation Process Log**

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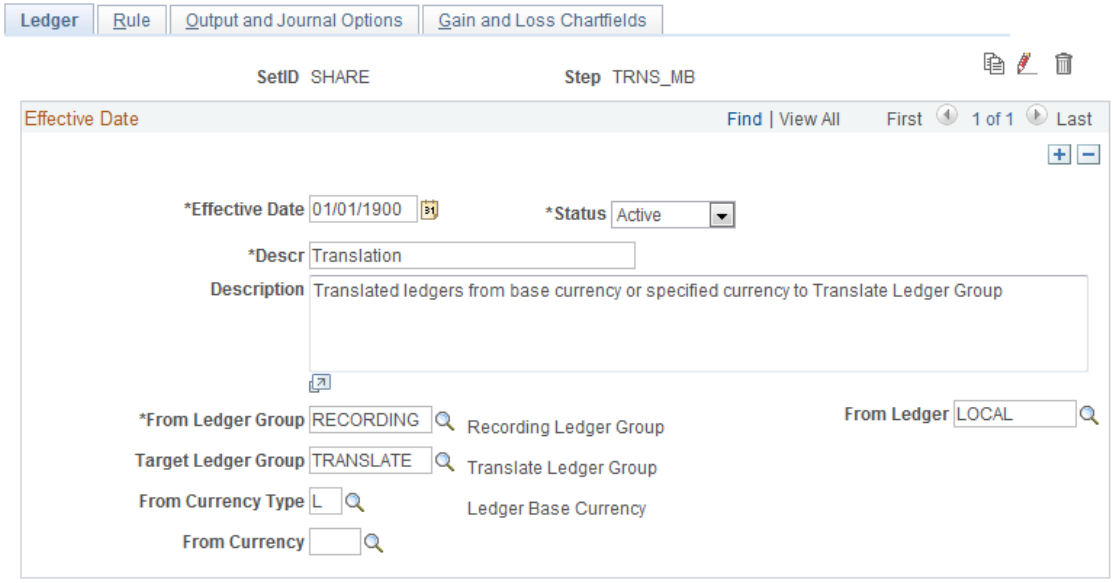
Translation Steps - Ledger Page

Use the Translation Steps - Ledger page (TRANS_STEP_LED) to specify the source and target ledger group and ledgers for a translation step.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Translation Steps**, and then **Ledger**

This example illustrates the fields and controls on the Translation Step - Ledger page.



Field or Control	Description
From Ledger Group	Specify the ledger group to be translated.
From Ledger	Required for translation. You can translate any type of ledger in a group, including secondary, primary, and translation ledgers.
Target Ledger Group	Select the target ledger group that is to receive the results. Translation only creates journals to a ledger group that is defined as a translation ledger in the **Ledger Group Type** field on the Detail Ledger Group page. Translation creates balances for the primary ledger of the target ledger group. Other adjustment journals are allowed to this ledger.

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Field or Control	Description
From Currency Type	Select one of the following values: • *L* (ledger base currency): The system uses the base currency of the from ledger. • *S* (specify): Specify a value in the **From Currency** field. The system translates a currency to the base currency of the target ledger, and it populates both the foreign amount and the monetary amount in the journal. In turn, the system populates the POSTED_TOTAL_AMT and POSTED_BASE_AMT fields in the translation ledger. These two fields are always the same in the ledger. The foreign currency and the base currency will always be the same for the journals posting to this ledger.
From Currency	If you selected *S* (specify) in the **From Currency Type** field, then select the currency code in the **From Currency** drop-down list.

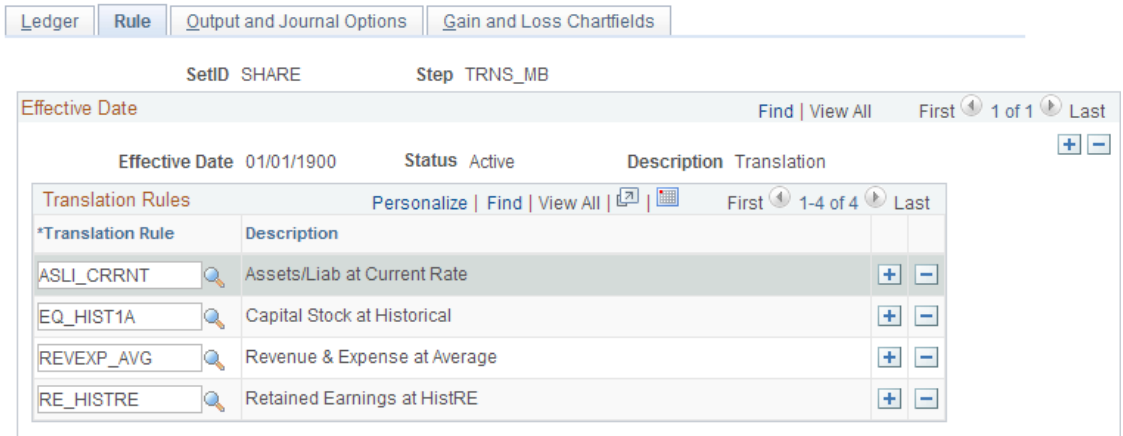
Translation Steps - Rule Page

Use the Translation Steps - Rule page (TRANS_STEP_RULE) to specify which translation rules to use in this step.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Translation Steps**, and then **Rule**

This example illustrates the fields and controls on the Translation Step - Rule page.



Field or Control	Description
Translation Rule	Select the translation rules. Remember that any translation rules that you select here must already be defined in the Translation Rules table.

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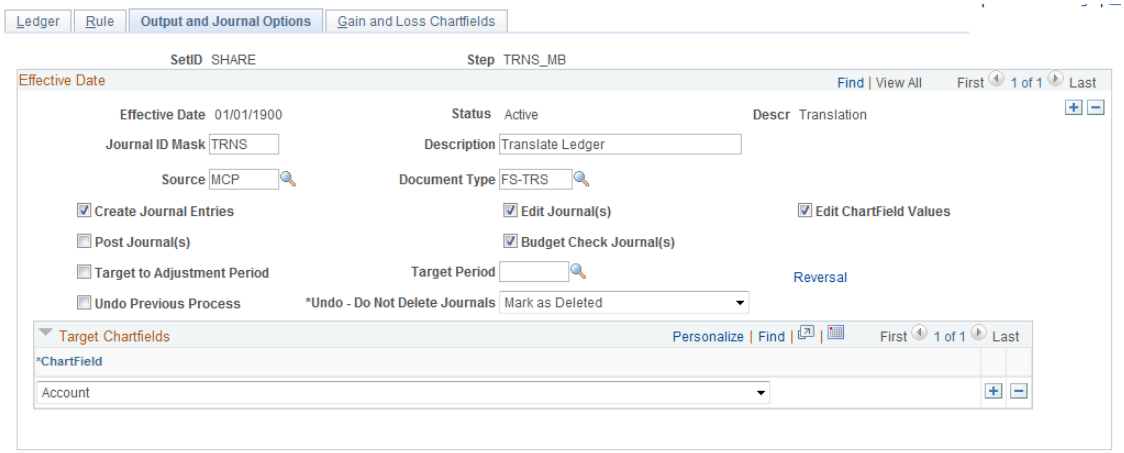
Translation Steps - Output and Journal Options Page

Use the Translation Steps - Output and Journal Options page (CURR_STEP_OUT_JR) to specify whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Translation Steps**, and then **Output and Journal Options**

This example illustrates the fields and controls on the Translation Step - Output and Journal Options page.



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

Field or Control	Description
Undo Previous Process	Select the Undo Previous Process check box when you need to rerun the translation process for a period that has already been processed. Selection of this check box clears the entries that were created by the previous process for the requested processing periods. If the translation journals are not yet posted to General Ledger, the process deletes them. If they have been posted, the process removes the amounts from the ledger before it deletes the journals. If you select this check box and the translation process has not yet been run for the given period, you will receive an error in the message log. In this case, merely deselect the Undo Previous Process check box and run the process.

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Field or Control	Description
Undo - Do Not Delete Journals	Select an option that indicates how the system handles journals from a previous translation process when performing an Undo. Options include: • *Physical Delete*: to indicate that the journals from the previous translation process are to be physically deleted. This option is not available if document sequencing is being used by the organization. • *Mark as Deleted*: to indicate that the journals from the previous translation process are to be unposted and given a status of *Deleted*. • *Retain/Do Not Delete*: to indicate that the journals from the previous translation process are to be unposted if they have been posted, or deleted if they have not been posted. This option is useful to organizations that operate in countries where document sequencing is required or for organizations that use data warehousing or a metadata storage process. If the previous journals are deleted, as in the Undo Previous Process option, the sequencing of documents and metadata no longer agree with the data.

You can use the Translation Process Log page to review the results of the translation process (General Ledger, Process Multi-Currency, Review Results Online, Translation Process Log).

> **Note**
>
> If the process ends prematurely during an Undo process, unlock the journals for the process instance before rerunning the Undo process.

Related Topics

- Translation Within Ledger - Output and Journal Options Page
  Use the Translation Within Ledger - Output and Journal Options page (CURR_STEP_OUT_JR) to determine whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.

Translation Steps - Gain and Loss ChartFields Page

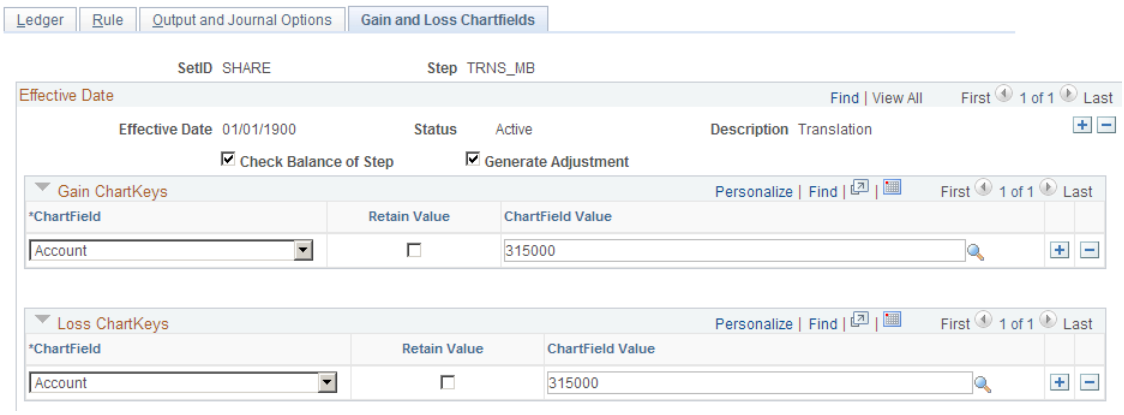
Use the Translation Steps - Gain and Loss Chartfields page (CURR_STEP_GN_LS) to specify the specific accounts to record translation gain or loss.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Translation Steps**, and then **Gain and Loss Chartfields**

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This example illustrates the fields and controls on the Translation Step - Gain and Loss Chartfields page. Y



Refer to the Specifying Gain and Loss Chartfields for Translation Within Ledger topic to complete this page. On this page, you specify the accounts for which you will record translation gain or loss.

The following check boxes appear only on the translation step version of this page:

Field or Control	Description
Check Balance of Step	Select this check box to have the system check the balances of your step entries to ensure that they are balanced. Checking the balance on your translation step definition entries protects the integrity of your target ledger. If you specify your target ledger as a balanced ledger and you deselect this check box, you *must* select the **Generate Adjustment** check box so that your target ledger stays balanced.
Generate Adjustment	Select this check box to have the system calculate a currency adjustment. If you do a partial translation, your gain or loss includes an offset required to bring your step into balance in addition to the actual currency adjustment. If you deselect this check box, the gain ChartFields and loss ChartFields are unavailable.

Related Topics

- Translation Within Ledger - Gain and Loss ChartFields Page
  Use the Translation Within Ledger - Gain and Loss Chartfields page (CURR_STEP_GN_LS) to specify the specific accounts where you record translation gain or loss.

Preparing for the Translate Within Ledger Process

To prepare for the Translate Within Ledger process, use the Translation Within Ledger component (MBXLAT).

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Pages Used for the Translate Within Ledger Process

Page Name	Definition Name	Usage
Translation Within Ledger - Ledger and TimeSpan Page	MBXLAT_STEP_LED_TM	Define a ledger and TimeSpan for the Translate Within Ledger process.
Translation Within Ledger - ChartFields Page	MBXLAT_STEP_CF	Identify the accounts that you want to include in your step.
Translation Within Ledger - Output and Journal Options Page	CURR_STEP_OUT_JR	Determine whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.
Translation Within Ledger - Gain and Loss ChartFields Page	CURR_STEP_GN_LS	Specify the specific accounts where you record translation gain or loss.

Understanding the Translate Within Ledger Translation Process

At the end of the accounting period, you can run the Translate Within Ledger translation process against the translation ledger to produce the appropriate gain or loss adjustment. This process handles the translation ledger in the same manner as revaluation processing. The Translate Within Ledger process only processes translation ledgers.

Prepare for this process on the Detail Ledger Group - Definition page by establishing a particular ledger as a translation ledger.

When journal lines are generated online for the secondary ledgers of a multibook ledger group, the base currency is calculated differently for currency (multibook) translation ledgers than for normal secondary ledgers. Normal secondary ledger lines contain a foreign currency and foreign amount equal to the transaction currency and transaction amount of the primary ledger. For multibook translation ledgers, lines are generated with the foreign currency and foreign amount equal to that of the base currency and base amount of the primary ledger. As a result, multibook translation ledgers have no more than one foreign currency at any time. This foreign currency will always be the base currency of the primary ledger of the ledger group.

The Translation Within Ledger process generates a translation adjustment with the multibook translation ledger for specified accounts in order to maintain a real-time balance for the accounts. Use the Translate Within Ledger Group pages to define the criteria for running this process.

To prepare for the Translate Within Ledger process, use the Translation Within Ledger component (MBXLAT).

Related Topics

- Application Fundamentals: Linking Ledgers to a Ledger Group

Translation Within Ledger - Ledger and TimeSpan Page

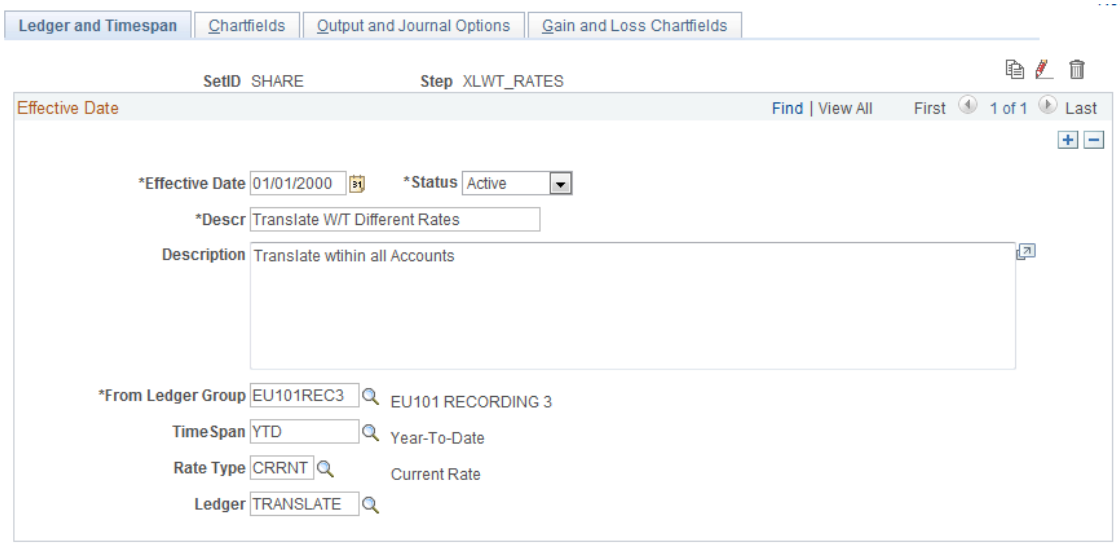
Use the Translation Within Ledger - Ledger and TimeSpan page (MBXLAT_STEP_LED_TM) to define a ledger and TimeSpan for the Translate Within Ledger process.

Navigation:

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General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Translation Within Ledger**, and then **Ledger and TimeSpan**

This example illustrates the fields and controls on the Translation Within Ledger - Ledger and TimeSpan page.



Although the Translation Within Ledger - Ledger and TimeSpan page is a different object than the Revaluation - Ledger and TimeSpan page, the fields are common to both pages.

Field or Control	Description
From Ledger Group and **Ledger**	Specify the from ledger group and specific ledger in which you want to perform the Translate Within Ledger process. You must specify a translation ledger for this process. If you do not specify a ledger, the Translate Within Ledger process is run by the system against all the translation ledgers in the ledger group.
TimeSpan	General Ledger generates journal entries for which the amounts represent the period of time indicated by the TimeSpan for the step definition being processed. The TimeSpan typically used is BAL (balance sheet accounts). With this TimeSpan, the system totals the account balances in periods 0 through *n* for balance sheet accounts.
Rate Type	Enter the applicable rate type for the process.

Related Topics

- Translation Within Ledger - Ledger and TimeSpan Page
  Use the Translation Within Ledger - Ledger and TimeSpan page (MBXLAT_STEP_LED_TM) to define a ledger and TimeSpan for the Translate Within Ledger process.

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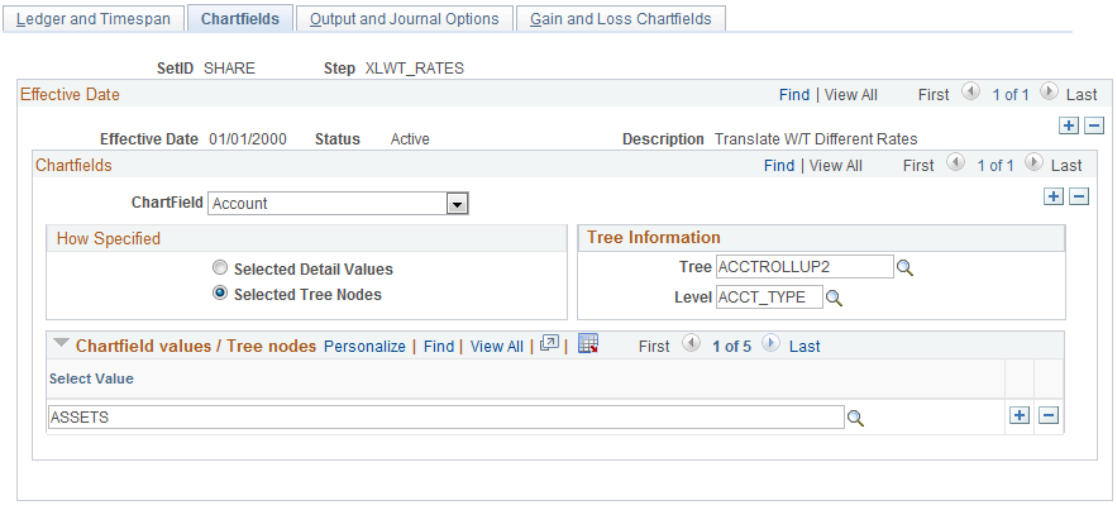
Translation Within Ledger - ChartFields Page

Use the Translation Within Ledger - Chartfields page (MBXLAT_STEP_CF) to identify the accounts that you want to include in your step.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Translation Within Ledger**, and then **Chartfields**

This example illustrates the fields and controls on the Translation Within Ledger - Chartfields page.



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

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

Related Topics

- Revaluation Step - Source ChartFields Page
  Use the Revaluation Step - Source Chartfields page (REVAL_STEP_CF) to identify accounts to revalue.

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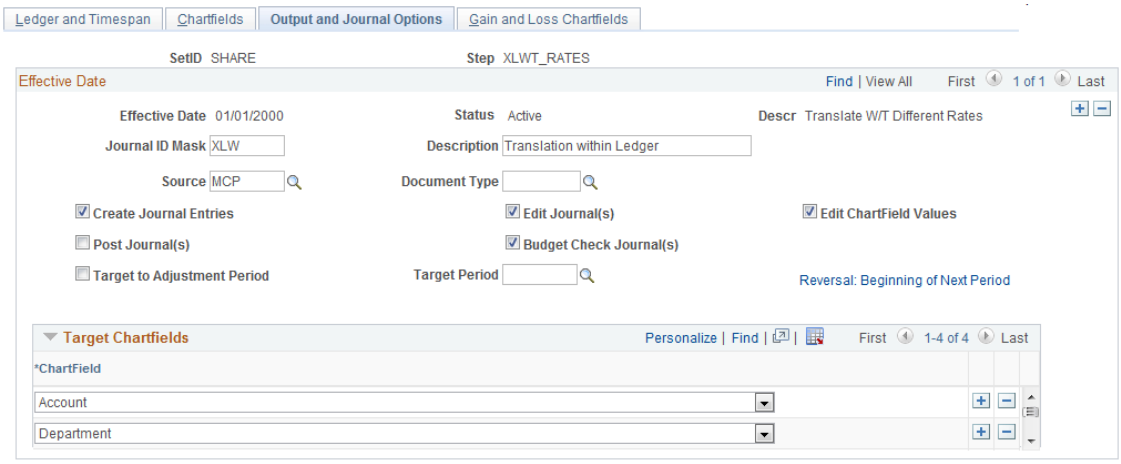
Translation Within Ledger - Output and Journal Options Page

Use the Translation Within Ledger - Output and Journal Options page (CURR_STEP_OUT_JR) to determine whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Translation Within Ledger**, and then **Output and Journal Options**

This example illustrates the fields and controls on the Translation Within Ledger - Output and Journal Options page.



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

Related Topics

- Revaluation Step - Output and Journal Options Page
  Use the Output and Journal Options page (CURR_STEP_OUT_JR) to specify output options, journal information, and revaluation reversal options.

Translation Within Ledger - Gain and Loss ChartFields Page

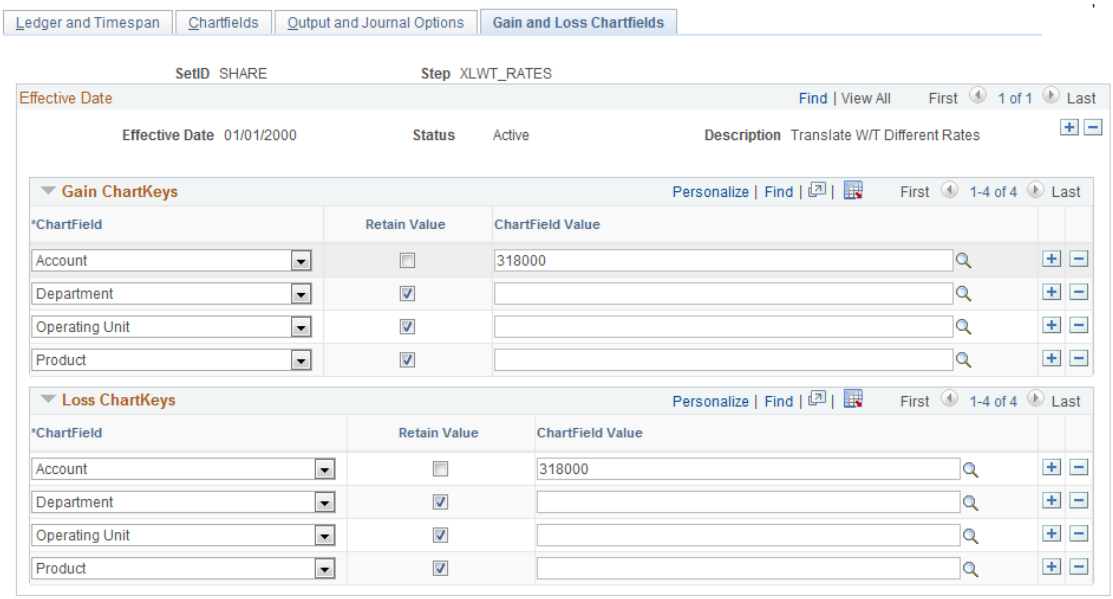
Use the Translation Within Ledger - Gain and Loss Chartfields page (CURR_STEP_GN_LS) to specify the specific accounts where you record translation gain or loss.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Translation Within Ledger**, and then **Gain and Loss Chartfields**

This example illustrates the fields and controls on the Translation Within Ledger - Gain and Loss Chartfields page.

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Refer to the Specifying Gain and Loss Chartfields for Revaluation topic when specifying Translate Within Ledger gain and loss accounts.

Related Topics

- Revaluation Step - Gain and Loss ChartFields Page
  Use the Gain and Loss Chartfields page (CURR_STEP_GN_LS) to identify the revaluation gain and loss accounts or specify the accounts where you record translation gain or loss.

Combining Steps into a Multicurrency Group

Once you have defined the steps necessary to accomplish your desired revaluation, translation, or Translate Within Ledger process, you define a multicurrency group that specifies the processing sequence for these steps.

To combine steps into a multicurrency group, use the Currency Group component (CURR_GROUP).

Page Used to Combine Steps in a Multicurrency Group

Page Name	Definition Name	Usage
MultiCurrency Process Group Page	CURR_GROUP	Define a multicurrency group that combines the sequential processing steps.

MultiCurrency Process Group Page

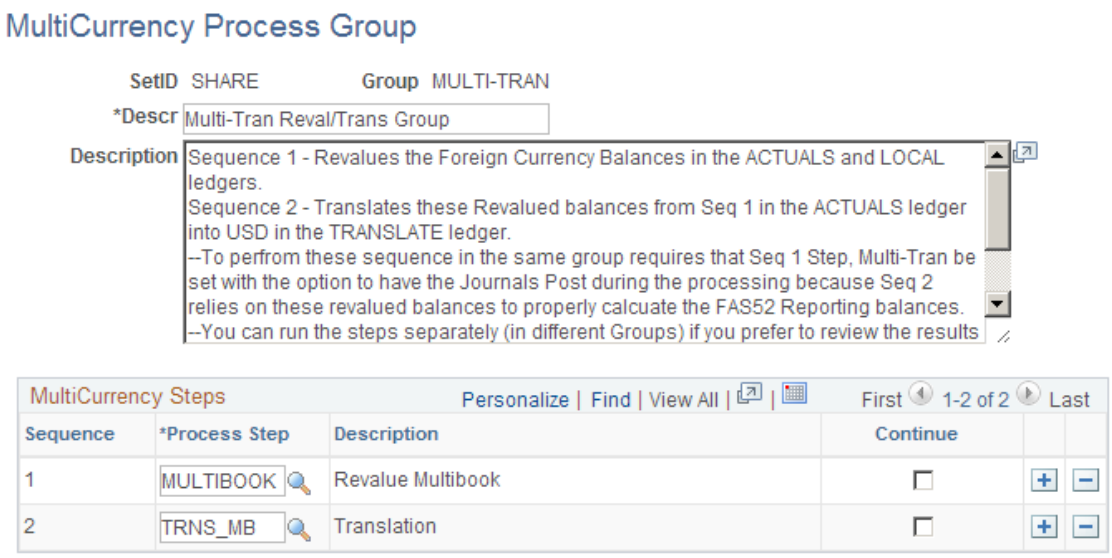
Use the MultiCurrency Process Group page (CURR_GROUP) to define a multicurrency group that combines the sequential processing steps.

Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Define Process Group**, and then **MultiCurrency Process Group**

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



Field or Control	Description
Sequence	Determines the order in which the system performs the steps. Because the ledger may be updated with each step, the steps must be performed in the appropriate sequence.
Process Step	Enter the revaluation, translation, or Translate Within Ledger Process step. The system displays the description for the process step. After defining a step, you can select it for the multicurrency group sequence. You can also reuse steps from other multicurrency groups.
Continue	Click this link to indicate that even if this step fails, processing should continue to the next step.

Initiating Multicurrency Processing

Page Used to Initiate Multicurrency Processing

Page Name	Definition Name	Usage
Multicurrency Process Request Page	CURR_REQUEST	Specify the multicurrency group and run the multicurrency process.

Multicurrency Process Request Page

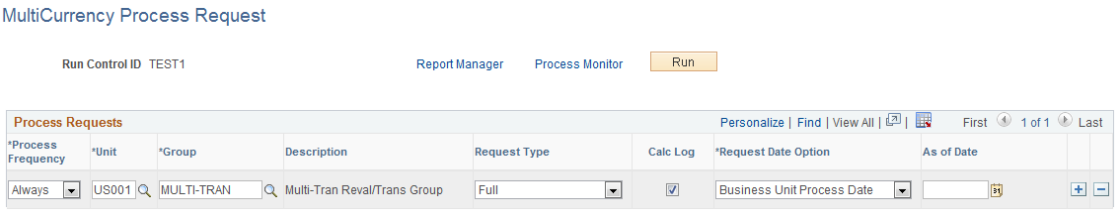
Use the MultiCurrency Process Request page (CURR_REQUEST) to specify the multicurrency group and run the multicurrency process.

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Navigation:

General Ledger, and then **Process Multi-Currency**, and then **Define and Process**, and then **Request Process**, and then **Multi-Currency Process Request**

This example illustrates the fields and controls on the MultiCurrency Process Request page.



Field or Control	Description
Group	Identify the multicurrency group to be processed with this request, for example, *REVALBAL* for Revaluation processing. When errors occur and processing aborts, you can restart processing at the step that failed by selecting the **Start Step** check box rather than processing all the steps in a process group. This option becomes available only if errors occur during processing.
Request Type	Select the type of request. Options are: • *Full*: Select to run the full process against the full ledger. • *Incremental*: Select to run the process against the incremental ledger staging table. This option should only be selected after the Full process has run. The incremental staging table only contains ledger balances that have changed since the last time the process ran. The incremental option allows you to run the full multi-currency process, make adjustments to ledger balances, and then run the incremental multi-currency process. Running the incremental multi-currency process means that during the second run you run the process for only those account balances that were changed. Running a process incrementally can save processing time. An incremental process can only run after the process has been fully run and is only available in the Application Engine FS_MC. For more information, see Running Incremental Processes.
Calc Log (calculation log)	Select this check box if you want the system to create a log of all the calculations performed during processing.

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Field or Control	Description
Request Date Option	You can select *As of Date* and then specify a date in the **As of Date** field. You can define steps using relative TimeSpans, such as BAL (current balance). A relative time span causes the process that you are running to retrieve ledger amounts relative to the as of date specified on the MultiCurrency Process Request page. The steps processed by this multicurrency process request must be effective on or before the as of date. You can also select *Business Unit Process Date*, in which case the process uses the date option on the business unit general ledger definition. The system retrieves the date and uses it as the as of date.
As of Date	Used to retrieve the following: • Step definitions • Tree data • Currency exchange rates If a step definition indicates that a journal should be created, then the system uses the as of date as the journal date.
Run	Select the *FS_MC* (Application Engine)

> **Note**
>
> The journals created by multicurrency processing were not designed for viewing with the Journal Entry pages. Run the Journal Edit process against these journals before you attempt to view them.

Using Multicurrency Processing

Let us look at two multicurrency processing scenarios. The first scenario shows how you maintain multiple books using all multicurrency processes; the second scenario compares the single book translation to the results of maintaining a translation ledger within a multibook environment.

This section discusses:

- Using Multicurrency Processing in a Multibook Environment
- Comparing Multibook Translation Ledger Results to Translation in a Single Book Environment

> **Note**
>
> General Ledger must be installed and the **Create MultiBook Accounting Entries in Subsystems** check box must be selected on the Installed Products page for multibook functionality to be available in subsystems, such as PeopleSoft Accounts Payable.

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Using Multicurrency Processing in a Multibook Environment

The following example demonstrates multicurrency processes in a multibook environment. Suppose that your company uses the following ledger structure:

Field or Control	Description
Business Unit:	C007 (CHF)
Ledger Group:	MULTI-TRAN
Ledgers:	• Actuals primary ledger (CHF - inherited from C007). • Local (EUR). • Report (USD) translation ledger.

Also assume the following currency transactions:

Currency Exchanges	Exchange Rate - Transaction Date	Exchange Rate - Reporting Date
MXN to CHF	0.295	0.297
MXN to EUR	0.179	0.175
CHF to USD	0.602	0.605

The results of using revaluation in a multibook environment is explained in the next section.

Using Revaluation in a Multibook Environment

The following topics discuss various aspects of revaluation processing in a multibook environment.

Beginning Ledger

This table shows the results of revaluation in a multibook environment. Assume that the following balances exist in the ledger. Account 2001 is a balance sheet account; 8001 is a profit and loss account. The base amount calculations are shown to exhibit the derivation of the base currency balance:

Example of Assumed Beginning Ledger Balances

Acct	Actuals (CHF)			Local (EUR)			Report (USD)		
	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt
2001	MXN	100	(100*.295) = 29.5	MXN	100	(100*.179) = 17.9	CHF	29.5	(29.5*.602)= 17.76
8001	MXN	-100	(-100*.295) = -29.5	MXN	-100	(-100*.179) = -17.9	CHF	-29.5	(-29.5*.602) = -17.76

Month End Revaluation Journal (Only Revalue Balance Sheet Accounts)

This journal results from running revaluation on the entire ledger group. The revaluation process skips the report ledger because it is specified as a translation ledger. The actuals and

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local ledgers are revalued. Running journal edit on this ledger carries the adjustments to the base currency of the actuals ledger down to the report ledger.

Example of Month-End Revaluation

Acct	Actuals (CHF)			Local (EUR)			Report (USD)		
	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt
2001	MXN	0	.2	MXN	0	-.4	CHF	.2	(.2*.605)= .121
Gain/ Loss	MXN	0	-.2	MXN	0	.4	CHF	-.2	(-.2*.605) = -.121

Ending Ledger

The following table contains the ending ledger amounts after the revaluation:

Example of Ending Ledger Amounts

Acct	Actuals (CHF)			Local (EUR)			Report (USD)		
	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt
2001	MXN	100	29.7	MXN	100	17.5	CHF	29.7	17.881
8001	MXN	-100	-29.5	MXN	-100	-17.9	CHF	-29.5	-17.76
Gain/ Loss	MXN	0	-.2	MXN	0	.4	CHF	-.2	-.121

Translate Within Ledger Process

After revaluation, you run the Translate Within Ledger process, which generates the translation adjustment. Only the report translation ledger are processed. Continuing with the previous example, the report ledger balances are shown as follows.

Beginning Ledger (Report Only)

The following table contains the beginning ledger amounts to appear on the translation ledger for reports only:

Account	Foreign Currency	Foreign Currency Balance	Report (USD)
2001	CHF	29.7	17.881
8001	CHF	–29.5	–17.76
Gain/Loss	CHF	–0.2	–0.121

Month End Translation Journal

The output journal that results from the Translate Within Ledger process is shown in this example. This example assumes that the translate within ledger step is defined for balance

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sheet accounts only, but this need not be the case. You can, for example, define your translate within ledger step definition to include profit and loss, or income statement, accounts to be processed at an average rate.

Example of Month-End Translation Journal

Acct	Actuals (CHF)			Local (EUR)			Report (USD)		
	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt
2001	CHF	0	0	CHF	0	0	USD	0	(29.7*.605) – 17.881 = .0875
Gain/Loss	CHF	0	0	CHF	0	0	USD	0	(-2*.605) - (-.121) = 0
Translation Adjustment	CHF	0	0	CHF	0	0	USD	0	-.0875

Ending Ledger

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

Account	Foreign Currency	Foreign Currency Balance	Report (USD)
2001	CHF	29.7	17.9685
8001	CHF	–29.5	–17.76
Gain/Loss	CHF	–0.2	–0.121
Translation Adjustment	CHF	0	0.0875

Comparing Multibook Translation Ledger Results to Translation in a Single Book Environment

Maintaining a translation ledger within a multibook ledger group results in the same ledger balances as performing a period-end translation on the actuals ledger. To illustrate, the following example starts with the ledger balances for actuals from the example above after revaluation is run on the ledger group with a single book translation: actuals (CHF) to ledger group (USD).

Beginning Ledger

The following table shows the ledger balances for actuals ledger after the revaluation is run on the ledger group:

Account	Currency Code	Transaction Amount	Actuals (CHF)
2001	MXN	100	29.7
8001	MXN	–100	–29.5

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Account	Currency Code	Transaction Amount	Actuals (CHF)
Gain/Loss	MXN	0	–0.2

Translation Journal

The following table shows the results of running the translation process on the actuals ledger. The translation is simplified for clarity in this example. The balance sheet accounts are translated at the CRRNT exchange rate and the profit and loss, or income statement, accounts are translated at an average rate.

Assume that these are the currency exchange rates:

Conversion and Type	Exchange Rate on Reporting Date
CHF to USD (CRRNT)	0.605
CHF to USD (AVG)	0.604

Ending Ledger

The following table shows the resulting balances of this single book ledger:

Account	Currency Code	SB Reports (USD)
2001	USD	(29.7 * 0.605) = 17.9685
8001	USD	(–29.5 * 0.604) = –17.818
Gain/Loss	USD	(–0.2 * 0.605) = –0.121
Translation Adjustment	USD	–0.0295

Compare the resulting balances of this single book translation to the balances in the report ledger of the ledger group MULTI-TRAN. The difference of .058 between the translation adjustment and the value for account 8001 is because the profit and loss, or income statement, account 8001 was translated at the AVG rate, and its offset is included in the translation adjustment. If an additional Translate Within Ledger step were defined earlier to process this account at the AVG rate type, the balances would be identical.

Producing Revaluation and Translation Reports

This section lists the pages used to run standard revaluation and translation reports. To run a report, select it from a menu and enter any necessary parameters. Once you enter the report parameters, use PeopleSoft Process Scheduler to run the report. PeopleSoft Process Scheduler manages the processes, tracks the status, and generates the report in the background while you can continue to work on something else.

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

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Pages Used to Produce Revaluation and Translation Reports

Page Name	Definition Name	Usage and Navigation
Translation Step Definition Report Page	RUN_GLS5000	Specify the run parameters for the Translation Step Definition Report (GLS5000) SQR, which lists the details and rules of each currency translation step. **General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Translation Step**, and then **Translation Step Definition Report**
Revaluation Step Definition Report Page	RUN_GLS5001	Specify the run parameters for the Revaluation Step Definition report (GLS5001), which lists detailed information for each currency revaluation step. From the Reports menu option, select **Revaluation Step**, and then **Revaluation Step Definition Report**
Translation Calculation Log Report Page	RUN_GLS5002	Specify the run parameters for the Translation Calculation Log Report, which lists translation calculation details by process instance and translation step. **Note:** the BI Publisher report GLX5002 displays as an addition option on the Process List page. The BI Publisher should only be selected for AE MultiCurrency process instances. If you are using the COBOL MultiCurrency process, then you should select the SQR report GLS5002.
Revaluation Calculation Log Report Page	RUN_GLS5003	Specify the run parameters for the Revaluation Calculation Log Report, which lists revaluation information by process instance and revaluation step. **Note:** The BI Publisher report GLX5003 displays as an addition option on the Process List page. The BI Publisher should only be selected for AE MultiCurrency process instances. If you are using the COBOL MultiCurrency process, then you should select the SQR report GLS5003.

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Page Name	Definition Name	Usage and Navigation
Translation in Ledger Calculation Log Report Page	RUN_GLS5004	Specify the run parameters for the Translation in Ledger Calculation Log Report, which displays the details and rules of each translation step within the ledger calculation log. For each step, the report shows the description, ledger information, output and journal options, and gain and loss ChartKeys. **Note:** The BI Publisher report GLX5004 displays as an addition option on the Process List page. The BI Publisher should only be selected for AE MultiCurrency process instances. If you are using the COBOL MultiCurrency process, then you should select the SQR report GLS5004.
Translate in Ledger Report Page	RUN_GLS5005	Define your parameters for the Translate Within Ledger Step Report (GLS5005) SQR, which lists translation within ledger calculation details by process instance and revaluation step. From the Reports menu option, select **Translation in Ledger Rprt**
Translate Ledger Reconciliation Report Page	RUN_GLS1005	Specify the run parameters for the Translate Ledger Reconciliation report (GLS1005) SQR, which reconciles the amounts in the currency translation ledger to the amounts in the primary ledger within a multibook ledger group. You can include adjustment periods and select account type within the comparison. Click the **Refresh** button to select ChartFields for comparison. From the Reports menu option, select **Translation Ledger Reconcile**, and then **Translate Ledger Reconciliation Report**

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Page Name	Definition Name	Usage and Navigation
Translation Ledger In-Sync Report Page	RUN_GLS1006	Specify the run parameters for the Translation Ledger In-Sync Report (GLS1006), which lists data violating the required ledger structure in the currency translation ledger within a multibook ledger. This report shows these structural flaws: • Translate ledger contains non-primary base entries. • Translate ledger contains POSTED_TRAN_AMT not equal to POST_BASE_AMT on matching entries in primary ledger. • Non-zero translate ledger entries do not have matching entries in primary ledger. • Primary ledger entries with no matching entries in Translate ledger. • POSTED_BASE_AMT of translate ledger entries in primary ledger base currency do not add up to POSTED_TOTAL_AMT of entries in translate ledger base currency. From the Reports menu option, select **Translation Ledger In-Sync**, and then **Translation Ledger In-Sync Report**

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22

Performing Financial Consolidations

Understanding Consolidation and Equitization

These topics provide an overview of consolidations with related equitization functionality and discuss how to:

- Determine consolidation ChartFields.
- Select an approach to intercompany and intracompany transactions.
- Define consolidation trees.
- Set up elimination units.
- Specify consolidation ledgers.
- Define elimination sets.
- Define subsidiary ownership and minority interest sets.
- Set up consolidation sets.
- Use ChartField value sets.
- Perform consolidation.
- Consolidate across summary ledgers.
- Map dissimilar charts of accounts.
- Use equitization.
- Define business unit trees and elimination units for equitization.
- Specify ledgers for each business unit in an equitization.
- Define ownership sets for equitization.
- Define equitization rules.
- Define an equitization group and journal options.
- Perform equitization.
- Produce consolidation and equitization reports.
- Use the ledger interface utility.

This section discusses:

- Organizational structure and consolidations.
- Elimination of intercompany transactions.
- Elimination of intercompany investments and calculating minority interests.
- Components of the consolidation process.
- Incremental processing of Consolidations.
- Equitization and Changes in Subsidiary Ownership.

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- TimeSpans in the Consolidation and Equitization Processes.
- Effective Dates and Ownership Sets in Consolidation and Equitization.

Organizational Structure and Consolidations

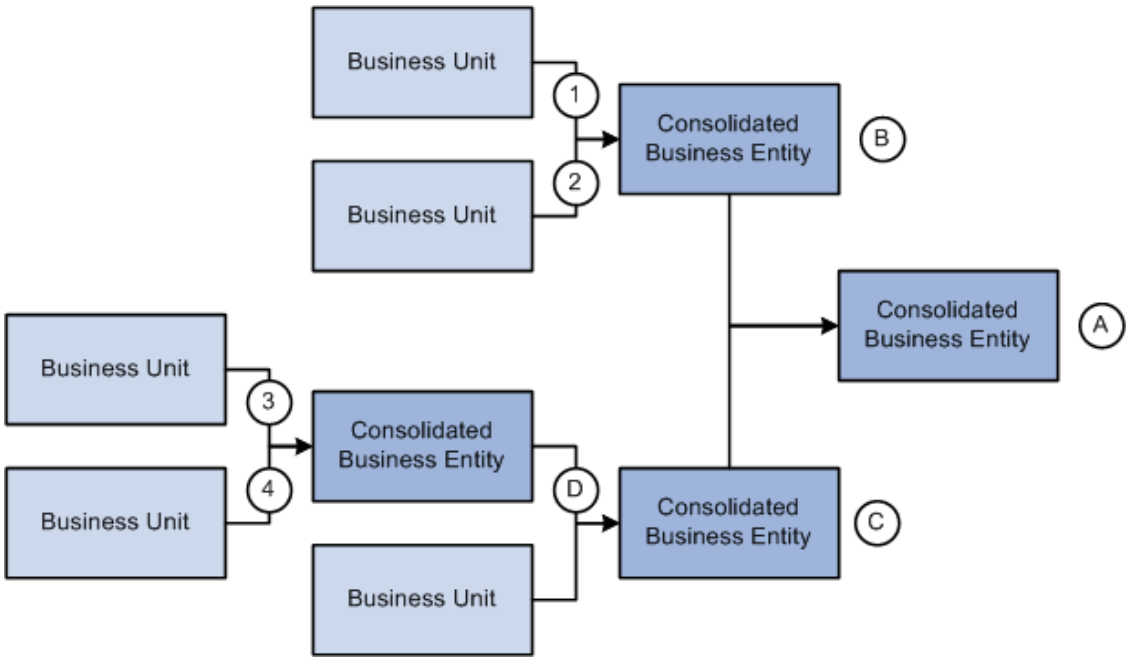
Organizations often have complex structures with multiple business or operating units and legal entities with varying degrees of ownership. If your organization comprises more than one business unit or operating entity, you can consolidate these organizations when you report on overall operations, presenting financial statements that accurately describe your financial status.

For example, assume Consolidated Manufacturing is a multinational company that has a controlling interest in a United States business, as well as numerous other subsidiaries worldwide. The balance sheet for Consolidated Manufacturing lists its United States investment as an asset. Consolidated Manufacturing also owns several buildings used by subsidiaries that record the payment of rent to corporate headquarters through intercompany accounts. While these companies are separate legal entities, they represent one unified economic entity. To gain a complete picture of the entire organization, you combine (consolidate) all the assets and liabilities of each business unit, eliminating intercompany transactions and minority interest relationships by creating consolidation elimination journal entries.

You use trees to define the relationships among business units in a consolidation, creating a separate consolidation tree for each configuration. Included in each consolidation tree are the business units being consolidated and the *elimination units* to which eliminating journal entries are directed.

In the following example operating business units 1 and 2 are consolidated in consolidated business entity B and operating business units 3 and 4 are consolidated in business entity D. Consolidated entity D is further consolidated with an additional operating business unit not directly related to business unit 3 and 4 to consolidated business entity C. Finally, the consolidated business entities B and C are combined in the overall consolidation business entity A.

Consolidate Any Combination of Business Units



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Elimination of Intercompany Transactions

While there may be situations that require you to report gross consolidations (combining business unit ledger balances without eliminations), in most cases, you want to eliminate or cancel out the effect of intercompany transactions.

In General Ledger, you can track intercompany transactions using Due From and Due To accounts that are automatically created by the Journal Edit process, which calls the Inter/IntraUnit Processor. These Due From and Due To rows in the ledger are candidates for elimination when you run the Consolidations process. The following example shows such a transaction when company B0002 buys software for company B0001:

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

When the transactions are exclusively within the organization, you can eliminate the whole transaction when you set up your Consolidations process. In the following example, Company B0001 sold services to Company B0002. The Revenue and Expense accounts need to be eliminated in addition to the Due From and Due To accounts:

Business Unit	Account	Debit	Credit
B0001	142000—Due From/To B0002	3,000	
B0001	500200—Revenue-Services Sold		3,000
B0002	653000—Expense-Computer Networks	3,000	
B0002	141000—Due From/To B0001		3,000

Using the Affiliate ChartField with a Single Due From/To Account

The Affiliate ChartField is specifically reserved to map transactions between business units when using a single intercompany account. This table provides an example of intercompany payables and receivables among three business units that each use the Affiliate ChartField:

Business Unit	Account	Affiliate	Amount
B0001	140000—Due From/To Affiliates	B0002	<5,000>
B0001	140000—Due From/To Affiliates	B0003	1,000
B0002	140000—Due From/To Affiliates	B0001	5,000

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Business Unit	Account	Affiliate	Amount
B0002	140000—Due From/To Affiliates	B0003	<3,000>
B0003	140000—Due From/To Affiliates	B0001	<1,000>
B0003	140000—Due From/To Affiliates	B0002	3,000

Using Different Due From/To Account Values

Another method of tracking activity between business units is to use different ChartField values—typically different accounts—for intercompany transactions. Instead of using the Affiliate ChartField, you could use the following accounts to identify the same transactions that were shown in the previous exhibit:

Business Unit	Account	Amount
B0001	142000—Due From/To B0002	<5,000>
B0001	143000—Due From/To B0003	1,000
B0002	141000—Due From/To B0001	5,000
B0002	143000—Due From/To B0003	<3,000>
B0003	141000—Due From/To B0001	<1,000>
B0003	142000—Due From/To B0002	3,000

In both examples, the same accounting information is present, but fewer account numbers are required when the Affiliate ChartField is populated. This also means that you need to define fewer *elimination sets.* An elimination set represents a related group of intercompany accounts that record both sides of each transaction between units.

In the case of the following intercompany receivable and payable relationship, you require only one elimination set if you use the Affiliate ChartField:

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

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

Elimination Set	Business Unit	Account
One	B0001	142000—Due From/To B0002
	B0002	141000—Due From/To B0001
Two	B0001	143000—Due From/To B0003
	B0003	141000—Due From/To B0001
Three	B0002	143000—Due From/To B0003
	B0003	142000—Due From/To B0002

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Related Topics

- Defining Elimination Sets
  The elimination set defines a related group of intercompany accounts. When eliminated, the balances of this group of accounts should normally net to zero. To maintain a balanced journal entry, the system posts any amounts that remain after the elimination to a user-defined out-of-balance ChartField. When you run the consolidation, the system processes each elimination set specified in your consolidation definition.
- Creating Interunit and Intraunit Journal Entries
- Application Fundamentals: Understanding PeopleSoft Interunit and Intraunit Functionality

Elimination of Intercompany Investments and Calculating Minority Interests

In consolidating the books of a subsidiary with those of the parent company, you credit the parent with the portion of the subsidiary that it actually owns and exclude what outside investors own. The value of minority interests is reported in terms of the aggregate net assets (equity) rather than in terms of a fractional equity in each of the assets and liabilities of the subsidiary.

To reflect minority interest, General Ledger generates an adjustments entry that debits the investment of the parent in the subsidiary account and credits a minority interest account. The system calculates the adjustment by multiplying the percentage of minority interest in the subsidiary by the total equity of the subsidiary.

Effectively, the combined result of the adjustments and eliminations entries is to express the value of the parent investment in terms of the assets and liabilities of the subsidiary offset by a minority interest liability. The equity ownership for each subsidiary in the consolidation is eliminated, with only the parent company's equity accounts and minority interest account remaining. Consolidated capital stock and retained earnings is equal to the balances of the parent.

Components of the Consolidation Process

Consolidations are made up of four elements: data, scopes, rules, and process.

Term	Definition
Data	Ledger data is entered and posted through daily journal processing. Data also includes specifying which ledger to use during Consolidations for each business unit. Detail ledgers, as well as summary ledgers, can be used as the basis for consolidation. Ledgers outside of the General Ledger database can be loaded into the database for processing.
Scopes	Scopes define which business units are included during the consolidation process and how consolidation entries are created. Scopes are created using consolidation trees and elimination units.
Rules	Rules determine which ledger entries are identified and eliminated by defining elimination and minority interest sets. These are used in defining the consolidation set that specifies the elimination and minority interest sets to apply.

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Term	Definition
Process	Based on defined rules and scopes, the Consolidations background process generates consolidating journals and calculation log entries from source ledger data. New entries to the Ledger table are used to generate consolidated reports. The Undo feature enables you to reprocess consolidation as many times as necessary.

Incremental Processing of Consolidations

PeopleSoft General Ledger provides incremental processing of consolidations by recognizing lower level tree nodes that were previously processed when running the current consolidation. The Consolidation process uses the Consolidation Set, As Of Date, currency, and tree name of the process request to identify the tree nodes that have been processed, thereby enabling processing of only the nodes under a specified higher-level tree node that have not yet been processed. Incremental processing of consolidations enables you to consolidate in stages while avoiding reprocessing of portions of the overall organization that have already been successfully consolidated.

When reprocessing a consolidation that was previously run (commonly done for late transactions or discovery of errors) and you need to reprocess lower-level nodes, you can select the Undo Previous Process and the Include All Lower Level Nodes check boxes on the Consolidation Request page. When you select the Include All Lower Level Nodes check box, the undo process identifies all previously processed lower-level nodes and reverses them. If this option is not selected, the undo process only reverses the entries that were created from a single process by matching Consolidation Set, As Of Date, currency, tree name, tree level, and tree node as indicated on the current run control.

Equitization and Changes in Subsidiary Ownership

The Equitization process generates the entries to reflect the equity pickup of subsidiary earnings on the parent's books. It updates the value of the parent's investment and equity income accounts for changes in the subsidiary's value. When the value of an investment in a subsidiary changes for a parent company during the fiscal year, often it is without a physical event (transaction) having been recorded; however, the value of the investment of the parent in the subsidiary must be modified. You can use the PeopleSoft Equitization process when no physical accounting event will have occurred, but the value of the parent investment in the subsidiary has changed.

For example, net income or net loss of a subsidiary increases or decreases the investment value and affects the equity of the parent in that subsidiary.

PeopleSoft General Ledger enables you to set up multiple equitization rules for multiple business units that have complex parent-subsidiary relationships and create journal entries to record the changes within a single process. A ledger for a parent entity can be different from that of its subsidiary but you have the option to generate elimination entries for consolidated reporting.

Equitization can be run alone or in conjunction with consolidation and can share the consolidation tree with the Consolidations process, as well as the ownership sets.

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> **Note**
>
> Equitization supports only the Business Unit field as the processing entity. This is unlike the Consolidation process, which allows consolidation of fields other than business unit, such as the Operating Unit field.

TimeSpans in the Consolidation and Equitization Processes

You can specify a TimeSpan on the Consolidation Set and the Equitization Group to indicate the type of balances to be posted for consolidation and equitization. If the TimeSpan is a year-to-date type of TimeSpan (for example, BAL), then a valid Journal Reversal Option should be selected; otherwise, there should be no reversal of the consolidation or equitization entries if they are intermediate periods. This is because distinct periods are consolidated that do not include prior periods in the current process. A warning message is issued by the system if the reversal option is selected with a TimeSpan option other than BAL.

Using intermediate TimeSpans (other than year-to-date types) is generally more efficient for processing consolidation and equitization; however, exercise caution when using non-year-to-date type TimeSpans. If changes have been made in ledgers for accounting periods that were previously processed for intermediate periods, it will be necessary to reprocess consolidation and equitization for those periods.

The following conditions must be met to have valid TimeSpans for Consolidation or Equitization:

- The TimeSpan calendar must be the same as the Calendar for the Business Unit and Ledger Group to be processed.
- The TimeSpan must be for the current year, that is, the Start Year and End Year must be 0, with Type defined as Relate to Current Year.
- If the Time Span is a year to date time span for the Consolidation Set and the Equtization Group, then the reversal option must be either the Beginning of Next Period or the End of Next Period. For any TimeSpan other than BAL or YTD, the reversal option must be Do Not Generate Reversal.

> **Note**
>
> Incremental processing of consolidations occurs regardless of what TimeSpan is selected for processing. Incremental processing is *not* available for the equitization process.

Effective Dates and Ownership Sets in Consolidation and Equitization

Consolidation and Equitization support the use of multiple effective-dated subsidiary ownership sets. Effective dates dictate to which period of the fiscal year a certain ownership set is applied. There are two options for selecting the dates within the Consolidations Set and Equitization Group:

- By Period End Dates.
- By Process Request as of Date.

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If you choose to select ownership sets by Period End Dates, the process selects the effective ownership date to use based on each accounting period being processed.

Adjustment Periods are processed with the current (latest) accounting period.

The effective ownership date can also be determined By Process Request As of Date and only the most recent Ownership Set definition is used. Regardless of the option selected, the journals that are created by the consolidation process are dated as of the process request date.

When changing parents and percentages, always add a new effective dated row for the new ownership set so as not to change history. That is to say, do not change the effective date on an existing ownership set that has been used in a previous run if you want to retain the consolidated information, nor should you change the subsidiary entity on an existing ownership set.

Determining Consolidation ChartFields

You can base your consolidations on the business unit or another ChartField.

This section discusses how to:

- Consolidate on business unit.
- Consolidate on a ChartField other than business unit.

Consolidating on Business Unit

Although you can consolidate based on any ChartField, General Ledger is delivered with consolidations enabled for the business unit. If you use a different ChartField for your consolidations, substitute that ChartField name when you see a reference to business unit.

Consolidating on a ChartField Other Than Business Unit

For some organizations, the system is set up to use ChartFields such as operating unit or department instead of business unit to function as separate units. Because they are all conducting the same or similar business practice and have the same structure, all the units are under one PeopleSoft business unit setup. Transactions between these operational units are recorded and need to be eliminated for financial reporting of the business unit. General Ledger enables you to set up the consolidation among the operational units the same way you would to consolidate among business units.

For example, to consolidate on the operating unit ChartField:

1. If you are using an affiliate field to mark interoperating unit transactions, activate the **Operating Unit Affiliate** field on the Standard ChartField Configuration page, and associate the **Operating Unit** field to it.
2. Add operating units that function as the elimination operating units to the operating unit definition.

   Assign the attribute ELIM_UNIT equal to Y for these elimination units.
3. Build a consolidation tree that rolls up operating unit values, including regular and elimination operating units.
4. Set up elimination sets.

   When you define an elimination set using the Affiliate approach, do not include the ChartField on which you are consolidating.

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5. Set up the consolidation set.

   Specify *Operating Unit* in the **Entity** field, and enter the business unit for the operating units.

6. Define and process a consolidation request.

7. Create reports that are based on the consolidation tree to show consolidated results.

See also *PeopleTools Documentation: PeopleSoft Application Engine, "Using Meta-SQL and PeopleCode"*

See also *PeopleTools Documentation: PeopleSoft Tree Manager, "Creating Trees"*

Related Topics

- Elimination of Intercompany Transactions
  While there may be situations that require you to report gross consolidations (combining business unit ledger balances without eliminations), in most cases, you want to eliminate or cancel out the effect of intercompany transactions.
- Application Fundamentals: Understanding ChartField Summarization with Trees

Selecting an Approach to Intercompany and Intracompany Transactions

You can record activity between business units with the use of the Affiliate ChartField or with separate accounts. The Affiliate ChartField maps transactions between business units while using a single intercompany account. Alternatively, you can use different ChartField values, typically different accounts, for intercompany transactions.

If the consolidation is on business unit, the consolidation process assumes that it is an intercompany consolidation, and the affiliate is the **Affiliate** field name.

If the consolidation is on anything other than business unit, the process assumes that it is an intracompany consolidation within a single business unit. For intracompany elimination when the Affiliate method is used or where the **Affiliate** field is required for querying the ledger data, the field name is the associated affiliate field for that ChartField, as defined on the Standard ChartField Configuration page.

Related Topics

- Application Fundamentals: Understanding PeopleSoft Interunit and Intraunit Functionality
- Application Fundamentals: Setting Up Interunit and Intraunit Processing
- Elimination of Intercompany Transactions
  While there may be situations that require you to report gross consolidations (combining business unit ledger balances without eliminations), in most cases, you want to eliminate or cancel out the effect of intercompany transactions.

Defining Consolidation Trees

You define a consolidation based on relationships among the business units and their related elimination units (units to which eliminating journal entries are directed). Each consolidation hierarchy uses a separate consolidation tree. You can consolidate an unlimited number of business units within each tree, and you can define an unlimited number of consolidation trees.

This section discusses how to:

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- Define consolidation scopes with trees.
- Add detail values.

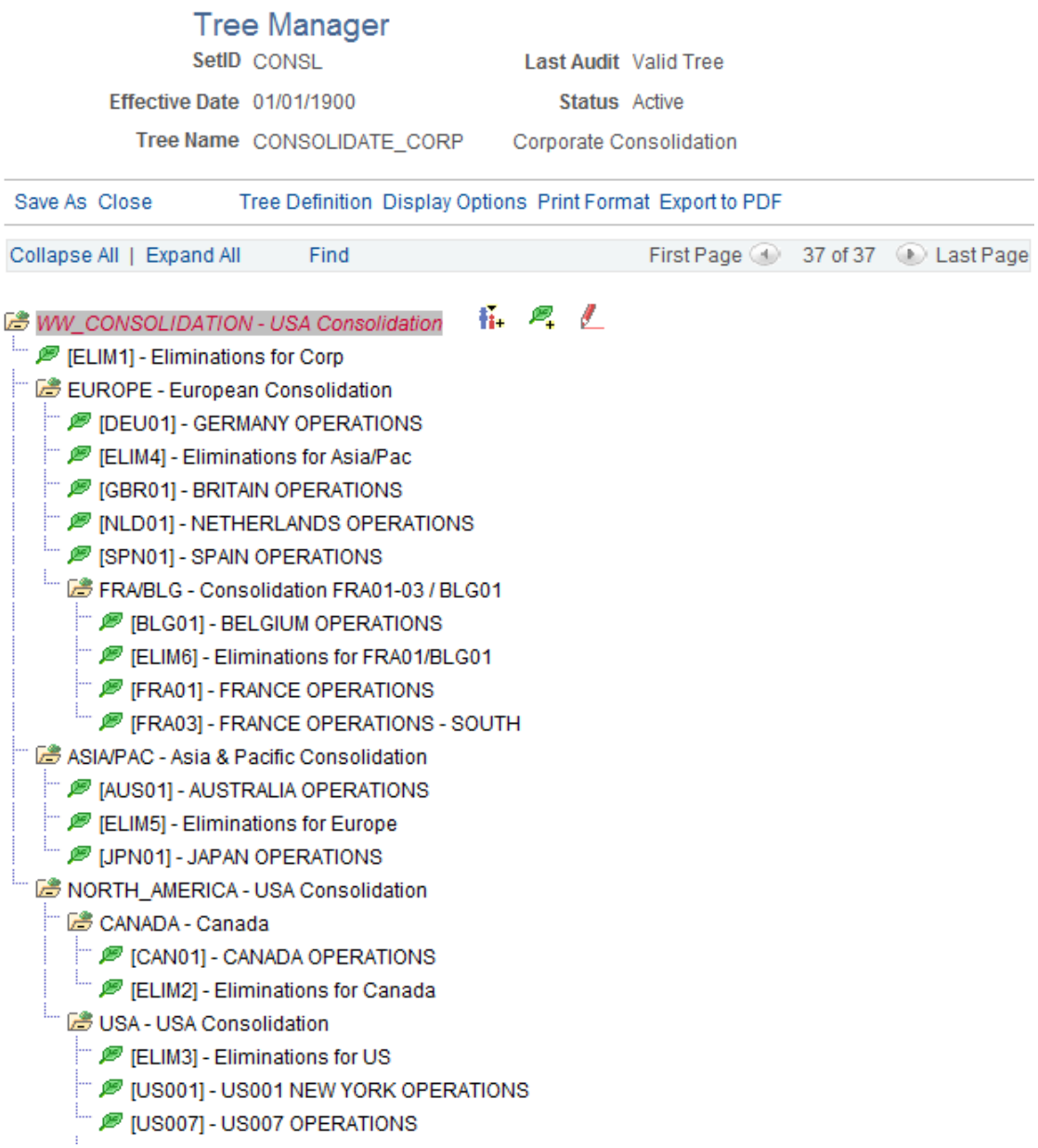
Defining Consolidation Scopes With Trees

Because you likely have several consolidation configurations to accommodate management and statutory requirements, General Ledger enables you to set up any number of consolidation trees. Consolidated business entities appear as nodes, and business units and eliminations units appear as detail values on the tree.

For example, World Wide Consolidation comprises 22 business units in Europe, Asia Pacific, and North America. For financial reporting requirements, the company created a tree that defines the legal entity relationships among these business units, as well as those located elsewhere (Tree Manager, Tree Manager).

This example illustrates the fields and controls on the Consolidation tree for World Wide Consolidation. You can find definitions for the fields and controls later on this page.

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The World Wide Consolidation node (WW_Consolidation) represents the final point of consolidation and the relationship among consolidated entities—Europe, ASIA/PAC, and NORTH_AMERICA and the corporate level elimination unit, ELIM1.

Adding Detail Values

The detail values in a Consolidations tree always consist of the ChartField values that form the basis for consolidation and elimination units. Elimination units are stored in the same table as consolidating ChartField values because they share identical attributes; that is to say, if your consolidating ChartField values are business units, the elimination entities are also defined as business units.

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

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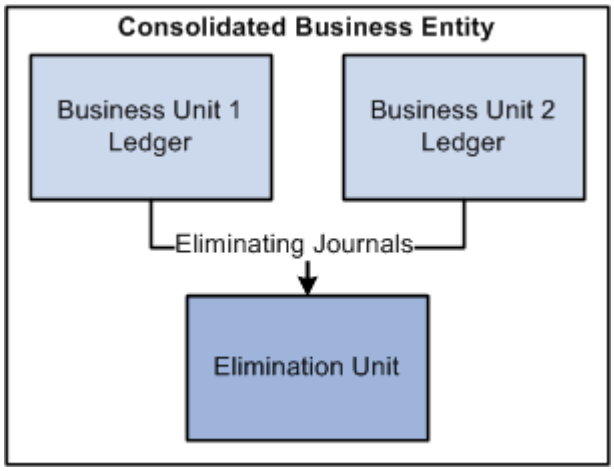
Related Topics

- Application Fundamentals: Using Trees to Summarize ChartFields

Setting Up Elimination Units

With Consolidations, you can automate intercompany eliminations and more accurately analyze consolidated results. When you consolidate business units, the system creates eliminating journal entries. Eliminating journals are directed to an *elimination unit,* a type of business unit that is designed specifically to support consolidated reporting.

Elimination Entries Directed to Elimination Units



The consolidated business entity does not have its own ledger. It is actually a reporting construct made up of the combined ledger balances of the selected business units and the intercompany offset amounts posted to the ledger for the elimination unit.

This section discusses:

- Adding an Elimination Unit.
- Assigning Ledgers to Elimination Units.

Page Used to Add an Elimination Unit

Page Name	Definition Name	Usage
General Ledger Definition - Definition Page	BUS_UNIT_TBL_GL1	You can use this page to define each elimination unit directly. You can also define elimination units from the consolidation tree.

Adding an Elimination Unit

Use the General Ledger Definition - Definition page (BUS_UNIT_TBL_GL1) to define each elimination unit directly.

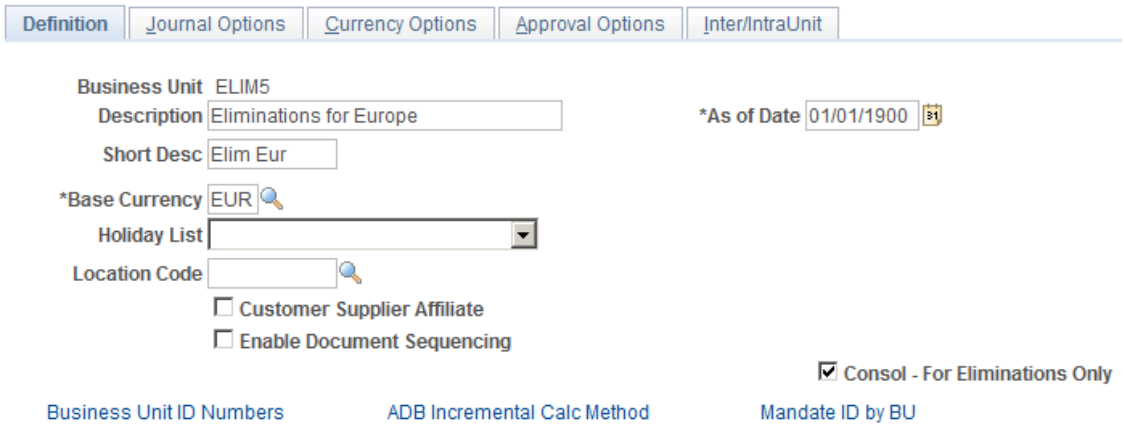
You can also define elimination units from the consolidation tree.

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Navigation:

Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Definition

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



Add and maintain elimination business units the same as you would add any business unit on the General Ledger Definition page. Make sure to select the **Consol - For Elimination Only** check box, as this is what distinguishes an elimination unit from other units and its treatment for the consolidation process. You can also add elimination units to the consolidation tree in the same way that you add any detail ChartField value.

The placement of the elimination units on the tree tells the consolidation process what business units' intercompany activity is eliminated within the elimination unit. For example, the ELIM5 elimination unit in the consolidated management reporting tree, CONSOLIDATE_CORP, is defined as the elimination unit for the ASIA/PAC consolidation; therefore, intercompany activity between Japan and Australia are eliminated within ELIM5 .

Assigning Ledgers to Elimination Units

Assigning a ledger to an elimination unit is done the same way that you handle regular business units. The base currency of the ledger must be the same currency used for consolidation.

Related Topics

- Application Fundamentals: Defining Ledgers for a Business Unit

Specifying Consolidation Ledgers

To specify a consolidation ledger, use the Consolidation Ledger Sets component (LEDGER_SET).

For each business unit involved in Consolidations, you can specify one ledger as the Consolidation ledger. The Consolidations process uses this ledger as the source and identifies transactions to be eliminated. Consolidation journals reference this ledger for elimination units.

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In cases where business units have different base currencies in their primary ledgers, and translation ledgers are maintained for reporting on a single currency, you can use Translation ledgers as Consolidation ledgers. Consolidation does not perform any currency translation. The currency that you specify must have complete balances in place resulting from regular journal posting or from the Currency Translation process.

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

Page Used to Define Ledger Sets

Page Name	Definition Name	Usage
Ledger Set Page	LEDGER_SET	Select the combination of business units and ledgers that you want to consolidate for a specific consolidation configuration.

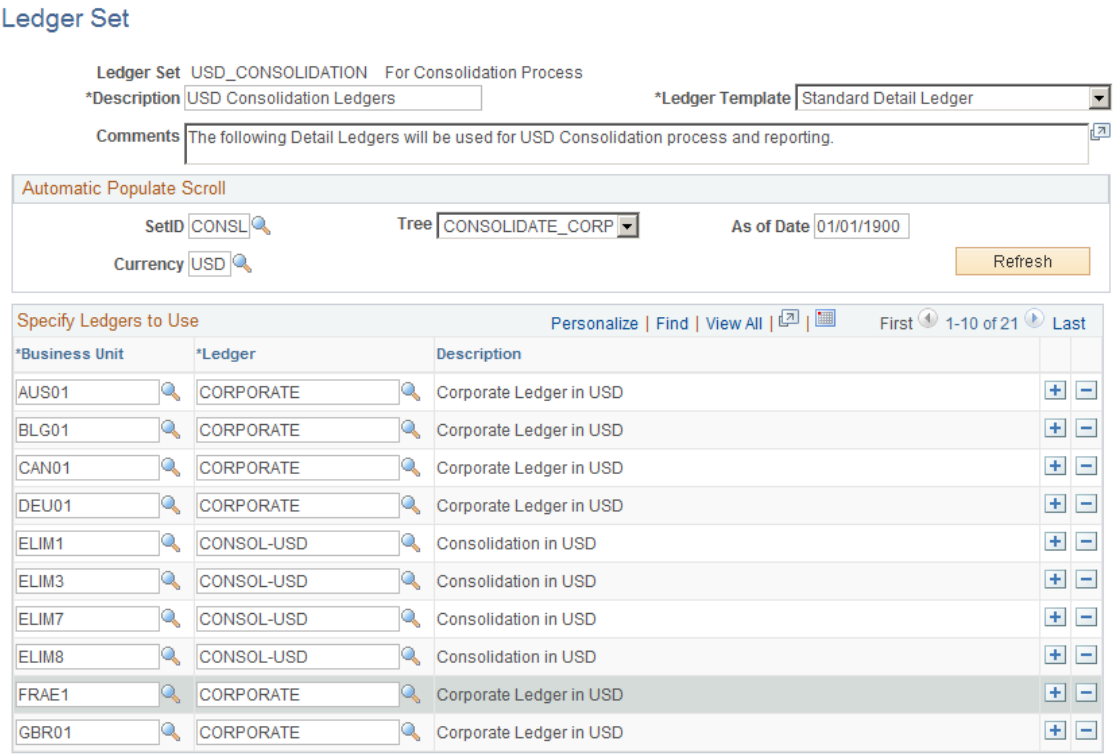
Ledger Set Page

Use the Ledger Set page (LEDGER_SET) to select the combination of business units and ledgers that you want to consolidate for a specific consolidation configuration.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Consolidation**, and then **Consolidation Ledger Sets**, and then **Ledger Set**

This example illustrates the fields and controls on the Consolidation - Ledger Set page. You can find definitions for the fields and controls later on this page.



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Automatic Populate Scroll

The **Automatic Populate Scroll** section enables you to select the parameters that will populate the scroll with the ledgers that you can use. After you choose parameters, click the **Refresh** button to populate the page.

> **Note**
>
> When you click the **Refresh** button, the system provides you with only the *best guess* of ledger names. Review the ledger names populated by the system, and select the ledger that you want to use in the consolidation.

Field or Control	Description
Tree	Determines the business units that will appear in the scroll. All business units in a particular tree will appear in the scroll.
As of Date	Use to select a tree if you have multiple trees with the same name.
Currency	Populates the Ledger column with the ledgers that have the same base currency defined.

Specify Ledgers to Use

When you click **Refresh,** the system populates the scroll area with the following:

Field or Control	Description
Business Unit	Populates the valid values in the selected tree for the specified ledger template.
Ledger	Displays a ledger associated with each business unit that has the specified currency as its base currency. You can associate a different ledger with the business unit by selecting a new one in the drop-down list box.

You can also enter business units and their associated ledgers individually by adding a row. The new business unit does not have to be part of the earlier specified tree.

> **Note**
>
> All business units involved in the consolidation process must have a row defined on the Ledger Set page so that the system knows which ledger to use for each business unit during the consolidation process.

Related Topics

- Consolidation Set - Journal Options Page
  Use the Consolidation Set - Journal Options page (CONSOLIDATION1) to specify consolidation process options.

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Defining Elimination Sets

The elimination set defines a related group of intercompany accounts. When eliminated, the balances of this group of accounts should normally net to zero. To maintain a balanced journal entry, the system posts any amounts that remain after the elimination to a user-defined out-of-balance ChartField. When you run the consolidation, the system processes each elimination set specified in your consolidation definition.

To define elimination sets, use the Elimination Sets component (ELIMINATION_SET).

Pages Used to Define Elimination Sets

Page Name	Definition Name	Usage
Elimination Set Page	ELIMINATION_SET1	Define parameters for the elimination.
Elimination Lines Page	ELIMINATION_SET2	Define which accounts you want to eliminate. When you define these accounts, the level of detail required depends on whether you are using the Affiliate ChartField.
Audit Elimination Sets Page	RUN_GLS2005	Set up criteria to run the GLS2005 SQR for auditing elimination sets. Determines if any duplicate lines exist in consolidation definitions. The system uses the criteria that you enter to generate the Audit Elimination Sets report.

Elimination Set Page

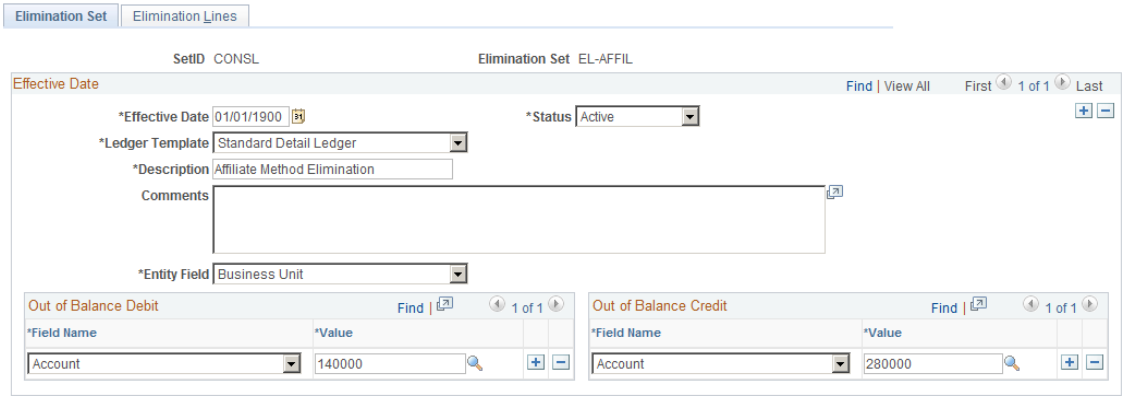
Use the Elimination Set page (ELIMINATION_SET1) to define parameters for the elimination.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Consolidation**, and then **Define Elimination Set**

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

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Field or Control	Description
Ledger Template	Select the ledger template that is used by the ledgers in your consolidation. If you specify a Summary Ledger template as the ledger template, the system displays the **Ledger** field, where you enter the summary ledger name. The system also displays a detail link; click it to access the Summary Ledger Definition page.
Description	Identifies the elimination for prompt lists.
Comments	Describe what the elimination set does. This field is particularly useful for documenting each set in a complex consolidation.

Field or Control	Description
Entity Field	Select the field on which you are consolidating. This is the field on which you have previously structured your consolidation and on which you have built your consolidation tree. It is usually the business unit. However, if you have setup your system to use other fields, such as Operating Unit or Department for the business entity and are tracking interunit transactions among these entities, you use Operating Unit or Department as the Entity Field.

Out of Balance Debit and Out of Balance Credit

If the activity within a given elimination set does not net to zero, PeopleSoft General Ledger directs the out-of-balance amount to the Out of Balance field values that you specify on this page.

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Field or Control	Description
Field Name	Specify special ChartFields for the out-of-balance amounts. For example, you can enter a department for both the debit and credit field name in addition to an account **Value.** For summary ledger templates, the **Field Name** prompt lists all the ChartFields for the summary ledger template, and the **Value** prompt is based on how the summary ledger is defined.

Elimination Lines Page

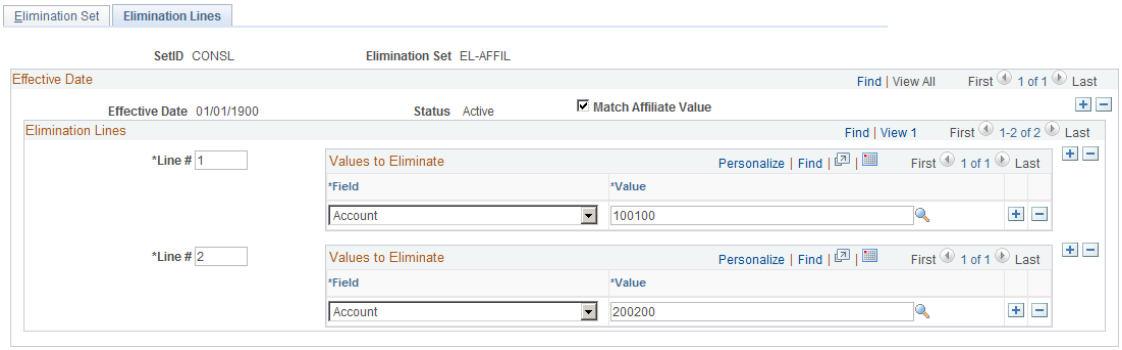
Use the Elimination Lines page (ELIMINATION_SET2) to define which accounts you want to eliminate.

When you define these accounts, the level of detail required depends on whether you are using the Affiliate ChartField.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Consolidation**, and then **Elimination Sets**, and then **Elimination Lines**

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



Field or Control	Description
Match Affiliate Value	Select the check box if you use the Affiliate approach for elimination. For a summary ledger that does not have an Affiliate ChartField, the **Match Affiliate Value** check box is deselected and display-only.

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Values to Eliminate

Field or Control	Description
Field and Value	When each intercompany transaction is recorded in a unique account, the *Business Unit* and the *Account* or *ALTACCT* ChartField and their respective values are required. If you use the Affiliate ChartField, and its respective value is already a business unit, do not enter the Business Unit ChartField. The system evaluates business unit and affiliate relationships when you perform the consolidation based on data in the ledger. In addition to the *Account* or *ALTACCT* ChartField, you can specify other ChartFields to further narrow the scope of the transaction being eliminated. This applies regardless of which method you use for tracking intercompany activity. To prevent duplication, the system does not allow you to enter the same ChartFields and ChartField values within the same elimination line.

Audit Elimination Sets Page

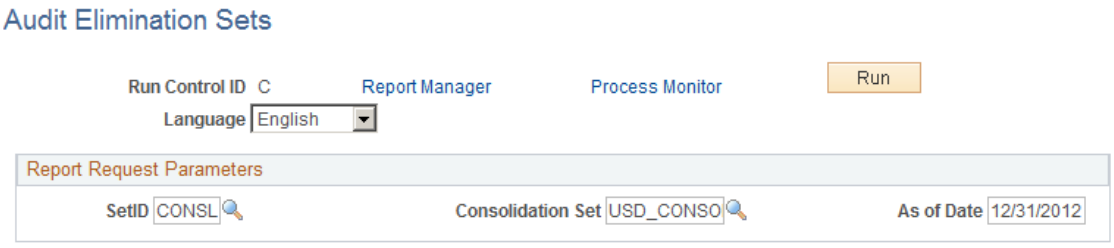
Use the Audit Elimination Sets page (RUN_GLS2005) to set up criteria to run the GLS2005 SQR for auditing elimination sets.

Determines if any duplicate lines exist in consolidation definitions. The system uses the criteria that you enter to generate the Audit Elimination Sets report.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Reports**, and then **Elimination Sets Audit**, and then **Audit Elimination Sets**

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



Report Request Parameters

Field or Control	Description
SetID	SetID for the consolidation set.

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Field or Control	Description
Consolidation Set	Select the Consolidation Set for which you want to run the elimination set audit.
As of Date	Enter the point of reference date for the effective-dated setup information.

Defining Subsidiary Ownership and Minority Interest Sets

General Ledger evaluates minority interest relationships at the time a consolidation is run, based on the data in the minority interest sets and Ownership table. It calculates the adjustment prior to generating elimination entries.

You define the relationship for the subsidiary business unit, the parent company that owns the majority of that subsidiary, and any other minority owners. You do not specify minority owners that exist outside your organization.

If a minority parent exists in the same consolidation tree as a majority parent, General Ledger makes a second adjustment to reflect the minority parent's ownership percentage. Because the original adjustment creates a liability for the minority interest, the second adjustment effectively reduces that liability because a minority parent is included in the consolidated results. This means that you do not overstate your minority interest liability.

General Ledger supports any number of minority parents and generates the adjustment entry at the appropriate point in the consolidation according to the consolidation tree level.

To define subsidiary ownership and minority interest sets, use the Subsidiary Ownership component (CONSOL_OWNERSHIP) and the Minority Interest Sets component (MINORITY_INTEREST).

Pages Used to Define Subsidiary Ownership and Minority Interest Sets

Page Name	Definition Name	Usage
Subsidiary Ownership Page	CONSOL_OWNERSHIP	Define the relationships for the parent company, subsidiary, and any other minority owners.
Minor Int Source Page	MINOR_INT_SOURCE	Identify the subsidiary equity and parent investment accounts.
Minor Int Target Page	MINOR_INT_TARGET	Specify the minority accounts of the majority parent company.

Subsidiary Ownership Page

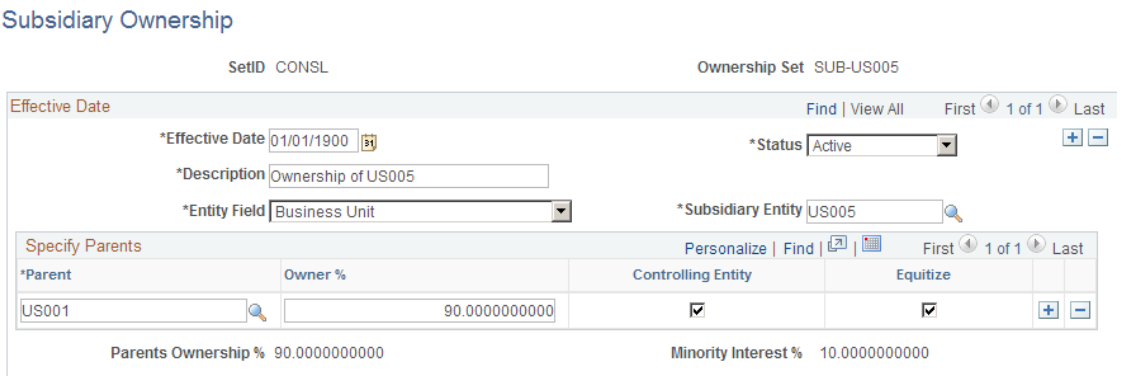
Use the Subsidiary Ownership page (CONSOL_OWNERSHIP) to define the relationships for the parent company, subsidiary, and any other minority owners.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Consolidation**, and then **Define Subsidiary Ownership**

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



Field or Control	Description
Entity Field	Select the consolidating entity field. This is usually the business unit, but you can consolidate based upon other fields, like Operating Unit. This field should be the same field upon which your consolidation tree is based.
Subsidiary Entity	Organizational unit owned by the parent.

> **Note**
>
> Add a new effective-dated row to reflect valid changes in subsidiary ownership. When adding new effective-dated rows, make changes only to the Specify Parents group box. The Subsidiary Entity field must stay constant, as that is the subsidiary for which you are defining ownership.

Specify Parents

Field or Control	Description
Parent	Owner of the subsidiary.
Owner %	Amount of the subsidiary owned by the parent. List any minority owners that exist within your system by adding rows.
Controlling Entity	Indicates which parent is the subsidiary's majority owner. Use this option to indicate a particular parent business unit for which elimination entries will be created. The parent company selected as the controlling entity holds the minority interest liability. Only *one* parent entity can be the controlling entity.

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> **Note**
>
> To prevent duplication, the system does not allow you to enter the same parent entity value twice.

Field or Control	Description
Equitize	Indicates whether equitization should be run for specified parent entities. The system processes this ownership set only when the subsidiary entity and all the parent entities marked for equitization are included in the consolidation tree.
Parents Ownership %	Total should be less than or equal to 100%.
Minority Interest %	Percentage of minority shareholder ownership.

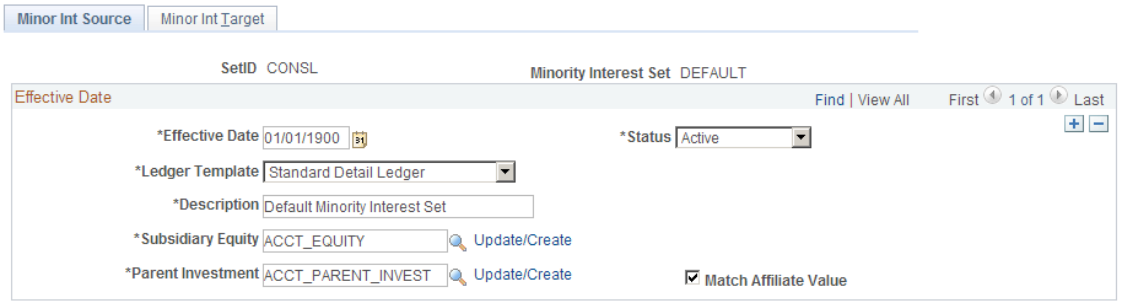
Minor Int Source Page

Use the Minor Int Source (minority interest source) page (MINOR_INT_SOURCE) to identify the subsidiary equity and parent investment accounts.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Consolidation**, and then **Define Minority Interest Sets**, and then **Minor Int Source**

This example illustrates the fields and controls on the Minor Int Source (minority interest source) page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Subsidiary Equity	Specifies the ChartField value set that identifies the subsidiary's equity accounts.
Parent Investment	Specifies the ChartField value set that identifies the asset account where the subsidiary is carried on the parent company's books.
Match Affiliate Value	Select the check box if you are using a single investment account and have populated the Affiliate ChartField with the subsidiary.

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Related Topics

- Using ChartField Value Sets
  Use ChartField Value Sets to define sets of ChartFields used in consolidation and equitization processes. You can specify individual values, select values from specified tree levels and nodes, or use ranges of detail values. You should use trees or ranges whenever possible to reduce future maintenance if ChartField values change.

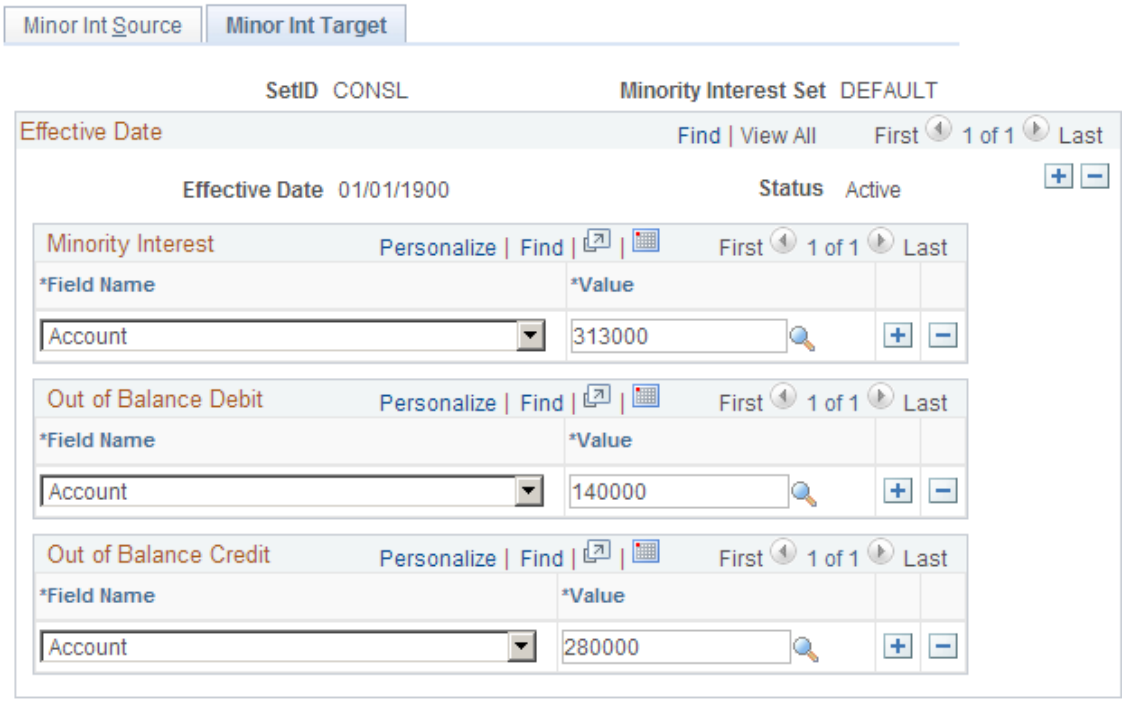
Minor Int Target Page

Use the Minority Int Target (minority interest target) page (MINOR_INT_TARGET) to specify the minority accounts of the majority parent company.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Consolidation**, and then **Define Minority Interest Sets**, and then **Minority Int Target**

This example illustrates the fields and controls on the Minor Int Target (minority interest target) page. You can find definitions for the fields and controls later on this page.



Minority Interest

Field or Control	Description
Field Name and Value	Identifies the parent's equity or liability account for minority ownership in the subsidiary. After General Ledger generates the minority interest adjustment, it eliminates the majority parent's investment account against the subsidiary's equity accounts.

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Out of Balance Debit and Out of Balance Credit

Field or Control	Description
Field Name and Value	If the elimination does not balance, the system directs the remaining amount to the appropriate out-of-balance account or ChartFields. You can specify special ChartFields for the out-of-balance amounts. For example, you can enter a department for both the **Debit** and **Credit** ChartFields in addition to an account.

Setting Up Consolidation Sets

After you define consolidation relationships in your tree and specify intercompany elimination and minority interest sets, you are ready to define the options and controls that tell General Ledger how to process the consolidation.

To set up consolidation sets, use the Consolidation Set component (CONSOL_DEFINITION).

Pages Used to Set Up Consolidation Sets

Page Name	Definition Name	Usage
Consolidation Set - Journal Options Page	CONSOLIDATION1	Specify consolidation process options.
Consolidation Set - Set Options Page	CONSOLIDATION2	Specify which elimination and minority interest sets the consolidation will include.

Consolidation Set - Journal Options Page

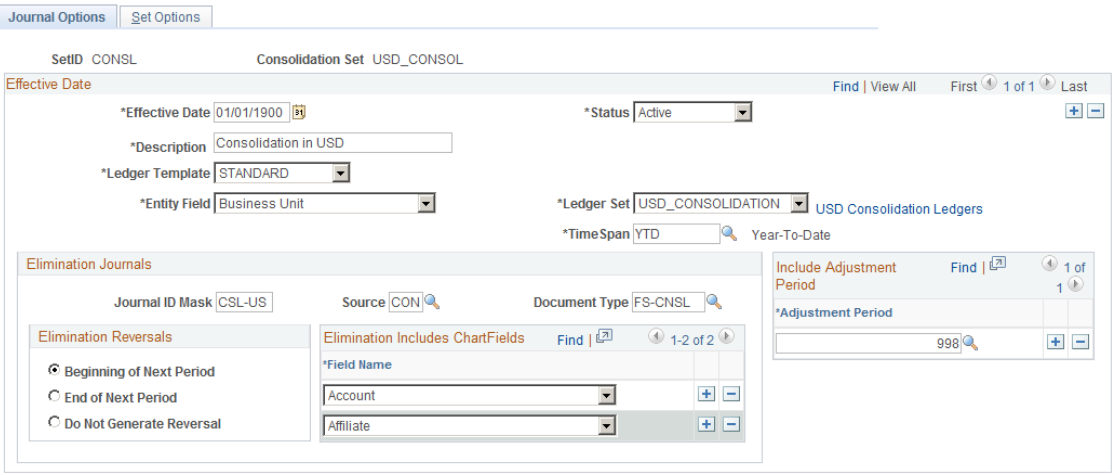
Use the Consolidation Set - Journal Options page (CONSOLIDATION1) to specify consolidation process options.

Navigation:

General Ledger, and then **Consolidation**, and then **Define Consolidation Set**, and then **Journal Options**

This example illustrates the fields and controls on the Consolidation Set - Journal Options page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Entity Field	Select the consolidating entity field. This is usually the business unit, but you can consolidate based upon other fields, like Operating Unit. This field should be the same field upon which your consolidation tree is based.
Business Unit	When consolidating on other than BUSINESS_UNIT, General Ledger displays a **Business Unit** field that enables you to designate the business unit as the high order key in the consolidation.
Ledger Set	Specifies a combination of business units and ledgers that act as a centralized location for consolidations.
TimeSpan	Select a user-defined TimeSpan for which to process the consolidation. You can select to process year-to-date balances or quarterly and period balances (such as QTR1 , QTR2, QTR3, QTR4 or PER). If you select a year-to-date TimeSpan, the Consolidation Reversal option must be either **Beginning of Next Period** or **End of Next Period;** otherwise, the reversal option must be **Do Not Generate Reversal.** A warning message is issued if the reversal option is not appropriate for the selected TimeSpan. **Note:** Performance may be impacted when using a BAL or YTD TimeSpan due to increased volume of data when processing effective-dated ownership sets. Using quarterly or period TimeSpans improves performance. When upgrading from a previous release, be careful to use BAL as the TimeSpan, as Consolidations has historically processed BAL balances.

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Elimination Journals

Field or Control	Description
Journal ID Mask	Enables you to specify a prefix for naming consolidation journals. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs. For example, if you specify the journal ID mask to be *ELIM*, the elimination journal IDs might be ELIM0001, ELIM0002, and so on. Alternatively, the value *NEXT* causes General Ledger to assign the next available journal ID number automatically. It is *very important* to reserve a unique mask value for Consolidations to ensure that no other process creates the same journal ID.
Source	Any valid value from the Sources table entry that identifies the source of the consolidation journals.
Document Type	Required for consolidation journals if Document Sequencing is enabled. Document Sequencing requires that you have a document type for all of the journal entries that you create.

In the following example, Department is the additional ChartField, and the elimination lines contain the following amounts:

ChartField Used in Eliminations - Account	ChartField Used to Group By – Department	Product	Posted Total Amount
1100001	100	XYZ	100.00
2200001	100	XYZ	- 80.00
1100001	200	NA	200.00
2100001	200	NA	-190.00

During Consolidations, the system generates journal entries that represent year-to-date (YTD) elimination amounts based on the type of account specified in the elimination set. For profit and loss accounts, the system totals the YTD amount based on the sum of periods 1 through *n,* and for balance sheet accounts periods 0 through *n.* To facilitate period-based reporting, General Ledger generates a reversing journal for the subsequent period. The resulting net amount on the elimination unit ledger represents the current period YTD amount less the reversal amount generated by the eliminations for the prior period.

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Elimination Reversals

Field or Control	Description
Beginning of Next Period, End of Next Period or**Do Not Generate Reversal**	Indicate whether you want to generate elimination reversal entries for the beginning of the next period, the end of the next period, or not generate a reversal at all. The system directs the journal entries to the respective elimination units as specified in the consolidation tree.

Elimination Includes ChartFields

Select the ChartFields that you want to include in elimination. The ChartFields that are defined for a consolidation definition relate to the ChartFields that are specified for the elimination set:

- If elimination set ChartFields provide more detail than consolidation definition ChartFields, the system summarizes the elimination journal entries at the level of detail defined by the elimination set.

  For example, if you specify *Account* as the consolidation definition and *Account* and *Project* for your elimination set, the system includes account and project detail when it summarizes elimination journal entries.

- If consolidation definition ChartFields provide more detail than elimination set ChartFields, the system expands the elimination journal entries, summarizing at the level of detail defined by the consolidation definition.

  For example, if you specify *Account, Department,* and *Product* as the consolidation definition and *Account* and *Project* as the elimination set, the system expands the elimination journal entries to include account, department, and product detail when it summarizes them.

Related Topics

- PeopleSoft Global Options and Reports: Document Type Template Page
- Application Fundamentals: Journal Source - Definition Page

Consolidation Set - Set Options Page

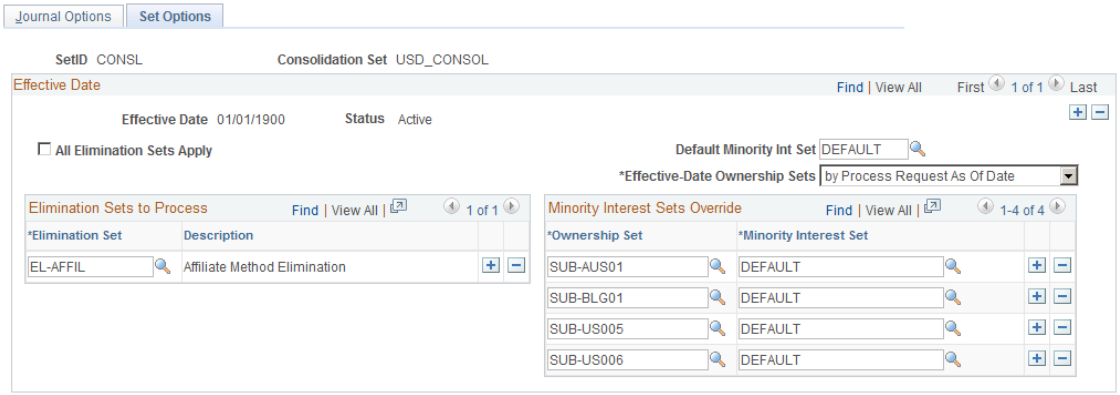
Use the Consolidation Set - Set Options page (CONSOLIDATION2) to specify which elimination and minority interest sets the consolidation will include.

Navigation:

General Ledger, and then **Consolidation**, and then **Define Consolidation Set**, and then **Set Options**

This example illustrates the fields and controls on the Consolidation Set - Set Options page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
All Elimination Sets Apply	Select to indicate that you want to use all of the elimination sets that are defined for the SetID when processing this consolidation set.
Default Minority Int Set (default minority interest set)	Specifies which minority interest set to use for the calculation. Based on the Subsidiary Ownership setup, Consolidations includes all parent and subsidiary sets, provided that all entities involved are within the consolidation scope (the consolidation tree).
Effective-Date Ownership Sets	Select one of the following options for the effective dates that dictate to which period of the fiscal year the Ownership Sets apply: • *by Period End Date(s)* - the Consolidation process applies the ownership definitions that are effective as of the respective accounting period end dates of the periods that are being processed. • *by Process Request As Of Date* - the Consolidation process applies the ownership definitions that are effective as of the process request date. **Note:** The journal entries that are created by the Consolidation process are dated as of the process request date, regardless of the effective date of the ownership sets. To illustrate the Period End Date(s) option, assume that you are running the Consolidation process through June 30, 2009. Additionally, assume that there are two effective-dated ownership sets with one dated January 1, 2009 and the other dated April 15, 2009. Given these effective dates, the Consolidation process applies the Ownership Set that is effective from January 1 to periods 1 through 4 balances, and uses the April 15 Ownership Set for periods 5 through 6 balances. If using the Process Request As Of Date option, the Consolidation process applies the April 15 ownership set for all periods that are included in the consolidation.

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Elimination Sets to Process

Field or Control	Description
Elimination Set	If you want to use only a portion of the elimination sets, specify the sets by adding rows in this section.

Minority Interest Sets Override

Field or Control	Description
Ownership Set	Associated with the minority interest set for consolidation set override purposes.
Minority Interest Set	Specifies the minority interest set on a certain ownership set for consolidation set override purposes. This override can be useful, for example, when you use different equity accounts for certain subsidiaries, and thus define separate minority interest sets.

Using ChartField Value Sets

Use ChartField Value Sets to define sets of ChartFields used in consolidation and equitization processes. You can specify individual values, select values from specified tree levels and nodes, or use ranges of detail values. You should use trees or ranges whenever possible to reduce future maintenance if ChartField values change.

You can set up ChartField Value Sets with the same name but different SetIDs for different groups of business units, if ChartField values as part of the consolidation rules are different by business units. For example, *Parent Investment* on the Minority Interest Set Definition page is specified as a ChartField value set entry. You can define two ChartField value sets both named ACCT_INVESTMENT, but one under SetID SHARE and one under SET01 with each having its own set of accounts specified. The SetID for the ChartField Value Set is resolved at runtime, based on the TableSet Control for Record Group FS_12, for each business unit processed.

You can set up ChartField Value Sets for either detail ledgers or summary ledgers. Specify the summary ledger name, as well as the ledger template. You cannot use a tree to select values for summary ledgers.

Related Topics

- Application Fundamentals: Defining and Using ChartField Value Sets

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Performing Consolidation

Pages Used to Perform a Consolidation

Page Name	Definition Name	Usage
Consolidation Request Page	CONSOL_REQUEST	Identify consolidation parameters that the system will process and how often the GLPOCONS COBOL process will run.
Consolidation Process Log Page	CONSOL_PROCESS_INQ	View how and when consolidation processes are run. This page also shows you the parameters used for undoing previous consolidation processes.
Consolidation Dashboard Page	CONSOL_PROCESS_MON	View the consolidation process status at the tree node level. You can also query the calculation log based on user-specified criteria.

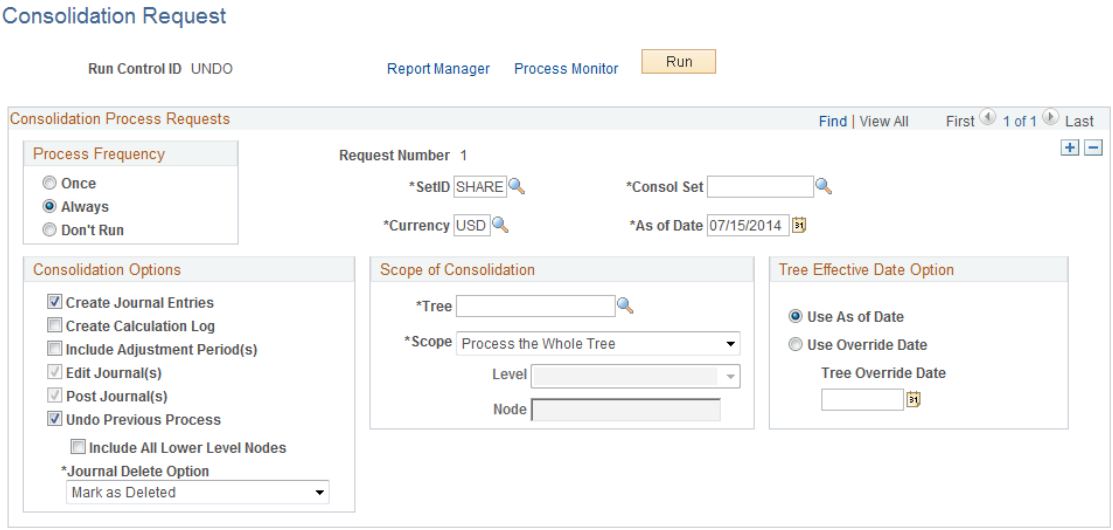
Consolidation Request Page

Use the Consolidation Request page (CONSOL_REQUEST) to identify consolidation parameters that the system will process and how often the GLPOCONS COBOL process will run.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Consolidation**, and then **Request Consolidation**, and then **Consolidation Request**

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



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Request Parameters

Field or Control	Description
SetID	Select the SetID of the consolidation set for which you want to run the consolidation process.
Currency	Currency used in the consolidation.
Consol Set (consolidation set)	Select the consolidation set to use for the consolidation process.
As of Date	Serves as a point of reference for determining the year and period to consolidate for each ledger in the consolidation. If business units use different calendars, the system evaluates the year and period for each. This date is also used to access the effective-dated setup.

Consolidation Options

Field or Control	Description
Create Journal Entries	General Ledger creates journals that can be edited and posted.
Create Calculation Log	Creates a calculation log that contains the amounts generated by each elimination and minority interest set at each tree node. After the system creates the log, you can inquire on the calculation log with the Consolidation Process Monitor page, or run the Consolidation Out of Balance (GLS2003) and the Minority Interest Eliminations and Adjustments (GLS2004) SQRs. The Consolidation Out of Balance report examines the elimination sets for the consolidation as of the date specified, indicates which elimination sets are in balance and which are not, and shows you the details of any out-of-balance condition. The Minority Interest Eliminations and Adjustments report details the majority and minority parent eliminations and adjustments based on the hierarchical relationship of business units present in the tree.
Include Adjustment Period(s)	Includes balances from the adjustment periods specified in the consolidation set when calculating the elimination.
Edit Journal(s)	Provides the ability to identify an edit error and process the consolidation again. The system clears journals from the original process before regenerating. Not available if Document Sequencing is enabled at the system or business unit level.
Post Journal(s)	Posts journals during consolidation processing. Not available if Document Sequencing is enabled at the system or business unit level.

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Field or Control	Description
Undo Previous Process	Select the Undo Previous Process check box when you need to rerun a consolidation for a period that has already been processed. Selection of this check box clears the entries that were created by the previous consolidation for the requested processing periods. If the elimination journals are not yet posted to General Ledger, the process deletes them. If they have been posted, the process removes the amounts from the ledger before it deletes the journals. The same applies to elimination reversal entries. The system identifies the previous process by looking at the key fields in a consolidation process log that stores information about previous processes. You can view the process log on the Consolidation Process Log page. The extent of the Undo process is based upon whether the Include All Lower Level Nodes check box is also selected. Selecting the Undo Previous Process option alone reverses only the outcome from a single process with matching Consolidation Set, As Of Date, currency, tree name, tree level, and tree node as designated on the current run control.
Include All Lower Level Nodes	Click this option after selecting the Undo Previous Process check box if you want to remove the results of previous consolidation processing of lower-level nodes before processing the tree again at the same or higher levels or nodes.

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Field or Control	Description
Journal Delete Option	Select an option that indicates how the system handles journals from a previous consolidation process when performing an Undo. Options include: • *Physical Delete*: to indicate that the journals from the previous consolidation process are to be physically deleted. This option is not available if document sequencing is being used by the organization. • *Mark as Deleted*: to indicate that the journals from the previous consolidation process are to be unposted and given a status of *Deleted*. • *Retain/Do Not Delete*: to indicate that the journals from the previous consolidation process are to be unposted if they have been posted, or deleted if they have not been posted. This is an open field when the *Undo Previous Process* check box is selected. This option is useful to organizations that operate in countries where document sequencing is required or for organizations that use data warehousing or a metadata storage process. If the previous journals are deleted, the sequencing of documents and metadata no longer agree with the data.

> **Note**
>
> If the process ends prematurely during an Undo process, unlock the journals for the process instance before rerunning the Undo process.

Scope of Consolidation

Field or Control	Description
Tree	Specify the applicable tree for the consolidation.
Scope	Chose *Process the Whole Tree* to processes all entities defined in the consolidation tree. If you choose *Process a Level* or *Process a Tree Node,* the **Level** and **Node** fields become available.
Level	Processes all business units at and below a particular tree level. Identify the level in the edit box.
Node	Processes consolidated business units at and below a particular tree node. Identify the node in the edit box.

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Tree Effective Date Option

Field or Control	Description
Use As of Date	Uses the date defined for the consolidation.
Use Override Date	Select and use any date that you define in the **Tree Override Date** field. For example, you may want to consolidate based on a tree that is not yet active to test (using current figures) its effect on future consolidations.

Consolidation Process Log Page

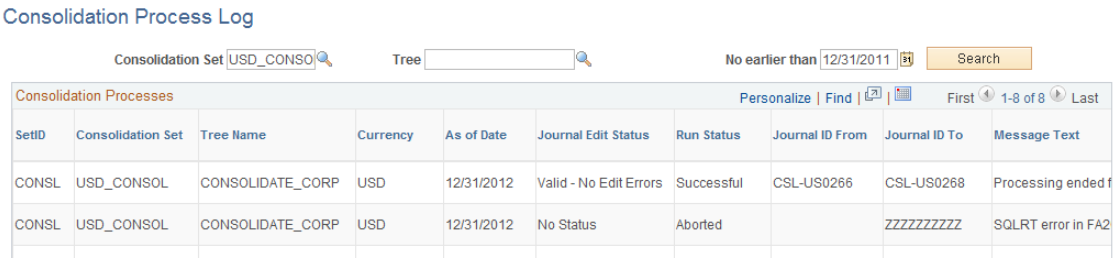
Use the Consolidation Process Log page (CONSOL_PROCESS_INQ) to view how and when consolidation processes are run.

This page also displays the parameters used for undoing previous consolidation processes.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Review Results Online**, and then **Consolidation Process Log**

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



This information is useful if you want to undo a previous consolidation process, but have forgotten what parameters were used for that process.

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

Related Topics

- Consolidation Request Page
  Use the Consolidation Request page (CONSOL_REQUEST) to identify consolidation parameters that the system will process and how often the GLPOCONS COBOL process will run.

Consolidation Dashboard Page

Use the Consolidation Dashboard page (CONSOL_PROCESS_MON) to view the consolidation process status at the tree node level.

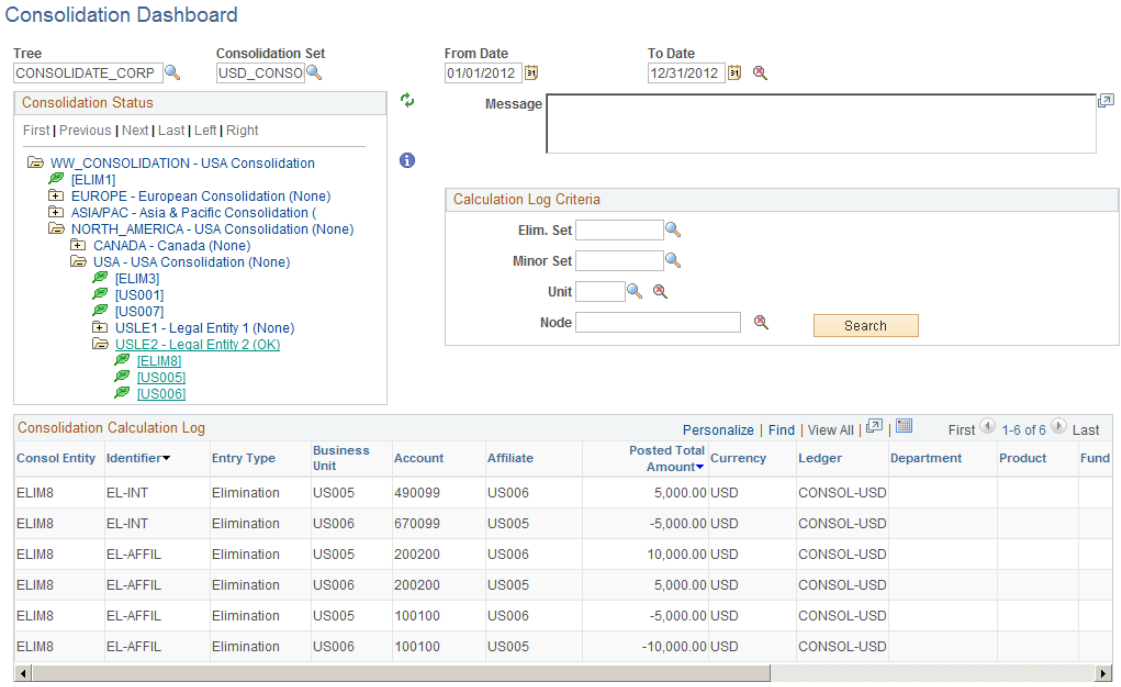
You can also query the calculation log based on user-specified criteria.

Navigation:

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General Ledger, and then **Consolidate Financial Data**, and then **Review Results Online**, and then **Consolidation Dashboard**

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



The Consolidation Dashboard provides an easy way to view and analyze the results of a given consolidation set by date.

Field or Control	Description
Tree	The Tree Control area displays the consolidation process status of a given **Consolidation Set** and **Tree,** between a certain **From Date** and **To Date.**

Calculation Log Criteria

Field or Control	Description
Elim. Set (elimination set)	Specify an elimination set to inquire on consolidation results related to that elimination set.
Minor Set (minority interest set)	Specify a minority interest set to inquire on consolidation results related to that minority interest set.
Unit	Specifies a business unit to inquire on consolidation results related to that business unit. If there is an error involving a business unit, you can click the **Exception** button to the right of the **Unit** edit box to display information in the **Message** dialog box.

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Field or Control	Description
Node	The consolidation tree is color-coded with the status of each node. Click the node on the tree and click the **Exception** button to the right of the **Node** edit box. The system displays a message about the node status in the **Message** dialog box.
Message	Displays messages regarding the consolidation processing status of a business unit or a node. If there is an error status and the error has been corrected, you can rerun the same process. The consolidation process resumes from the point where the error occurred. Status codes include: • *OK:* The node is completed and the process was successful. • *Error:* An error occurred and needs to be corrected before the process can continue. • *Warning:* An error occurred (for example, a journal edit error), but the process continued. • *Blank:* The process has not reached this node yet.

Consolidation Calculation Log

Field or Control	Description
Consol Entity (consolidation entity)	The business unit or the values of your consolidation entity (for example, operating unit).
Identifier	Stores either the elimination set or the minority interest set.
Entry Type	Identifies one of the following entry types: elimination, majority parent adjustment, majority parent elimination, or minority parent adjustment.

Consolidating Across Summary Ledgers

Processing consolidation on summary ledgers offers the following advantages:

- The process time is reduced because the volume of summary ledgers usually is much smaller than detail ledgers.

  This is especially true if you are using existing summary ledgers that you are already maintaining.
- You can achieve the purpose of consolidating business units with dissimilar charts of accounts through summarizing detail ledgers using trees.

The following are the main differences when setting up or running the consolidation process using summary ledgers:

- Whenever a ledger template needs to be specified, instead of using a detail ledger template (for example, STANDARD), use the summary ledger template of your choice (for example, S_ACTDIV).

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This includes your elimination set, minority interest set, consolidation ledger set, and consolidation set.

- Because detail ledgers are not involved, the system does create journals.

  The consolidation calculation log holds the information about how summary ledgers are updated.

- Summary ledgers used for consolidation must be up-to-date before you process the consolidation so that, for example, any last-minute journals are rolled up to the summary ledgers properly when posted to its detail ledgers.

  Summary ledgers can be incrementally updated either through journal posting or by running a separate Summary Ledger process.

Specifying Summary Ledger Consolidations

To set up consolidation on summary ledgers:

1. Specify the summary ledger template.

   For all the summary ledgers that are used for consolidation, you must specify the consolidation log and consolidation equity temporary records for summary ledger templates on the Ledger Template − Record Definitions page. If you plan to use the **Affiliate** field to identify intercompany transaction balances in summary ledger, your summary ledger must retain the affiliate values.

2. Define elimination sets on the summary ledger.

   To consolidate on the summary ledger, use the Elimination Sets page to define elimination sets based on a summary ledger. You must specify both a ledger template and the name of the summary ledger so that the system knows how to prompt for ChartField and ChartField values.

   If the affiliate value is kept in the summary ledger table, and you want to use the Affiliate method of elimination, check the **Match Affiliate Value** option on the Elimination Lines page. If the **Affiliate** field is not one of the fields in the summary ledger template, you must specify the business unit value in the elimination set.

3. Define minority interest sets on the summary ledger.

   Specify the appropriate ledger template and ledger for the summary ledger on the Minor Int Source (minority interest source) page.

   On the Minor Int Target (minority interest target) page, ensure that the **Subsidiary Equity** and **Parent Investment** values are ChartField value sets based on the same summary ledger.

4. Define consolidation ledger set.

   Use the Consolidation Ledger Set page to specify the summary ledger names to be used for each business unit for consolidation.

5. Define consolidation sets on the summary ledger.

   Use the Journal Options page to specify the appropriate ledger template and ledger for the summary ledger. The ledger set used for consolidation processing should be based on the same summary ledger.

6. On the Set Options page, ensure that elimination sets are based on the same summary ledger.

Related Topics

- Application Fundamentals: Defining a Ledger Template

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Mapping Dissimilar Charts of Accounts

You can perform consolidations across an organization's ledger balances when entities have different ChartField structures. This is important when consolidations must be performed over entities that are not maintained in PeopleSoft General Ledger.

Create a Consolidation chart of accounts that represents a single, common reporting structure. This Consolidation chart of accounts must be mapped to each business unit's different chart of accounts to be included in the consolidation rules.

The Consolidation chart of accounts can be structured at any level of summarization. This flexibility enables you to define a Consolidation chart of accounts at a lower level of detail than is required for reporting, but at a higher level than the individual business unit chart of accounts. Using trees over the Consolidation account, you can summarize up to the required level of external reporting.

The real value of consolidations functionality is the ability to bring in data from many disparate ledger systems and map to a common parent company chart of accounts.

To map dissimilar charts of accounts, use the ChartField Mapping Set component (CF_MAPPING_SET) and the ChartField Value Mapping component (CF_VALUE_MAPPING).

Pages Used to Map Dissimilar Charts of Accounts

Page Name	Definition Name	Usage
Load Ledgers - ChartField Mapping Set Page	CF_MAPPING_SET	Define which ChartFields are associated with mapping.
Load Ledgers - ChartField Value Mapping Page	CF_VALUE_MAPPING	Convert external data loaded in the Staging table to the PeopleSoft Ledger table.

Understanding a Consolidation

Consider this example of three mutually exclusive and disparate charts of accounts. Assume that all business units are set up in General Ledger, and there is a different chart of accounts for each SetID.

SetID *MFG* represents a manufacturing company, *FS* is a financial institution, and *HC* is a healthcare facility.

Acct # - MFG	Acct # - FS	Acct # - HC	Account Description by SetID
500000	500000	500000	MFG - Cost of Goods Sold FS - Interest on Checking HC - Cost of Goods Sold
510000	510000	510000	MFG - Production Var-Labor FS - Interest on Savings HC - Lost Charges – Unbillable

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Acct # - MFG	Acct # - FS	Acct # - HC	Account Description by SetID
511000	NA	511000	MFG - Production Var – Mat'l
			FS - NA
			HC - Lost Charges - Supplies
512000	NA	512000	MFG - Production Var – Ovhd
			FS - NA
			HC - Lost Charges - Other
513000	NA	513000	MFG - Purchase Price Var.
			FS - NA
			HC - Purchase Price Var.
514000	NA	NA	MFG - Exchange Rate Var.
			FS - NA
			HC - NA
520000	520000	520000	MFG - Inventory Scrap
			FS - Interest – Wholesale
			HC - Inventory Adj. – Obsolete
530000	NA	530000	MFG - Inventory Adjustments
			FS - NA
			HC - Inventory Adj. - Other
540000	540000	540000	MFG – Discount Expense
			FS - Group Insurance
			HC - Discount Expense
610000	530000	610000	MFG - Salaries
		612000	FS - Salaries
		613000	HC - Salaries
		614000	

Notice the difference in the numbering of accounts and the account descriptions. For example, account number 500000 is used for a different purpose in each SetID. For purposes of consolidation, you must map each set of accounts to a single, common Consolidation chart of accounts.

This table illustrates a subset of a Consolidation chart of accounts to which individual accounts by SetID must be mapped:

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Consolidation Account	Consolidation Account Description	MFG	FS	HC
500000	Cost of Goods Sold	500000	NA	500000
590000	Indirect Mfg. And Prod Costs	510000 511000 512000 513000 520000 530000	NA	NA
600000	Salary Expense	610000	530000	610000 612000 613000 614000
799000	Other General and Administrative Expenses	540000	540000	510000 511000 512000 513000 520000 530000 540000
801000	Interest on Deposits	NA	500000 510000 520000	NA
898000	Foreign Exchange	514000	NA	NA

As a result of the mappings, each SetID has been correlated to a single, common Consolidation chart of accounts.

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

Load Ledgers - ChartField Mapping Set Page

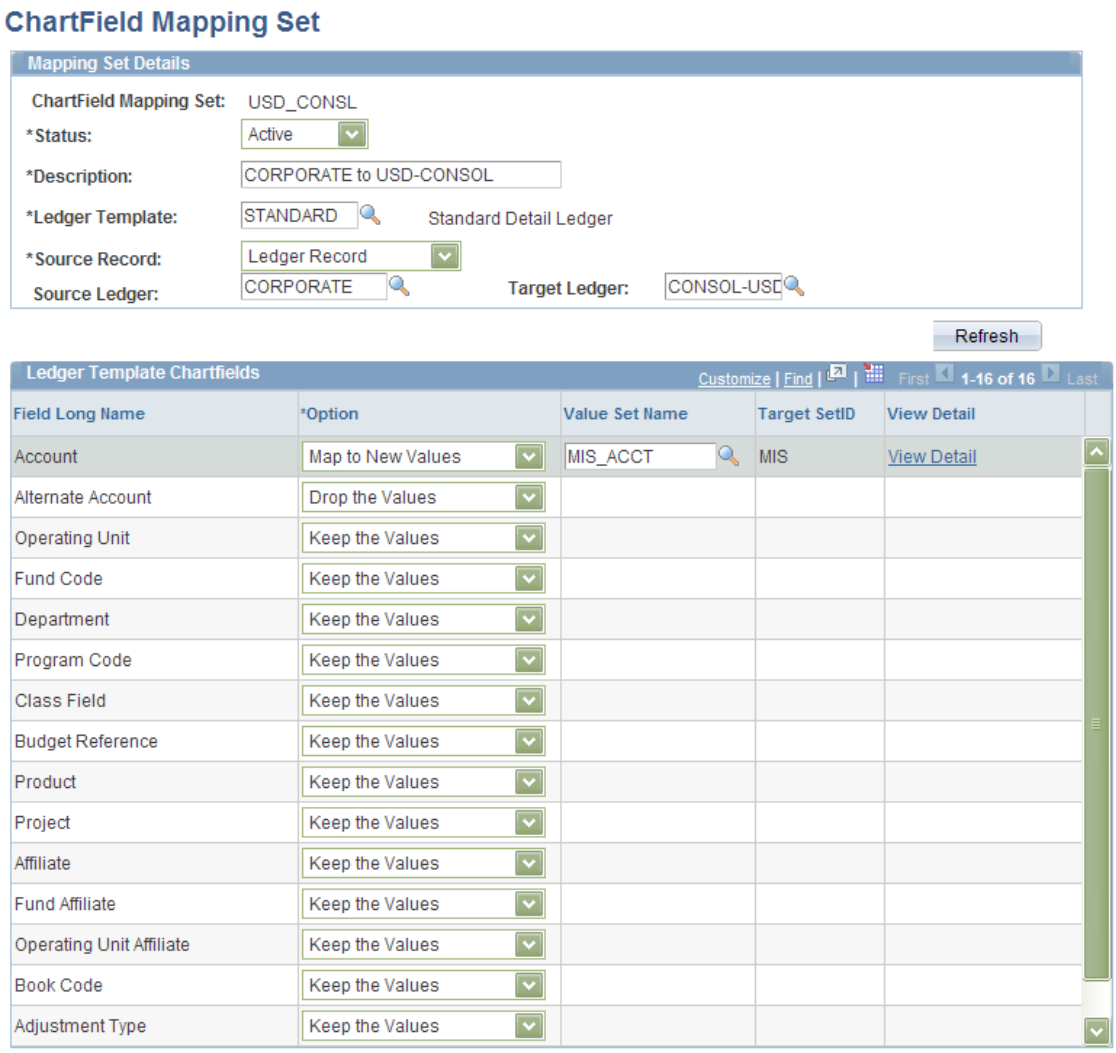
Use the Load Ledgers - ChartField Mapping Set page (CF_MAPPING_SET) to define which ChartFields are associated with mapping.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Load Ledgers**, and then **Setup CF Mapping Set**

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

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Mapping Set Details

Field or Control	Description
Ledger Template	Populates the ledger template ChartFields area when a ledger template is specified.

Ledger Template ChartFields

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

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Field or Control	Description
Option	Select one of the following options for each ChartField: • *Keep the Values* - Select to retain the ChartField values from source ledger to target ledger. • *Drop the Values* - Select to drop the ChartField values from source ledger to target ledger. • *Map to New Values* - Select to drop the ChartField values from source ledger to target ledger.
Value Set Name	When you select the Map to New Values option for a ChartField, the Value Set Name field becomes available. Select the Value Set that contains the mapping of source values to target values for the ChartField.
View Detail	Click to go to the **ChartField Value Mapping** page.

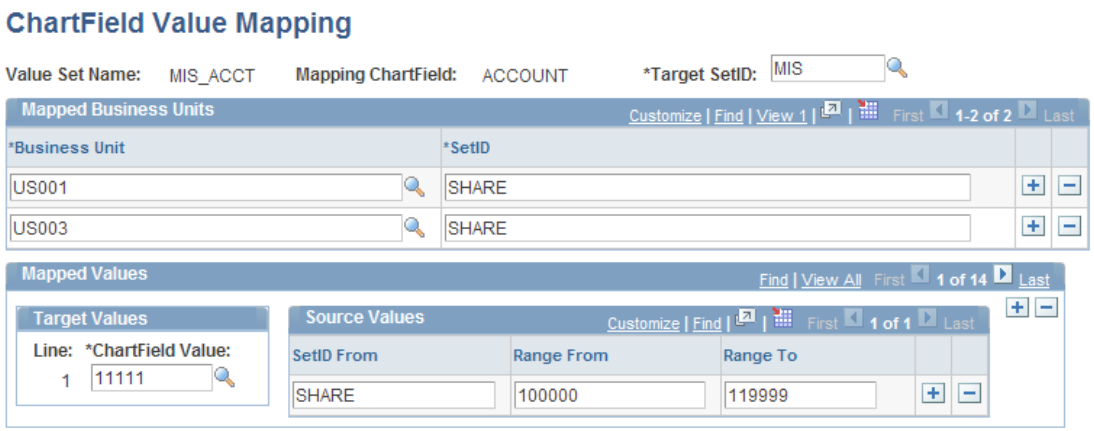
Load Ledgers - ChartField Value Mapping Page

Use the Load Ledgers - ChartField Value Mapping page (CF_VALUE_MAPPING) to convert external data loaded in the staging table to the PeopleSoft Ledger table.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Load Ledgers**, and then **Identify CF Mapping**

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



Field or Control	Description
Target SetID	Select value to indicate the SetID to which you are mapping.

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Mapped Business Units

Field or Control	Description
Business Unit and **SetID**	Select the business unit and SetID you want to map. Click the **Add** button to map additional business units. If the business units to be processed come from an external source, then SetID values serve as a group name to group business units with the same chart of account structure together so that they can share the mapping rules.

Mapped Values

Field or Control	Description
Target Values	**ChartField Value** is the Consolidation chart of accounts target ChartField value to which the selected source values will be converted.
Source Values	SetID links the source value ranges with business units defined in the **Mapped Business Units** section that have the same SetID value. • **SetID From:** Enter the source SetID for those business units to which the source values apply. • **Range From** and **Range To:** Enter the range of ChartField values for the source SetID to map to the target ChartField value.

A conversion process reads the mapping setup and converts external data that is either loaded to the Staging table, or to the Ledger table itself but under certain ledger names, and populates the PeopleSoft Ledger table. Consolidation is then performed on the Ledger table.

Using Equitization

During the accounting year the equity of a subsidiary can change affecting the ownership value of a parent in that subsidiary. For example, net income or losses of a subsidiary increases or decreases the investment and owner equity of the parent. General Ledger enables you to set up multiple equitization rules for multiple business units that have complex parent-subsidiary relationships and create journal entries within a single process. A ledger for a parent entity can be different from that of its subsidiary and, as one of the options, you can generate elimination entries for consolidated reporting.

> **Note**
>
> Equitization supports only the Business Unit field as the processing entity. This is unlike the Consolidation process, which allows consolidation of fields other than business unit, such as the Operating Unit field.

This section discusses:

- Reviewing Equitization Example.

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- Reviewing of Components of the Equitization Process.

Reviewing Equitization Example

In this example, Company M0004 owns 70% of company M0002. In January of 2003, M0002 had a net income of 100 in period 1. An equitization rule is set up to select expense and revenue accounts as the equitization source, and investment and equity income as the target (debit and credit, respectively). The Equitization process creates journals to book 70 to the M0004 ledger investment account and −70 to its equity income account, as indicated by the entries in this table:

Equitization Source and Target Account Types	M0002	M0004
NA	Period 1	Period 1
Cash, Receivables, and so on	100	230
Investment in M0002	NA	70 a
Revenues	<1000>	<2230>
Expenses	900	2000
Income before equity adjustment	<100>	<230>
Equity income	NA	<70>a
Net income	<100>	<300>

Viewing an Example of Multiple Parent/Subsidiary Ownership

If, in addition to the M0002 to M0004 relationship, F0001 owns 20% of M0002 and 60% of M0004, the equity income from subsidiaries for F0001 is 200, with 20 from M0002 and 180 from M0004, as indicated by the *b* entries:

Equitization Source and Target Account Types	M0002	M0004	F0001
NA	Period 1	Period 1	Period 1
Cash, Receivables, and so on	100	230	NA
Investment in M0002	NA	70 a	20 b
Investment in M0004	NA	NA	180 b
Revenues	<1000>	<2230>	<1500>
Expenses	900	2000	1000
Income before equity adjustment	<100>	<230>	<500>
Equity income	NA	<70> a	<200> b
Net income	<100>	<300>	<700>

The Equitization process determines the correct sequence to process. It equitizes from M0002 to M0004 and F0001 first, and then M0004 to F0001, so that the 70 from the first step is included as part of the net income in the second.

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Creating Elimination and Minority Interest Entries

An option of the Equitization process enables you to generate elimination and minority interest entries as by-products. If specified, the Equitization process creates the elimination entries that reverse target amounts. As in the Consolidations process, these entries go to the proper elimination business units in the consolidation tree and are used in consolidated reporting. In the following example, elimination entries are generated for elimination business unit ME001:

Elimination Entries	M0002	M0004	ME001
NA	Period 1	Period 1	Period 1
Cash, Receivables, and so.	100	230	NA
Investment in M0002	NA	70 a	<70) c
Minority interest liabilities	NA	NA	<30> c
Revenues	<1000>	<2230>	NA
Expenses	900	2000	NA
Income before equity adjustments	<100>	<230>	NA
Equity income	NA	<70> a	70 c
Minority interest expenses	NA	NA	30 c
Net income	<100>	<300>	100

If year-to-date elimination for investment is handled in the Equitization process, the Consolidations process should not generate eliminations again.

Offsetting the Source

This option creates entries to offset the equitized source amount for subsidiary entities. It may be useful for special reporting purposes:

Equitized Source Offset Entries Account Types	M0002	M0004
NA	Period 1	Period 1
Cash, Receivables, and so on.	100	230
Investment in M0002	NA	70 a
Revenues	<1000>	<2230>
Expenses	900	2000
Equity income	NA	<70> a
Retained earnings offset	100 d	NA
Equitized income summary	<100> d	NA

Reviewing of Components of the Equitization Process

The Equitization process includes the following components:

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Field or Control	Description
Data	Data used for calculation comes from ledgers for all the subsidiary business units involved. Different business units can use different ledgers so long as they are within the same physical ledger table (that is, share the same ledger template) and the same currency code. For example, M0004 uses ledger ACTUALS in the Equitization process, which specified the U.S. dollar as the transaction currency. M0002 uses its U.S. dollar ledger REPORTS in the process because its primary ledger ACTUALS uses the Canadian dollar as its base currency. On the Ledger Sets page, define which ledgers are used in the process within each business unit, keyed by consolidation trees.
Scope	Specify which business units to cover during Equitization by creating a business unit tree. You also define the ownership relationships on the Subsidiary Ownership page, specifying subsidiary entities and parent entities with their percentage of ownership. Any parent-subsidiary sets included in the business unit tree are included in the Equitization process. If you are also performing Consolidations, Equitization can share the consolidation tree with the Consolidation process, as well as the ownership sets, if applicable.
Rules	The Equitization Rules component allows you to specify the equitization **Source, Target, Subsidiary Offset,** and **Minority Interest** entries. You can then group multiple equitization rules together on the Equitization Group page.
Process	Specify run options for the Equitization background process on the Equitization Request page. General Ledger creates journal entries based on the equitization rules and scope, and you can edit these journals as part of Equitization. If you need to rerun the Equitization process , select the**Undo Previous Process** field on the Equitization Request page to reverse all previous processing. If the process fails, unlock all journals before rerunning unpost.

Related Topics

- Defining Equitization Rules
  You can define multiple equitization rules for a process. For example, you can define one rule for subsidiary net income and another rule for unrealized gain and loss. Equitization processes all the rules in one ownership set and then proceeds to the next set.

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Defining Business Unit Trees and Elimination Units for Equitization

If you are running the consolidations process as well as Equitization, you can use the consolidations business unit tree to specify which business units to include in the Equitization process. Elimination business units must be part of the tree for elimination entries to be generated. Unlike Consolidations, the order in which Equitization business units are processed is determined by ownership sets (that is, who owns whom) and not by their location in the tree.

Related Topics

- Defining Consolidation Trees
  You define a consolidation based on relationships among the business units and their related elimination units (units to which eliminating journal entries are directed). Each consolidation hierarchy uses a separate consolidation tree. You can consolidate an unlimited number of business units within each tree, and you can define an unlimited number of consolidation trees.
- Setting Up Elimination Units
  With Consolidations, you can automate intercompany eliminations and more accurately analyze consolidated results. When you consolidate business units, the system creates eliminating journal entries. Eliminating journals are directed to an *elimination unit,* a type of business unit that is designed specifically to support consolidated reporting.

Specifying Ledgers for Each Business Unit in an Equitization

For each business unit involved in the Equitization process, you can specify one ledger as the source or target ledger, the same as you would for the consolidation process. You specify the ledger for a business unit on the Ledger Sets page.

Related Topics

- Specifying Consolidation Ledgers
  To specify a consolidation ledger, use the Consolidation Ledger Sets component (LEDGER_SET).

Defining Ownership Sets for Equitization

Use the Subsidiary Ownership page to define ownership sets, which indicate relationships among the parent company, subsidiary business unit, and any other minority owners.

Use the **Equitize** check box on this page to indicate whether Equitization should be run for specified parent entities.

Related Topics

- Defining Subsidiary Ownership and Minority Interest Sets
  General Ledger evaluates minority interest relationships at the time a consolidation is run, based on the data in the minority interest sets and Ownership table. It calculates the adjustment prior to generating elimination entries.

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Defining Equitization Rules

You can define multiple equitization rules for a process. For example, you can define one rule for subsidiary net income and another rule for unrealized gain and loss. Equitization processes all the rules in one ownership set and then proceeds to the next set.

To define equitization rules, use the Equitization Rules component (EQUITIZATION_RULE).

Pages Used to Define Equitization Rules

Page Name	Definition Name	Usage
Equitization Rules - Source Page	EQTZ_RULE	Define equitization rules.
Equitization Rules - Target Page	EQTZ_TARGET	Specify ChartField values and details for creating equitization entries.
Equitization Rules - Subsidiary Offset Page	EQTZ_OFFSET	Define an equitization offset, which is used to offset the equitization source. It then becomes part of the subsidiary entities.
Equitization Rules - Minority Interest Page	EQTZ_MIN_INT	Specify values for minority interest entries.

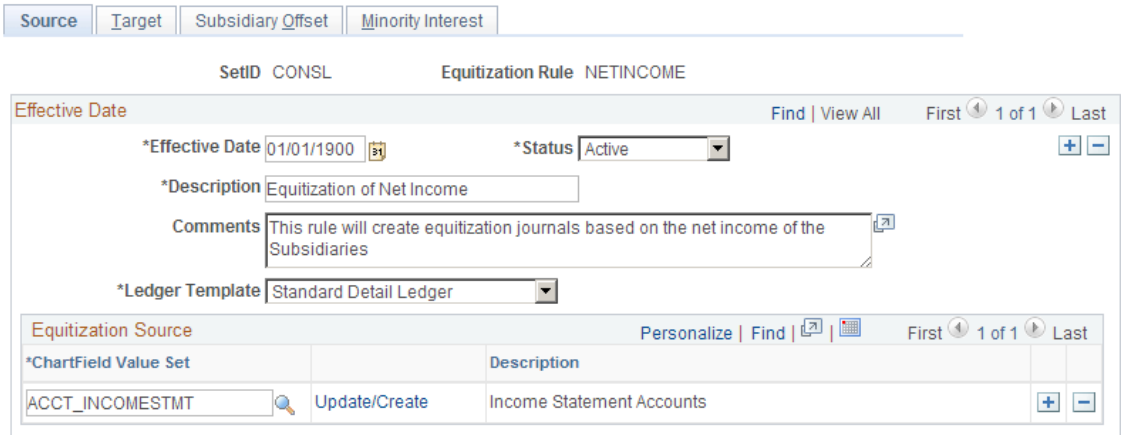
Equitization Rules - Source Page

Use the Equitization Rules - Source page (EQTZ_RULE) to define equitization rules.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Equitization**, and then **Define Equitization Rules**, and then **Source**

This example illustrates the fields and controls on the Equitization Rule - Source page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Ledger Template	Specify the template to limit ChartFields applicable to setting up the equitization rule.

Equitization Source

Field or Control	Description
Chartfield Value Set	Defines which entries in the ledgers of the subsidiary will be selected as the equitization source.
Update/Create	Click the link to access the ChartField Value Set page if you want to edit or create a new set.

Related Topics

- Application Fundamentals: Defining and Using ChartField Value Sets

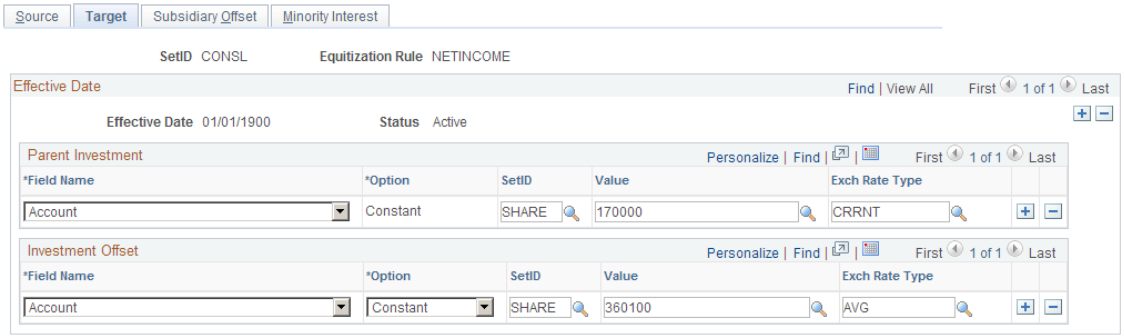
Equitization Rules - Target Page

Use the Equitization Rules - Target page (EQTZ_TARGET) to specify ChartField values and details for creating equitization entries.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Equitization**, and then **Define Equitization Rules**, and then **Target**

This example illustrates the fields and controls on the Equitization Rule - Target page. You can find definitions for the fields and controls later on this page.



Parent Investment and Investment Offset

Field or Control	Description
Field Name	For a parent investment, you must specify *Account* or *AltAcct* for this required ChartField, and you must specify a value for it.
Option	Specify either a *Constant* value or *Retain* the ledger value.

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Field or Control	Description
Value	This field is activated only if the **Option** field specifies *Constant.* Enter a ChartField value for the parent investment or investment offset.
Exch Rate Type (exchange rate type)	The system supplies the current exchange rate as a default, but you can also select a specific one. When Equitization is done in a currency other than base currency of Parent entity, the foreign amount for the target translate ledger cannot be copied from the source ledger data. Here, the rate type specified in Equitization rule is used for calculating the foreign amount for translate ledgers in Equitization journal. Corresponding primary journal line and any other secondary ledger(translate and non-translate) lines are created by the journal edit process using the rate type from the ledger group page.

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

If the Affiliate ChartField is used in the ledger, the system populates the target entries with the subsidiary business unit value.

When creating an equitization rule, you can establish one or more investment and equity offsets by SetID and business unit.

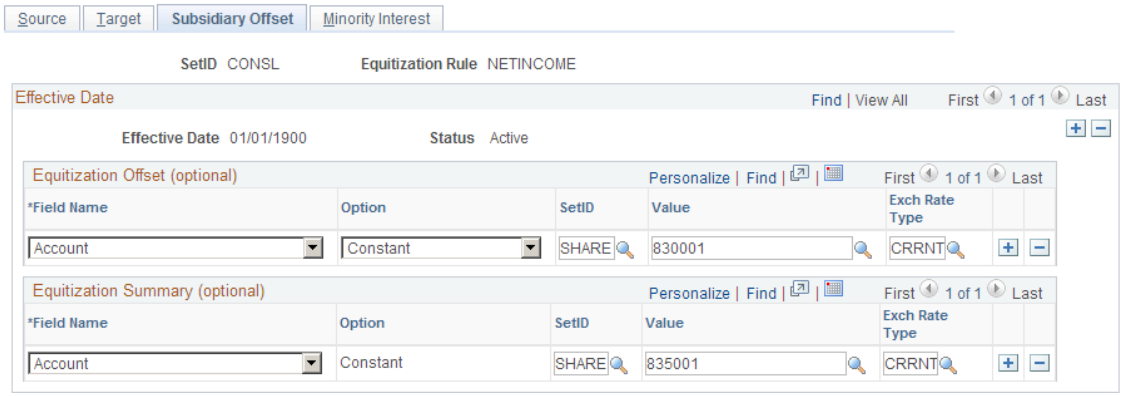
Equitization Rules - Subsidiary Offset Page

Use the Equitization Rules - Subsidiary Offset page (EQTZ_OFFSET) to define an equitization offset, which is used to offset the equitization source. It then becomes part of the subsidiary entities.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Equitization**, and then **Define Equitization Rules**, and then **Subsidiary Offset**

This example illustrates the fields and controls on the Equitization Rule- Subsidiary Offset page. You can find definitions for the fields and controls later on this page.



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

Related Topics

- Equitization Rules - Target Page
  Use the Equitization Rules - Target page (EQTZ_TARGET) to specify ChartField values and details for creating equitization entries.

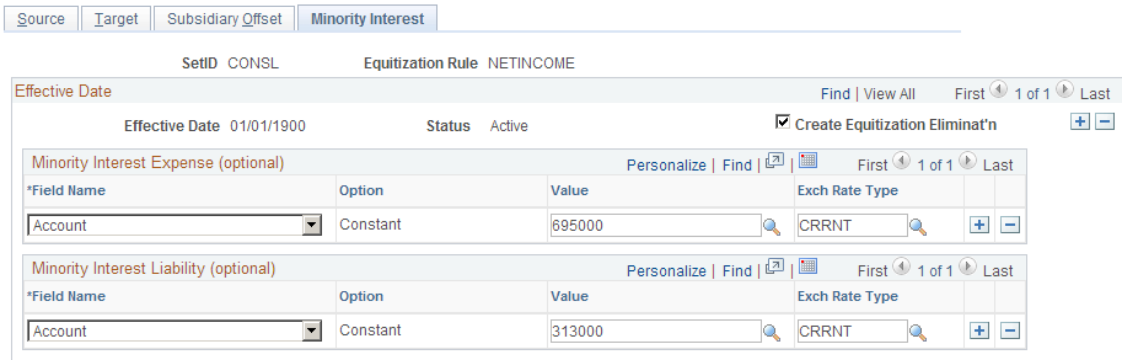
Equitization Rules - Minority Interest Page

Use the Equitization Rules - Minority Interest page (EQTZ_MIN_INT) to specify values for minority interest entries.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Equitization**, and then **Define Equitization Rules**, and then **Minority Interest**

This example illustrates the fields and controls on the Equitization Rule - Minority Interest page. You can find definitions for the fields and controls later on this page.



If you select **Create Equitization Eliminat'n** (create equitization elimination), the system generates elimination entries to eliminate the equitization target entries. If you want to generate minority interest entries, specify their value, and the system generates minority interest as part of the elimination. Elimination entries are booked to elimination business units in the consolidation tree.

Related Topics

- Equitization Rules - Target Page
  Use the Equitization Rules - Target page (EQTZ_TARGET) to specify ChartField values and details for creating equitization entries.

Defining an Equitization Group and Journal Options

Within an ownership set, the consolidation process creates one journal for each business unit involved. If rounding errors occur, Equitization adjusts the amount of the last journal line of each journal to make the total debit amount equal to the total credit amount.

To define equitization group and journal options, use the Equitization Group component (EQUITIZATION_GROUP).

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Page Used to Define an Equitization Group and Journal Options

Page Name	Definition Name	Usage
Equitization Group Page	EQTZ_GROUP	Specify equitization rules and journal options.

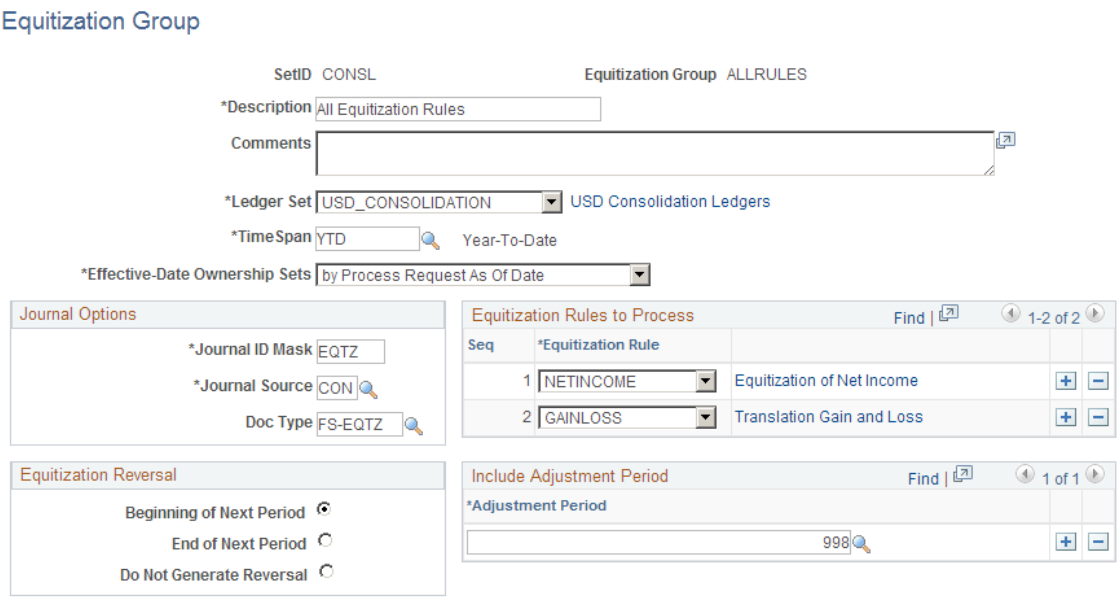
Equitization Group Page

Use the Equitization Group page (EQTZ_GROUP) to specify equitization rules and journal options.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Equitization**, and then **Define Equitization Groups**

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



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Field or Control	Description
TimeSpan	Select a TimeSpan for which to process the Equitization entries. If you select a year-to-date TimeSpan, the Equitization Reversal option must be either **Beginning of Next Period** or **End of Next Period;** otherwise, reversal option must be **Do Not Generate Reversal.** A warning message is issued if the reversal option is not appropriate for the selected TimeSpan. **Note:** Performance may be impacted when using a BAL or YTD TimeSpan due to increased volume of data when processing effective-dated ownership sets. Using PER or QTR TimeSpans improves performance.
Effective-Date Ownership Sets	Select one of the following options for the effective dates that dictate to which period of the fiscal year the Ownership Sets apply: • *by Period End Date(s)* - the Equitization process applies the ownership definitions that are effective as of the respective accounting period end dates of the periods that are being processed. • *by Process Request As Of Date* - the Equitization process applies the ownership definitions that are effective as of the process request date. **Note:** The journal entries that are created by the Equitization process are dated as of the process request date, regardless of the effective date of the ownership sets.

Journal Options

Field or Control	Description
Journal ID Mask	Enables you to specify a prefix for naming equitization journals. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs. For example, if you specify your journal ID mask to be *EQTZ*, your equitization journal IDs might be EQTZ0001, EQTZ0002, and so on. Alternatively, the value *NEXT* causes General Ledger to assign the next available journal ID number automatically. It is *very important* to reserve a unique mask value for Consolidations to ensure that no other process creates the same journal ID.
Journal Source	Any valid Sources table entry.

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Field or Control	Description
Doc Type (document type)	Required if Document Sequencing is enabled to indicate the business purpose of your transactions. Document Sequencing requires that you have a document type for all the journal entries that you create to record the equitization change. If you have not enabled Document Sequencing in your system, this field is display-only.

Equitization Rules

Select one or more rules from those that you defined previously in the Equitization Rules component to include in your equitization.

Equitization Reversal

Select either the **Beginning of Next Period** or **End of Next Period** for reversal journal entries if processing year- to-date balances.

Select **Do Not Generate Reversal** if you are using TimeSpan to process for intermediate periods (QTR, PER, and so on).

Related Topics

- PeopleSoft Global Options and Reports: Understanding Document Sequencing

Performing Equitization

After you define equitization rules, an equitization group, and related options, you can proceed to perform an equitization.

Pages Used to Perform Equitization

Page Name	Definition Name	Usage
Equitization Request Page	EQTZ_REQUEST	Initiate the COBOL Equitization process GLPQEQTZ.
Equitization Process Log Page	EQTZ_PROCESS_INQ	View the keys to use for matching on the Run Equitization page.

Equitization Request Page

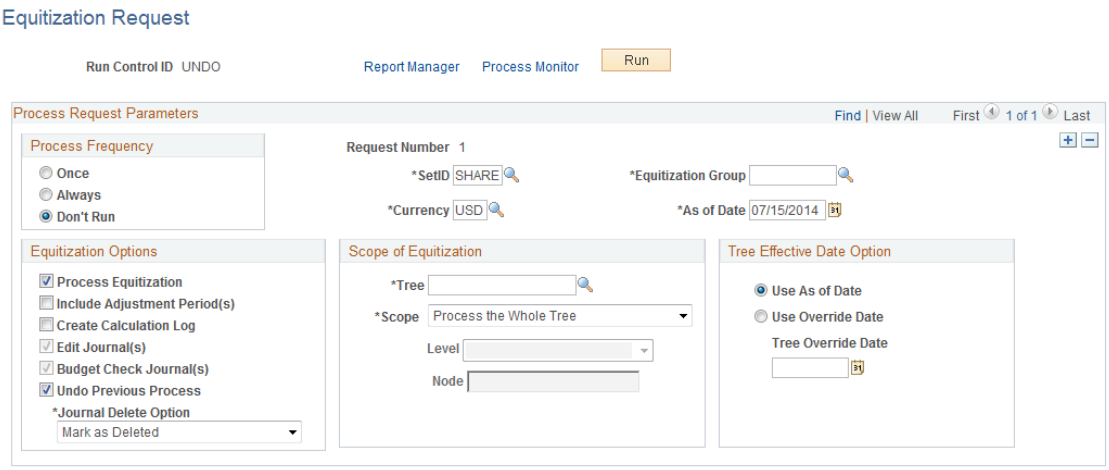
Use the Equitization Request page (EQTZ_REQUEST) to initiate the Equitization process (GLPQEQTZ).

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Equitization**, and then **Request Equitization**

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

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Equitization Parameters

Field or Control	Description
SetID	SetID for the equitization.
Currency	Currency used in the equitization.
Equitization Group	Defines what equitization rules and journal options apply.
As of Date	Serves as a point of reference for determining the year and period to equitize for each ledger involved. If business units use different calendars, the system evaluates the year and period for each. It is also used to access any effective-dated setups during the process. Effective dates dictate to which period of the fiscal year a certain Ownership Set is applied. For example, assume you are running the Equitization process up to 6/30/2007. Also, assume your system has two effective-dated Ownership Sets with one dated 1/1/2006 and the other dated 4/15/2007. Given these effective dates, the Equtization process uses the 1/1/2006 Ownership Set for the periods 1 to 3 balances, and uses the 4/15/2007 Ownership Set for the periods 4 to 6 balances. In other words, the Equitization process does not make distinctions for amounts before or after the 4/15/2007 date when applying the two different Ownership Sets. Because the system cannot act on intermediate effective dates, but must deal with whole periods, dates for changes in ownership should be planned accordingly.

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Equitization Options

Field or Control	Description
Process Equitization	Required for the system to create equitization journal entries. The system always posts journals because ownership sets that will be processed later may depend on the entries to ledgers for earlier ownership sets.
Include Adjustment Period(s)	Includes balances of adjustment periods that are specified in the equitization group when processing Equitization.
Create Calculation Log	Generates a calculation log that contains pertinent information regarding the Equitization process. After the system creates the log, you can run the Equitization Calculation Log (GLS2008) SQRs.
Edit Journal(s)	When an edit error occurs, you can use the Journal Edit Error page to identify the error and correct it before you process the equitization again. The system clears journals from the original process before regenerating. If journal edit errors occur, you can identify them through the Journal Entry pages. To correct these errors, you must undo the process, correct the problem, and rerun Equitization.
Undo Previous Process	Click the Undo Previous Process option alone and the undo process only reverses the outcome from a single process with matching Equitization Group (or Consolidation set), As Of Date, Currency, Tree name, Tree Level, and Tree Node, of the current run control. You can perform the Undo process by itself, or select it with the **Process Equitization** option. If the process fails, unlock all journals before rerunning Unpost.

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Field or Control	Description
Journal Delete Option	Select an option that indicates how the system handles journals from a previous equitization process when performing an Undo. Options include: • *Physical Delete*: to indicate that the journals from the previous equitization process are to be physically deleted. This option is not available if document sequencing is being used by the organization. • *Mark as Deleted*: to indicate that the journals from the previous equitization process are to be unposted and given a status of *Deleted*. • *Retain/Do Not Delete*: to indicate that the journals from the previous equitization process are to be unposted if they have been posted, or deleted if they have not been posted. This is an open field when the *Undo Previous Process* check box is selected. This option is useful to organizations that operate in countries where document sequencing is required, or for organizations that use data warehousing or a metadata storage process. If the previous journals are deleted, the sequencing of documents and metadata no longer agree with the data.

> **Note**
>
> If the process ends prematurely during an undo, unlock the journals for the process instance before rerunning the undo process.

Scope of Equitization

Field or Control	Description
Tree	Select the appropriate tree.
Scope	Specify if you want to: • *Process the Whole Tree* • *Process a Level* • *Process a Tree Node*
Level	Processes all business units at and below the tree level that you select in the edit box.
Node	Processes business units at and below the tree node that you select in the edit box.

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Tree Effective Date Option

Field or Control	Description
Use As of Date	Uses the date defined for the equitization.
Use Override Date	Select this option if you want to override the tree As of Date and enter a date in the **Tree Override Date** field.

For the Equitization process to identify the correct journals to unpost and delete, information on the Run Equitization page must match the information specified for a previous process. The items that you must match are SetID, currency, equitization group, As of Date, and scope of consolidation. This information is stored in a process log.

Related Topics

- Equitization Process Log Page
  Use the Equitization Process Log page (EQTZ_PROCESS_INQ) to view the list of process instances by key fields resulting from running the Equitization process.
- Consolidation Request Page
  Use the Consolidation Request page (CONSOL_REQUEST) to identify consolidation parameters that the system will process and how often the GLPOCONS COBOL process will run.

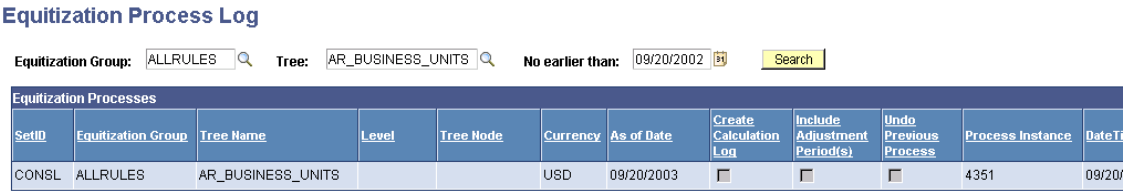
Equitization Process Log Page

Use the Equitization Process Log page (EQTZ_PROCESS_INQ) to view the list of process instances by key fields resulting from running the Equitization process.

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Review Results Online**, and then **View Equitization Process Log**

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



Select an **Equitization Group, Tree,** and the start date for the list of processes as **Search** criteria. The first row of each process contains the keys that you use for matching on the Run Equitization page. The fields on this page are the same as those found on the Run Equitization page, with the addition of **Instance, DateTime,** and **Request No.** These fields are created after the process is completed.

Related Topics

- Performing Equitization
  After you define equitization rules, an equitization group, and related options, you can proceed to perform an equitization.

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Producing Consolidation and Equitization Reports

General Ledger delivers standard consolidation and equitization reports designed to provide the kind of business information many companies need. Running a report entails selecting it from a menu and entering any necessary parameters. After you have entered the report parameters, you use Process Scheduler to manage the processes, track the status, and generate the report.

Pages Used to Produce Consolidation and Equitization Reports

Page Name	Definition Name	Usage and Navigation
Elimination Sets Report	RUN_GLS2000	Specify run parameters for the Elimination Sets report that is produced by the GLS2000 SQR. Lists all definitions of a specified elimination set for financial consolidations. **General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Elimination Sets**, and then **Elimination Sets Report**
Minor Interest Sets Report	RUN_GLS2001	Specify run parameters for the Minority Interest Sets report that is produced by the GLS2001 SQR. Lists the minority interest set definitions for financial consolidations. From the Reports menu option, select **Minority Interest Sets**, and then **Minority Interest Sets Report**
Consolidated Set Report	RUN_GLS2002	Specify run parameters for the Consolidation Definition report that is produced by the GLS2002 SQR. Lists the options and controls that tell the general ledger how to process a consolidation. From the Reports menu option, select **Consolidation Set**, and then **Consolidation Set Report**

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Page Name	Definition Name	Usage and Navigation
Elimination Out of Balance Report	RUN_GLS2003	Specify run parameters for the Elimination Out of Balance report that is produced by the GLS2003 SQR. Lists detailed information about the elimination sets and ledger amounts processed for a consolidation request. From the Reports menu option, select **Elimination Out of Balance**, and then **Elimination Out of Balance Report**
Minority Interest Eliminations and Adjustments Report	RUN_GLS2004	Specify run parameters for the Minority Interest Eliminations and Adjustments report that is produced by the GLS2004 SQR. Lists the results of minority interest calculations for a consolidation request based on the combination of business units present in the consolidation tree. Also shows the same ownership percentage as that on the Equitization Calc Log report, to reflect any different effective-dated Ownership Sets. From the Reports menu option, select **Minority Int Elim/ Adjustment**, and then **Minority Interest Eliminations and Adjustments Report**
Equitization Rules Report	RUN_GLS2006	Specify run parameters for the Equitization Rules report that is produced by the GLS2006 SQR. Lists the definition information and purpose for the equitization rule. From the Reports menu option, select **Equitization Rules**, and then **Equitization Rules Report**
Subsidiary Ownership Sets Report	RUN_GLS2007	Specify run parameters for the Ownership Set report that is produced by the GLS2007 SQR. Lists detailed information of an ownership set. From the Reports menu option, select **Ownership Sets**, and then **Subsidiary Ownership Sets Report**

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Page Name	Definition Name	Usage and Navigation
Equitization Calculation Log Report	RUN_GLS2008	Specify run parameters for the Equitization Calculation Log report that is produced by the GLS2008 SQR. Lists equitization calculation details by process instance. From the Reports menu option, select **Equitization Calculation Log**, and then **Equitization Calculation Log Report**

Using the Ledger Interface Utility

General Ledger users often need to send the contents of their regional databases to a corporate location where the data is consolidated into a single database. Using PeopleSoft Application Messaging, the Ledger Interface Utility can send data from either PeopleSoft or non-PeopleSoft databases. The Ledger Interface Utility is delivered with General Ledger.

> **Note**
>
> Review the PeopleTools Integration Broker documentation. The backporting utility enables you to backport PeopleTools 8.5x message queues to message channels used in previous PeopleTools 8.4x releases. It also enables you to backport PeopleTools 8.5x handlers to integration PeopleCode constructs used in previous PeopleTools 8.4x releases.

Pages Used to Set Up the Ledger Interface Utility

Page Name	Definition Name	Usage
Publish Ledgers Request Page	LED_PUB_REQ	Launch the Ledger Publish process (GL_LED_PUB).
Load Ledgers Request Page	LED_LOAD_RQST	Load data from PeopleSoft or non-PeopleSoft databases to the corporate database using Application Messaging.

Setting Up the Ledger Interface Utility

The Ledger Interface Utility transfers both detail and summary ledgers from one database to another. The utility extracts multiple ledger data from a regional database, sends it to the corporate location, and provides for ChartField mapping of detail ledgers. This is done for each regional database in preparation for consolidating all regional data into one corporate database.

PeopleSoft Application Messaging requires that the source and target databases have identical ledger table structures to communicate. This is true for all publish and subscribe application

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messages. Ledger ChartFields must be the same for summary ledgers. The scope of the Ledger Interface Utility is limited to the transfer of data.

Setting up the utility to send regional databases to a corporate location requires completing several tasks.

Task 1 - Define Message Nodes

Message nodes represent publishing or subscribing entities such as databases or application servers, and they are most often associated with a database name. Both corporate and regional locations need to define message nodes. Corporate defines its own local node and one remote node for each regional location that sends data. Each regional location defines its own local node and defines one remote node for the corporate location.

To define the necessary message nodes:

1. Define a local message node.

   As delivered, the Ledger Interface Utility publishes data to the standard PSFT_EP message node. Rename the standard local node with a unique node name that is associated with your database.

2. Verify that the node, as you renamed it, is the local node.

   There can be only one local node at a location. If you attempt to save a second local node, the system displays an error message.

3. Define remote message node locations.

   A region defines one remote node for its corporate location, and the corporate location defines multiple remote nodes, one for each regional database to be consolidated. If the corporate list is missing a URL for one of the regional databases, the corporate location does not receive the data for that region.

Task 2 - Define the Service Operation Queues

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

To define the necessary queue:

1. Use the delivered service operation named LEDGER.
2. As delivered, the Ledger service operation contains one routing rule for the standard PSFT_EP message node.

   You can delete the delivered routing rule and create rules that apply to your databases. Regional and corporate locations define different routing rules.

3. At the local regional location, define one routing rule with a message node name for your corporate location, with *Publish To* as the direction.
4. At the corporate location, define a routing rule with one message node name for each regional database that is involved in the consolidation.

   All routing rule definitions must be *Subscribe From.* If the corporate list is missing a routing rule for one of the regional databases, corporate does not receive data for that region.

Task 3 - Define the Message

A Ledger Interface Utility message contains a general ledger database. The message is the vehicle of transport that carries the database from the regional entity at one URL to the corporate entity at another URL.

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The system inserts application data into the message according to the records that you specify in the message definition. Regional message definitions must match corporate message definitions. If you change your table in the database, the changes are automatically inherited by the message definition as long as table names remain the same.

To define the message:

1. View the LEDGER_LOAD message.

   Because consolidation does not support PeopleSoft Projects or Commitment Control, no ledger record names for Projects or Commitment Control are listed under LED_PUB_REQ in the message definition.

2. Keep the delivered record names in the LEDGER_LOAD message definition because changing them is considered a customization.

   If you must use a different table name, the table name listed below LED_PUB_REQ must match the ledger table name on the ledger template. For detail ledgers, the record definitions of your new ledger table and your staging table must be identical.

3. Activate the LEDGER_PUBLISH message at regional and corporate offices.

Task 4 - Create Staging Tables

Because summary account ChartField values are the same for regional and corporate summary ledgers, the summary ledger subscription process writes the subscribed data directly into the consolidated ledger table. Access the Setup Financials/Supply Chain, Business Unit Related, General Ledger, Definition page and select the **Allow Ledger Load Updates** check box.

Because detail ledgers frequently contain account ChartField values that differ between regional and corporate entities, the regional accounts need to be mapped to corporate accounts. To accomplish the mapping, detail ledger data is subscribed into staging tables. A ChartField mapping process reads the staging table, maps it, and writes the resultant data to the consolidated detail ledger table.

To create staging tables:

- Define staging table names at the corporate location.

  For detail ledgers, create record definitions for the staging tables that are identical to the record definitions of their corresponding ledger tables.

- At the corporate location, create a message record alias for each staging table.

  The alias names for the corporate node must match the alias names at the remote nodes.

Task 5 - Publish the Ledger Data

Publishing ledger data is done at regional locations. To publish a regional database, use the Publish Ledger page to select criteria and process options.

Task 6 - Subscribe from the Ledger Data

Using Application Messaging, data is published by initiating a process request on the regional general ledger database. At the corporate location, the subscription process is run automatically on the application server of the subscribing node.

Summary ledger data is written to the summary ledger file, and detail ledger data is written into the staging tables that are defined at the corporate location.

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Before you run the ChartField mapping process (task 7), verify the detail ledger data. Add a view to the query tree for the staging table, and save it so that you can query the staging table to ensure that the data is written properly.

Task 7 - Perform ChartField Mapping

Regional detail and summary ledgers must have the same ChartFields and use the same calendar when you assign them to a business unit. Because account numbers often differ between detail and summary ledgers, run the ChartField Mapping process against the detail ledger data that is written to the staging tables. After mapping, run the consolidation process.

For detail ledgers, the system checks the staging table alias against the ledger template definition. If the staging table alias is pointing to the ledger template definition, it is possible for data to be written to an application table in error. To prevent such an error, the subscription process rejects any message whose staging table alias points to an application table that is defined in the ledger template.

If the staging table alias does not point to the ledger template definition, the system writes data into the staging table as specified by the alias.

To perform ChartField mapping:

1. Verify that the proper detail ledger data resides in the staging table (recommended).

   Add views to the query tree for the staging tables, and save them only once. Query the staging tables to verify that the data is written properly.
2. Run the ChartField mapping process against the staging tables.

> **Note**
>
> For summary ledgers, the system writes data directly to the application table only if the **Allow Ledger Load** option on the ledger group is selected.

Task 8 - Load Ledger Data

Loading ledger data is done at the corporate location. To load ledger data, use the Load Ledgers Request page to select criteria and process options.

Publish Ledgers Request Page

Use the Publish Ledgers Request page (LED_PUB_REQ) to launch the Ledger Publish process (GL_LED_PUB).

Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Load Ledgers**, and then **Publish Ledgers**, and then **Publish Ledgers Request**

Select run criteria and processing options. An Application Engine process called GL_LED_PUB extracts ledger data from the selected ledger table and publishes an application message according to your request options.

Load Ledgers Request Page

Use the Load Ledgers Request page (LED_LOAD_RQST) to load data from PeopleSoft or non-PeopleSoft databases to the corporate database using Application Messaging.

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Navigation:

General Ledger, and then **Consolidate Financial Data**, and then **Load Ledgers**, and then **Request Ledger Load**, and then **Load Ledgers Request**

Select run criteria and processing options. An Application Engine process called GL_LED_LOAD loads external ledger data into the corporate database through Application Messaging.

Consolidation of ledger data is done at the corporate location.

> **Note**
>
> Consolidations does not support PeopleSoft Projects or Commitment Control.

See Performing Consolidation.

Reviewing the Process

This section describes important things to consider concerning your detail ledgers, summary ledgers, and the process setup before you use the Ledger Interface Utility process.

Detail Ledgers

Considerations:

- Detail ledger ChartField values from regional databases can differ from the corporate database because the data is transmitted to the staging table.

  The ChartField mapping process reconciles these differences.

- For staging tables, add and save a view to the query tree.

  Query the staging table to verify that the data loaded properly before performing ChartField mapping.

- Regional detail ledgers must use the same calendar when you assign them to a business unit.

  Verify the calendar on the Ledgers for a Unit page.

- Regional detail ledgers must have the same ChartFields when you assign them to a business unit.

  Verify detail ledger ChartFields by navigating to the Detail Ledger Group - ChartField page: General Ledger, Ledgers, Ledger Groups. Select the ChartField tab. The Detail Ledger Definition report (FIN0022) also shows the structure of the detail ledgers.

Summary Ledgers

Considerations:

- ChartField values must be valid in both corporate databases and regional databases for the summary ledger.
- Regional summary ledgers must use the same calendar when you assign them to a business unit.

  Verify the calendar on the Ledgers for a Unit page.

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- Regional summary ledgers must have the same ChartFields when you assign them to a business unit.

  Verify summary ledger ChartFields using the Summary Ledger Definition report (GLC1000), which shows the ChartField structure of summary ledgers.

Setup

To complete setup and verify the publication and subscription of information, refer to the PeopleTools documentation for the PeopleSoft Integration Broker, and see the section on using the Service Operations Monitor.

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23

Setting Up and Performing Account Reconciliation

Understanding Account Reconciliation

Understanding PeopleSoft Account Reconciliation

PeopleSoft's Account Reconciliation provides a flexible tool by which to configure and manage the account reconciliation process. It streamlines and accelerates the reconciliation of accounts to be performed for each accounting period so that organizations can provide supporting documentation required by external auditors as well as identify and correct errors in a timely manner in preparation of monthly financial statements, annual audits, external filings and disclosures, and so on.

Use PeopleSoft Account Reconciliation to reconcile accounts between subsystems and General Ledger or use the functionality for transaction verification and compliance, verifying that individual transactions are recorded properly and have adequate supporting documentation. You can perform a full verification or use a sampling approach based on assigned risk.

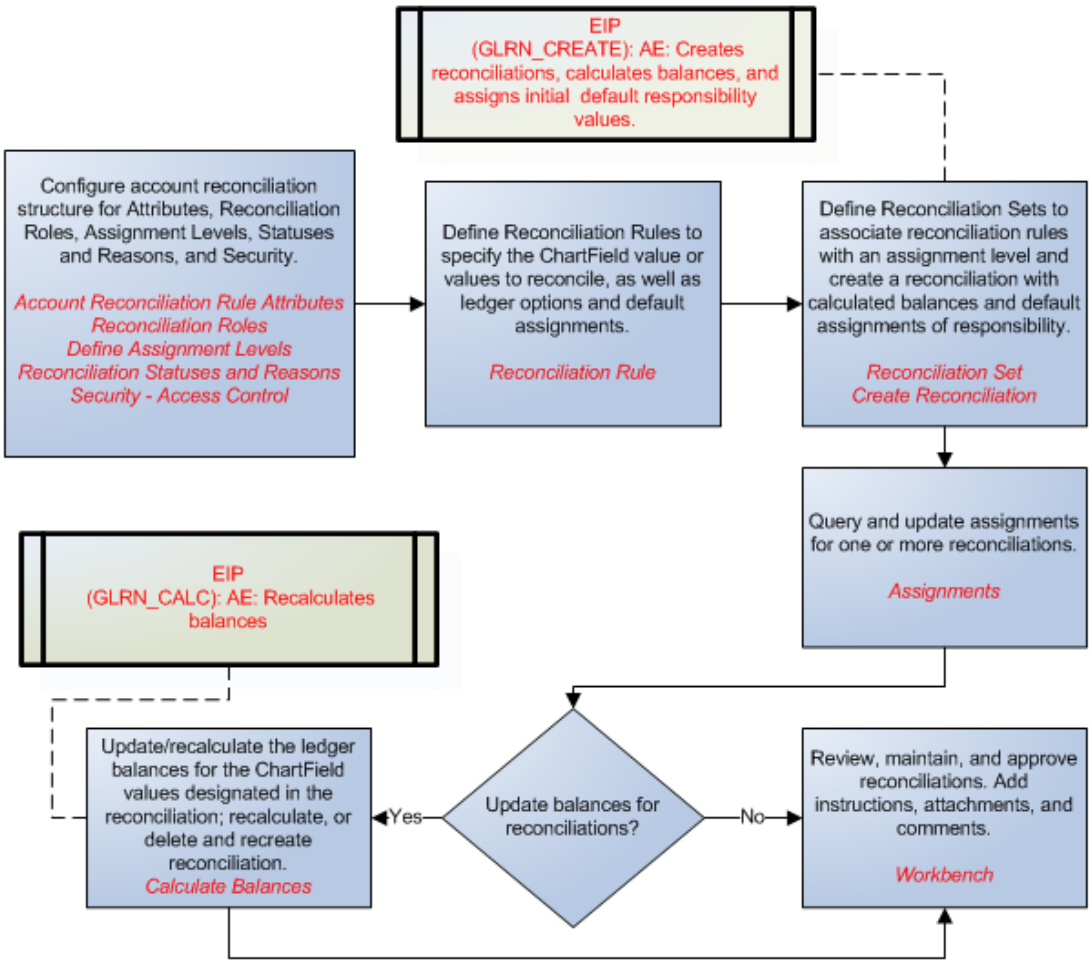
The PeopleSoft Account Reconciliation functionality enables you to:

- Identify specific ChartField value combinations to be reconciled.
- Assign reconciliation responsibility to individual or groups of ChartField value combinations.
- Allow each user to see the reconciliations for which they are responsible.
- Sign-off (and mass sign-off) to indicate that a ChartField value combination has been reconciled.
- Review overall status of reconciliation activities.
- Capture and retain documentation associated with reconciliation.
- Define and use approval workflow in the account reconciliation process.

This diagram shows a high-level process flow of the Account Reconciliation process:

This diagram shows a high-level process flow of the Accounting Reconciliation process:

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Steps to perform account reconciliations include:

1. Configure account reconciliations. Using the Configuration components, define the parameters and criteria to be used in establishing the Reconciliation Rules. Configuration should be done before Reconciliation Rules are set up and before reconciliation processes are performed.
2. Create or update Reconciliation Rules that define the ChartField values to be reconciled as well as assign default responsibility for performing and approving the reconciliations.
3. Create the Reconciliation Set where you can group Reconciliation Rules specify the level of ledger balance summarization that is appropriate for each rule.
4. Run the Create Reconciliations process to create account reconciliations for a specified period, establishing default reconcilers, owners, reviewers, and approvers for each reconciliation.
5. Review the Reconciliation Assignments page and update the assignments, as necessary.
6. (Optional) Create ad-hoc reconciliations, as needed, to supplement those created by the Create Reconciliations process.
7. Use the Reconciliation Workbench to search for reconciliations, document activities, attach supporting documents, and submit and approve reconciliations.

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Archiving Reconciliations

To remove reconciliation transactions that have a *Deleted* status, use the GL_RECON Archive Template on the Manage Archive Objects page in PeopleTools, Data Archive Manager. See *PeopleTools: Data Management*, Using PeopleSoft Data Archive Manager.

Prerequisites

You must enable Approval Framework to employ full functionality of this feature.

See General Ledger: Understanding Configurable Workflow.

See Enterprise Components: *Approval Framework*: Understanding the Approval Framework Approval Framework: Approval Framework Overview.

Configuring Account Reconciliations

The configuration components provide you the flexibility to specify what information should be part of the Reconciliation Rules. Configuration should be done before Reconciliation Rules are set up and before reconciliation processes are performed.

Pages Used to Configure Account Reconciliations

Page Name	Definition Name	Usage
Account Reconciliation Rule Attributes Page	FIN_ATTRIBUTES	Define the attributes to be used in the reconciliation rule, such as risk, reconciliation type, and whether they are required.
Reconciliation Roles Page	GLRN_CONFIG_USRFNC	Configure the roles that you need to support your reconciliation process.
Reconciliation Rule – Rule Options Page	GLRN_RECON_RULE	Define the parameters to be used for reconciliations that are created from this rule, which include ledgers and ChartField values as well as default options for the rule.
Reconciliation Rule – Instructions Page	GLRN_RECON_INST	Include instructions for reconcilers; information regarding the reconciliation rule as well as supporting attachments.
Copy Reconciliation Rule Page	GLRN_RULE_COPY_SEC	Copy the existing reconciliation rule to create a new rule, supplying a new reconciliation rule name.
Define Assignment Levels Page	GLRN_UNIT_OF_RECON	Specify how ledger balances are to be summarized when reconciliations are created.

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Page Name	Definition Name	Usage
Assignment Level - ChartFields Page	GLRN_UOR_CF_SEC	For each Assignment Level, define the combination of fields and level of summarization for each field.
Reconciliation Statuses and Reasons Page	GLRN_STATUS	Configure reconciliation statuses and status change reasons that you need to support your reconciliation process.
Security - Access Control Page	GLRN_SEC_STATUS	Configure Workbench privileges by Reconciliation Role.
User Security - Access Control Page	GLRN_USER_SECURITY	Configure privileges by user ID.

Account Reconciliation Rule Attributes Page

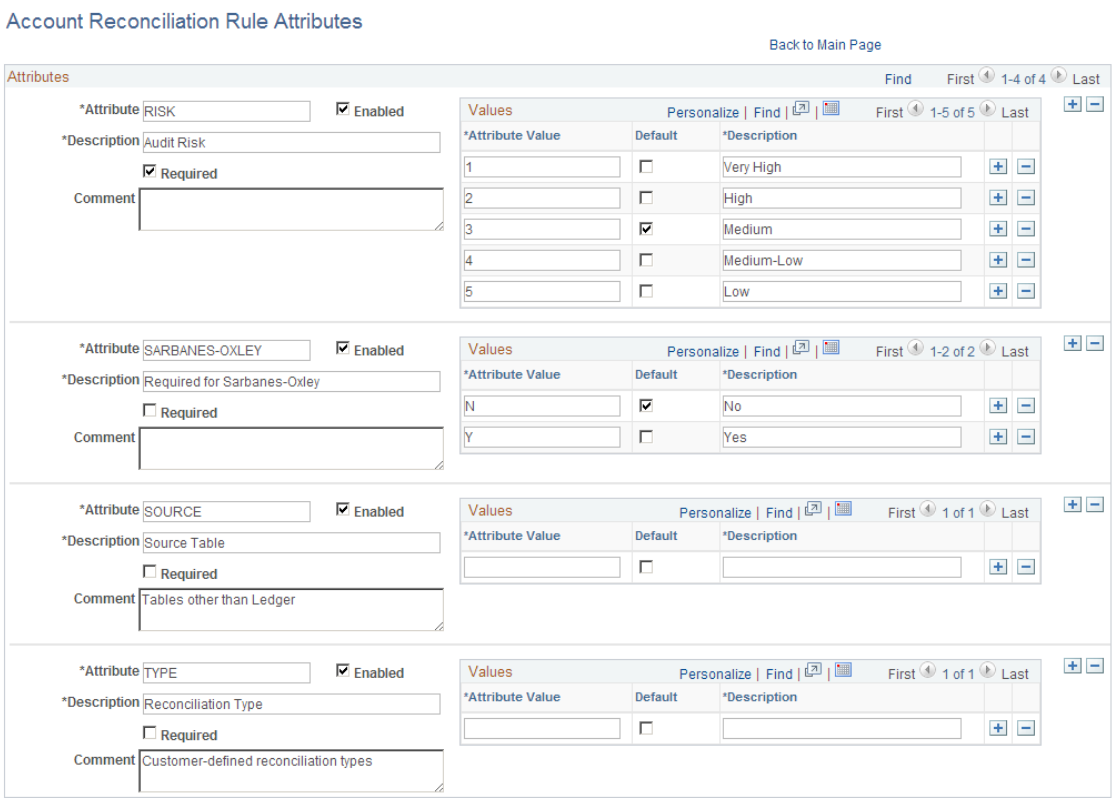
Use the Account Reconciliation Rule Attributes page (FIN_ATTRIBUTES) to define the attributes to be used in the reconciliation rule, such as risk, reconciliation type, and whether they are required.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Configure Acct Reconciliation**, and then **Attributes**, and then **Account Reconciliation Rule Attributes**

This example illustrates the fields and controls on the Account Reconciliation Rule Attributes page. You can find definitions for the fields and controls later on this page.

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Account Reconciliation Rule Attributes are used when creating reconciliation rules. As these attributes are associated with reconciliation rules, you can use them to query or monitor the reconciliation processes. For example, you can query all reconciliations that are pending approval, where the **Risk** attribute has an attribute value of *Very High*, or those needed for *Sarbanes-Oxley* compliance.

Field or Control	Description
Attribute	Enter the attribute name that you want to appear in the reconciliation rule. The attributes that you create here are populated with the designated default attribute value when you create a new reconciliation rule.
Enabled	Select to activate the attribute. If this check box is deselected, the attribute does not appear in the reconciliation rule.
Required	Select if this attribute is required to have a value in order to save a reconciliation rule.
Attribute Value	Define all of the possible values for an attribute.
Default	Select to designate the default value that will appear in the reconciliation rule for this attribute.

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> **Note**
>
> Attributes should be added before you create any Reconciliation Rules. If you add, modify, or enable Attributes after Reconciliation Rules are created, the system does not add the new attributes to the existing rules.

Defining Reconciliation Roles

Set up your reconciliation roles based on your company's organizational requirements and policies. You may only require one Reconciler and one Approver, or you may require a more elaborate process.

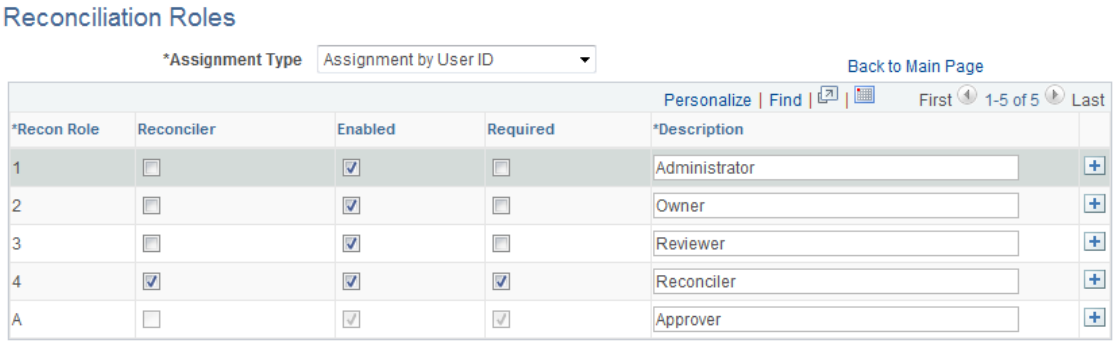
Reconciliation Roles Page

Use the Reconciliation Roles page (GLRN_CONFIG_USRFNC) to define the user roles to be assigned for each reconciliation process.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Configure Acct Reconciliation**, and then **Reconciliation Roles**, and then **Reconciliation Roles**

This example illustrates the fields and controls on the Reconciliation Roles page.



Field or Control	Description
Assignment Type	Select an option that allows you to determine the default assignment in the Default Assignment section of the Reconciliation Rule – Rule Options Page, Options include: • *Assignment by User ID:* to indicate that the default assignment is for the User ID in the reconciliation rule. • *Assignment by User Role:* to indicate that the default assignment is for the PeopleTools role in the reconciliation rule.

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Field or Control	Description
Recon Role (reconciliation role)	Enter a two-character, alphanumeric reconciliation role identifier. After you click the Save button, this field is display only. Reconciliation Roles added to the configuration appear on the Reconciliation Rule page for default user assignment.
Reconciler	Select to identify the reconciler in order to derive the associated Approver from the Approval Framework setup. It is possible to have multiple Reconcilers so that one or more persons can work on the same reconciliation, and multiple Approvers can approve the work.
Enabled	Select to enable a Recon Role. Only Enabled Recon Roles are available for assignment. You cannot deselect this check box if the role is being used in an assignment.
Required	If selected, this Recon Role must be assigned a user ID or user role.

> **Note**
>
> Reconciliation Roles must be set up before any Reconciliation Rules are created. If new Reconciliation Roles are added or enabled after Reconciliation Rules are created, the system does not add them to the Reconciliation Rule (GLRN_RULE_DFUSR).

Define and Update Reconciliation Rules

Use the Reconciliation Rule component to define the ChartField combinations that are to be reconciled in a given fiscal year and period. The Reconciliation Rule allows you to specify what ledger balances are to be reconciled and how often the reconciliation should occur, the users involved, due dates, and other attributes.

Reconciliation Rule – Rule Options Page

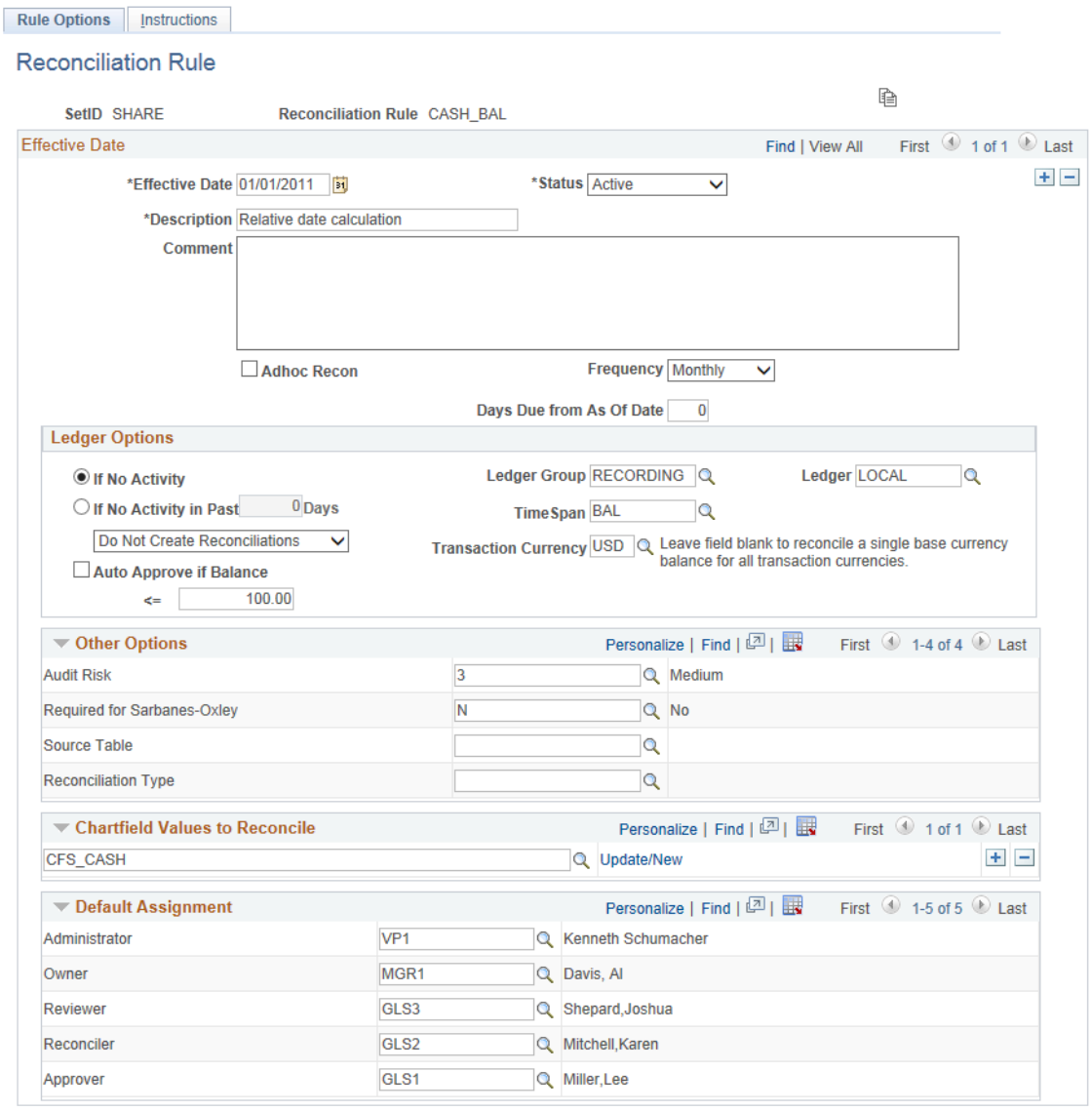
Use the Reconciliation Rule - Rule Options page (GLRN_RECON_RULE) to define the parameters to be used for a reconciliation, which includes ledgers and ChartField values as well as default options for the rule.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Configure Acct Reconciliation**, and then **Reconciliation Rule**, and then **Rule Options**

This example illustrates the fields and controls on the Reconciliation Rule - Rule Options page.

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The Reconciliation Rule – Rule Options page defines the parameters for the account reconciliation.

Field or Control	Description
	Click this icon to access the Copy Reconciliation Rule page where you can supply a new reconciliation rule name and create a new rule by copying the existing rule. Copy Reconciliation Rule Page
Adhoc Recon	Select to create adhoc reconciliations. The adhoc reconciliation does not require ledger, ChartField, and Unit of Recon information. It is identified by the name of the rule, business unit, and as of date. A reconciler works on it like other reconciliations. Once saved, it is one single unit of work and the reconciler can begin working on it and submit it for approval.

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Field or Control	Description
Frequency	Select the frequency for which the desired reconciliation should occur. This field is for information purposes only and is not used by the Create Reconciliations process. Values are: • Daily: Processing begins on the Start Date and again each day thereafter. • Monthly: (default value) Processing begins on the Start Date and again 1 month from that date. • Quarterly: Processing begins on the Start Date and again 3 months from that date. • Weekly: Processing begins on the Start Date and again 1 week from that date. • Yearly - Processing begins on the Start Date and again 1 year from that date.
Days Due From As of Date	Specify when the reconciliation must be completed by entering a number of days relative to the As of Date of the reconciliation. The number of days that you enter here is added to the As of Date that is specified on the Create Reconciliations run control to determine the Due Date of the reconciliation. For example, if you enter 3 here, and the As of Date on the Create Reconciliation run control is September 30, the due date is calculated as October 3. Note: The due date calculation only counts business days as according to the Holiday List that is specified within the business unit. If a calculated date falls on a weekend or holiday, it is changed based on the applicable holiday options. For more information, see Application Fundamentals: Defining Business Calendars. See also, Defining General Ledger Business Units.

Ledger Options

Field or Control	Description
If No Activity	Select one of the following actions if there has been no activity posted since the last reconciliation for the ChartField values included in the rule: • Create Recon and Auto Approve • Create Recon and Require Approval • Do not Create Reconciliations
Ledger Group	Enter a Ledger Group if you intend to have the Create Reconciliation process calculate balances from a ledger.

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Field or Control	Description
Ledger	Enter a Ledger if you intend to have the Create Reconciliation process calculate balances from a ledger. Leave this field blank if you intend to have the Create Reconciliation process calculate balances from the primary ledger of the ledger group.
In No Activity in Past # Days	Select when ledger transactions are found but none of them have been updated in the past number of days indicated in the field. Then select an action: • Create Recon and Auto Approve • Create Recon and Require Approval • Do not Create Reconciliations
TimeSpan	Select to determine how to calculate the ledger balance for the reconciliation. Period Activity (PER) is commonly used for income statement accounts while Balance (BAL) is most often used for balance sheet accounts. See Application Fundamentals, Setting Up Ledgers, Setting Up TimeSpans.
Auto Approve if Balance (less than or equal to)	Select this option to automatically approve the reconciliation if the ledger balance is within the specified amount. For example, if you enter 50 USD any balance between -50 and +50 will be automatically approved.
Transaction Currency	Select a currency, which is used when calculating ledger balances during the reconciliation process. When this field is left blank, base currency balances from all transaction currencies are used when calculating the amount. When a currency is entered in this field, then only the balances that are associated with that transaction currency are used when calculating the amount to be reconciled.

> **Note**
>
> If a reconciliation qualifies for auto-approval, the Create Reconciliations process changes the status of the reconciliation to Approved, records the date and time of the auto-reconciliation, as well as the reason for the auto-reconciliation (Insufficient Activity or Small Balance). This is independent of the Reason Code on the Reconciliation Workbench.

Other Options

The options that appear in this group box are those that were enabled and configured on the Account Reconciliation Rule Attributes page. See Account Reconciliation Rule Attributes Page. Attributes should be added before you create any Reconciliation Rules. If you add, modify, or enable Attributes after Reconciliation Rules are created, the system does not add the new

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attributes to the existing rules (GLRN_ATTRIB_TBL). Select an attribute value if you would like to filter your reconciliation for certain attributes.

ChartField Values to Reconcile

Select one or more ChartField Value Sets that contain the ChartField value or values that you want to include in the reconciliation for the specific rule.

Field or Control	Description
Update/New	Select this link to update the selected ChartField Value Set or add a new ChartField Value Set. See Application Fundamentals, Defining and Using ChartField Value Sets.

Default Assignments

Select a user ID or user role as the default assignment for each reconciliation role that is listed in this group box. These user IDs or roles are used to populate the assignment when reconciliations are created. The assignment roles that appear on this page are those that were configured on the Reconciliation Roles Page.

> **Note**
>
> If roles are added to the Reconciliation Roles page and you add a new effective dated row to an existing reconciliation rule, the assignments from the previous row are copied, and the new roles are inserted into the list. You must assign User IDs or Roles for the new role.

Reconciliation Rule – Instructions Page

Use the Reconciliation Rule – Instructions page (GLRN_RECON_INST) to include instruction for reconcilers and information regarding the reconciliation rule as wells as attach supporting documents.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Configure Acct Reconciliation**, and then **Reconciliation Rule**, and then **Instructions**

Scroll Area

Field or Control	Description
Instructions	Add detailed instruction text for the reconciliation that will be helpful to those who reconcile, audit, review, and approve the reconciliation. You can add multiple sets of instructions for the reconciliation rule by clicking the Add a New Row button that is located below the Scroll Area.

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Field or Control	Description
Attachment	Select to add one or more attachments to the reconciliation as supporting documentation. Click the View button to download and view the attachment. Click the Delete button to delete the attached file. The system displays and error message if you try to load more than the number of attachments specified on the Application Fundamentals: Installation Options - Multiple Attachments Page for the General Ledger product.

Copy Reconciliation Rule Page

Use the Copy Reconciliation Rule page (GLRN_RECON_COPY_SEC) to copy the existing reconciliation rule and create a new rule, supplying a new reconciliation rule name.

Navigation:

Click the **Copy** button from the Reconciliation Rule - Rule Options page.

This example illustrates the fields and controls on the Copy Reconciliation Rule Page. You can find definitions for the fields and controls later on this page.



Supply a New Reconciliation Rule name and click OK. You can access the newly-created rule by exiting the current rule and searching for the new name that you created. Once you have accessed the new reconciliation rule, you can modify the existing parameters specific to the new rule as necessary.

Define Assignment Levels Page

The Define Assignment Levels page allows you to define how ledger balances are summarized for each reconciliation that is created. For each Assignment Level required to support your reconciliation process, define the combination of fields and level of summarization for each field. This is done by specifying whether a separate reconciliation should be created for each detail value of a particular ChartField or group of detail values based on a tree node.

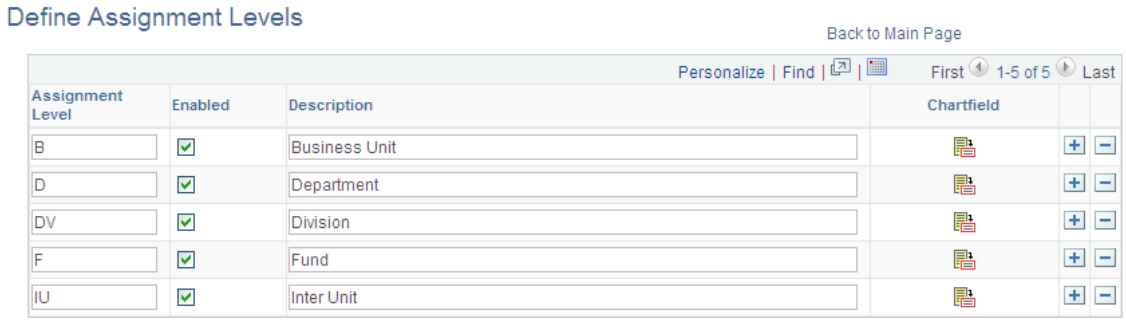
Use the Define Assignment Levels page (GLRN_UNIT_OF_RECON) to define an Assignment Level for each type of summarization required by ChartField combinations that you are reconciling each period.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Configure Acct Reconciliation**, and then **Assignment Level**, and then **Define Assignment Levels**

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This example illustrates the fields and controls on the Define Assignment Levels Page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Assignment Level	Enter a two-character, alphanumeric assignment level identifier. Assignment levels added to the configuration will be available on the Reconciliation Set page (if enabled).
Enabled	Select to enable an assignment level. If this check box is not selected, the assignment level is not available to the Reconciliation Set.
ChartField	Click the ChartField icon to access the Assignment Level page where you define the fields and level of summarization that are associated with each Assignment Level. See Assignment Level - ChartFields Page.

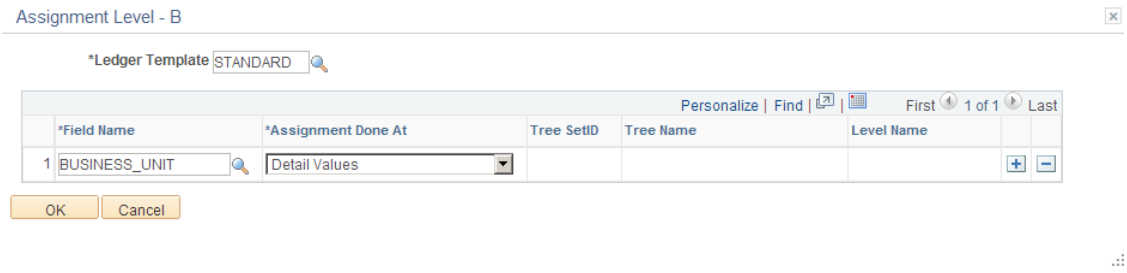
Assignment Level - ChartFields Page

Use the Assignment Level - ChartFields page (GLRN_UOR_CF_SEC), to associate fields and the level of summarization desired for each field for each assignment level.

Navigation:

Click the **ChartField** icon from the Define Assignment Levels page.

This example illustrates the fields and controls on the Assignment Level - ChartFields 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 to associate with the selected Assignment Level. In the example presented, the Assignment Level value from the Assignment Level page is B. Here, the field name selected is BUSINESS_UNIT.
Assignment Done At	Options for field rollup are as follows: • Single Recon Across All Values - (available for Business Unit only) A single reconciliation is created for the Business Units being processed. **Note:** Since this option combines the base currency balances for the Business Units, it is important to ensure that the Business Units being processed share the same base currency. • Nodes at Selected Level –A reconciliation is created for each tree node at the specified level for this ChartField. • Detail Values - A reconciliation is created for each detail value for this ChartField. You can select more than one field to include in the reconciliation. For example, you can create an Assignment Level called DF, and select Field Names for both **Department** and **Fund** . The Create Reconciliation process will then create reconciliations for each valid department and fund combination.
Tree SetID	If you select an Assignment Done At value of Nodes At Selected Level, the tree fields on this page are enabled. Select the SetID of the tree name that you want to select for your field parameters.
Tree Name	Select a tree name. This is a required field for tree assigned parameters.
Level Name	Select a tree level. This is a required field for tree assigned parameters.

Configuring Reconciliation Statuses and Status Change Reasons

This component allows you to configure reconciliation statuses and associated status change reasons. Reasons are status-dependent.

Reconciliation Statuses and Reasons Page

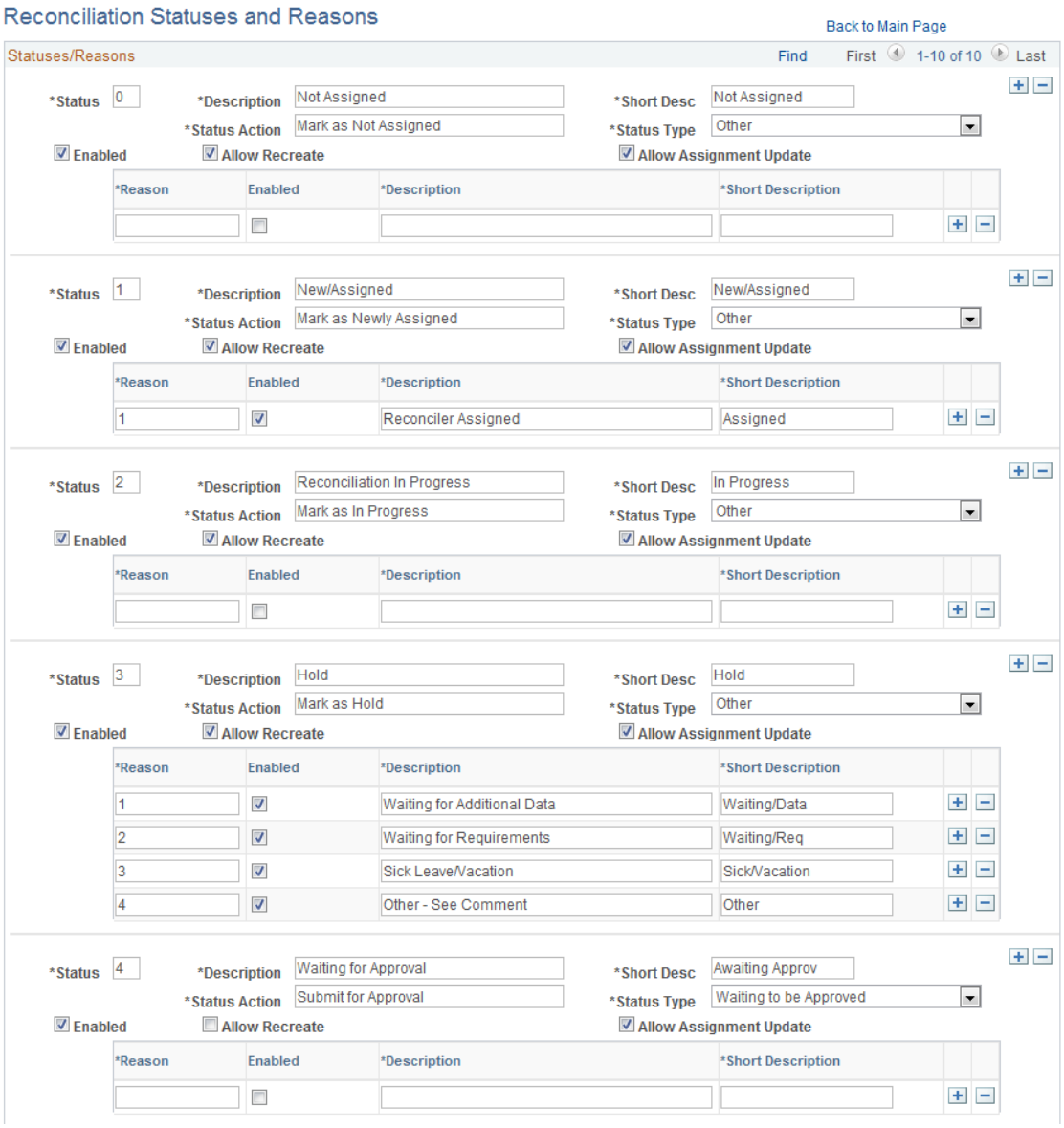
Use the Reconciliation Statuses and Reasons page (GLRN_STATUS) to configure reconciliation statuses and status change reasons.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Configure Acct Reconciliation**, and then **Statuses/Reasons**

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This example illustrates the fields and controls on the Reconciliation Statuses and Reasons page (1 of 2).



This example illustrates the fields and controls on the Reconciliation Statuses and Reasons page (2 of 2).

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Field or Control	Description
Status	Enter a one-character, alphanumeric status identifier. PeopleSoft delivers statuses 0-9. You can modify these or create your own.
Status Type	Select one of the following delivered values: Waiting to be Approved, Approved, Denied, Deleted, Pushed Back, or Other. Since statuses are user-defined, the selected Status Types tell the approval code what Statuses to change from or to.
Enabled	Select to enable the status tracking of reconciliations.

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Field or Control	Description
Allow Recreate	Select this option to allow reconciliations with this status to be deleted or overridden. This option works together with the security control that is granted to the user. Both conditions have to be present to allow a user to delete a reconciliation. The Create Reconciliation batch process also looks to this option to decide whether existing data can be overridden.
Allow Assignment Update	Select to indicate that a user can change assignments using the Reconciliation Assignment Page when a reconciliation transaction has this status. The system default for this field is selected. Deselect to indicate that a user cannot change assignments when a reconciliation transaction has this status. This option prevents users from changing assignments on the Reconciliation Assignment Page.

Reason Grid

Field or Control	Description
Reason	Enter possible reasons for each status to be used in the approval process.
Enabled	Select to activate the reason for the status so that it may be used in the reconciliation process.

Configuring Security (Workbench Access)

This component allows you to configure Workbench access for each enabled Reconciliation Role. The same user that is assigned as Reconciler for one unit of work may be assigned as an Approver for another. Security control applies after assignments are done for each reconciliation. Before any Reconciliation Roles are assigned, Component Security is used to control access of Reconciliation Rule, Reconciliation Set, Assignment, and so on.

> **Note**
>
> ChartField Security is not available for the GL Account Reconciliation feature; however, if you implement ChartField Security for your system, users without proper ChartField access are not able to perform reconciliation on ChartFields that they cannot access. See Application Fundamentals: Understanding ChartField Security

Security - Access Control Page

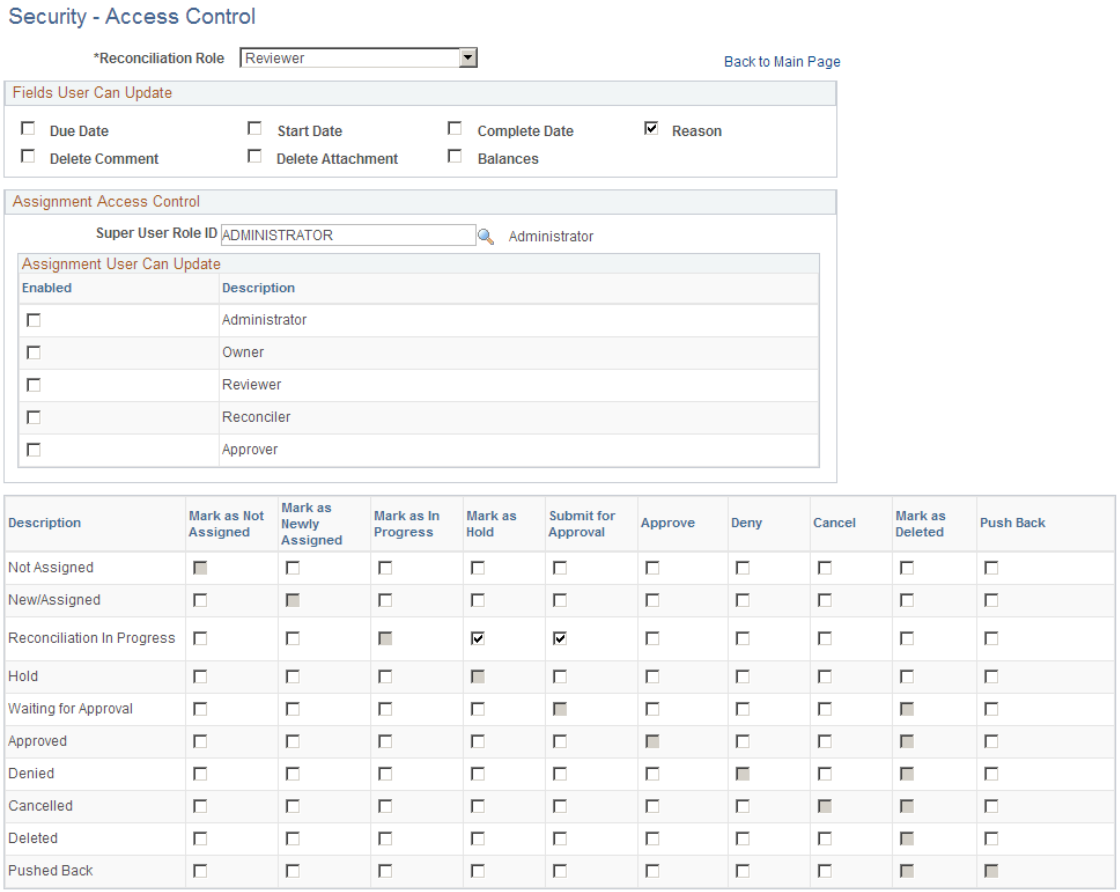
Use the Security - Access Control page (GLRN_SEC_STATUS) to configure Workbench access at the Reconciliation Role level.

Navigation:

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General Ledger, and then **Perform Reconciliation**, and then **Configure Acct Reconciliation**, and then **Security**, and then **Security - Access Control**

This example illustrates the fields and controls on the Security - Access Control Page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Reconciliation Role	**Select the reconciliation role for which to view or update security access control.**

Fields User Can Update

Select the fields that the selected Reconciliation Role can update on the Reconciliation Workbench.

Assignment Access Control

Select a Super User Role ID (PeopleTools role) that has the ability to update any assignment. Also enable the assignments that this reconciliation role can perform on the Reconciliation Workbench.

In the bottom grid, the Description column lists the possible statuses; the columns to the right of the statuses list the actions that the role can perform on the Workbench when a reconciliation is in the status shown in the first column. Select to enable those actions that apply to each status for the given Reconciliation Role.

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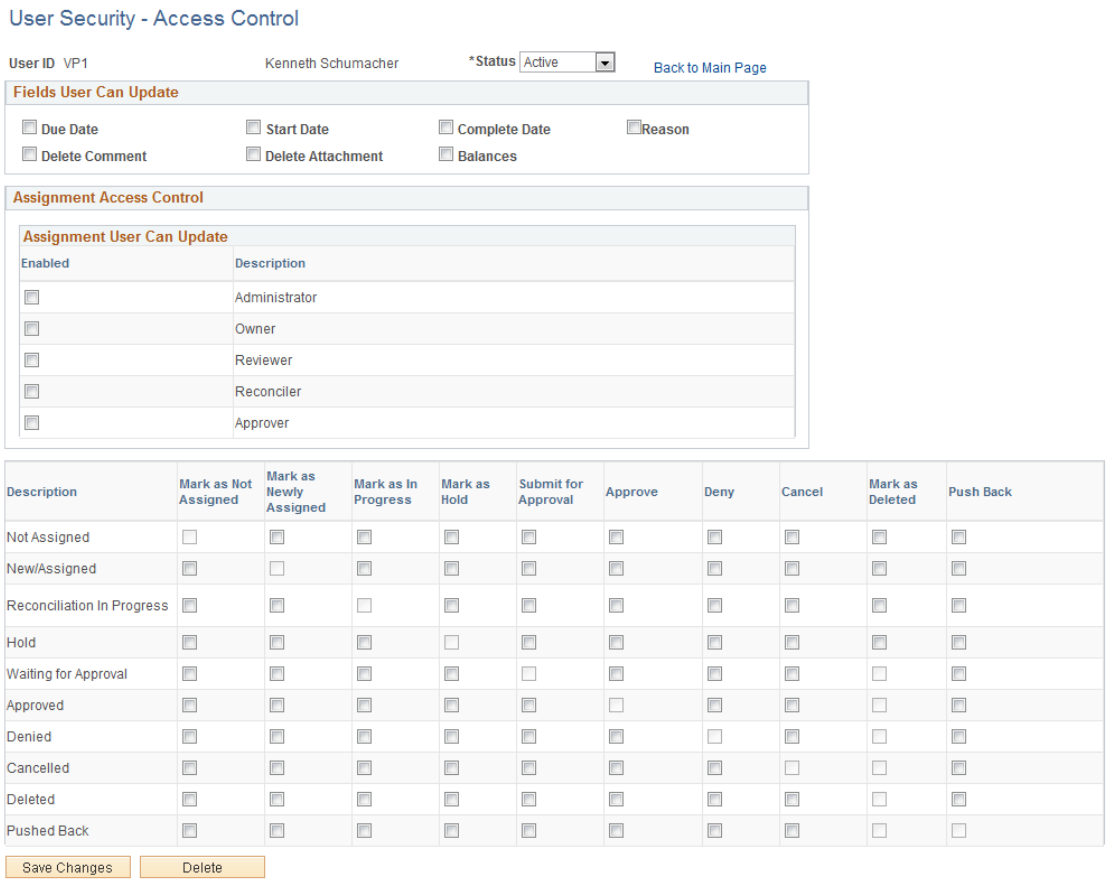
User Security - Access Control Page

Use the User Security - Access Control page (GLRN_USER_SECURITY) to specify security for a specific user ID.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Configure Acct Reconciliation**, and then **User Security**, and then **User Security - Access Control**

This example illustrates the fields and controls on the User Security - Access Control Page.



If you setup user security for a specific user ID and that user belongs to a reconciliation role that is setup on the Security - Access Control Page , then the system grants access to all options selected for the user ID and the role.

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Defining Reconciliation Sets and Creating Reconciliations

Pages Used to Define Reconciliation Sets and Create Account Reconciliations

Page Name	Definition Name	Usage
Reconciliation Set Page	GLRN_RECON_SET	Associate reconciliation rules with one or more Business Units to process for one or several reconciliations.
Create Reconciliations Page	GLRN_CREATEUOW_REQ	Run the process to create reconciliations for the specified As of Date including default assignments.

Defining and Updating Reconciliation Sets

The Reconciliation Set provides the system with the required information to create reconciliations. You can select to process one or several reconciliation rules for one or several business units at once. Assignments can be made once the reconciliations are generated.

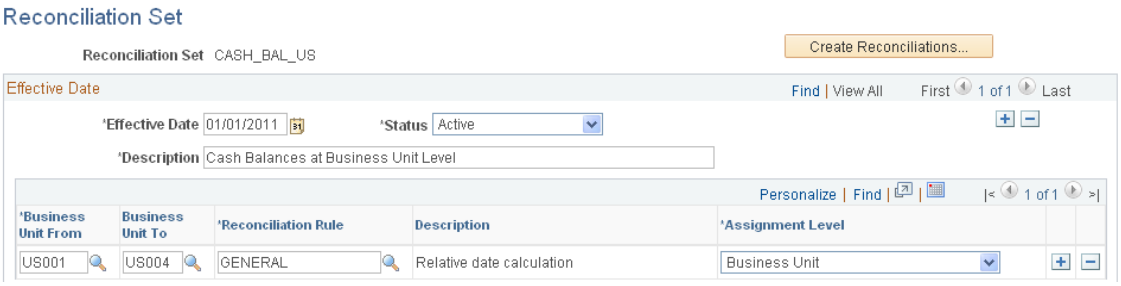
Reconciliation Set Page

Use the Reconciliation Set page (GLRN_RECON_SET) to define the parameters for creating one or several account reconciliations.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Define Reconciliation Set**

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



The Reconciliation Set page

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Scroll Area

Field or Control	Description
Effective Date	Select a date from which the Reconciliation Set is effective, making sure that the date is inclusive of the effective date of the Reconciliation Rules that you want to process.
Business Unit From and **Business Unit To**	Select the desired business unit range for which to create the reconciliation.
Reconciliation Rule	Select the desired Reconciliation Rule to create reconciliation for the set.
Assignment Level	Select the desired assignment level from the options to create reconciliation. The available options are those that are enabled on the Define Assignment Levels Page.
Create Reconciliations	Click to create the reconciliation(s) for the reconciliation set. If you have the proper security for your role as according to the selected Reconciliation Rule or Rules, you will be presented with the Create Reconciliations run control page where you launch the Create Reconciliation process (GLRN_CREATE), which associates Reconciliation Rules with an assignment level and creates reconciliations with calculated balances and default assignments. See Create Reconciliations Page

Generating Reconciliations and Default Assignments

The Create Reconciliations page is the run control page that you use to launch the GLRN_CREATE Application Engine process. This process creates a row for each reconciliation as defined in the Reconciliation Sets for the specified As of Date. The process populates this data in the Account Reconciliation table (GLRN_RECON_TBL). It also initially populates the assignments of responsibility in the Reconciliation Assignments table (GLRN_RECON_ASSN) with the defaults that are defined in the Reconciliation Rule.

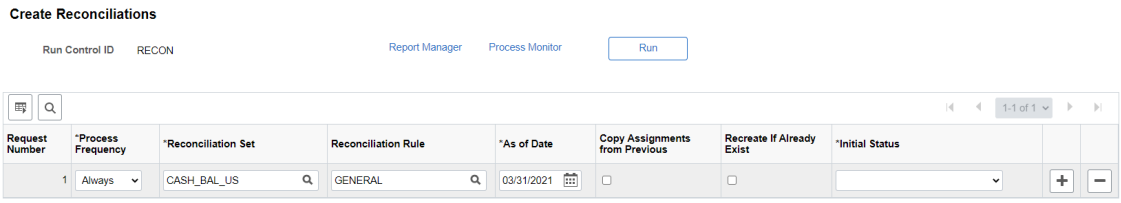
Create Reconciliations Page

Use the Create Reconciliations page (GLRN_CREATEUOW_REQ) to run the process that creates each reconciliation as defined in the specified Reconciliation Sets.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Create Reconciliations**

This example illustrates the fields and controls on the Create Reconciliations page.



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Field or Control	Description
As of Date	Select the date for the system to use in calculating account balances for the selected reconciliation set. The appropriate fiscal year and accounting periods are determined based on the calendar for the Business Unit, Reconciliation Rule and Ledger being processed.
Reconciliation Set	Select the reconciliation set for which you want to create reconciliations. Leave this field blank to select all sets. Insert a row for multiple sets.
Reconciliation Rule	Select a reconciliation rule for which you want to create reconciliations. Leave this field blank to select all rules for the Reconciliation Set. Insert a row for multiple rules. Only the rules for the selected Reconciliation Set are displayed.
Copy Assignments from Previous	Select this check box to copy the assignments from a previous As of Date that was processed for this reconciliation set. Assignments can also be updated using the Reconciliation Assignment Page.
Previous Recon As Of Date	This field appears if you selected the **Copy Assignments from Previous** check box. Specify the As of Date of the previous reconciliation so that the system processes the assignments from the correct data set.
Recreate If Already Exist	Select this option to delete and recreate existing reconciliations if the same request has been processed before. If one or more reconciliation rows have statuses that do not allow recreation (for example, already In Progress), then the process will stop to prevent the system from accidentally overriding reconciliation works.
Initial Status	Select the status that you want to assign initially to the reconciliations created. The process will populate the new reconciliation rows with this status that you select. Only the statuses that are enabled to *Allow Recreate* (from the Reconciliation Statuses and Reasons page) can be selected here. See Reconciliation Statuses and Reasons Page .

Updating Assignments for Reconciliation Responsibility

Page Used to Update Assignments for Reconciliation Responsibility

Page Name	Definition Name	Usage
Reconciliation Assignment Page	GLRN_ASSGN	Update the default assignments.

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Updating Assignments

Assignments refer to the administrator, reconciler, owner, reviewer, and approver assigned to a particular reconciliation. Before performing reconciliations for a period, an organization typically updates their assignments to reflect any ChartField value maintenance or personnel changes that have occurred since the previous period.

Initial assignments are created by running the Create Reconciliations process. This process uses the As of Date that you supply to retrieve the active Reconciliation Rules, determines the ChartFields to be reconciled, and assigns default users to the enabled roles (reconcilers, owners, reviewers, approvers, and so on) for the reconciliations.

Use the Reconciliation Assignment component to query and update assignments for one or more reconciliation.

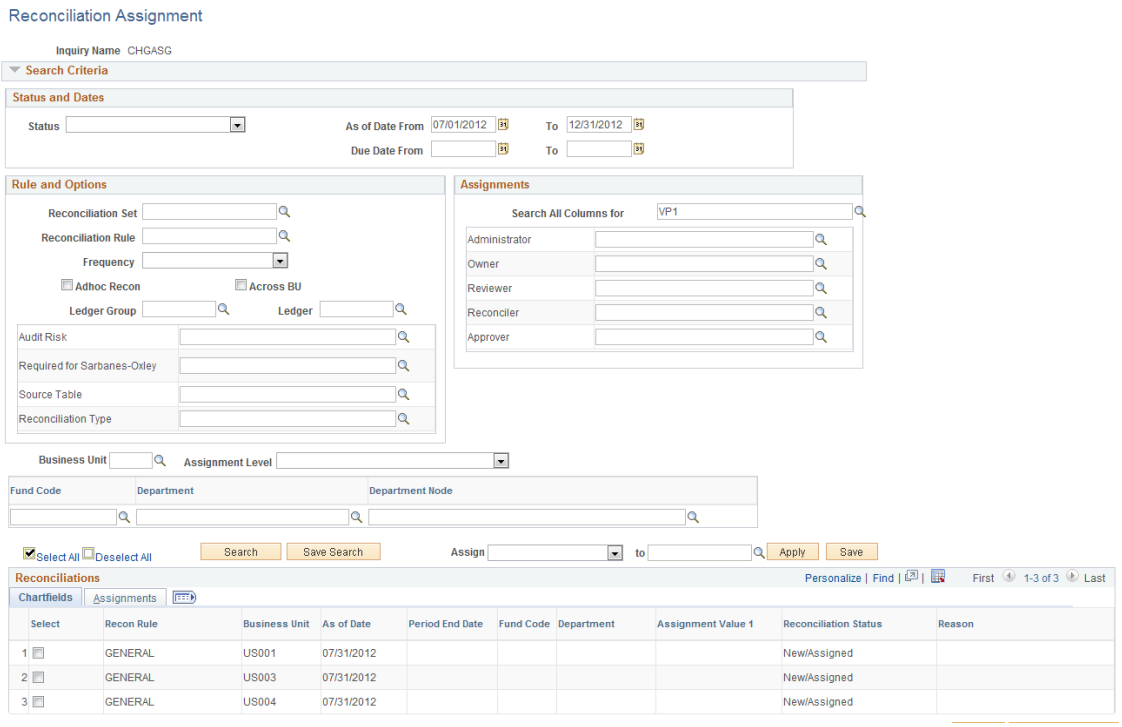
Reconciliation Assignment Page

Use the Reconciliation Assignment page (GLRN_ASSGN) to update the default assignments.

Navigation:

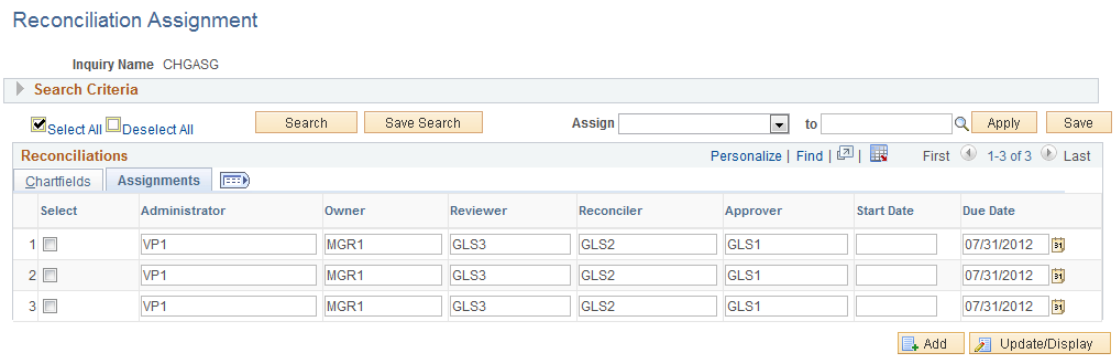
General Ledger, and then **Perform Reconciliation**, and then **Assign Acct Recon**

This example illustrates the fields and controls on the Reconciliation Assignment page. The Search Criteria section is expanded and results are shown in the Chartfields tab.



This example illustrates the fields and controls on the Reconciliation Assignment page - Assignments tab, when the Search Criteria section is collapsed.

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Use this page to query and update assignments for one or more reconciliation transaction.

Search Criteria

Enter search criteria to find the reconciliation(s) for which you want to update assignments. The criteria fields for each reconciliation are populated based on the reconciliation rule for the respective reconciliation.

Field or Control	Description
Search	Click to retrieve the reconciliation information results in the Reconciliations grid. The Search Criteria section collapses and the results in the Reconciliations section are presented on the Chartfields and Assignments tabs.
Save Search	Click to save your criteria for re-use.
Assign and **To**	Select a role and a User ID.
Apply	Click after selecting an option in the **Assign** and **to** fields.
Save	Click after making changes in the Assignments tab.

Reconciliations - Chartfields Tab

Use the Chartfields tab to review and select one or more rows.

Field or Control	Description
Reconciliation Status	Displays the status of the reconciliation transaction.

Reconciliations - Assignments Tab

Use the **Assignments** tab to select one or more assignment rows to update at the same time and change the due date if needed.

Field or Control	Description
Select (check box)	Select to update the user ID for the roles.

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Field or Control	Description
Administrator, **Owner**, **Reviewer**, **Reconciler**, and **Approver**	Enter a User ID to assign to the specific role. Depending on the reconciliation status displayed on the Chartfields tab, you may not be able to change these assignments. Changing these assignments is determined by the **Allow Assignment Update** check box on the Reconciliation Statuses and Reasons Page .

Calculating Balances

The Calculate Balances process (GLRN_CALC) calculates the ledger account balances for the reconciliation and updates the GLRN_RECON_TBL. The reconciler then uses the balances, among other documents, to work on the account reconciliation. The ledger balances for a reconciliation are calculated initially when you run the Create Reconciliation process. If you need to update the balances after creating the reconciliation, you can use this run control page to recalculate.

Page Name	Definition Name	Usage
Calculate Balances Page	GLRN_CALCULATE_REQ	Run the GLRN_CALC Application Engine process, which updates the CALC_NET_AMT field of the GL Reconciliation table for the corresponding rows.

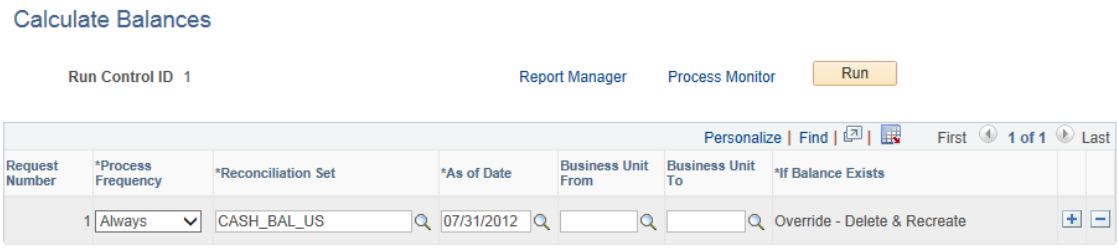
Calculate Balances Page

Use the Calculate Balances run control page (GLRN_CALCULATE_REQ) to run the GLRN_CALC Application Engine process, which updates the CALC_NET_AMT field of the GL Reconciliation table for the corresponding rows.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Calculate Balances**, and then **Calculate Recon Balances**

This example illustrates the fields and controls on the Calculate Balances Page.



Select the Reconciliation Set(s) to process and the associated As of Dates.

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Field or Control	Description
Business Unit From and Business Unit To	(Optional) Enter a range of business unit values to process for the reconciliation. Business Unit values specified here can be a subset of what is specified in the Reconciliation Set.
If Balance Exists	Displays *Override - Delete & Recreate*, which indicates that if the balance for the reconciliation was previously calculated, then the old amount is deleted and updated with the new amount.

Managing Reconciliations Using the Reconciliation Workbench

Pages Used to Manage Reconciliations

Page Name	Definition Name	Usage
Reconciliation Workbench Page (Search Criteria)	GLRN_WB	Reconcile review, maintain and approve reconciliations.
Reconciliation Workbench - ChartFields Tab	GLRN_WB	Perform actions and provide reasons on reconciled transactions.
Reconciliation Workbench - Work Reconciliation Tab	GLRN_WB	View and update the reconciliation work details, such as calculations, instructions, comments, and attachments.
Reconciliation Workbench – Assignments Tab	GLRN_WB	Review and update the current assignments and view the approval flow as security allows.
Workbench Reconciliation - Attachments Page	GLRN_WB_ATTA_SEC	Review and attach supporting documents for the reconciliation.
Workbench Reconciliation - Add Comments Pages	GLRN_WB_CMMT_SEC	Review and add detailed comments regarding any issues to address among the roles.

Managing Reconciliations

Add a new inquiry name or select an existing inquiry name, and enter optional search criteria to locate the reconciliation that you want to manage, either as reconciler, reviewer, or approver. You can define and save search criteria to be used to retrieve the reconciliations.

The actions that are available for you to perform on the Reconciliation Workbench are dependent upon your role assignments (from the Reconciliation Assignment Page (Assignments tab) and the action security established for your roles in the Configuration component. See Defining Reconciliation Roles. For example, only reconciliations where the user ID is defined as a reconciler are displayed and only reconciler actions are available to that user ID. Similarly, only reconciliations where the user ID is the current approver within the approval path are displayed and only approver actions are available to the user.

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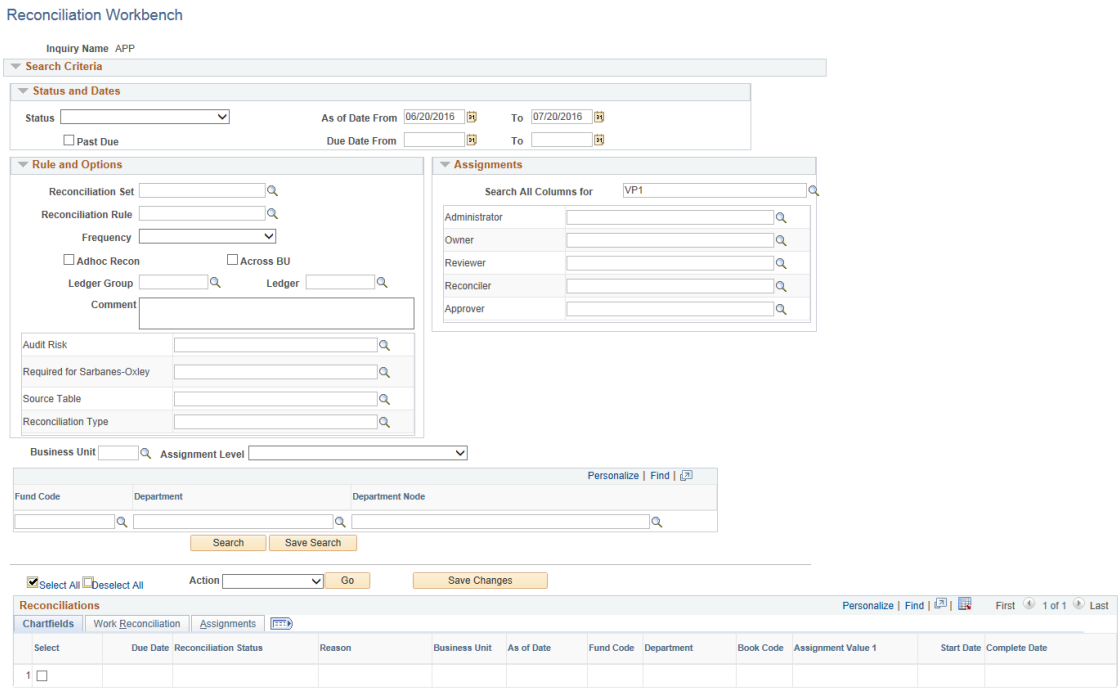
Reconciliation Workbench Page (Search Criteria)

Use the Reconciliation Workbench page (GLRN_WB) (Search Criteria) to search for reconciliation transactions.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Acct Reconciliation Workbench**

This example illustrates the fields and controls on the Reconciliation Workbench page (Search Criteria).



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Search Criteria - Status and Dates

Field or Control	Description
Status	Select the system-maintained status of the reconciliation that you want to manage. Status values are: • Approved - Reconciliation is complete. The reconciler has completed their work and no additional approvals are required. • Cancelled – Reconciliation no longer needs to be completed for this period; however, it is retained for audit purposes. To prevent deletion, no additional actions are allowed. • Deleted - Reconciliation is physically removed. These are usually reconciliations created by mistake and no audit trail is needed. • Denied: - Approver has denied approval. Reconciler must make changes and resubmit. • Hold - Reconciliation cannot proceed for some reason and has been temporarily suspended. • New/Assigned: - No action has been taken as yet. • Not Assigned - No assignments have been made. • Pushed Back - Reconciliation cannot proceed until an issue is addressed. The Reason field or Comments link may be used to provide more information. Reviewer could be used to indicate whose attention is required. • Reconciliation In Progress - Reconciler has selected this status to indicate that reconciliation work has begun. • Waiting for Approval - Reconciler or approver has completed their work and submitted the reconciliation for further approval.
As of Date From/To	Enter a date range to retrieve reconciliations with As Of dates within the specified range.
Due Date From/To	Enter a date range to retrieve reconciliations that have due dates within the specified range. The Due Date of a reconciliation is calculated by the Create Reconciliations process based on the Due Date Option on the Reconciliation Rule or entered by the user.
Past Due	Select to retrieve only those reconciliations that are past their due dates.

Search Criteria - Rule and Options

Enter criteria to further limit your search for the reconciliations that you want to retrieve. You can select to limit your search by reconciliation set, reconciliation rule, adhoc reconciliation, ledger group, ledger, frequency, business unit, assignment level, and so on. The attributes that

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appear in the workbench for filtering values are those that were enabled on the Account Reconciliation Rule Attributes Page.

Field or Control	Description
Comment	Enter text that can be used when performing searches.

ChartField Search Criteria

The ChartField Search Criteria box contains a search field for each ChartField that is included in the enabled Assignment Level. If a ChartField is summarized in one Assignment Level as detail values and in another as tree nodes, a separate search field for each is displayed.

Field or Control	Description
Personalize	Click this link to personalize which ChartFields appear, or which ChartFields to hide in this section.
Department	Search for a specific Department detail value.
Department Node	Search for a specific Department tree node.

Reconciliation Workbench - ChartFields Tab

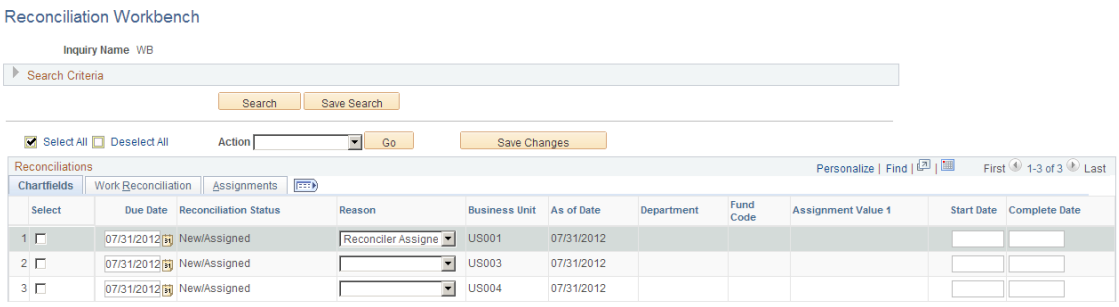
Use the Reconciliation Workbench – ChartFields tab (GLRN_WB) to perform actions and provide reasons on reconciled transactions.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Acct Reconciliation Workbench**

Select the Search button.

This example illustrates the fields and controls on the Reconciliation Workbench - ChartFields tab.



Once you enter your criteria and click the Search button, the reconciliations that match your criteria display in the Reconciliations section.

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> **Note**
>
> If a reconciliation is created with an incorrect value in one of the display-only fields (for example, ledger, ChartFields, and so on), the reconciliation must be canceled or deleted and recreated.

Field or Control	Description
Search	Click this button to retrieve reconciliations that meet the criteria. You can retrieve all reconciliations by leaving criteria fields blank and clicking the Search button.
Save Search	Click to save your search criteria for the specific Inquiry Name.
Select	Select the reconciliation row(s) for which to perform an action, select the action to perform from the drop-down list and click the Go button. This field is common to all tabs in the Workbench.
Action	Once you have reviewed the information and completed the intended reconciliation work for your role, select the check box(es) in the Select column, and select the appropriate Action option. Possible values are: Approve, Cancel, Deny, Mark as Deleted, Mark as Hold, Mark as In Progress, Mark as Newly Assigned, Mark as Not Assigned, Push Back, or Submit for Approval. The actions that appear for selection depend on the user's role as well as the current reconciliation status. See Status field on the Reconciliation Workbench Page (Search Criteria). **Note:** To physically delete reconciliations that have been marked as Deleted, you must use the archive manager in PeopleTools.
Go	Click this button to apply the selected action to the selected reconciliation(s). The selected reconciliation(s) are edited to ensure the requested action is valid. Any reconciliation with a status that is not valid for the requested action is identified in an error message. To correct the issue, either deselect the invalid reconciliation(s) or change the requested action.
Due Date	This date is calculated based on the As Of Date provided when running the Create Reconciliation process and the Due ___ Days Relative to As Of Date field from the Reconciliation Rule. You can change the due date if your role has the proper security. See Configuring Security (Workbench Access).
Reason	If your user ID is assigned a role with proper security access, you can provide a reason for the selected action. Available reasons are defined on the Reconciliation Statuses and Reasons Page .

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Field or Control	Description
Save Changes	Click this button to save any changes that you have made to the reconciliation fields.
<ChartFields>	All active ChartFields are displayed (display only).
Start Date	Enter the start date for the reconciliation work to begin.
Complete Date	Enter the completion date of the reconciliation work.

Reconciliation Workbench - Work Reconciliation Tab

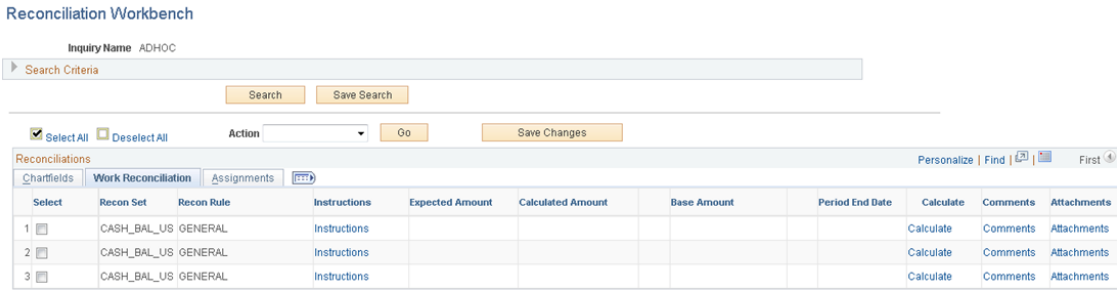
Use the Reconciliation Workbench - Work Reconciliation tab (GLRN_WB) to view and update the reconciliation work details, such as calculations, instructions, comments, and attachments.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Acct Reconciliation Workbench**

Select the Work Reconciliation tab.

This example illustrates the fields and controls on the Reconciliation Workbench - Work Reconciliation tab.



Field or Control	Description
Instructions	Select this link to access the Reconciliation Rule – Instructions Page to review or add special instructions specific to the reconciliation and attach supporting documents.
Expected Amount	Enter the expected total amount for the reconciliation work.
Calculated Amount	Displays the calculated ledger balance of the field values as defined for the reconciliation within the reconciliation rule for the specified TimeSpan and As-of-Date.
Base Amount	Display the calculated amount in the base currency of the business unit.
Period End Date	Calculated based on the As of Date of the reconciliation.

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Field or Control	Description
Calculate	Click to recalculate the Calculated Amount and Base Amount for the reconciliation.
Comments	Click this link to access the Workbench Reconciliation - Add Comments Pageto review or add any relevant comments for the reconciliation.
Attachments	Click this link to access the Workbench Reconciliation - Attachments Page to review or add supporting documents for the reconciliation that will be helpful to auditors and other reviewers or approvers.

Reconciliation Workbench – Assignments Tab

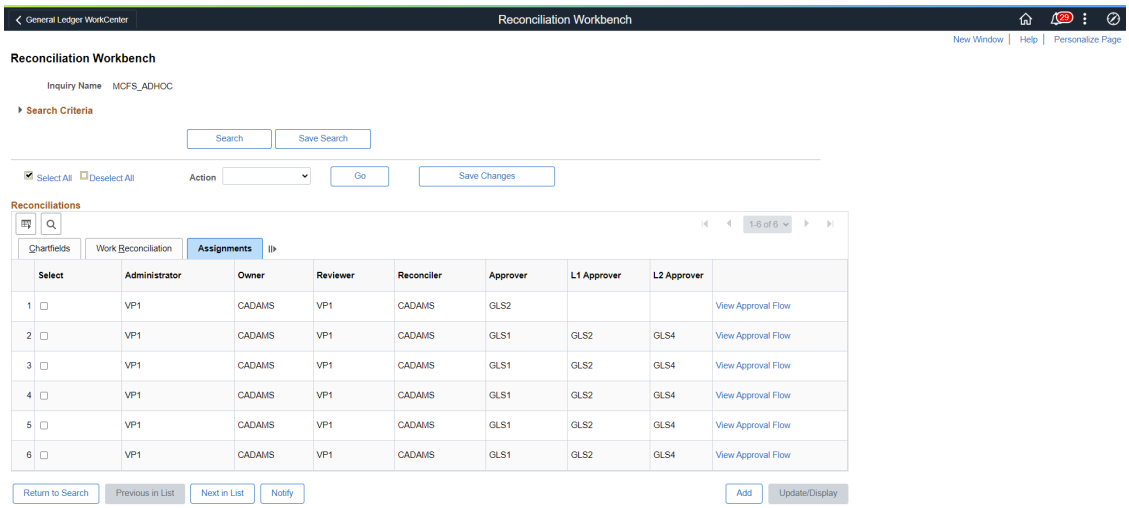
Use the Reconciliation Workbench – Assignments tab (GLRN_WB) to review and update the current assignments and view the approval flow as security allows.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Acct Reconciliation Workbench**

Select the Assignments tab.

This example illustrates the fields and controls on the Reconciliation Workbench – Assignments tab.



The user ID assignments that appear for each role are derived initially from the default values on the Reconciliation Rule, or as updated on the Reconciliation Assignment page:

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Field or Control	Description
Select	Select this check box for those rows that you want to update.
<Role>	Displays user IDs that are currently assigned to each role that is enabled for reconciliation. If a role is not enabled, it does not display on the Reconciliation Workbench.
View Approval Flow	Select to access the GL Recon Approval Flow page, which displays the approvers and their comments.

Viewing Approvers and Comments

Use the GL Recon Approval Flow page (GLRN_APPR_MONITOR) to view the approval chain and approver comments for a reconciliation transaction.

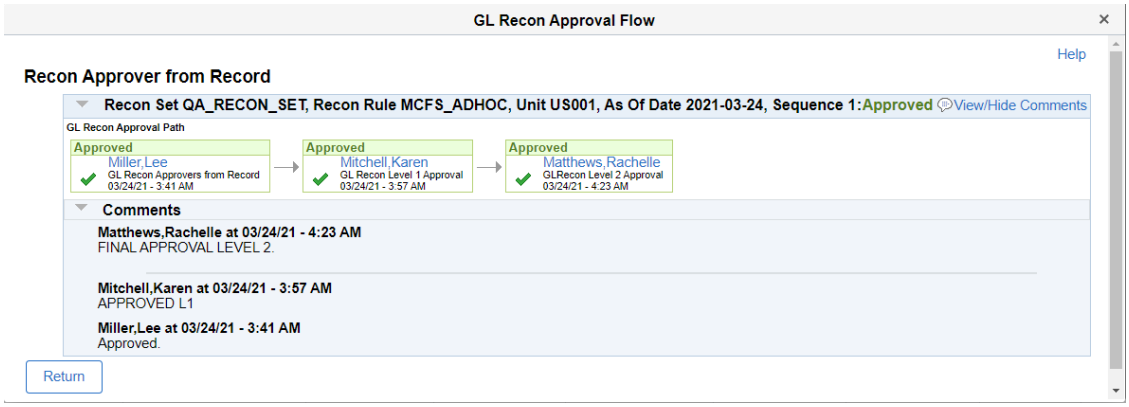
The approval and comments are displayed only for reconciliations that are approved using the Fluid Approval component.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Acct Reconciliation Workbench**

Select the Assignments tab and then select the View Approval Flow link.

This example illustrates the fields and controls on the GL Recon Approval Flow page.



Workbench Reconciliation - Add Comments Page

Use the Workbench Reconciliation – Add Comments page (GLRN_WB_CMMT_SEC) to add or review comments about the reconciliation.

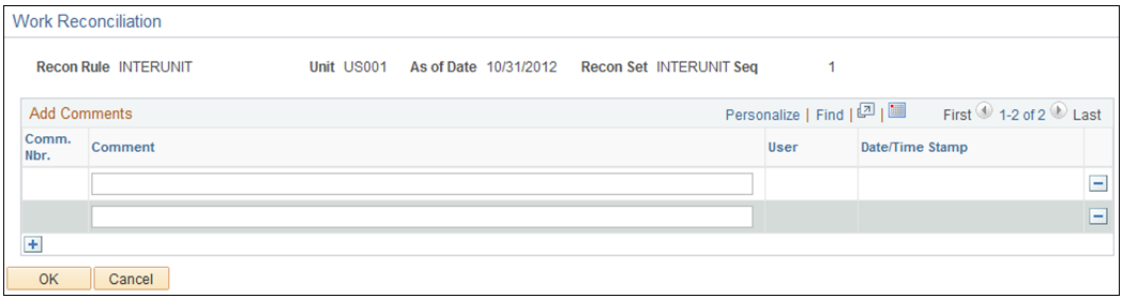
Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Acct Reconciliation Workbench**

Select the Work Reconciliation tab and then select the Comments link.

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This example illustrates the fields and controls on the Workbench Reconciliation - Add Comments Page. You can find definitions for the fields and controls later on this page.



Reconcilers, reviewers, or approvers can add comments on this page that relate to the reconciliation depending on their assigned security. When they click the OK button, a comment number is assigned and their User ID and Date/Time Stamp are recorded next to their comment.

Workbench Reconciliation - Attachments Page

Use the Workbench Reconciliation – Attachments page (GLRN_WB_ATTA_SEC) to review and attach supporting documents for the reconciliation.

Navigation:

General Ledger, and then **Perform Reconciliation**, and then **Acct Reconciliation Workbench**. Select the Work Reconciliation tab and then select the Attachments link.

Reconcilers, reviewers, or approvers can add supporting documents as attachments on this page that relate to the reconciliation depending on their assigned security.

Add one or more attachments to the reconciliation as supporting documentation. The system displays and error message if you try to load more than the number of attachments specified on the Application Fundamentals: Installation Options - Multiple Attachments Page for the General Ledger product.

Defining Approval Workflow for Account Reconciliation

All account reconciliations require approval using PeopleSoft Approval Framework (AF). Reconcilers can submit one or more reconciliations for approval from the Reconciliation Workbench Page (Search Criteria) by selecting the Submit for Approval action.

For information regarding Approval Framework for General Ledger, see Understanding Configurable Workflow. See also product documentation for *PeopleSoft Approval Framework*.

Configuring Approval Framework for Reconciliations

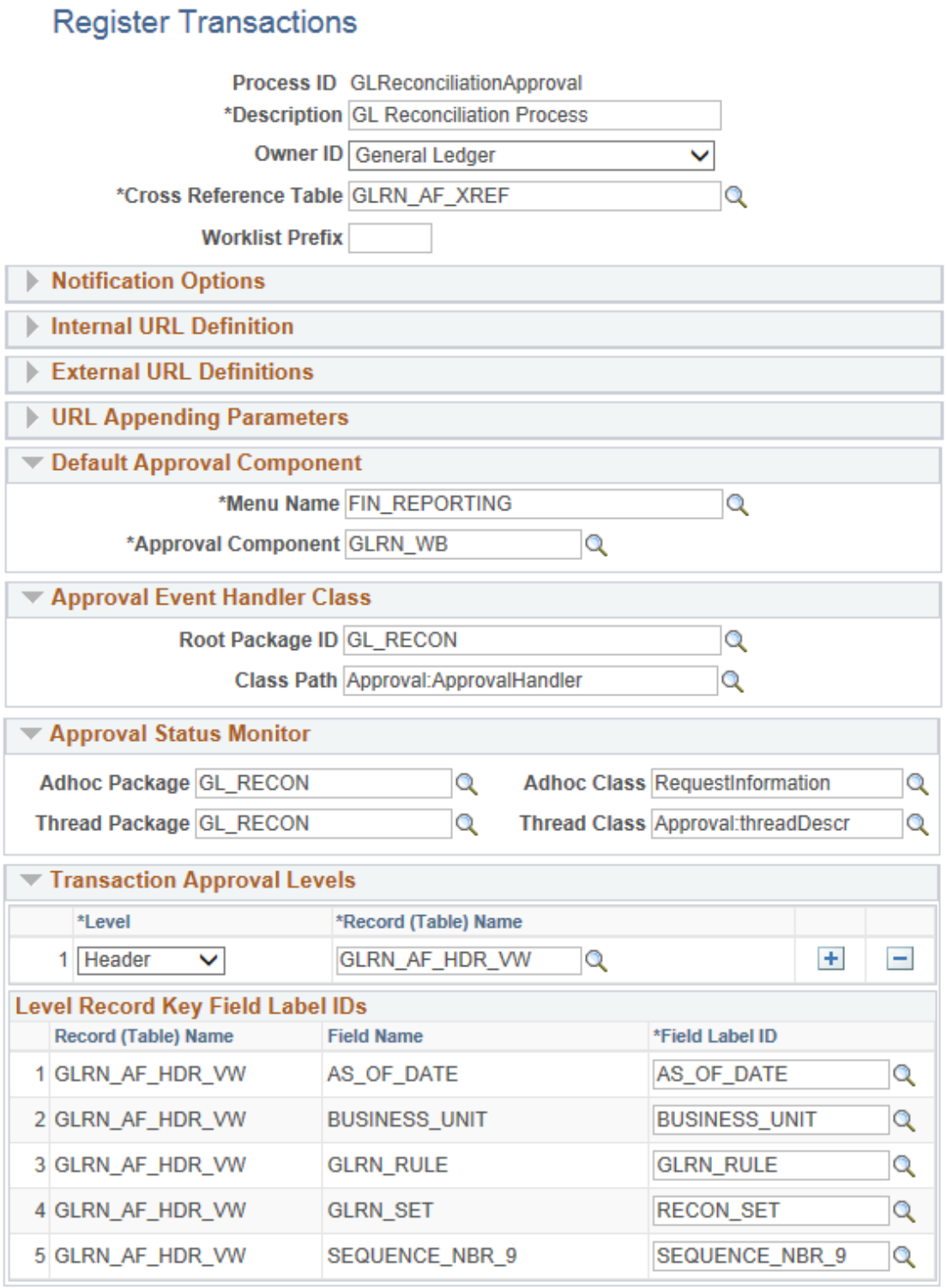
PeopleSoft delvers a default Approval Framework structure for the Account Reconciliation process. You can access the Process ID, GLReconciliationApproval, to view or modify settings if needed.

Navigation:

Enterprise Components, and then **Approvals**, and then **Approvals**, and then **Transaction Registry**, and then **Register Transactions**

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This example illustrates the GLReconciliationApproval Process ID used in Approval Framework for account reconciliations.



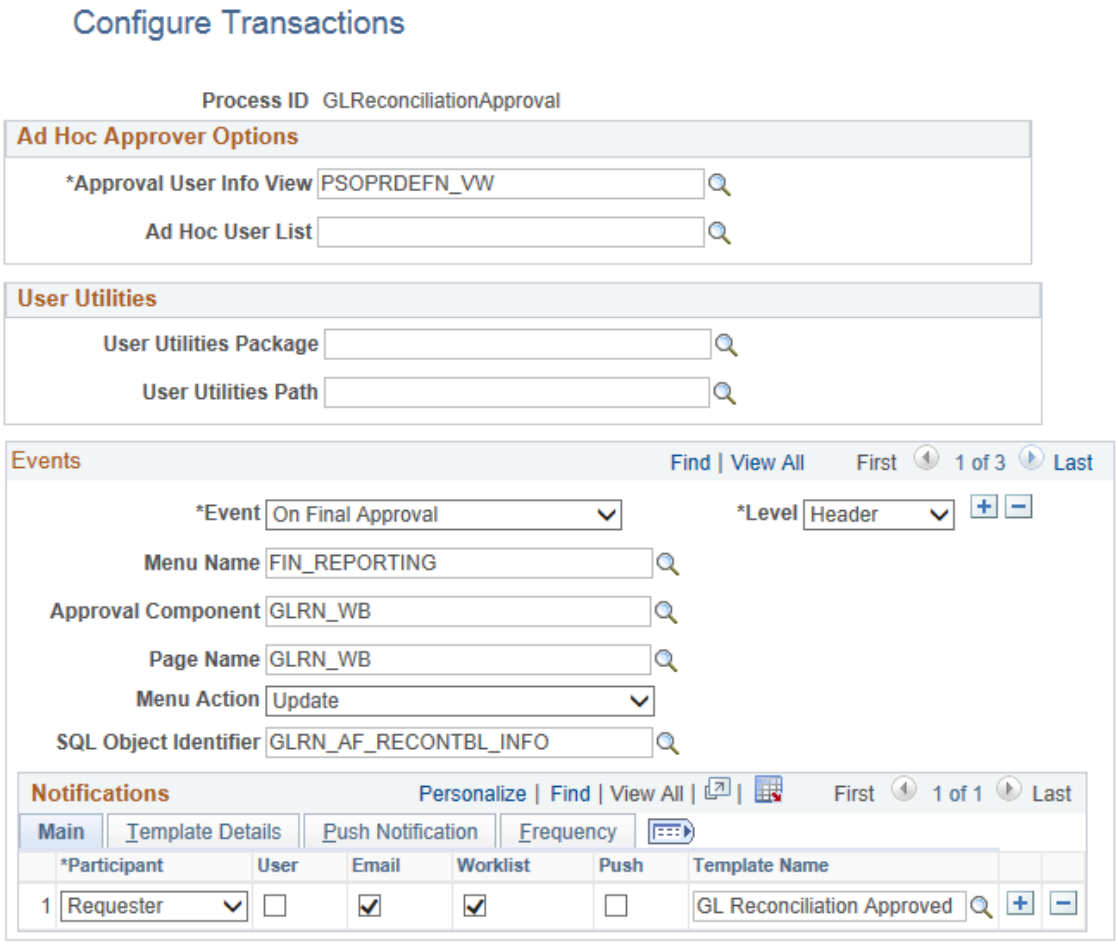
View the settings on the Configure Transactions page, Process ID: GLReconciliationApproval.

Navigation:

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Enterprise Components, and then **Approvals**, and then **Approvals**, and then **Transaction Configuration**, and then **Configure Transactions**

This example illustrates the fields and controls on the Configure Transaction page for the GLReconciliationApproval Process ID.



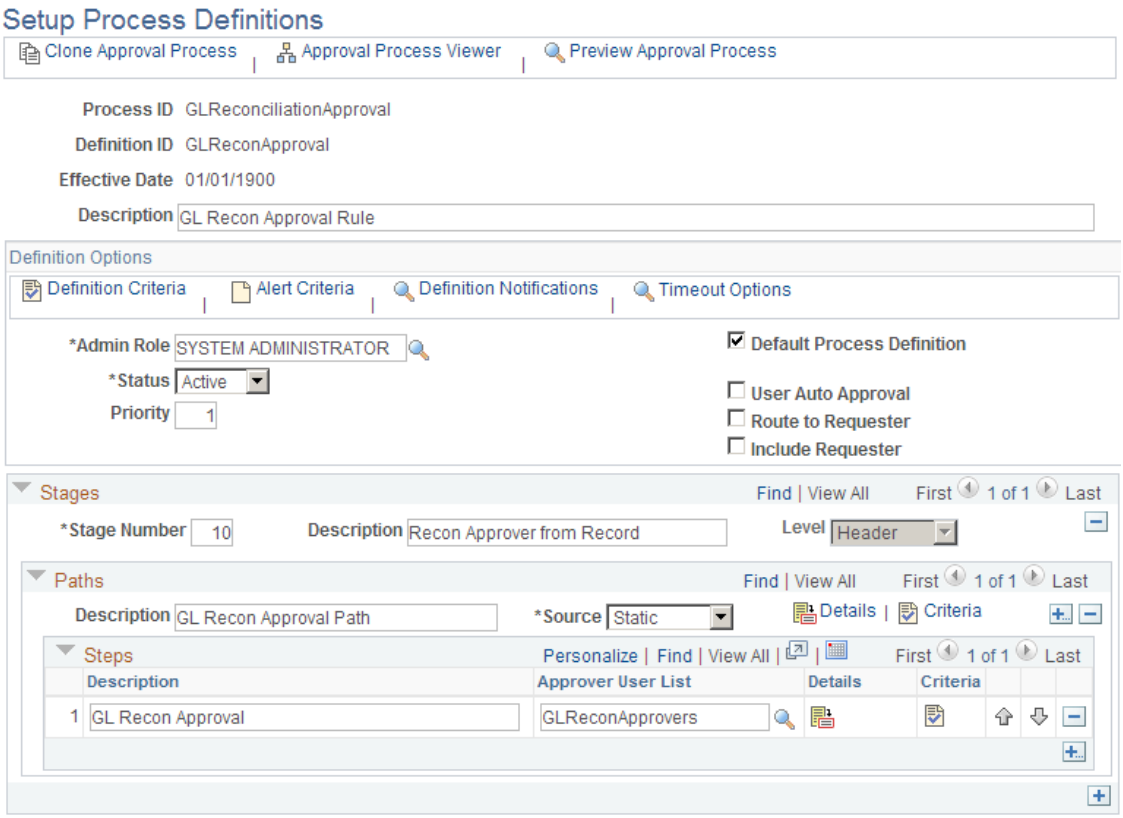
View the settings on the Setup Process Definitions page, Process ID: GLReconciliationApproval.

Navigation:

Enterprise Components, and then **Approvals**, and then **Approvals**, and then **Approval Process Setup**, and then **Setup Process Definitions**

This example illustrates the fields and controls on the Setup Process Definitions page for the GLReconciliationApproval Process ID:

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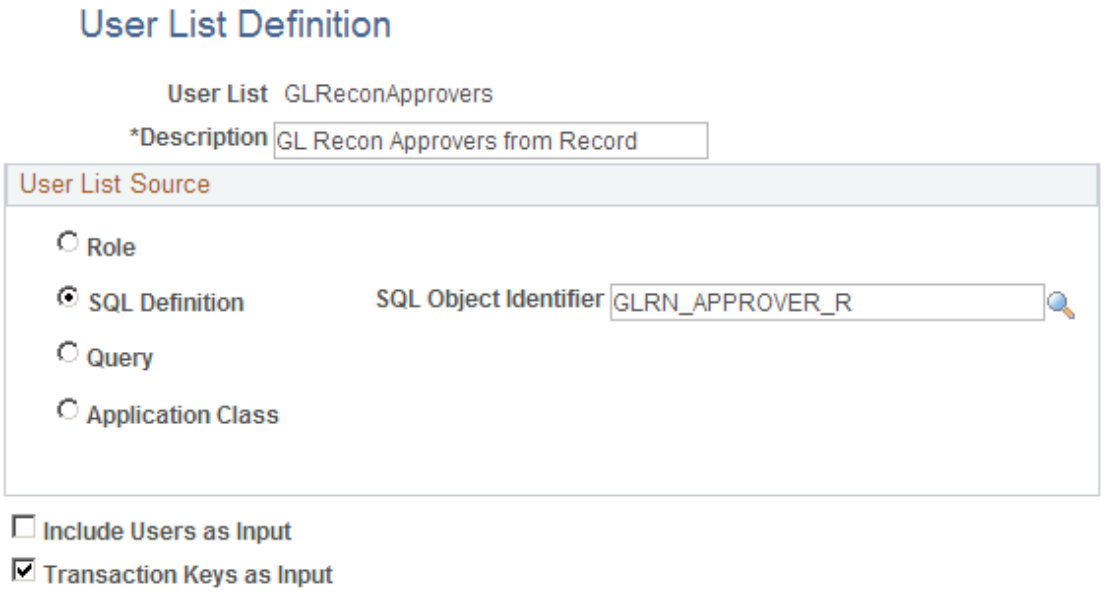
View the settings on the User List Definition page, Process ID: GLReconciliationApproval.

Navigation:

Enterprise Components, and then **Approvals**, and then **Approvals**, and then **User List Setup**, and then **User List Definition**

This example illustrates the fields and controls on the User List Definition page for the User List, ReconApprovers:

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Approving Reconciliations Using PeopleSoft Fluid User Interface

General information about Mobile Approvals is available in FSCM Application Fundamentals documentation. See

- Application Fundamentals: Understanding Fluid Approvals in FSCM
- Application Fundamentals: Configuring Fluid Approvals
- Application Fundamentals: Approving Pending Transactions in Fluid

Pages Used to Approve Reconciliations in the PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Pending Approvals - GL Reconciliation Page	EOAWMA_MAIN_FL	Review and approve reconciliation transactions and access header details.
GL Reconciliation Page	EOAWMA_TXNHDTL_FL	Review and approve a single reconciliation

Setting Up General Ledger to Approve Reconciliations

To set up General Ledger to approve reconciliations using the Approval Framework see Defining Approval Workflow for Account Reconciliation.

Setting Up Approvals for General Ledger Reconciliations

To set up Approvals for General Ledger Reconciliations:

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1. Verify that on the Enterprise Components: Fluid Approval Setup - Transactions Page, Transaction tab, add a new row and select Transaction ID *GLRECON* and Process ID *GLReconciliationApproval*.
2. Verify that on the Enterprise Components: Fluid Approval Setup - Transactions Page, Images tab, for Transaction ID *GLRECON*, enter *Image PS_GL_RECON_FL* in the Small, Medium, and Large Image fields.
3. Verify that on the Approval Framework: Register Transactions Page, Process ID *GLReconciliationApproval*, change the Default Approval Component (Menu Name and Approval Component) to *EOAWMA_MAIN_FL*.
4. Verify that on the Approval Framework: Configure Transactions Page,
   - In the User Utilities section, enter *GLRN_FLUID_APPR* in the User Utilities Package field and enter *Reconciliation:UserUtilities* in the User Utilities Path field to provide a comments grid,
   - In the Events section, enter *EOAWMA_MAIN_FL* in the Menu Name and Approval Component fields, and enter *EOAWMA_TSNHDTL_FL* in the Page Name field.
5. Verify the settings on the Enterprise Components: CAVF Configuration Setup Page, for the GL_RECON_ATTCH Configuration ID to allow attachments.
6. On the Application Fundamentals: ChartField Display Template Page, create a new (or use an existing) template so that the ChartField Option and the ChartField Display Option is determined for Mobile Approvals.

   If a reconciliation approval template cannot be found, the system uses the default ChartField Display Template.
7. On the Application Fundamentals: Assign by Key Field Values page, for Component Name *Approval Transaction Registry* and Process ID *GLReconciliationApproval*, assign permissions to your ChartField Display Template for journal approvals.
8. On the Generic Template Definition Page for the *GL Reconciliation Approved* and *GL Reconciliation Denied* templates, be sure that *Comments: %6* is used in the **Message Text** field.

   The ensures that an approvers comments are included in the email text whether the reconciliation was approved or denied.
9. If your organization is using the Enterprise Components Notification Composer framework, set up the *GL Reconciliation* business process. See Enterprise Components: Understanding Notification Composer.

See also Enterprise Components: Understanding Page Composer, which describes how to design (style and layout) for Fluid Application pages for different form factors.

Pending Approvals - GL Reconciliation Page

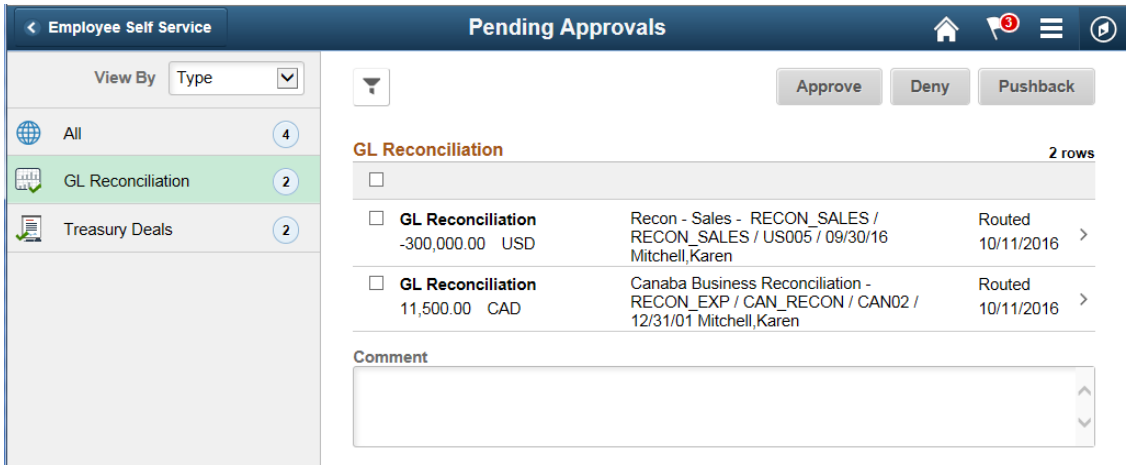
Use the Pending Approvals (summary) page (EOAWMA_MAIN_FL) to review and approve reconciliation transactions and access header details.

Navigation:

Select the Approvals tile and then select GL Reconciliations.

This example illustrates the fields and controls on the Pending Approvals - GL Reconciliation page.

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Note

The location where amount and currency are shown (in the page shot above), can be redesigned using Page Composer. In addition, the amount and currency are hidden for adhoc reconciliations.

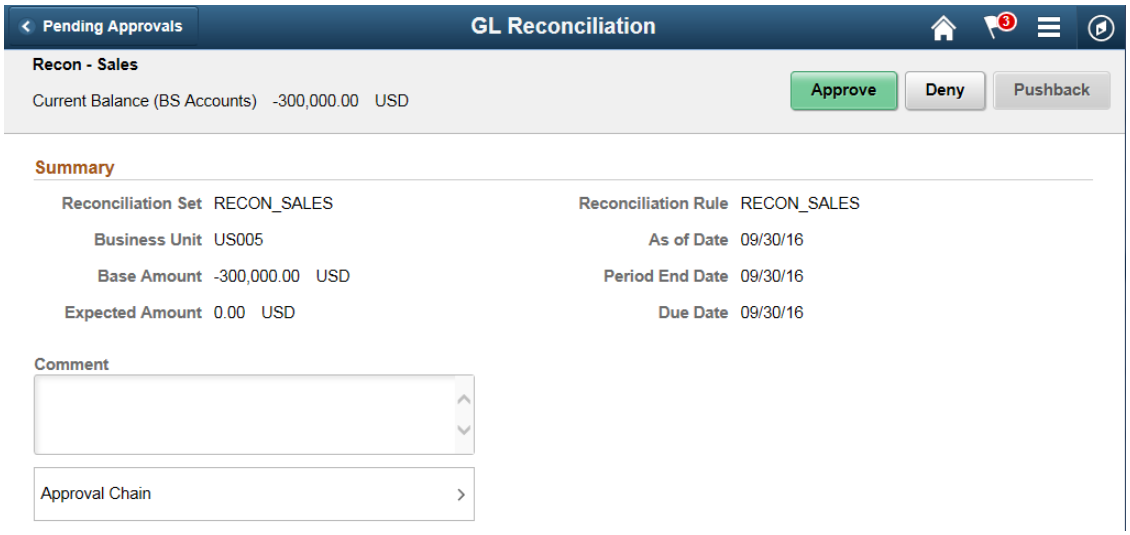
GL Reconciliation Page

Use the GL Reconciliation page (EOAWMA_TXNHDTL_FL) to review and approve a single reconciliation.

Navigation:

Select a reconciliation transaction from the list on the Pending Approvals summary page.

This example illustrates the fields and controls on the GL Reconciliation page.



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> **Note**
>
> The Title, Summary, ChartFields, ChartField Nodes, and Attachments sections (not all shown in the page above) can be resigned using Page Composer.

Title Section

The first line (**Recon - Sales** in the example above) comes from the description of the reconciliation rule. The second line (**Current Balance (BS Accounts) -300,000 USD** in the example above) is the combination of the Time Span description, calculated amount, and currency.

ChartFields Section

The ChartField section displays only when it is defined at the Assignment level and where it is required on the ChartField Template.

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Managing Interim and Year End Closing

Understanding Interim and Year End Closing

This section discusses:

- Interim versus year end closings.
- Single versus multiple retained earnings accounts closings.
- Closings that use book codes and balance sheet indicators.
- Separate debit and credit options for opening and closing periods.

Interim Versus Year End Closings

Although most companies must close profit and loss accounts to retained earnings only once a year, some companies may close as often as once a day. General Ledger enables you to run closing as frequently as need through *interim* (net income) closings. The system also provides year end closing on the Account and Alternate Account (statutory) ChartFields.

Interim and year end closings are similar in that they both close profit and loss (P/L) accounts to retained earnings. However, there are differences in the capabilities of each type of closing. This section identifies the differences and similarities of the two types of closings.

This table describes the differences between interim and year end closing:

Interim Close	Year End Close
Enables you to close periods within a fiscal year (for example, daily or monthly) on the Account ChartField. Because the intent of the interim close is to close P/L accounts, it is required that the Account ChartField be included in the CFV set.	Enables year end close. Closes the year that you specify on the Account ChartField, the Alternate Account ChartField, or both.
Define only one closing rule within a closing process group for processing.	Enables you to define more than one closing rule within a closing process group for processing year end close. This allows you to create closing accounting entries to accounts besides the customary retained earnings accounts.
Enables you to select some or all P/L accounts to be closed.	Unless the **Set Default Retained Earnings** option is set to *Off*, all P/L accounts are closed.
Note: Because the intent of the interim close is to close P/L accounts, it is required that the Account ChartField be included in the ChartField value set (CFS).	**Note:** This option is not available when the **Balance Sheet Indictor** option is selected.

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Interim Close	Year End Close
Does not carry forward closing balances.	Carries forward closing balances to beginning balances for balance sheet accounts. If closing is not performed for *all* book codes and balance sheets, closing balances carried forward to beginning balances are balanced for only the set of accounts defined by the closed book codes or the closed balance sheets.
Creates journal entries that you post during or after the closing process.	Directly updates the ledger. Optionally, creates journal entries for those companies that require journal entries for any transaction that affects ledger balances. **Note:** When the Application Engine process (GL_YC) is used to close ledgers, this option is ignored, regardless of your selection.
Creates optional offsetting entries into alternative ChartField values.	Creates offsetting entries into source P/L ChartField values in the ledger. If using interim close with offsetting entries, then you must select the offset to the retained earnings account as the target retained earnings for the year end close.
Closes selected adjustment periods.	Automatically closes all adjustment periods for the year.
Includes Account in P/L ChartFields.	Includes Account or Alternate Account in P/L ChartFields.

Single Versus Multiple Retained Earnings Account Closings

In either interim or year end closings, General Ledger enables you to close P/L to a single retained earnings account or to multiple retained earnings accounts.

Closing to a Single Retained Earnings Account

When you close to a single retained earnings, you can close all P/L accounts to a single retained earnings account. You can also close the P/L accounts to a single retained earnings account and break the amount down by other ChartFields (for example, Project or Department). This flexibility enables you to track profit and loss more effectively.

All closing rules require the Account ChartField, the Alternate Account ChartField, or both. You can close only these ChartFields, or you can combine the Account ChartField with other ChartFields such as Department, Product, or Project ID. For example, if you want to track department-specific retained earnings, you combine the Account ChartField with the department ChartField. During the closing process, the department totals still close to a single retained earnings account, but the system generates separate ledger entries for each department.

Closing to Multiple Retained Earnings Accounts

When you close to multiple retained earnings, you distribute P/L to multiple retained earnings accounts based on appropriate criteria for the business. For example, you might distribute profit and loss based on specific P/L accounts or based on departments. You close a specific group of ChartField values to a single retained earnings account, but you close other specific groups of ChartField values to other single retained earnings accounts. ChartField value sets facilitate this process.

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ChartField value sets enable you to define combined ChartField values that the system uses for source data during the General Ledger closing process. For example, you can create one ChartField value set for the income statement accounts used in interim closing and another set to use in year end closing. When you define closing rules for the interim close or the year end close, you select the appropriate ChartFields value sets.

Here is an example of closing to multiple retained earnings accounts. In this example, P/L accounts 41000 − 410010 and 410015 and 410016 close to retained earnings account 360100, and P/L accounts 410020 − 410029 close to retained earnings account 360200:

P/L Accounts	ChartFields Value Set	Retained Earnings Account
41000 through 410010	CFVS 1	360100
410015 410016	CFVS 1a	
410020 through 410029	CFVS 2	360200

You can set up value sets that combine P/L account with the Department ChartField and the Product ChartField, or use whatever combination you need to track profit and loss.

Related Topics

- Application Fundamentals: Defining and Using ChartField Value Sets

Closings With Book Codes and Balance Sheet Indicators

Book codes are both an account attribute and balancing ChartField. You can use book codes to group Account ChartField values for the recording of transactions under different accounting rules in the same business unit and ledger. For example, you can use book codes to record corporate versus local transactions when different accounting rules apply. In this case, you might create the book codes *C, L,* and *B* to classify accounts as corporate (C), local (L), or both (B).

For accounts with book code values that can be overridden, you must select a book code to avoid receiving a warning message. A book code is fixed for an account that cannot be overridden, and the system enters it automatically. If you retain a book code for the offset, you must also retain it for the retained earnings ChartFields, and it must be a book code that can be overridden. For the default retained earnings account, you can select only a book code that can be overridden.

In addition, the PeopleSoft system comes with standard balancing attributes for Account ChartField values to segregate and maintain separate transactions within a business unit and ledger for *BS* (balance sheet) and *OB* (off balance sheet) transactions.

Use book code and balance sheet indicators to create subsets or groups of accounts within a ledger that correspond to different accounting rules. When the closing edit is run, the system verifies the values of the book code and balance sheet indicator for the retained earnings account.

When a retained earnings book code is fixed, either the account cannot be overridden or a fixed book code is entered. Only the entries from the source with the same book code are closed. Similarly, only the entries with the same balance sheet indicator value as the retained earnings account are closed.

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Consider the following example. To close subsets separately, you must create ChartField value sets that specify the accounts that the system closes together. You use a book code, a balance sheet indicator, or both:

ChartField Value Set	Account	Book Code	Balance Sheet Indicator
CFV1	Account Rollup INCSTMNT	B	BS
CFV2	Account Rollup INCSTMNT	B	OB
CFV3	Account Rollup INCSTMNT	C	BS
CFV4	Account Rollup INCSTMNT	C	OB
CFV5	Account Rollup INCSTMNT	L	BS
CFV6	Account Rollup INCSTMNT	L	OB

> **Note**
>
> Check balances by running a query on period *0* for the book codes used for year end close. Year end close carries forward all ending balances to beginning balances for balance sheet accounts, including balances for both closed and open book codes.

Separate Debit and Credit Options for Opening and Closing Periods

On the Year End Close Options page, there are two options that you can use for year end close only when your database is configured for separate debit and credit:

- **Initialize DR/CR with Net Bal** (initialize debit/credit with net balance): Select to populate account amounts in the opening period (0) for the year being opened with the net debit/credit balance from the year being closed.
- **Close DR/CR with Net Balance:** Select to populate account amounts in the closing period 999 for the year being closed with the net debit/credit balance.

  If you do not select these options, the debit balances and credit balances are treated separately—they are not netted for period 999 and period 0.

SeeUsing Separate Debit and Credit .

Setup for Opening and Closing Period Examples

In the following examples, the headings are:

- Total is the amount stored in POSTED_TOTAL_AMT.
- DR is the amount stored in POSTED_TOTAL_DR.
- CR is the amount stored in POSTED_TOTAL_CR.

Assume the following balances at the beginning of year 20X6, which are rolled forward from the closing of year 20X5:

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

Assume the following transactions occurred during the year 20X5:

Period	Account	Total	DR	CR
7	403000	−80000	3000	−83000
7	500000	65000	71000	−6000
7	100000	15000	17000	−2000

Period 999 Amounts if the Close DR/CR with Net Balance Option is Checked

Assume the equity account is 360000.

The close uses the total net amount. If the net amount is positive, it is recognized by the system as a debit and a negative offset amount (credit) is generated for period 999.

If the net amount is negative it is recognized by the system as a credit and a positive offset amount (debit) is generated for period 999.

The closing entries generated for period 999 for year 20X5 are net amounts:

Period	Account	Total	DR	CR
999	403000	80000	80000	0
999	500000	−65000	0	−65000
999	360000	−15000	0	−15000

Period 999 Amounts If the Close DR/CR with Net Balance Option is Not Checked

If the Close DR/CR with Net Balance option is not checked, the system generates entries for the DR amount and CR amounts separately.

The system generates an amount with a numerical sign that results in the sum of the DR amounts for the P&L accounts from period 1 to 999 to equal 0, and also generates an amount so that the sum of CR amounts for the P&L accounts from period 1 to 999 also equal 0.

The closing entries generated with opposite numerical signs in period 999 for the year 20X5 for the debit and credit columns are:

Period	Account	Total	DR	CR
999	403000	−80000	−3000	83000
999	500000	−65000	−71000	6000
999	360000	−15000	74000	−89000

Period 0 Amounts When the Initialize Dr/CR with Net Bal Option is Checked

If the Initialize DR/CR with Net Bal option is checked, the opening entries in period 0 for year 20X6 are:

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Period	Account	Total	DR	CR
0	100000	45000	45000	0
0	210000	−20000	0	−20000
0	360000	−25000	0	−25000

Period 0 Amounts When the Initialize Dr/CR with Net Bal Option is Not Checked

If Initialize DR/CR with Net Bal option is not checked, the opening entries in period 0 for year 20X6 are:

Period	Account	Total	DR	CR
0	100000	45000	57000	−12000
0	210000	−20000	10000	−30000
0	360000	−25000	79000	−104000

Performing Interim Closing

This topic provides an overview of interim closing and discusses:

- Performing Interim Closing Procedures.
- Interpreting the Results of Interim Closing.

Understanding Interim Closing

The only source for interim closings is journals. Interim closing is similar to year end closing except that it does not create carryforward balances. Other differences are discussed in the following topic:

See Interim Versus Year End Closings.

The interim closing process provides flexibility in tracking profit and loss by enabling you to:

- Close frequently.

  You can transfer net income to retained earnings as often as needed. For example, financial institutions may need to close P/L to retained earnings daily, but other companies may close to retained earnings monthly. You include only the transactions that have been posted to the specified period since the last interim close.

- Maintain closing consistency.

  The interim closing process depends on a consistent use of periods for interim closing throughout the year. You must maintain daily, monthly, or quarterly interim closings on a consistent basis, or you must perform a closing undo after any ad hoc interim close. You must also complete all interim closes for the year. The year end close uses the specified interim close offset account as the target retained earnings account. The offset is a contra-equity account that is zeroed-out against the P/L accounts to arrive at the correct year end retained earnings amount.

- **Integrate interim and year end close.**

  When you integrate the interim close into the year end close process, the offset account in interim close is similar to an income summary account (which is an intermediate account used to summarize revenue and expense accounts before posting net income to retained

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earnings). The interim close process is similar to posting net income to retained earnings. Use of the interim close offset account as the target account in year end close is similar to summarizing the revenue and expense accounts to the income summary account. The offset account must net to zero after the final interim close for the applicable period and the year end close processes are run. You verify the results when the year end close process results in a zero balance for the interim close offset account.

- **Identify specific P/L distribution accounts.**

  You can identify the specific accounts to close, as well as the retained earnings accounts to which they are distributed. These can be the same as the retained earnings accounts that you use for year end close. Furthermore, you can close only part of the chart of accounts (rather than the entire ledger) during an interim close.

- **Maintain an audit trail.**

  You maintain the audit trail by creating alternative offsets to the retained earnings entries. In addition, you identify the offset account values.

- **Create supporting journal entries.**

  The system creates journals from the results of the interim close. Create a journal ID mask for these transactions to easily identify the closing journals.

- **Select target currency for retained earnings.**

  If you manage financial information in multiple currencies, you can select the currency for the retained earnings amounts.

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

> **Important**
>
> If you use multiple currencies, perform a revaluation of the currency balances before you run the interim closing process.

Performing Interim Closing Procedures

Interim closing involves three major tasks.

To perform an interim close:

1. Define ChartField value sets.

   You define the sets of values for the ChartFields that you want to use as the source for the interim closing. These can be the same value sets of ChartFields that you use for year end closing or different value sets. They can include some or all the values in your chart of accounts.

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> **Note**
>
> Because the intent of the interim close is to close P/L accounts, it is required that the Account ChartField, be included in the ChartField value set (CVS).

Specifically, you create ChartField value sets for the ChartFields that are closed to retained earnings. (ChartField value sets are defined on the ChartField Value Set page.)

To enhance performance, use fewer ChartFields in the ChartField value set (CVS) whenever possible. Also, use fewer ChartField combinations. For example, if all other things are equal, it takes less time to close from five CVSs, *all* with ACCOUNT, DEPTID, and PRODUCT, than to close from three CVS with ACCOUNT, DEPTID, and PRODUCT and two CVSs with ACCOUNT, DEPTID, and OPERATING UNIT.

2. Define closing rules.

   Define the rules for the interim close. You define closing rules using the Closing Rules component (CLOSE_DEFN).

   Specifically, you must identify:

   - Which time frame to close (for example, beginning of year to current date).
   - Which P/L accounts to close to the various retained earnings accounts.
   - Which currency to use as the target currency.
   - Which adjustment periods to close (or whether to exclude them at all).
   - Which book codes and balance sheet indicators to close (or whether to close to an account that can be overridden and retain book codes).
   - Whether to edit, budget-check, and post journals.
   - Whether to create offset accounts.

3. Run a closing request.

   You run interim close using the Close Request page. When you request that the interim close be processed, you identify:

   - Which ledger group or ledger (or both) to close.
   - Which closing rule to use.
   - Which date to use as the as of date for the closing.
   - Which business units to close.

You can undo a close, if necessary, by using the procedures described later in the following topics:

See Processing an Undo Close.

Related Topics

- Running the Close Process
  You use similar procedures to run the Close process for Interim closings and a year end closings. Both procedures use the Close Request page.
- Defining Closing Rules
  To define closing rules, you use the Closing Rules component.
- Application Fundamentals: Defining and Using ChartField Value Sets

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Interpreting the Results of Interim Closing

Interim closing sums all transactions that affect the selected P/L accounts and closes them to retained earnings. The system creates journal entries to update ledgers.

The system also creates offsetting entries. You can create offsets with alternative ChartFields. If you offset to an account other than the source transaction, the audit trail remains intact. If the offset account is the same as the source account, you close the account and no audit trail exists for the closed accounts.

Create Offset Transaction

This table illustrates creating offsets with alternative ChartFields:

P/L Balance 410000	Retained Earnings Offset 360101	Retained Earnings 360100
100 CREDIT	100 DEBIT	100 CREDIT

> **Note**
>
> When you use an offset for interim close, it must be the target for the subsequent year end close.

Close Account

This table illustrates creating offsets with the same account as the source document by selecting the **Retain all CF Value for Offset** (retain all ChartField value for offset) option on the Net Income/Retained Earnings page:

P/L Balance 410000	Retained Earnings Offset 360101	Retained Earnings 360100
100 CREDIT 100 DEBIT		100 CREDIT

Performing Year End Closing

This topic provides an overview of year end closing and discusses:

- Completing a Year End Procedures Checklist.
- Performing Year End Closing Procedures.
- Interpreting Year End Closing Results.
- Defining the Relationship of Interim Close to Year End Close.

Understanding Year End Closings

Before year end close begins, the process uncloses the periods in the fiscal year that is processed. It then closes the P/L accounts to retained earnings (storing them in period 999) and generates the balance forward amounts (storing these balances in period 0). It directly updates the ledger and creates offsets to the retained earnings amounts.

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Completing a Year End Procedures Checklist

Because final adjustments may not be known for weeks after year end, closing a year and opening a new one is often an iterative process. General Ledger enables you to carry on normal accounting and reporting activities during year end, while maintaining control over the closing process. The following procedures are typical of most year end activities.

To complete the year end process:

1. Run revaluation (if you manage financial information in multiple currencies).
2. Stop processing accounting transactions for the old year.

   As you would at the end of any accounting period, use the Open Period Update page or Open Periods Mass Update page to change the range of open fiscal years and accounting periods to prohibit the entry and posting of additional transactions to the old year.
3. Produce preliminary year end reports.

   Produce the usual period-end reports and any other special year end reports.
4. Begin to process the new year.

   As you do at other times of the year, you can use the Open Period Update page or Open Periods Mass Update page to open the first accounting period in the new year for entry and posting.
5. Record adjustments to the old year.

   When you are ready to post adjusting entries to the old year:

   - Enter them as adjusting journals.
   - Alternatively, reopen the appropriate accounting period, enter and post the entries, and close the period again.
6. Close the old year.

   To close revenue and expense accounts to retained earnings and roll forward beginning balances to the new year, use the Close Request page to initiate the background request. General Ledger performs closing according to the options selected in the closing rules.
7. Produce reports for the new year.

   Until you run year end closing, reports for the next year do not include any results from prior years. Once you run the close process, balance sheet accounts and inception-to-date revenue and expense accounts are available for reporting.
8. Make additional adjustments to the old year.

   When you must make additional adjustments for the old year, follow the same process that you use to record adjustments to the old year.
9. Reclose the old year.

   Whenever you make adjustments to a closed year, you must run year end closing again to ensure that the opening balances for the new year reflect all activity for prior years.

Performing Year End Closing Procedures

Year end closing involves three major tasks.

To perform a year end close:

1. Define ChartField value sets.

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If you plan to close to multiple retained earnings accounts, you must define the sets of values for the ChartFields that the system uses as the source for the year end closing. These can be the same sets of ChartFields that you use for interim closing or different value sets.

Specifically, you must create ChartField value sets for the ChartFields to be closed to retained earnings. (You define ChartField value sets on the ChartField Value Set page.)

2. Define closing rules.

   Define the rules for the year end close. Specifically, you must identify:

   - Which P/L accounts are closed to the various retained earnings accounts.
   - Whether to store P/L reversal entries.
   - Whether to have beginning balances reflect separate debits or credits, or whether to reflect the net of the debits and credits.
   - Whether to close the general ledger periods.
   - Whether to create journal entries for the year end entries.
   - Which ChartField value sets to use for the roll-forward amounts.

3. Run the closing request.

   When you request that the year end close be processed, you identify:

   - Which ledger to close.
   - Which closing rule to use.
   - Which date to use as the closing date.
   - Which business units to close.

In addition, note the following points:

- If you perform interim closes using an offset to retained earnings, you must perform all interim closes for all the interim periods and use the offset account defined for the interim closes as the target retained earnings for the year end close.
- You run year end close using the Close Request page.
- You can undo a close, if necessary, using the undo procedure.

> **Note**
>
> Whereas you can select a year-end close option to close the GL open periods upon successful completion, if you run the undo process, it does not reopen the closed year. If you should need to post additional journals after initially closing the year, use the Open Period Update page (or Open Period Mass Update page) to open the closed year for additional entries.

Related Topics

- Application Fundamentals: Defining and Using ChartField Value Sets
- Closing Rules - Closing Options Page
  Use the Closing Rules - Closing Options page (CLOSE_DEFN1) to identify the type of closing (interim or year end), closing scope, and other closing options.

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- Ledger Close Request Page
  Use the Ledger Close Request page (CLOSE_REQUEST) to specify the process request parameters to perform an interim or year end close for one or more business unit.
- Processing an Undo Close
  If you must reverse the retained earnings (interim and year end closing) and balance-forward calculations (year end closing), you can run an undo process.

Interpreting Year End Closing Results

The process of year end closing closes the profit and loss (P/L) accounts to retained earnings and generates the balance forward amounts. To maintain the integrity of financial reporting, the entries generated by year end closing are stored in special system-defined periods. The year end closing entry to book the current year net income to retained earnings is stored in period 999, and the balance forward amounts are stored in period 0.

The following example illustrates how General Ledger stores amounts in a ledger after closing has been performed for the old year (998 is an adjustment period). This ledger uses a simplified calendar containing only four accounting periods:

Amounts Stored in Ledger After Year End Closing

	Closed Year							Next Year	
	0	1	2	3	4	998	999	0	1
Cash	2000	2000	1000		2000			7000	
A/R	5000	-1000	-1000	-1000	1000			3000	
A/P	-3000		1000	1000	-2000	-1000		-4000	
Stock	-1000							-1000	
Ret. Earn	-3000						-2000	-5000	
Revenue	0	-3000	-4000	-5000	-6000		18000	0	
Expense	0	2000	3000	5000	5000	1000	-16000	0	

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

Related Topics

- Application Fundamentals: Adjustments and Other Special Periods

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Defining the Relationship of Interim Close to Year End Close

Once you have determined to use interim close, you should run it consistently for the daily, monthly, or quarterly period chosen. If at any time you do an ad hoc interim close, you should subsequently perform an undo of that close.

If you do *not* use an offset to the retained earnings account when performing interim closes, the P/L accounts are closed and the balance is transferred to the retained earnings account as shown in the following example:

P/L Balance 410000	Retained Earnings Offset 360101	Retained Earnings 360100
100 CREDIT 100 DEBIT		100 CREDIT

When the interim closes are performed consistently, the P/L accounts is correctly closed at year end and the correct amount is recorded in the applicable retained earnings account. Completing the year end close then involves closing any remaining unclosed P/L accounts to retained earnings.

If you use an offset to the retained earnings account when performing interim closes, the offset must be defined as the target for the year end close. All P/L accounts must be closed to the offset account rather than to the retained earnings.

This is because when using an offset account for interim close, the P/L accounts retain their balances—they are not zeroed out during interim close. The following example shows the results of an interim close in which account 360101 offsets the amount in the revenue account 410000 and the revenue is correctly reflected in the retained earnings account 360100:

P/L Balance 410000	Retained Earnings Offset 360101	Retained Earnings 360100
100 CREDIT	100 DEBIT	100 CREDIT

When the final interim close is performed, the year end closed must be performed with the P/L accounts closed to the offset account 360101.

Using Period Close Visualization

Period close is a critical accounting function for organizations. At any given point during close, the accounting team needs to know the closing progress, especially when dealing with operations in different geographic locations. In addition, the accounting team needs to know the open-period status for business units and the associated sub-ledgers in General Ledger. This ensures a timely transition to the next period for transaction processing. Period Close Visualization allows you to view, update, and manage the open-period status across the entire organization, before and during period close.

This feature uses the business unit tree (as displayed in the Tree Manager page) and shows all entities and business units in a visual hierarchy. A visual display of open periods as a hierarchical tree allows you to view the open periods for each General Ledger business unit with its subsidiaries and sub-ledgers. In addition, you can update open period ranges for one or more General Ledger business units and their application business units from this visualization page.

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Use the Period Close Visualization feature to:

- Drill down and drill up using the tree visualization and perform specific actions to close and open accounting periods as needed.
- Close operating transactions from upstream sub-ledgers, post them in the general ledger, and then close your financial books.
- Verify that open periods for all application business units are closed before the open period of the parent General Ledger business unit is closed.

  This automation is important when an organization has multiple operating business units.
- Manage the open periods for each business unit and application business units by automatically rolling the open periods forward without manual intervention.

  This allows you to automatically roll open periods forward as the previous period is closed.

There are three views to choose from: *Compact*, *Regular*, and *Full*. The amount of information displayed for each card depends on the view selected. The examples below explain each view.

The Express Period Roll process allows you to select an entity, or business unit, and run an automated process that closes the current period and opens the next period. Depending on where you select the entity or business unit in the hierarchy, the process closes the "open" period of all lower level entities and business units, and opens the next period of all lower levels entities and business units.

Pages Used for Period Close Visualization

Page Name	Definition Name	Usage
My Preferences - Period Close Visualization Page	GL_BUVISUL_SRCH_FL	Determine the tree that is displayed when performing a search on the Period Close Visualization page.
Period Close Visualization Page (Level 1 - Compact View)	GL_BU_CHART_FL	View and take action on General Ledger entities (node) and general ledger business units (leaf) based on the tree name and tree node selected on the My Preferences - Period Close Visualization page.
Period Close Visualization Page (Level 2 - Regular View)	GL_BU_CHART_FL	View and take action on General Ledger entities and general ledger business units.
Period Close Visualization Page (Level 3 - Full View)	GL_BU_CHART_FL	View and take action on General Ledger entities and general ledger business units.
Subsystem Details Page	GL_APP_BU_DTL_SCF	View the open period of all subsystems for a business unit.
Express Period Roll Page	GL_PRD_UPD	Run the Express Close process (GL_OPEN_UPD). Close the current period, open the next period, or both, for the selected entity. You can also select which subsystems to close and open, and whether to include adjustment periods

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Page Name	Definition Name	Usage
Open Period Details Page	GL_NODE_BU_DTL_SCF	View open periods for a product, business unit, or both

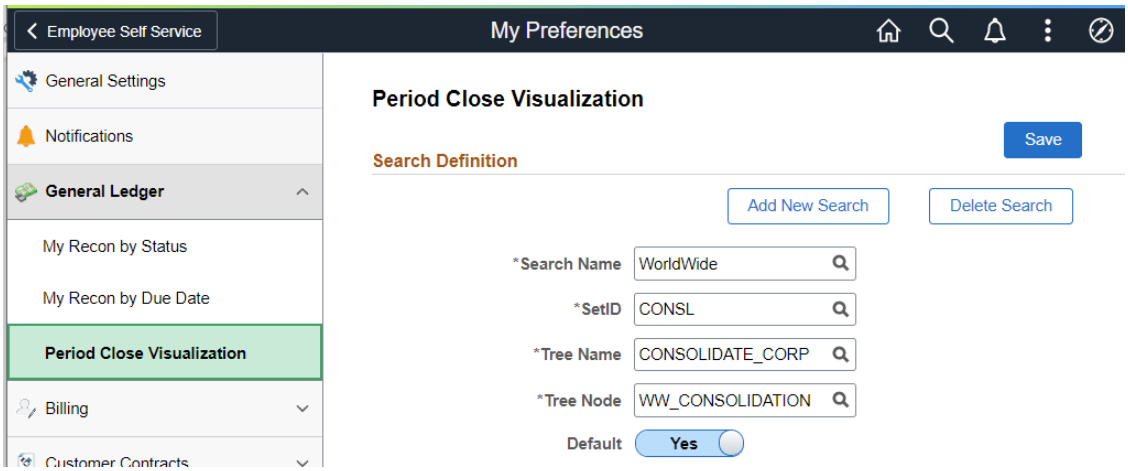
My Preferences - Period Close Visualization Page

Use the My Preferences - Period Close Visualization page (GL_BUVISUL_SRCH_FL) to determine the tree that is displayed when performing a search on the Period Close Visualization page.

Navigation:

My Preferences, and then **General Ledger**, and then **Period Close Visualization**

This example illustrates the fields and controls on the My Preferences - Period Close Visualization page.



> **Note**
>
> The Tree and Tree Nodes are used for Period Close Visualization.

Field or Control	Description
Delete Search	Select to access the Delete Saved Searches page where you can delete previously defined searches. Note that the default search cannot be deleted unless you designate another search as the default first.
Search Name	Enter a name or value that is meaningful to you. This value is used when accessing the Period Close Visualization search page.

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Field or Control	Description
Tree Name and **Tree Note**	Select the business unit tree and the tree node that you want to view in the Period Close Visualization page. (For example see Period Close Visualization Page (Level 1 - Compact View). You can create multiple tree and tree node search combinations but only one can be defined as the default.

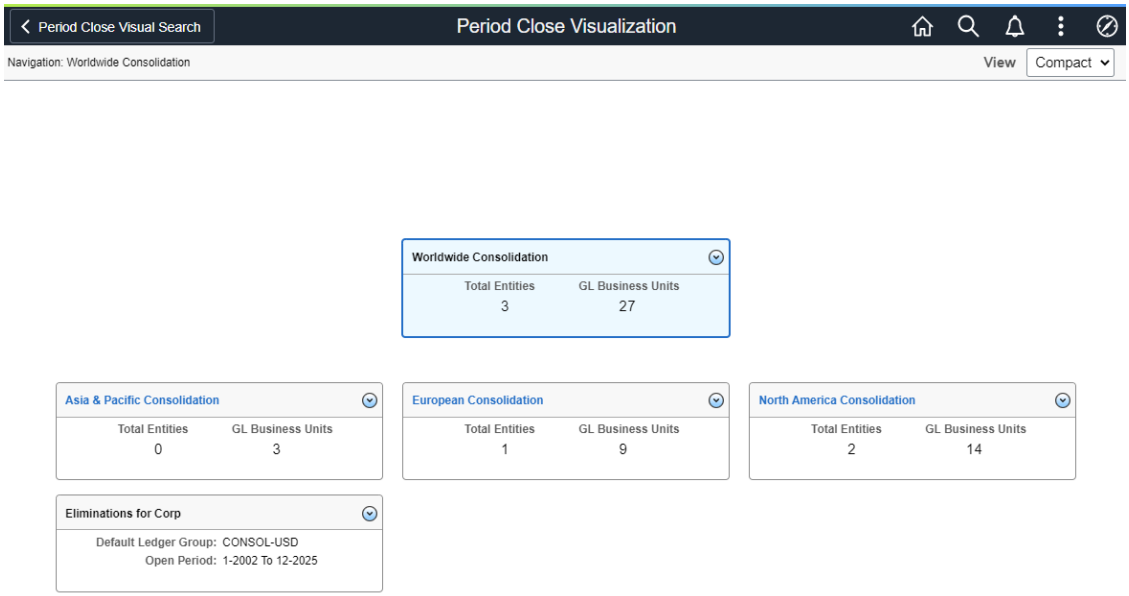
Period Close Visualization Page (Level 1 - Compact View)

Use the Period Close Visualization page (GL_BU_CHART_FL) to view and take action on General Ledger entities (node) and general ledger business units (leaf) based on the tree name and tree node selected on the My Preferences - Period Close Visualization page.

Navigation:

Select the Finance & Accounting search menu, Period Close Visualization tile, enter the Search Name (defined on the My Preferences - Period Close Visualization page), select the View Visualization button.

This example illustrates the fields and controls on the Period Close Visualization page at level 1, using the Compact View option.



This tile and page requires you to have full access to the Open Period Update (OPEN_PERIOD_UPDATE) component.

Based on the tree and tree node selected, the system displays the tree in a hierarchical manner. The highlighted card (or box) is the focus (or parent) card and the cards below are the child card(s). The child cards are tree nodes or a GL business unit. Each card displays the number of child nodes. A zero indicates there is no child for that card.

The example above displays the *Compact* view:

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- If the card is a tree node (all cards displayed above), then the total entities and GL business units under that tree node are displayed.
- If the card is a GL business unit (no cards displayed above), it displays the Default Ledger Group and current open period of that GL business unit.

Field or Control	Description
Card Header	Select a node link (such as **North America Consolidation** in the example displayed) to drill into that node, or level 2 of the tree. The header displays the tree node or GL business unit. If the card header is not a link, then you cannot drill up or down and there is no child node or GL business unit for the card.
Total Entities	Displays the number entities of that tree node. Entities are displayed as nodes on the Tree Manager page.
GL Business Units	Displays the number of business units for that tree node. Business units are displayed as leafs on the Tree Manager page.
Default Ledger Group	Displays the default ledger group where the Journal Generator Default check box is selected on the Application Fundamentals: Ledgers For A Unit - Definition Page.

Related Actions

Select the Related Actions button to display a list of actions that you can take for the node. Actions include:

- **Express Period Roll** - Select to access the Express Period Roll Page.
- **Mass Update Open Period** - Select to access the Application Fundamentals: Open Period Mass Update Page.
- **Update Open Period** - Select to access the Application Fundamentals: Open Period Update Page.
- **GL WorkCenter** - Select to access the General Ledger WorkCenter Page (Fluid).

  Use this link to view all unposted journals for the business unit, which allows you to review information before the Period End Process / Year end Process is run.
- **Update Run Control Date** - Select to access the Enterprise Components: Run Control Date Update Page.
- **Email Notification** - Select to access the Application Fundamentals: Email Notification Page.

Period Close Visualization Page (Level 2 - Regular View)

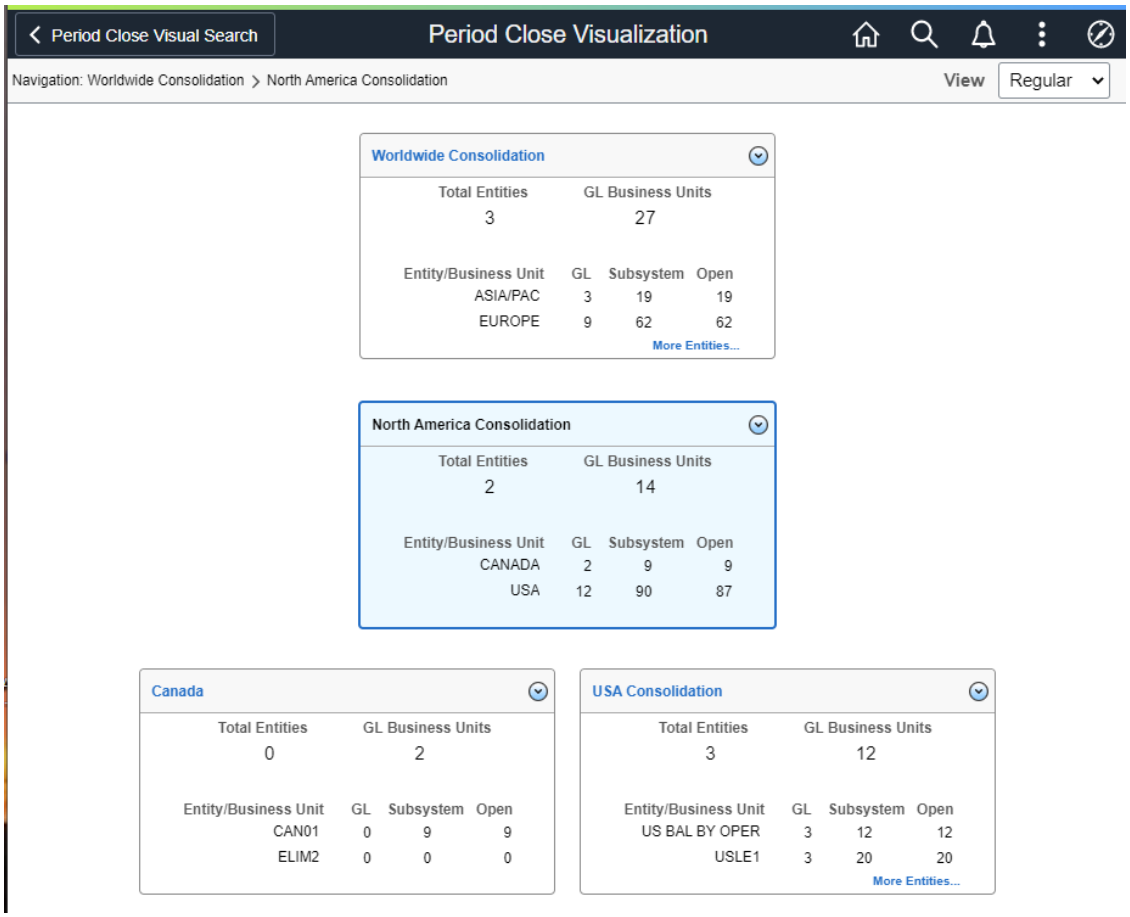
Use the Period Close Visualization page (GL_BU_CHART_FL) to view and take action on General Ledger entities and business units.

Navigation:

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Select the Finance & Accounting search menu, Period Close Visualization tile, enter the Search Name (defined on the My Preferences - Period Close Visualization page), select the View Visualization button. Drill down one level and select the Regular view.

This example illustrates the fields and controls on the Period Close Visualization Page (Level 2 - Regular View).



The example above displays the *Regular* view:

- If the card is a tree node (all cards displayed above), along with Total Entities and GL Business Units, it display the count of GL business units, Subsystem business units, and a count of Sub-ledgers business units for which the open period is currently open for each child node.
- If the card is a GL Business Unit (no cards displayed above), along with Default Ledger Group and current open period, and:
  - The count in the **GL** column is zero (0).

    This indicates that there are no more child GL business units or this is the detail level on the tree
  - The number of open and closed business units for each subsystem is displayed.

    If the open period from date of the sub-ledger business unit is after the open period from date of the corresponding GL business unit, then the period is closed for the sub-ledger business unit. Otherwise, the period is open for the sub-ledger business unit.

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> **Note**
>
> As you drill into more levels, the system displays the breadcrumbs in the upper left of the page. These are the parent nodes you selected.

Field or Control	Description
More Entities	Select to display the Entity List window, which displays all child entities for that card. From this window you can: • Download the list to an Excel spreadsheet. • Search to a specific string. • Sort the list by Entity or Business Unit, General Ledger count, or Subsystem.
More Subsystems	Select to display the Subsystems Details window, which displays all sub-ledger business units for that card. From this window you can: • Download the list to an Excel spreadsheet. • Search to a specific string. • Sort the list by Entity or Business Unit, General Ledger count, or Subsystem.

Period Close Visualization Page (Level 3 - Full View)

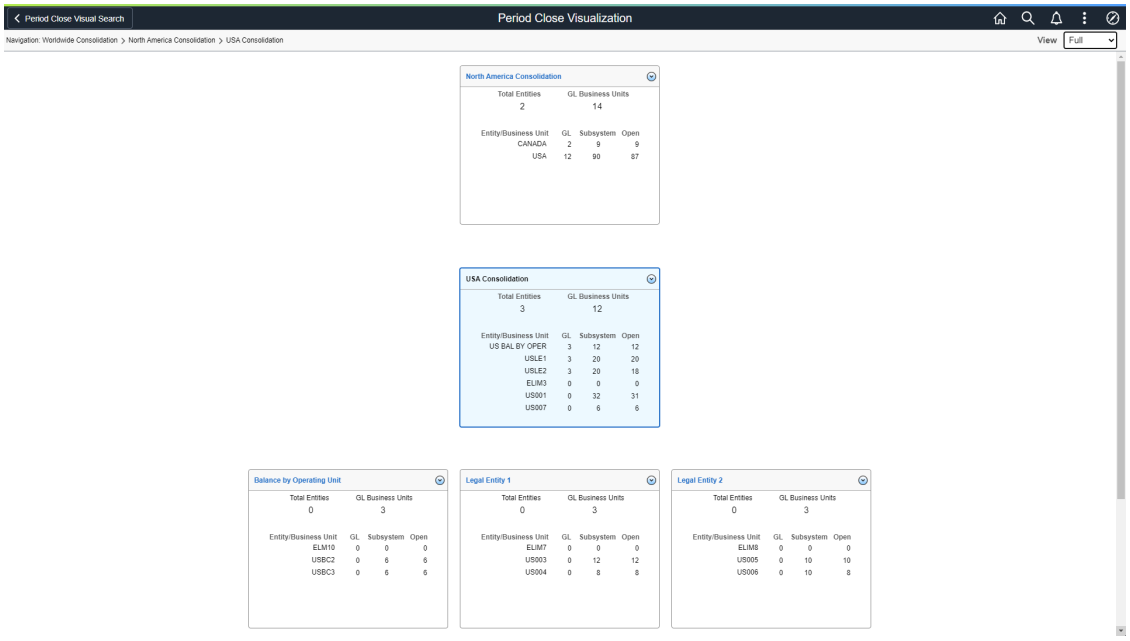
Use the Period Close Visualization page (GL_BU_CHART_FL) to view and take action on General Ledger entities, business units, and subsystems.

Navigation:

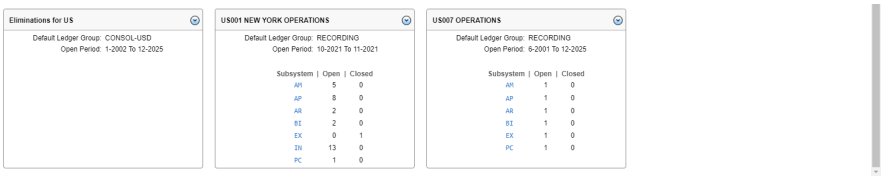
Select the Finance & Accounting search menu, Period Close Visualization tile, enter the Search Name (defined on the My Preferences - Period Close Visualization page), select the View Visualization button. Drill down two levels and select the Full view.

This example illustrates the fields and controls on the Period Close Visualization Page (Level 3 - Full View) (1 of 2)

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This example illustrates the fields and controls on the Period Close Visualization Page (Level 3 - Full View) (2 of 2)



The example above displays the *Full* view:

- If the card is a tree node (Legal Entity 1 card), along with Total Entities and GL Business Units, it displays the count of GL business units and Subsystem business units for each child card or node.
- If the card is a GL business unit (US001 New York Operations card), along with Default Ledger Group and current open period, it displays the number of open and closed business units for each subsystem.

  If the open period from date of the sub-ledger business unit is after the open period from date of the corresponding GL business unit, then the period is closed for the sub-ledger business unit. Otherwise, the period is open for the sub-ledger business unit.
- If the GL column displays a zero (0), then the Entity/Business Unit column is an entity.

  Not a business unit.

Field or Control	Description
Subsystem	Select to access the Subsystem Details Page.

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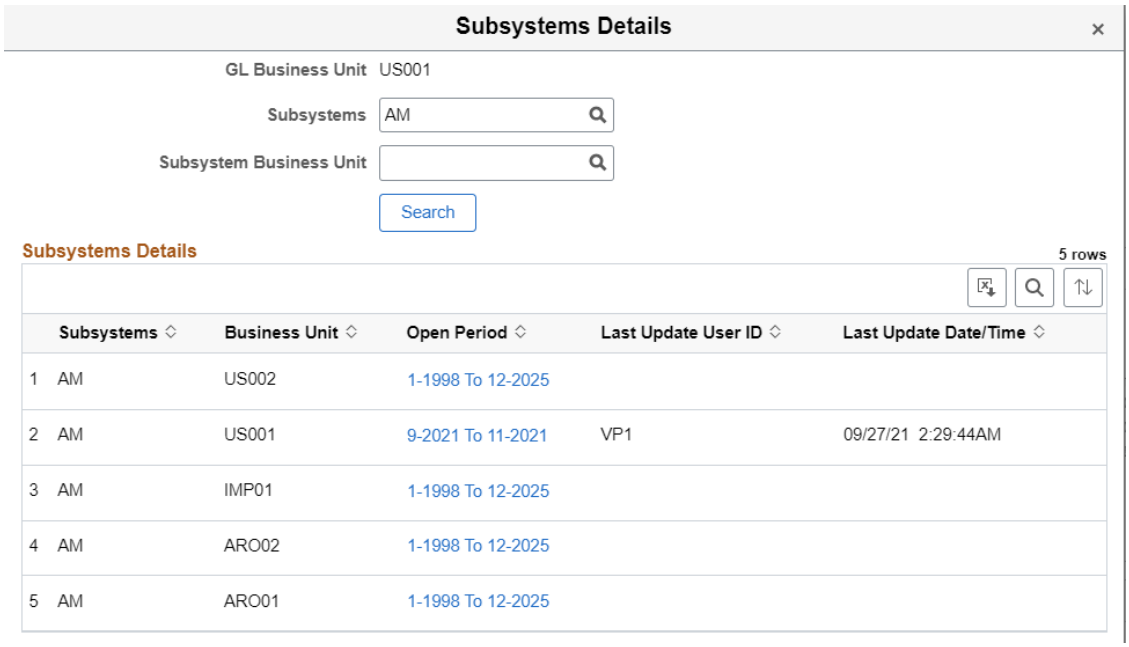
Subsystem Details Page

Use the Subsystem Details page (GL_APP_BU_DTL_SCF) to view the open period of all subsystems for a business unit.

Navigation:

From the Period Close Visualization page, level 3 - Full view, select a subsystem link.

This example illustrates the fields and controls on the Subsystem Details page using the Full View option.



Field or Control	Description
Open Period (column)	Select the date range link in this column to access the Application Fundamentals: Open Period Update Page where you can define or modify open periods for a subsystem business unit.

Express Period Roll Page

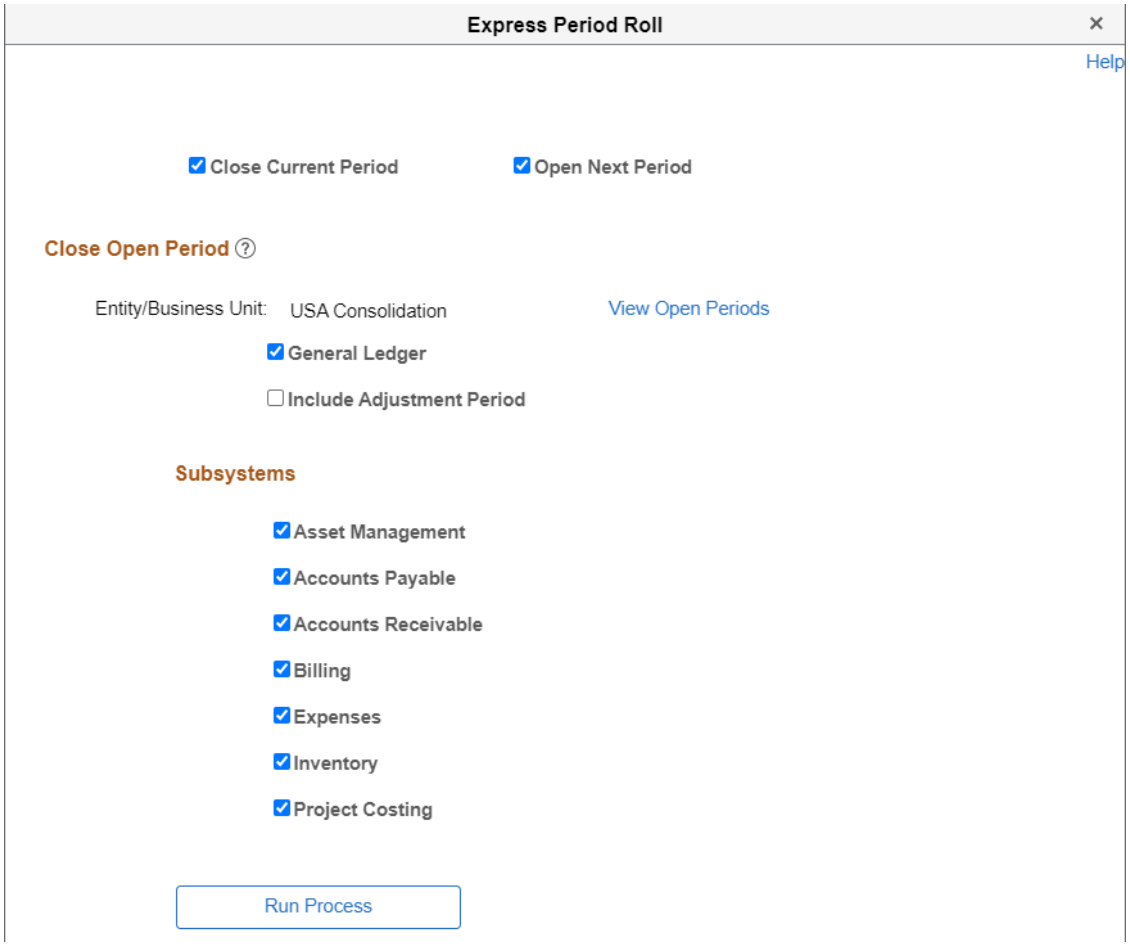
Use the Express Period Roll page (GL_PRD_UPD) to run the Express Close process (GL_OPEN_UPD).

Navigation:

From the Period Close Visualization page, select the Action button and then select Express Period Roll.

This example illustrates the fields and controls on the Express Period Roll page.

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This process closes the current period, opens the next period, or both, for the selected entity or GL business unit. You can also select which subsystems to close and open, and whether to include adjustment periods.

This process increments the current open period by one period for the default Ledger Group of the selected business unit. In addition, it only rolls over the open periods for Monthly, Weekly, Period13 and Daily calendars.

When selecting the Express Close action for a particular node, the Express Close process is run for all child GL business units and the selected sub-ledger business units for the default ledger group.

> **Note**
>
> PeopleSoft recommends that you run this process with the **Close Current Period** and the **Open Next Period** check boxes selected.

Field or Control	Description
Close Current Period	Select to run the process to close the current period of the entity or business unit. The system increments the from period by one.

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Field or Control	Description
Open Next Period	Select to run the process to open the next period of the entity or business unit. If the **Close Current Period** is selected, the system increments the To Period of the open period by one.
View Open Periods	Select to access the Open Period Details Page. This link displays the business units where period is currently open. When the period for all business units are closed, the system displays a blank page.
General Ledger	Select to open all check boxes for **Include Adjustment Period** and **Subsystems**.
Include Adjustment Period	Select to increment the adjustment period for the GL business unit. The system increments the Adjustment year to the next year. This check box is only available when the **General Ledger** check box is selected.
Subsystems	Select to include the subsystem business units in the close and open process.

Open Period Details Page

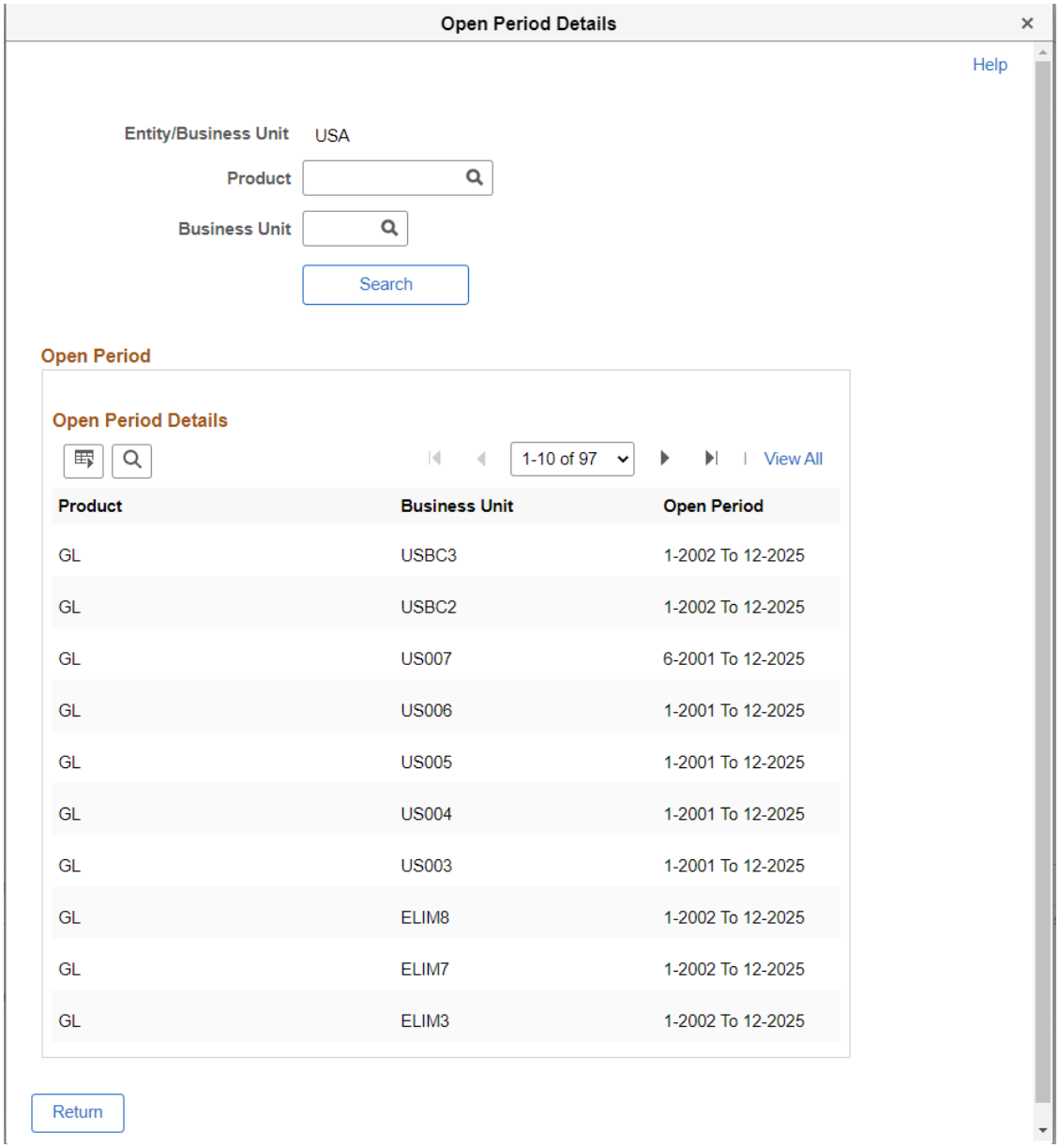
Use the Open Period Details page (GL_NODE_BU_DTL_SCF) to view open periods for a subsystem, GL business unit, or both.

Navigation:

From the Express Period Roll page, select the **View Open Periods** link.

This example illustrates the fields and controls on the Open Period Details page.

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This page only displays open periods. Periods that are not open are not displayed on this page.

Defining Closing Rules

To define closing rules, you use the Closing Rules component.

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Pages Used to Define Closing Rules

Page Name	Definition Name	Usage
Closing Rules - Closing Options Page	CLOSE_DEFN1	Identify the type of closing (interim or year end), closing scope, and other closing options.
Closing Rules - Net Income/ Retained Earnings Page	CLOSE_DEFN2	Identify the P/L ChartField value sets and the retained earnings ChartFields for the closing.
Closing Rules - Journal Options Page	CLOSE_JOURNAL	Define journal options for system-generated journals created during the close. Also, specify whether to create journal entries for year end close.
Closing Rules - Roll-Forward Options Page	CLOSE_DEFN3	For year end close only, identify whether to roll forward accounts with zero balances. Also, indicate whether to roll forward none, some, or all of the profit and loss accounts. (Normally only balance sheet accounts are rolled forward.)

Understanding Closing Rules

Closing rules define how General Ledger calculates retained earnings and carries forward balances to the new year. The PeopleSoft system provides flexibility in the determination of how retained earnings are calculated. Depending on your needs, you can:

- Close all profit and loss accounts to a single retained earnings account in total for a business unit.
- Close all profit and loss accounts to a single retained earnings account, but break down this amount by the Department ChartField, the Project ChartField, or any other ChartField that you select to track profit and loss.
- Close selected profit and loss accounts and ChartFields to multiple retained earnings accounts.
- Close by selected book code using accounts with a particular book code, or close to overridable accounts and retain the book code.

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

Closing Rules - Closing Options Page

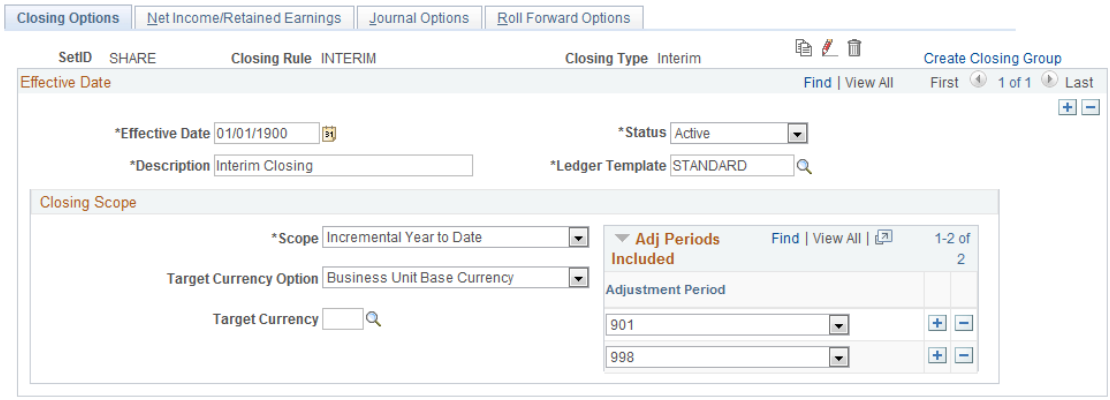
Use the Closing Rules - Closing Options page (CLOSE_DEFN1) to identify the type of closing (interim or year end), closing scope, and other closing options.

Navigation:

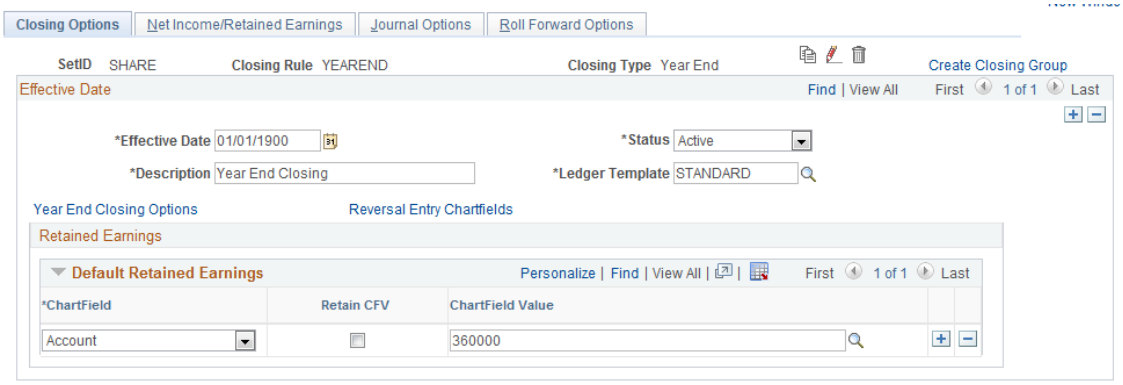
General Ledger, and then **Close Ledgers**, and then **Closing Rules**

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This example illustrates the fields and controls on the Closing Options page - (Interim Close).



This example illustrates the fields and controls on the Closing Options page - (Year End Close).



> **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 Closing Rules and Closing Process Groups

> **Note**
>
> Ensure all book codes are defined in the closing rules, with a Default Retained Earnings value. Users can close/undo by book code and specify the book code to close/undo on the Ledger Close Request Page.

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Field or Control	Description
 (copy)	Click the Copy icon to copy the current version to a new closing rule. The system displays a Copy Rule window where you enter a new name for the closing rule. When you change the name and click the OK button, the system displays a message that the current closing rule is copied to a new closing rule.
 (rename)	Click the Rename icon to rename this version of the closing rule.
 (delete)	Click the Delete icon to delete this version of the closing rule.
Create Closing Group	Click to access the Closing Process Group page to create or modify closing process groups, which include one or more closing rules for processing. See Defining Closing Process Groups.
Description	Enter a brief description of the closing rule to appear on pages and reports.
Ledger Template	Select the ledger template associated with the ledger to be closed. The system uses this template to determine which ChartFields to list in the selection fields for the closing rule. Only the ChartFields defined for the selected ledger template can be included in the closing rules. When you select a ledger group on the Close Request page, the ledger group must be associated with the ledger template entered here.
Scope	For interim closings only, enter the scope of the interim close. Values are: *Incremental Current Period:* Includes current period balance (from period start date to the end of period date). *Incremental Year to Date:* Used for daily close, includes transactions that you have posted since the last closing process, up to the as of date entered on the Close Request page. The closing process marks the journals that it processes as *Closed,* and the journals are not processed in future runs. *Incremental Year to Curr Period* (incremental year to current period): Includes transactions starting with period 1 (that is, period 1 through the end of the current period).

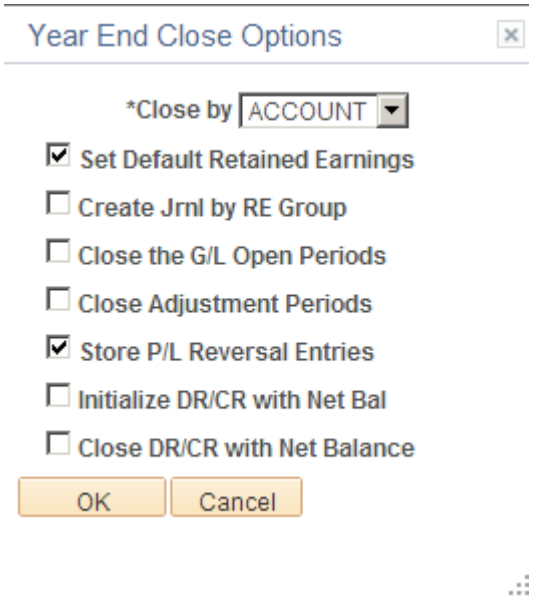
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Field or Control	Description
Target Currency Option	For interim closings, identify which base currency is used for the closing journal entries and offsets. Values are: *Base currency of Prim Ledger* (base currency of primary ledger): Uses the base currency of the primary ledger in the ledger group (as entered on the Detail Ledger Group page). The ledger group is automatically entered on the Close Request page. *Business Unit Base Currency:* Uses the base currency of the business unit. *Retain currency:* Uses the source transactions' currency. *Specify Target Currency:* Uses the currency that you specify in the **Target Currency** field. To retain the offset entry in the original currency, select the Currency Code ChartField on the Journal Options page, and select **Retain Value.**
Target Currency	If you select *Specify Target Currency* in the **Target Currency Option** field, enter the currency for the system-generated closing journals. Be sure that it is a base currency for one of the ledgers in the ledger group that you select on the Close Request page. Be careful when you enter a target currency. Because you have not yet identified the ledger group that is processed for the closing, the system cannot validate that the currency is valid for the ledger group.
Adj Periods Included (adjustment periods included)	Select the adjustment period that the system closes in the interim closing. Click the **Add** button to close additional adjustment periods. (Adjustment periods are defined on the Defining Detail Calendars page.)
Year End Closing Options	Click to access the year end close options. The link is available only for year end closings.

Click the **Year End Closing Options** link.

Year End Close Options Page

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Field or Control	Description
Reversal Entry Chartfields	Click this link to access the Year End Reversal Entry Chartfields window and select the ChartFields that you want to retain reversal entry values. This option can improve processing performance.
Close by	You can perform year end close on either the Account ChartField or the Alternate Account ChartField. In addition, you can define a year end closing rule on the Alternate Account) only. In this case, no Account ChartField is required for retained earnings, P/L ChartField value sets, or roll-forward ChartField value sets. Closing populates the Account ChartField with the default values for the particular Alternate Account ChartField. However, you can enter an Account ChartField to accompany the Alternate Account ChartField if you want. To perform a year end close by Alternate Account ChartField only, select *ALTACCT* in the **Close by** field. In the close sequence, you typically perform a currency translation from the local ledger to a reporting ledger. You then close and report the local ledger by Alternate Account ChartField. You can then close and report the translated reporting ledger by the Account ChartField.

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Field or Control	Description
Set Default Retained Earnings	Select to use the default retained earnings that you also define on the Closing Options page. If not selected, you must use the Net Income/ Retained Earnings page to define *all* accounts to be closed. If you do not select this check box, no default retained earnings account exists for P/L accounts that may have inadvertently been omitted on the Net Income/Retained Earnings page. When you use the balance sheet indicator option at the installation level, this option is set to *Off*, and it is display-only.
Create Jrnl by RE Group (create journal by retained earnings group)	Select to have year end close create separate journals for each P/L ChartField value set group and retained earnings pair; that is, one journal for one ChartField value group number. For example, to have a separate journal for each department, you might enter *DEPTID* in the ChartField value set criteria, as well as in the retained earnings ChartFields on the Net Income/Retained Earnings page and then select this option.
Close the G/L Open Periods (close the general ledger open periods)	Select to close all open general ledger periods for the business-unit-and-ledger-group combination for the year being closed. This prevents any additional journals from being entered for the year that is being closed. **Note:** Keep in mind that if you undo the close process, that process does not reopen the closed year. If you want to post additional journals after you undo the close process, you must access the Open Period Update page (or Open Period Mass Update page) to reopen the closed year for posting.
Close Adjustment Periods	Select to close all open adjustment periods for the business-unit-and-ledger-group combination and year being closed.
Store P/L Reversal Entries (store profit and loss reversal entries)	Select to store P/L offsets in period 999 (where the closing entries for all accounts are stored). If you select this option, the system inserts ledger rows for the entries made to period 999 to close revenue and expense accounts. You can access these amounts using the General Ledger inquiry pages. If this option is not selected, offsets are not stored in period 999. If you select period 999 for reports, the ledger will be out of balance.

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Field or Control	Description
Initialize DR/CR with Net Bal (initialize debit/credit with net balance)	Select to begin the year with net balances of debits and credits, instead of carrying forward separate balances for debits and credits. This option is available only if you have enabled separate debits/credits (DR/CR) on the database. When separate DR/CR is enabled, the period 999 entries for profit and loss accounts offset not only the net ending balances, but also the debit and credit ending balances. This option enables you to begin the year with net balances of debits/credits, instead of carrying forward separate balances for debits and credits If selected, the debit or credit balances are initialized with the net period zero balance. If the net balance is positive, this amount is placed in the DR column for period 0; if the net balance is negative, this amount is placed in the CR column for period 0. If not selected, the system moves the ending debit balance and ending credit balance forward to become the beginning balances of the following year. The DR column in period 0 is the sum of DR through the previous year. The CR column in period 0 is the sum of CR through the previous year.
Close DR/CR with Net Balance	Select this option if you are using the separate debit credit modification and want to net the separated debit and credit amounts during year end closing for the equity—profit and loss accounts before posting a single net amount to period 999.

See Separate Debit and Credit Options for Opening and Closing Periods.

Closing Rules - Net Income/Retained Earnings Page

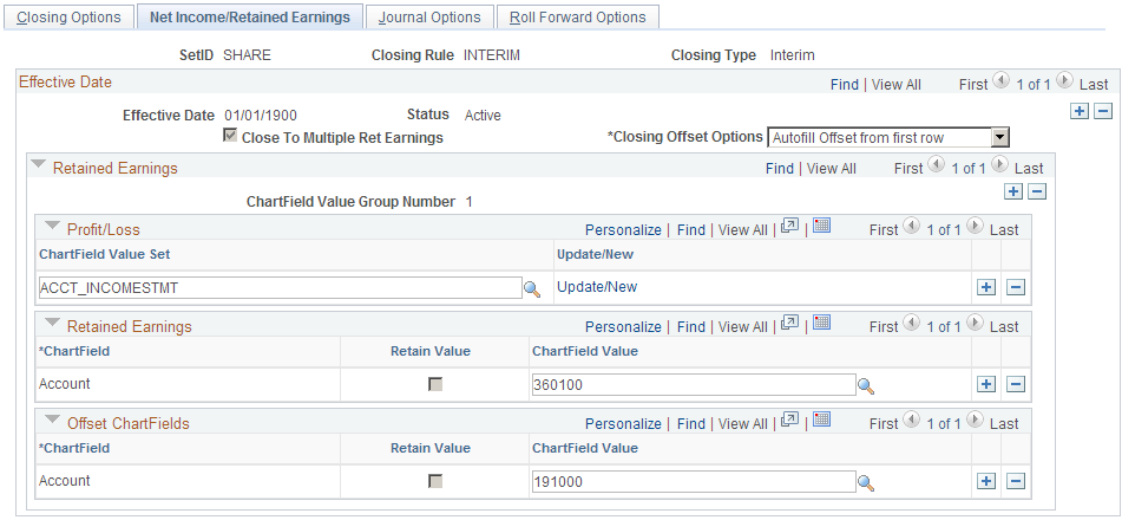
Use the Closing Rules - Net Income/Retained Earnings page (CLOSE_DEFN2) to identify the P/L ChartField value sets and the retained earnings ChartFields for the closing.

Navigation:

General Ledger, and then **Close Ledgers**, and then **Closing Rules**, and then **Net Income/ Retained Earnings**

This example illustrates the fields and controls on the Net Income Retained Earnings page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Close To Multiple Ret Earnings (close to multiple retained earnings)	Select to close to multiple retained earnings accounts. If deselected (year end closings only), the system uses the default account for retained earnings defined on the Closing Options page. All P/L accounts will close to the default retained earnings account. This option is required when the **Book Code** option, the **Balance Sheet** option, or the **Off-Balance Sheet** option is selected at installation.
Closing Offset Options	Use for interim close only. Options are: • *Autofill Offset From First Row:* Copies from the offset defined in the first row down to any offsets that are not yet populated. • *Fill Individual Offset:* Verifies whether an offset is entered for every ChartField group. • *Retain All CF Value for Offset* (retain all ChartField values for offset): Closes to the same date and same detail account as the source transaction. If not selected, specify the ChartField and value for the offset using the fields in the **Offset ChartFields** group box. If you select this option, no audit trail exists. **Note:** This option is available for interim closings only.
Retain Earnings	Define the mapping of P/L accounts to retained earnings accounts.
ChartField Value Group Number	Each ChartField Value Group comprises a group of P/L ChartField value sets to close to a single retained earnings account. To close to multiple retained earnings, click the **Add** button to create additional ChartField value groups.
Profit/Loss	Identify the P/L accounts (source accounts) to be closed.

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Field or Control	Description
ChartField Value Set	Select the ChartField value set for the P/L accounts to be closed. If there are other P/L ChartField value sets that close to the same retained earnings account, click the **Add** button and select the appropriate ChartField value set. The system uses the values in these ChartField value sets to identify the P/L accounts that close to the retained earnings account that you enter in the **Retained Earnings** group box. For best system performance, select ChartField value sets that have the same ChartField combinations. For example, if you select ChartField value sets 1, 2, and 3, and ChartField value set 1 includes the Department ChartField and the Project ChartField, then the other ChartField value sets should also include Department and Project. If they included different ChartFields (for example Product and Project), then processing the close may take longer and be less efficient.
Update/New	Click to access the Setup ChartField Value Sets page, where you can create or update a ChartField value set to use as P/L ChartField value set.
Retained Earnings	Identify the retained earnings account (target account) to which the P/L accounts are closed.
ChartField	Select a ChartField. The default is the Account ChartField, which is the required ChartField, unless you have changed the name of the Account ChartField. (If you have modified your ChartFields, be sure to change the Account field on the Ledger Template – Field Definitions page.) You can select additional ChartFields, such as Department or Product. Click the **Add** button to add ChartFields.
Retain Value	Select to retain the ChartField value from the original journal entry. If the check box is deselected, you must specify a value in **ChartField Value** field. This option in not available for the Account ChartField.
ChartField Value	Select the specific retained earnings account. This option is required for the Account ChartField. If you perform interim closes using an offset to retained earnings, you must use the offset account as the target retained earnings for the year end close. For other ChartFields, if you have not selected **Retain Value** check box, enter a specific ChartField value here.

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Field or Control	Description
Offset ChartFields	For interim closings only, identify the ChartField and ChartField value for the offset to the retained earnings entries. If the **Retain all CF Value for Offset** check box is selected, the following fields should be left blank.
ChartField	For interim closings only, this can be only the Account ChartField, or it can be a combination of ChartFields (for example, Department and Account.) If the **Retain all CF Value for Offset** check box is deselected, Account is required and must be the first ChartField entered. Select a ChartField for a contra-equity offset. To offset to a combination of ChartFields, click the **Add** button to select additional ChartFields.
Retain Value	Select to retain the ChartField value from the original journal entry. If the check box is deselected, specify a value in the **ChartField Value** field.
ChartField Value	If you do not select the **Retain Value** check box, enter a specific ChartField value here.

Related Topics

- Application Fundamentals: Defining and Using Account Types and Attributes
- Application Fundamentals: Using the Balance Sheet Indicator and Book Code
- Single Versus Multiple Retained Earnings Account Closings
  In either interim or year end closings, General Ledger enables you to close P/L to a single retained earnings account or to multiple retained earnings accounts.
- PeopleSoft Global Options and Reports: Understanding Multiple GAAPs and Prior Period Adjustments

Closing Rules - Journal Options Page

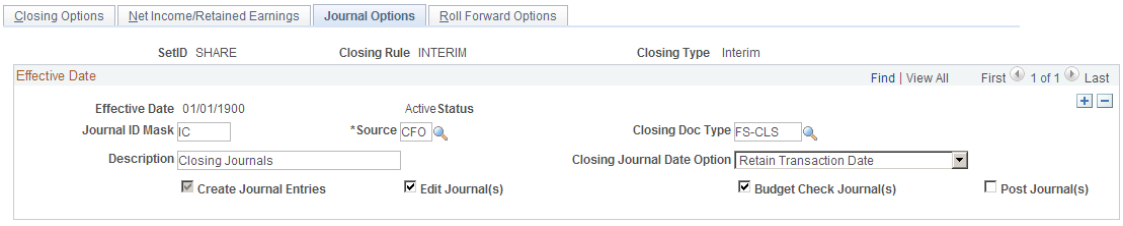
Use the Closing Rules - Journal Options page (CLOSE_JOURNAL) to define journal options for system-generated journals created during the close.

Also, specify whether to create journal entries for year end close.

Navigation:

General Ledger, Close Ledgers, Closing Rules, Journal Options

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



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Field or Control	Description
Journal ID Mask	Enter a prefix for naming closing journals. Journals are identified by a 10-character alphanumeric ID. The system automatically appends the prefix that you specify here to the journal IDs. For example, if you specify the journal ID mask as *YEC*, the year end closing journal IDs might be YEC0001, YEC0002, and so on. Alternatively, the value *NEXT* causes the system to assign the next available journal ID number automatically, without including the mask. (This option makes it more difficult to identify the closing journals.) Reserve a unique mask value for closing to ensure that no other process creates identical journal IDs.
Source	Enter a code to identify the origin of the journal entries that are created.
Closing Doc Type (closing document type)	If you use the Document Sequencing feature, select a predefined closing document type for the closing journals. The Document Sequencing feature requires that you identify a document type for all created journal entries.
Description	Enter a description of the journals that are created (for example, *Daily Close Journals).*
Closing Journal Date Option	Values are: *Retain Transaction Date:* Sets the output journal date to equal the original transaction date. *Use Process Date:* Sets the output journal date to equal the process date of the closing process run.
Create Journal Entries	Select to create journal entries for year end close transactions only. Interim close always creates journal entries. **Note:** When the Application Engine process (GL_YC) is used to close ledgers, this option is ignored, regardless of your selection.

The following three fields are for interim close only (because year end close directly updates the ledgers and interim close does not). If you select these fields, the system processes the journals without any intervention by you. If you want to edit and post the journals through journal processing, do not select the fields.

Field or Control	Description
Edit Journal(s)	For interim close only, select to have the journals automatically undergo the edit process. If you do not select this option, the closing process designates the journals as *No Status - Needs to be Edited.*

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Field or Control	Description
Budget Check Journal(s)	For interim closings only, select to have the journals automatically checked against the Commitment Control budget for the business unit and account. To select this option, you must have the Commitment Control feature enabled for the ledger group, and you must have selected the **Edit Journal(s)** option.
Post Journal(s)	For interim closing only, select to have the journals automatically posted to the ledger. To select this option, you must have selected the **Edit Journal(s)** option and the **Budget Check Journal(s)** option if the Commitment Control feature is enabled for the ledger.

Related Topics

- Interpreting the Results of Interim Closing
  Interim closing sums all transactions that affect the selected P/L accounts and closes them to retained earnings. The system creates journal entries to update ledgers.
- PeopleSoft Commitment Control: Setting Commitment Control Options
- PeopleSoft Global Options and Reports: Setting Up a System for Document Sequencing

Closing Rules - Roll-Forward Options Page

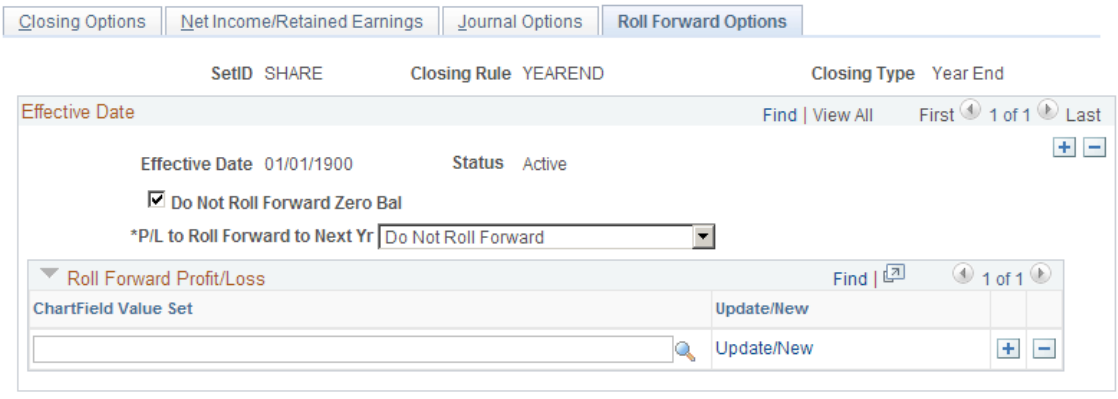
Use the Roll Forward Options page (CLOSE_DEFN3) for year end close only, to identify whether to roll forward accounts with zero balances.

Also, indicate whether to roll forward none, some, or all of the profit and loss accounts. (Normally only balance sheet accounts are rolled forward.)

Navigation:

General Ledger, and then **Close Ledgers**, and then **Closing Rules**, and then **Roll Forward Options**

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



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> **Note**
>
> These fields appear for year end closings only. They are not available for interim closings.

Field or Control	Description
Do Not Roll Forward Zero Bal (do not roll forward zero balances)	Select to prevent the system from creating balance-forward amounts (period 0) for accounts with a zero-ending balance. If you run the (GL_YC) Application Engine process to close ledgers with this option deselected, and then rerunning the (GL_YC) Application Engine process close process with this option selected, the system does not remove the zero balances in Period 0 from the ledger table. **Note:** As of Update Image 55, this option applies to the Application Engine process (GL_YC).
P/L to Roll Forward to Next Yr (profit and loss to roll forward to next year)	Normally, only balance sheet accounts are rolled forward, and their balance forward amounts stored in period 0. Options are: • *Do Not Roll Forward:* Do not roll forward any amounts from prior year accounts with the Balance Forward field on the Account Type page set to the value Not Carry Forward. • *Partial RollForward 1 Year:* For selected ChartField Value Sets, closing rolls forward the amounts from the first period through 998 of the year being closed to period 0 of the new year. • *Partial RollForward Cumulative:* For selected ChartField Value Sets, closing rolls forward amounts from periods 0, and periods 1 through 998 of the year being closed to period 0 of the new year. • *Roll Forward All 1 Year:* Closing rolls forward all account with the Balance Forward field equal to Not Carry Forward balances from period 1 through 998 for the year being closed to period 0 of the new year. • *Roll Forward All Cumulative:* Closing rolls forward all accounts with the Balance Forward field equal to Not Carry Forward balances for period 0, and 1 through 998 for the year being closed to period 0 of the new year.
Roll Forward Profit/Loss	If you elect to roll forward in the **P/L to Roll Forward to Next Yr** field, select the ChartField value set for the P/L accounts that you want to roll forward. To roll forward more than one ChartField value set, click the **Add** button and select additional ChartField value sets.

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Field or Control	Description
Update/New	Click to access the Setup ChartField Value Sets page, where you can create or update a ChartField value set to use as the roll-forward P/L ChartField value set.

Defining Closing Process Groups

Page Used to Define Closing Process Groups

Page Name	Definition Name	Usage
Closing Process Group Page	CLOSE_GRP	Specify the closing rule or rules to be included within a process group when running the ledger close process.

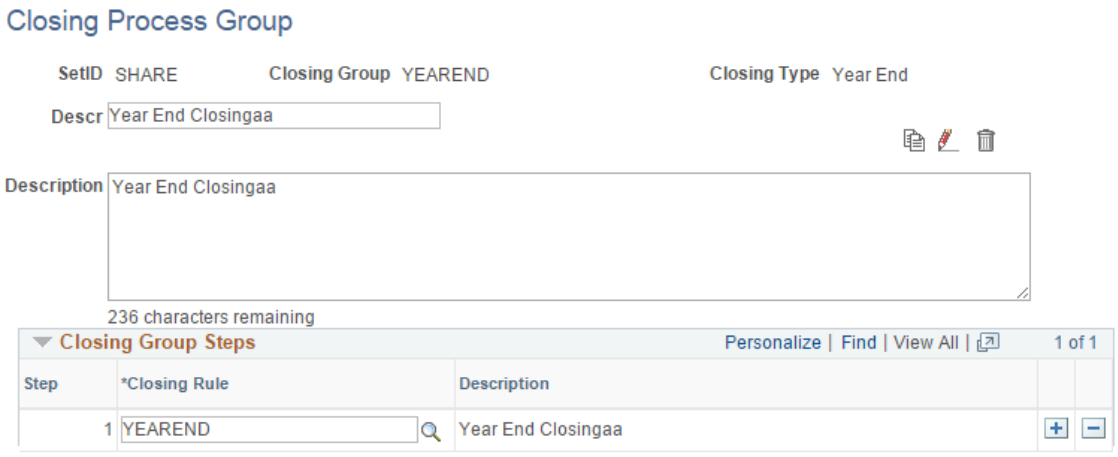
Closing Process Group Page

Use the Closing Process Group page (CLOSE_GRP) to specify the closing rule or rules to be included within a process group when running the ledger close process.

Navigation:

General Ledger, and then **Close Ledgers**, and then **Closing Process Group**

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



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> **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 Closing Rules and Closing Process Groups.

Use this page to define a closing process group to be used for a given ledger close request. A closing process group includes one or more closing rules that you define. Whereas in accordance with GAAP, typically the profit and loss accounts are closed to earnings account directly, some countries require additional steps and entries for closing. The closing process group facilitates setup of rules to generate additional accounting entries for a given close request besides those made to retained earnings accounts.

Field or Control	Description
Closing Type	Select a closing type of either *Year End Closing* or *Interim Closing* for the closing process group. The closing type of the closing rules that you include within the group must match the closing type for the closing process group. **Note:** The *Interim Closing* closing type should only include one step.
(copy)	Click the Copy icon to copy the closing process group information to another closing process group.
(rename)	Click the Rename icon to rename the closing process group.
(delete)	Click the Delete icon to delete the closing process group.
Delete Journal Options	Select an option that indicates how the system handles journals from a previous interim close process when performing an Undo. Options include: • *Physical Delete*: to indicate that the journals from the previous interim close process are to be physically deleted. This option is not available if document sequencing is being used by the organization. • *Mark as Deleted*: to indicate that the journals from the previous interim close process are to be unposted and given a status of *Deleted*. • *Retain/Do Not Delete*: to indicate that the journals from the previous interim close process are to be unposted if they have been posted, or deleted if they have not been posted. This option is useful to organizations that operate in countries where document sequencing is required, or for organizations that use data warehousing or a metadata storage process. If the previous journals are deleted, the sequencing of documents and metadata no longer agree with the data.

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Field or Control	Description
Closing Step	Displays the sequence for which the closing rules are to be processed. The first step in the sequence is the only step that allows a closing rule with the Set Default Retained Earnings and the Create Journal Entries selections. The last step in the sequence is the only step that allows a closing rule with the Roll Forward of P&L accounts selections and a closing rule with Close Period selections. All closing rules within a closing process group must have the same Close by option (Account or Alternate Account).
Closing Rule	Select the closing rule (or rules) that are to be grouped together for processing a given ledger close request.

Using the Data Migration Workbench for PeopleSoft Closing Rules and Closing Process Groups

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.

The following table lists the delivered ADS definitions (delivered in Data Set Designer) to support the migration of PeopleSoft closing rules and closing process group configuration data:

Delivered ADS to Support PeopleSoft Closing Rules and Process Groups	Application Data Set (ADS) Usage
GL_CLOSE_DEFN	This data set includes the records that store General Ledger closing rule definitions. Select this data set on the Data Migration Workbench page to move closing rules from one database to another.
GL_CLOSE_GRP	This data set includes the records that store the closing process group definitions. Select this dataset on the Data Migration Workbench page to move closing process groups from one database to another.

Related Topics

- Application Fundamentals: Understanding the PeopleSoft Data Migration Workbench
- Application Fundamentals: Using Application Data Sets
- Defining Closing Rules
  To define closing rules, you use the Closing Rules component.
- Defining Closing Process Groups

Running the Close Process

You use similar procedures to run the Close process for Interim closings and a year end closings. Both procedures use the Close Request page.

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This section discusses Monitoring Validation Checking.

For information on closing rules see Defining Closing Rules.

Pages Used to Run the Close Process

Page Name	Definition Name	Usage
Ledger Close Request Page	CLOSE_REQUEST	Specify the process request parameters to perform an interim or year end close for one or more business units.
Closing Rules to Execute Page	CLOSE_REQ_STEP_SEC	Select or deselect individual closing rules within the closing process group (in sequence only) to include or exclude when running the closing process.

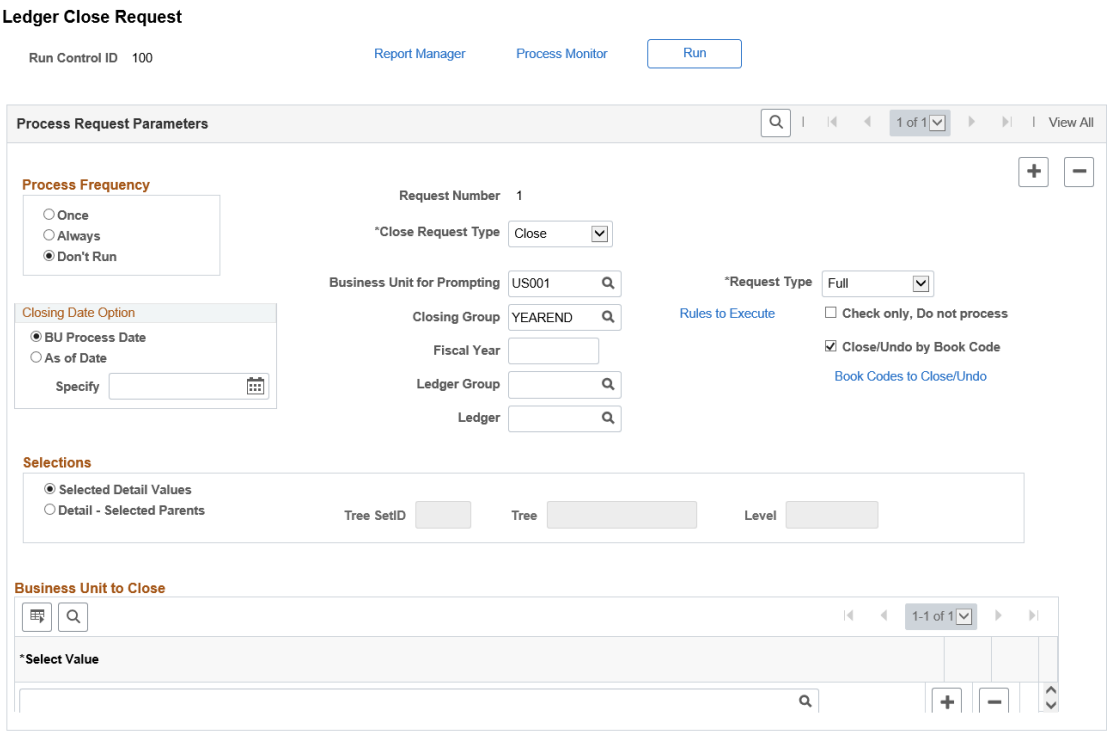
Ledger Close Request Page

Use the Ledger Close Request page (CLOSE_REQUEST) to specify the process request parameters to perform an interim or year end close for one or more business unit.

Navigation:

General Ledger, and then **Close Ledgers**, and then **Request Ledger Close**, and then **Ledger Close Request**

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



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Use this page to run the Ledger Close Process (GLPCLOSE or GL_YC).

The GL_YC application engine runs the Business Groupings process (GL_BUGRP) first, to improve performance.

> **Note**
>
> Interim Close is only available as a COBOL (GLPCLOSE) process.

For more information about the Business Groupings process, see Using Business Unit Process Groups.

Process Request Parameters

Field or Control	Description
Request Number	Displays the system-generated number used to order a series of requests.
Close Request Type	Specify the type of close that the system runs. Options are *Close* and *Undo*. In case of an error, to reverse the retained earnings (interim or year end closings) and balance-forward calculations (year end closings), select *Undo*. For year end close, it is not necessary to undo a close before rerunning the close because existing amounts are deleted first. **Note:** Keep in mind that if you undo the close process, that process does not reopen the closed year. If you want to post additional journals after you undo the close process, you must access the Application Fundamentals: Open Period Update Page (or Application Fundamentals: Open Period Mass Update Page) to reopen the closed year for posting.
Closing Type	If you select *Undo* in the **Close Request Type** field, the **Closing Type** field becomes available. Select the type of closing to undo. Options are *Year End* and *Interim*.
Previous Close to Undo	To display the **Previous Close to Undo** group box, select *Undo* for the close request type and select *Interim* for the closing type. Select the process instance and business unit for the close that you want to undo. If you want to undo more than one close, click the **Add** button to enter another process instance and business unit. **Note:** Obtain the process instance from the process log.
Fiscal Year	Enter the year to be closed or the year of the closing that you want to undo if you selected *Year End* as the closing type.

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Field or Control	Description
Business Unit for Prompting	Select a business unit to determine which ledger groups and closing rules can be selected. Only ledger groups and closing rules associated with the business unit are available for selection in the **Ledger Grp** and **Closing Rule** fields.
Check only, Do not process	Select to have the Close process perform validation checking but not calculate retained earnings or balance-forward amounts.
Close/Undo by Book Code	Select check box to close or undo based on book code. This is applicable only if you selected *Year End* as the Closing Type and *Close* as the Close Request Type. This option is supported only by the GL_ YC application engine. Please note these important points: • This check box appears only if the Book Code is selected at the installation level. • When closing a book code that is not defined in the closing rule, particularly missing in ChartField Value Set part of the rule, only roll forward occurs. Period 999 closing entry would not be created. To avoid this, ensure the desired book code is in the closing rule, within ChartField Value Set part of the rule, or have a Default Retained Earnings setup. • If you first run the close process with the **Close/Undo by Book Code** option deselected and then rerun the close process with the **Close/Undo by Book Code** option selected; the close process completely reverses (undoes) the first request and closes using the second option. The same is true in reverse: if you first run the close process with the **Close/Undo by Book Code** option selected and then rerun the close process with the **Close/Undo by Book Code** option deselected; the close process completely reverses (undoes) the first request and closes using the second option.
Book Codes to Close/Undo	Click to open Select Book Code modal window. Here, you can select particular book code to close or undo. Book codes available to close or undo is based on the BU selected in the Business Unit for Prompting field. Below are examples of some book codes: • B — Both corporate and local books. • C — Corporate reporting book. • L — Local reporting book. For more information about book code, see PeopleSoft Global Options and Reports: Book Code Page.

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Field or Control	Description
Undo by Book Code	Select check box to undo based on book code. This is applicable only if you selected *Year End* as the Closing Type and *Undo* as the Close Request Type. This option is supported only by the GL_ YC application engine. **Note:** This check box will appear only if the Book Code is selected at the installation level.
Book Codes to Undo	Click to open the Select Book Code modal window. Here you can select particular book code to undo. Book codes available to undo is based on the BU selected in the Business Unit for Prompting field.
Closing Group	Select the closing group to use for this request. The closing group includes the closing rule or rules that you specified for the group.
Request Type	Select a request type. Options include: • *Full*: Select to run the full close process. • *Incremental*: Select to run the process against the incremental staging table. This is only supported by the GL_YC application engine. The incremental option allows you to run the full closing process, make adjustments to ledger balances, and then run the incremental closing process. Running the incremental closing process means that during the second run you run the process for only those account balances that were changed. Running a process incrementally can save processing time. An incremental process can only run after the process has been fully run. For more information about running incremental processes, see Running Incremental Processes. This field is only displayed when the closing group selected is a yearend closing group.
Ledger Group	Select the ledger group for the ledger being closed.
Ledger	Leave blank if the **Keep Ledgers in Sync** option is enabled for the selected ledger group selected. If the **Keep Ledgers in Sync** option is not enabled for the ledger group, you can enter a specific ledger to process or leave this field blank to process all ledgers in the ledger group.
Rules to Execute	Click to access the Closing Rules to Execute Page where you can select or deselect certain rules within the group to execute.

Closing Date Option

Use this section to determine which option to use for the process As of Date.

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Field or Control	Description
BU Process Date (business unit process date)	Select this option to use the process date of the business unit as the As of Date for the closing process. This is recommended if you are submitting a group of interrelated requests for processing such as journal posting, revaluation, and interim close. This option is for Year End and Interim Close processes: • For Year End Close and Interim Close, this process date is used for effective-dated setup such as closing rules, trees, and so on. • For Interim Close, this process date is also used to determine current period or date.
As of Date	Enter a specific date instead of using the BU Process Date for the closing process.

Selections

Use this section to select the business units to close or use trees to identify which business units to close.

Field or Control	Description
Selected Detail Values	Select to enter one or more business unit values in the **Business Unit to Close** field.
Detail - Selected Parents	Specify a tree containing the business units that you want to close. All business units for the tree SetID, tree, and level (if applicable) are included in the close.
Tree SetID, Level, and **Tree**	If the **Detail - Selected Parents** option is enabled, select a tree SetID, tree, and level (if applicable) for the group of business units that you want to close.

Business Unit To Close

Field or Control	Description
Business Unit to Close	If the **Selected Detail Values** option is enabled, select a business unit in the **Select Value** field. To close or undo a close for more than one business unit, click the **Add** button and select another business unit. The business unit must be associated with the ledger group that you entered previously.

Process Scheduler Request Page

When you select the Run button and access the Process Scheduler Request Page, you have two process to choose:

- Process Name *GLPCLOSE* (COBOL)
- Process Name *GL_YC* (Application Engine)

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> **Note**
>
> Interim Close is only available as a COBOL process. Year End Close though can use either the GLPCLOSE COBOL or GL_YC Application Engine, process.

> **Important**
>
> GL_YC and GLPCLOSE update ledger tables in two different ways; one through journals and the other directly, which means they are not interchangeable. For example, you cannot run GLPCLOSE to close, and use GL_YC to re-run or to unclose. The same process should be used for closing the same fiscal year.

Closing Rules to Execute Page

Use the Closing Rules to Execute page (CLOSE_REQ_STEP_SEC) to select or deselect individual closing rules within the closing process group (in sequence only) to include or exclude when running the closing process.

Navigation:

General Ledger, and then **Close Ledgers**, and then **Request Ledger Close**, and then **Ledger Close Request.** (Click the **Rules to Execute** link from the Ledger Close Request page).

This example illustrates the fields and controls on the Closing Rules to Execute page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Execute	Select to execute a given closing rule for the ledger close request process. The closing rules cannot be selected out of sequence. In other words, do not select closing step 1 and closing step 3 while deselecting closing step 2.

See also *PeopleTools: PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"*

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Related Topics

- Processing an Undo Close
  If you must reverse the retained earnings (interim and year end closing) and balance-forward calculations (year end closing), you can run an undo process.

Monitoring Validation Checking

During closing, General Ledger performs validation checking for the business unit and closing rule. Specifically, the system determines whether the following conditions exist:

- All ChartFields in the closing rule are valid for the business unit and ledger.
- All ChartField values are valid.
- All retained earnings accounts are valid for the business unit.
- Any duplication or overlapping in the P/L selection criteria occurred.

  (This condition could cause double entries to retained earnings accounts.)

The system displays an error message if any of these validations fail.

Processing an Undo Close

If you must reverse the retained earnings (interim and year end closing) and balance-forward calculations (year end closing), you can run an undo process.

> **Note**
>
> For year end close, it is not necessary to run an undo close before rerunning a year end close because existing amounts are always deleted first.

The undo process differs depending on whether you undo an interim close or a year end close.

This section discusses:

- Undoing an Interim Close.
- Undoing a Year End Close.

Undoing an Interim Close

When you run the interim close process, the system creates an entry in the process log that includes:

- User ID.
- Closing rule.
- As of date.
- Date-time stamp.
- Source instance (which comprises process instance and request number).

To undo an interim close:

1. Obtain the process instance and business unit from the process log.

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2. Enter the process instance and business unit on the Close Request process page.

   The system calls the Journal Posting process to unpost or delete the journals, whichever is necessary.

Undoing a Year End Close

To undo a year end close, enter the ledger group, ledger (if necessary), fiscal year, and business units that you want to unclose.

When you run an undo for a year end close and you elect not to create journal entries, the system clears the period 999 (results of year end close) and period 0 (balance forward) rows from the ledger. To create journal entries, the system deletes the journal entries and clears the period 999 and period 0 rows.

Producing Interim and Year End Closing Reports

This section lists the standard closing reports. Running a report entails selecting it from a menu and entering any necessary parameters. Once you enter the report parameters, use PeopleSoft Process Scheduler to run the report.

Pages Used to Produce Interim and Year End Closing Reports

Page Name	Definition Name	Usage
Closing Rule Report	RUN_GLS1002	Specify run parameters for the Closing Rules report (GLS1002 SQR). The report lists detailed information about the closing set rules. **General Ledger**, and then **Close Ledgers**, and then **Closing Rule Report**
Closing Trial Balance	RUN_GLS1003	Specify run parameters for the Closing Trial Balance report. The GLS1003 SQR report lists summary information of all entries on the ledger by account type. The report shows the ledger entry account type with its beginning balance and period total, along with any adjustments made to the beginning balance. It also lists the closing entry and period total amounts for the year. From the Close Ledgers menu option, select **Closing Trial Balance**.
Journal Closing Status Report Page	RUN_GLS1004	Specify the run parameters for the Journal Closing Status report.

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Journal Closing Status Report Page

Use the Journal Closing Status Report page (RUN_GLS1004) to specify the run parameters for the Journal Closing Status report.

Navigation:

General Ledger, and then **Close Ledgers**, and then **Journal Closing Status Report**

This example illustrates the fields and controls on the Journal Closing Status Report. You can find definitions for the fields and controls later on this page.



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

Field or Control	Description
Display Full Numeric Field	Select to display the full numeric value if it is larger than the report column size. The number wraps to a second line.
Select From Closing Log Table	Select to have the scope of the report defined by the process instance stored in the closing log table. The **Process Instance** field becomes available.
Process Instance	Enter the process instance number of the Close process run.

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Field or Control	Description
Report Closing Status	Select one of the following to: *All Closing Status Types:* Include all journals, regardless of their closing status. *All Except Not Processed:* Include only journals that the close process has processed. *Closed Journals:* Include only journals that the close process has closed. *Not Processed:* Include only journals that the close process did not process. *Unclosed Journals:* Include only journals that the close process processed but did not close.
ChartField Selection	Enter a sequence number and ChartField field long name. Use the **Select** option to include only selected values, and enter a value.

> **Note**
>
> To modify standard reports, create your own reports, or reformat report output, you can use a variety of reporting tools that the PeopleSoft system provides.

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Producing the Cash Flow Statement

Understanding the Cash Flow Statement Preparation

These topics provide an overview of the GL Cash Flow Application Engine (FR_CALCULATE) process and discuss how to:

- Set up and create the cash flow worksheet.
- Run the GL cash flow statement process.
- View the transition grid and meet audit requirements.

> **Note**
>
> This documentation deals with using the PeopleSoft Cash Flow process to create the cash flow statement and discusses the features provided to facilitate specific cash flow tasks. A thorough understanding of accounting theory and procedures that are necessary for the creation of the cash flow statement with all the associated implications of fiscal years, varying currencies, and your organization's consolidations is assumed.

This section discusses:

- Terms and functionality.
- Setup and processing flow.
- Cash flow worksheet.
- Transition grid.
- Reporting currency and the foreign exchange (Fx) adjustment.
- Data Source.
- Element.
- TimeSpans and calendars.
- Cash flow worksheet recalculation.
- Security.

Terms and Functionality

General Ledger provides the GL Cash Flow Application Engine process and its associated functionality for use in the preparation of the cash flow statement using either the direct or indirect method.

This table lists functionality, concepts, and assumptions that are important in understanding and preparing the cash flow statement using the GL Cash Flow process:

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Term or Functionality	Description
Ledger Set	Ledger sets enable you to associate different ledgers to individual business units to be used in various processes, including the GL cash flow process. See Ledger Set Page.
ChartField Value Set	ChartField value sets define a combination of ChartField values on one or more ChartFields, based on a list of values, a range of values, or a tree. See Application Fundamentals: Defining and Using ChartField Value Sets.
Data Source	Data source definitions determine the table or tables and fields from which balances are retrieved. You can add filters for added selection criteria to refine the data set to be used.
Element	Elements provide the means to define the details of the calculation of the amount for a line on the cash flow worksheet. Each line on the statement can have one element. Element definitions consist of data source definitions and additional filters and ChartField value sets used for selection criteria. There are three basic categories of elements and four element types: • Detail elements are not derived from aggregations of other elements and are classified as either *Activities* or *Balance Variation* element types. • Derived elements are combinations of one or more other elements and require the *Derived from other Elements* type. • Manual elements are not calculated by the cash flow process and require the *Manual Entry* type. You manually calculate the amounts outside the system and manually enter these amounts on the worksheet. **Note:** There is a one-to-one relationship between lines and elements. A line can have only one element, but the element for a line can be formulated from other lines and their elements. The element determines the nature of a line to the degree that the line and the element might be referred to as one and the same thing in discussing the GL Cash Flow Statement process.

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Term or Functionality	Description
Transition Grid	The cash flow process creates output, one row for each element for the transition grid. If multiple business units are to be processed, one element for each business unit is created by the process. The transition grid is display only and contains the data rows pulled from the defined sources as per the element definitions at the element level as opposed to the source level data. The transition grid enables you to review balances for the various elements at a granular level and shows what makes up the cash flow line items. PeopleTools functionality enables you to download this information to Microsoft Excel to fulfill the hard copy requirement for cash flow statement audit reporting.
Cash Flow Worksheet	The delivered cash flow statements are examples and models for your cash flow statement. You must enter the lines that will ultimately be presented on your cash flow statement. The worksheet enables you to maintain the aggregation of these lines. The basic structures for the direct and indirect methods are delivered. You can add lines to these basic structures at multiple levels, delete, and modify line description and determine their relative levels. There are basically three types of lines on the worksheet: • Label lines—that are simply labels and carry no amounts. • Detail element lines—carry amounts from a single element. • Derived element lines—that carry amounts that are aggregates of other elements. At the line item detail level the cash flow process supports only the Detail, Derived and Label type elements. Worksheet line items can make use of only one element to present the line amount. The cash flow process looks up the Worksheet, Element, and Data Source definitions to calculate the amount for a worksheet line item. The cash flow statement can be generated using the Worksheet component, either with the Print Page function, or you can down load the results to Microsoft Excel for further manipulation.
Circular Reference	A line on the worksheet cannot be a part of its own calculation.

The cash flow process makes use of a worksheet template in which you define the lines required for your cash flow statement using the *element* definitions to specify the data and

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calculations behind the cash flow statement lines and using data *source* definitions to identify the source of cash flow data, such as transaction or ledger tables.

You create the cash flow worksheet in the format of the desired end result, which is your cash flow statement itself. You can add lines at multiple levels, delete or modify line descriptions, and determine the relative level for a line in the worksheet hierarchy.

Each line on the cash flow statement can be simply a label or use an element or a group of line items that you define for the cash flow statement for your particular organization. For example, a line labeled *Receipts from Customers* can have a definition for the line that includes details such as, its data source, if the line itself is derived from a combination of other elements, and its calculation sequence. When you add or modify lines and elements, you define the sequence for utilizing them as well as the calculations involved. You can also define summary lines for totals and subtotals. You can identify a line with a manual element to be used for information that you want to enter manually because it is not to be automatically generated from underlying transaction or ledger tables.

You also define the data sources to be utilized for data collection. For example, the data source for the *Receipts from Customers* line might include a calculation using sales and the change in the accounts receivable balance for the year-to-date period that is being reported as determined from information derived from the ledger table.

As a further example, receipts from the sale of plant and equipment can be derived from the asset management accounting entry tables rather than ledgers because the fixed asset accounts contain both sales and payments for assets as separate amounts in PeopleSoft Asset Management.

Data sources are available based on existing PeopleSoft products and supported functionality. You can add additional data sources; however, PeopleSoft recommends use of the ledger, asset management, and treasury transaction tables. The use of transaction tables in other General Ledger feeder systems, such as payables and receivables, can cause performance problems as their volume grows throughout the reporting period.

After specifying the scope and timeline for the cash flow statement, you can run the cash flow statement process to pull data from the defined data sources and create a transition grid according to your element definitions. The cash flow statement process populates the transition grid at the element level, which is then summarized into the worksheet.

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

You can produce the cash flow statement by downloading the worksheet to MicroSoft Excel by executing the print command from the browser.

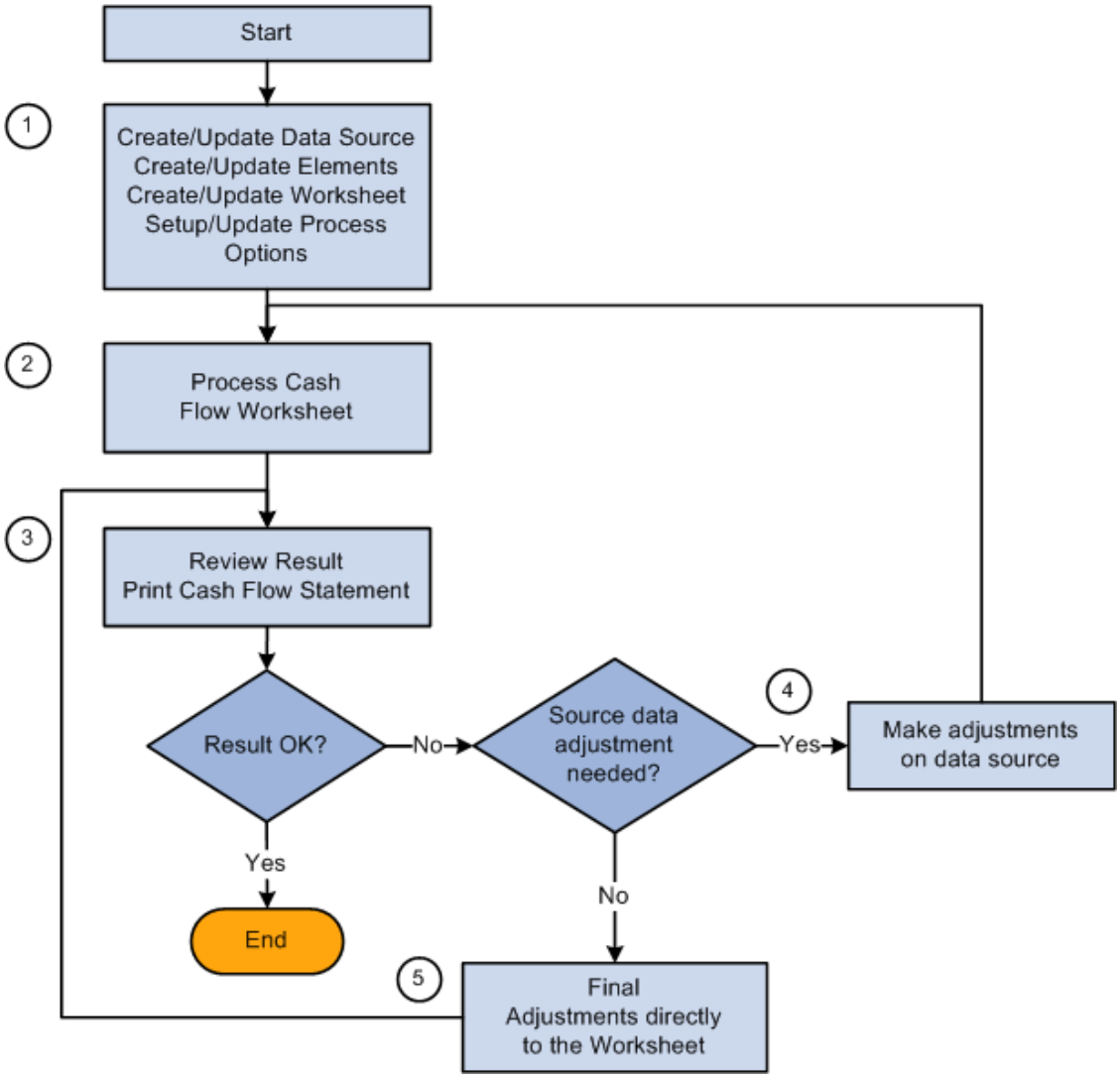
Also, using the Printable Options utility you can print statement details from the worksheet definition and see the statement from the perspective of the worksheet lines that shows the details as to how each line item has been defined and which elements the line item references.

Setup and Processing Flow

This diagram shows cash flow statement creation and processing functionality at a high level:

Cash Flow Statement Process Flow

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This list presents the basic setup and processing steps, the components used, brief descriptions, and associates these with the numbered steps in the preceding diagram:

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Step	Components Used	Description
1. Basic Setup: • Define Ledger Sets. • Define ChartField value sets. • Define data sources. • Define elements. • Define worksheet and options.	Use these components: • Ledger Set (LEDGER_SET_FR). • ChartField Value Sets (CF_VALUE_SET). • Data Source (FR_DATA_SOURCE). • Elements (FR_ELEMENT). • Worksheet (FR_WORKSHEET).	Ledger sets for cash flow statements enables you to specify more than one ledger for a business unit or multiple business units and ledgers for a cash flow statement. ChartField value sets enable you to provide the scope of the ChartFields for an element by entering selected values or ChartField trees. Use the three remaining components for setup, making changes to setup and creating new worksheets or to copy existing worksheets by using the Copy Worksheet function on the worksheet page.
2. Process the cash flow worksheet.	Use the Worksheet (FR_WORKSHEET) component and the GL Cash Flow Statement (FR_CALCULATE) application engine process.	From the worksheet component you can run the cash flow calculation process.
3. Review results and print the cash flow statement.	Use the Worksheet (FR_WORKSHEET) and the Transition Grid (FR_TRANSITION_GRID) components.	Printing can be done using the Printable Page feature of the worksheet from the browser. You can also print using the Transition Grid page to provide a more detailed audit trail of the calculated balances.
4. Make adjustments to data sources.	Use components in various PeopleSoft applications.	Use components that create and update the ledger or source transaction tables. For example, you might need to make adjustment using the components associated with the Journal Entry, Edit, and Post processes.
5. Make final adjustment directly to the cash flow worksheet.	Use the Worksheet (FR_WORKSHEET) component.	Enter adjustments that are not supported by data sources already in the system.

Cash Flow Worksheet

Using the worksheet you can define, review, and print the cash flow statement.

You can create the structure of your worksheet by adding and modifying or deleting lines from the worksheets for the direct or indirect method that are delivered as sample data. The support of the two methods is inherent in the setup of the worksheet structure and the underlying setup that you create.

Use the basic worksheet template to create completely new worksheets. The basic template also includes heading label lines for balance sheet and profit and loss statement. You can retain these if you want to expand the worksheet with the additional lines required and included

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the information for the other financial statements, or you can delete them and show only the cash flow statement lines.

As you establish the structure of your cash flow statement, each line must be further defined by creating and associating an element with it, or by deriving its value from other line items, or by defining the line as a label that carries no value. In most cases you aggregate all detail line items to parent line items at higher levels, but there may be cases where you might choose to leave lines alone but hide them from the final report. When you save the worksheet the process issues a warning message to alert you if there are such line items to help prevent unintended orphan lines.

The system automatically maintains line sequence as you add or delete lines on the worksheet and the system logically resequences lines after your changes. You use line numbers when setting up dependencies between lines. For example, if line 10 of the worksheet is defined as the sum of lines 5 through 9, these lines cannot be deleted until the definition of line 10 is modified.

If you add a line between lines 5 and 9, the system automatically adjusts to include these changes in the derivation of line 10. However, the new line item added is not included in the derivation of line 10. When lines are added their relative relationship are not automatically retained. You must redefine the element relationships after making line additions, for any new line item added.

You can lock specific line amounts so that further processing of the statement does not recalculate that line. You can also unlock selected lines; however, if a dependency exists between line 10 and lines 5 through 9 as described in the previous example, the locking of line 10 also locks lines 5 through 9.

Continuing the example of the locking feature, if line 10 is included in the calculation of other lines, such as line 20 or 25 of a worksheet, these lines become dependent on line 10 and also on lines 5 through 9. Under these circumstance, unlocking any of the lines 5 through 9, not only unlocks line 10 but also lines 20 and 25. It also follows that locking line 20 or 25 locks line 10 and lines 5 trough 9. However unlocking line 20 or 25 does not unlock a previously locked line 10.

You can share cash flow statement formats across business units and use them for consolidated reporting by the units. Worksheet IDs identify specific cash flow worksheets. A worksheet can be copied utilizing the Copy Worksheet feature and supplying a new worksheet ID and then modify it to suit different accounting and reporting requirements. You can also create different versions or scenarios of a cash flow statement using the copy feature and specifying different worksheet IDs.

Multiple business units are specified in the form of a business unit tree, and the results can be presented by report entity, which can be one of the business units, or a tree node at any level on the worksheet. When the report entity is a tree node, the balances shown for the line items are summarized amounts of all the business units under that tree node.

Transition Grid

The transition grid enables you to view the results of the calculation of each element as you produce the cash flow statement, and when the statement is complete the transaction grid can be printed out using Microsoft Excel for a hard copy audit record.

Reporting Currency and the Foreign Exchange (Fx) Adjustment

You can process the cash flow statement for one or more business units having different base currencies using one or more ledgers. PeopleSoft Asset Management and Treasury tables are also sources for the cash flow statement. The transaction amounts must be available in the

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base currency of the applicable business units. For example, when an Asset Management transaction occurs in GBP it is converted in the normal processing of the transaction to the base currency of the applicable business unit which in this instance is defined as EUR and then to the reporting currency USD for the cash flow statement. The base currency amounts are the basis or starting point for the cash flow statement.

Where the base currency of the source is not the same as the reporting currency, translation to the reporting currency is required using the *Fx Adjustment* function, which uses average rates as prescribed by FASB and IAS rules.

If the scope is one business unit and the cash flow statement is built on source data where the base currency equals the reporting currency, no Fx adjustment is necessary for the direct or indirect methods. If the scope is based on consolidated business units and the base currency of the ledgers or transaction tables is different than the reporting currency, then a translation is necessary.

When the system performs a translation, the following applies for all elements where the base currency does not equal the reporting currency:

- Calculate the opening balance utilizing the opening rate and populate the **Beginning Balance** field on the transition grid with the value.
- Calculate the closing balance utilizing the closing rate and populate the **Ending Balance** field on the transition grid with the value.
- Calculate the variation, which is the ending balance minus the beginning balance using the average rate and populate the **Variation** field on the transition grid with the value.
- Each element is translated if necessary and the Fx Adjustment value is only shown at the transition grid level for that element.

  The Fx Adjustment is shown in composite at the worksheet level for the cash element because the Fx Adjustment is calculated for the cash element when preparing the actual cash flow statement. This composite Fx Adjustment is displayed on the worksheet with the difference between the beginning and ending cash position after the flows have been added and subtracted. The difference between the opening and closing cash balances is the composite, or sum of the flows and the individual element Fx Adjustment.

Data Source

You define data sources to be utilized for data collection in creating your statement.

For example, the data source for the cash receipts from customers line comes from a calculation using sales and the change in the accounts receivable balance. The source of information for these is the ledger.

However, the receipts amounts from sale of plant assets is logically derived from the Asset Management accounting entry tables because the fixed asset accounts have a net number for sales and payments for assets in the ledger tables.

Sample data sources are delivered as sample data based on existing products and supported functionality.

Element

The element provides predefined calculation formats for the various types of cash flow calculations that are applied to particular data sources to arrive at cash flow information for the worksheet.

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TimeSpans and Calendars

Cash flow worksheet reports year-to-date balances based on the **As Of Date** entered on the cash flow worksheet. When the GL Cash Flow process is run, the system determines the fiscal year based on the **As of Date** for a business unit. After determining the fiscal year, the system fetches data for the fiscal year up to the **As of Date.** For example, if the As of Date on the Cash flow worksheet is 12/31/2000. Data is fetched from the first period of the fiscal year up to 12/31/2000.

Scenario 1: If the calendar for the business unit happens to be April to March, then data is fetched from April, 2000 to December 2000 in the above example.

Scenario 2: If the calendar for the business unit is January to December, then data is fetched from January 2000 to December 2000 in the above example.

Use time span to include adjustment period data.

If business units do not share the same calendar years you must take this into consideration and make adjustments to the consolidated cash flow statement to compensate for the differences.

Adjustment period data is not reported if an appropriate time span is not defined and specified on the cash flow worksheet. Period 0 balances are always reported on the cash flow worksheet, you are not required to specify a time span on the worksheet for period 0 balances.

Cash Flow Worksheet Recalculation

Any of the following changes makes the calculated results obsolete or out of sync with the worksheet and some or all of the line items must be recalculated:

These conditions require recalculation of the worksheet:

- When anything other than the description is changed on a data source definition.
- When such things as the data source, reverse sign, filter, or ChartField value set are changed for an element.
- When new effective dated rows are added to an element.
- When changes are made to ChartField trees used in ChartField value sets.
- When business unit trees used in the process scope are changed.
- When source data is updated.

For all the above changes, you are responsible for keeping track of the changes and knowing the cash flow impact.

The following require recalculation but because any change is made within the worksheet component a warning message is issued if the changes affect rows that exist in the FR_WORKSHT_GRID and you are asked by the system if output data should be revised:

- When worksheet line items are deleted from the worksheet.
- When line items are changed to reference a different element.
- When a derived line item is changed for its deriving source.
- When the worksheet as of date is changed.
- When worksheet process options, such as ledger set, TimeSpan, rate type are changed.

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Security

Worksheet and the Transition Grid are two different components and you can assign different access security to each component.

Business unit row level security is enforced by using a security view for the business unit prompt table for both the Worksheet Process Options page and on the Search Record for the Transition Grid component, when creating the cash flow statement you are not able to access data for business units for which you do not have access.

> **Note**
>
> From the outset, you must have security to all business units that are to be included in the creation of your cash flow statement. However, if your access to certain business units is restricted after the cash flow worksheet has been created, you will still be able to use that existing worksheet, created prior to the restriction of original access to any of the business units, to produce and see results from the restricted business units on the worksheet and transition grid.

The Cash Flow Process (FR_CALCULATE) validates security based on the business unit security setup, so if a business unit tree is used in the process, an error message is issued and the data for the business units that the user does not have access to is not processed.

Process options for the Cash Flow Worksheet are stored by user ID and another user ID cannot see or use the setup. Also a user ID cannot see the cash flow worksheet results generated by another user ID. However, a user can use the cash flow worksheet created by another user to generate cash flow worksheet results.

User ID and date-time stamp are stored on the FR_WORKSHT_GRID table when any override or manual entries are made. The system calculated original amounts are maintained and are not modified by override or manual entries.

Setting Up and Creating the Cash Flow Worksheet

To set up and create the cash flow worksheet use the Ledger Set (LEDGER_SET_FR), ChartField Value Sets (CF_VALUE_SET), Data Source (FR_DATA_SOURCE), Elements (FR_ELEMENT), and Worksheet (FR_WORKSHEET) components.

Pages Used to Set Up and Create the Cash Flows Worksheet

Page Name	Definition Name	Usage
Ledger Set Page	LEDGER_SET	Select the combination of business units and ledgers to include in the cash flow statement configuration. You can select multiple ledgers for a business unit and group specific ledgers for a set of business units to be used for the defining of the cash flow statement data sources.

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Page Name	Definition Name	Usage
ChartField Value Set Page	CF_VALUE_SET	Set up ChartField value sets to scope ChartField values for use in the cash flow statement process. See Defining ChartField Value Sets
Data Source Page	FR_DATA_SOURCE	Use to define the source of cash flow data and to filter the data for use by the cash flow statement elements to produce the line item amounts.
Cash Flow Statement - Element Page	FR_ELEMENT	Select predefined calculation formats.
Cash Flows Worksheet Page	FR_WORKSHEET	Set up new cash flow worksheets and copy cash flows worksheets.
Display Options Page	FR_WORKSHT_DS_SEC	View dependencies and different levels.
Cash Flows Worksheet - Process Options Page	FR_WORKSHT_PR_SEC	Set the business unit scope, time spans, and currency rates for beginning balances, closing and variations.
Process Cash Flow Page	FR_WORKSHT_PR_SEC	Visible only when the Status of the worksheet is Active, click this link to access the Process Cash Flow page to submit the cash flow process.
Cash Flow Worksheet Printable Definition Page	FR_WORKSHT_DFN_SEC	View and print the element names, balance types, and derived line detail for each worksheet line rather than amounts.
Cash Flows Worksheet - Copy Worksheet Page	FR_WORKSHT_CPY_SEC	Copy an existing worksheet and create multiple worksheet versions.
Cash Flows Worksheet - Line Item Detail Page	FR_WORKSHT_LN_SEC	Add and define new lines or change lines on the worksheet.
Selected Line Items to be Added to the Derived Element Page	FR_WORKSHT_LIS_SEC	Use to add line items to a derived element.

Ledger Set Page

Use the Ledger Set page (LEDGER_SET) to select the combination of business units and ledgers to include in the cash flow statement configuration.

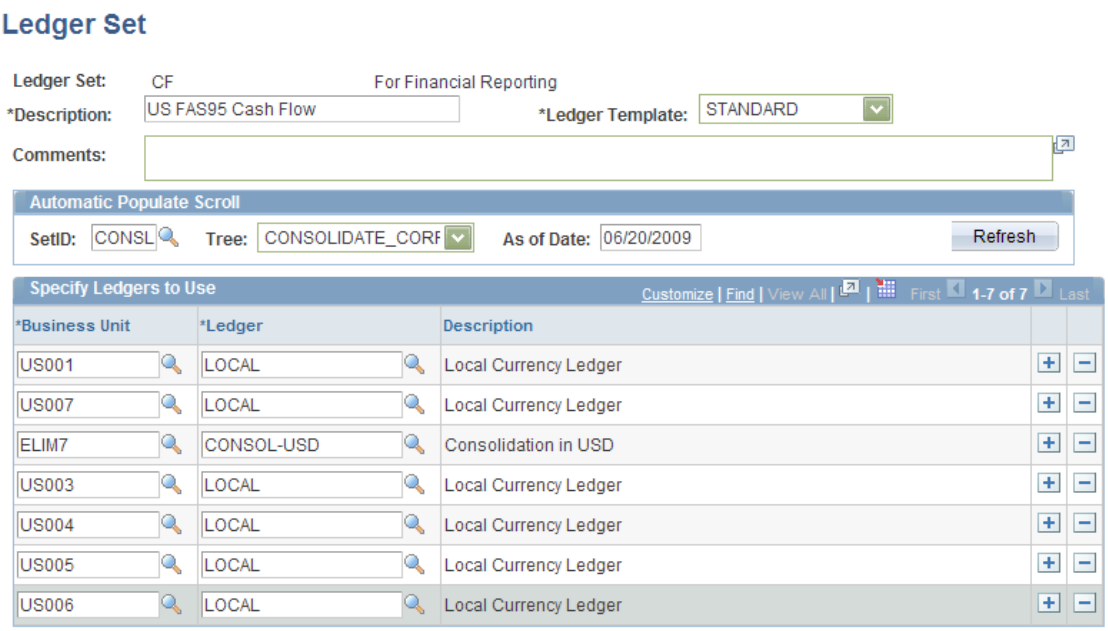
You can select multiple ledgers for a business unit and group specific ledgers for a set of business units to be used for the defining of the cash flow statement data sources.

Navigation:

General Ledger, and then **Cash Flow Statement**, and then **Define Ledger Set for Rpt**

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



Ledger sets for cash flow statements are applicable to information that is to be derived from the ledger table for both balance sheet and profit and loss accounts. They differ from those prepared for consolidated balance sheet and income statements in that multiple ledgers can be associated with a business unit.

Field or Control	Description
SetID	Enter the SetID for the tree that includes the group of business units that are to be used in the cash flow statement.
Tree	Select the tree that includes the business units that are to be used in the cash flow statement. The system populates the valid business unit values found in the selected tree for the specified ledger template. All applicable business units appear in the scroll, but you can add or delete business units from the scroll.
As of Date	Enter the date applicable to the tree that you select to retrieve the appropriate version of the tree.
Refresh	Click this button after changing the SetID or tree selection to repopulate the scroll with the associated business units. You manually enter the ledgers applicable to the business units.
Business Unit	In association with the ledger template, the SetID and tree determine the business units that are populated by the system in the scroll. You can add or delete business units in the scroll. Business units that you add do not have to be part of the tree that you specified.

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Field or Control	Description
Ledger	Specify the ledger source for the data. The ledgers can have different base currencies.

See Ledger Set Page.

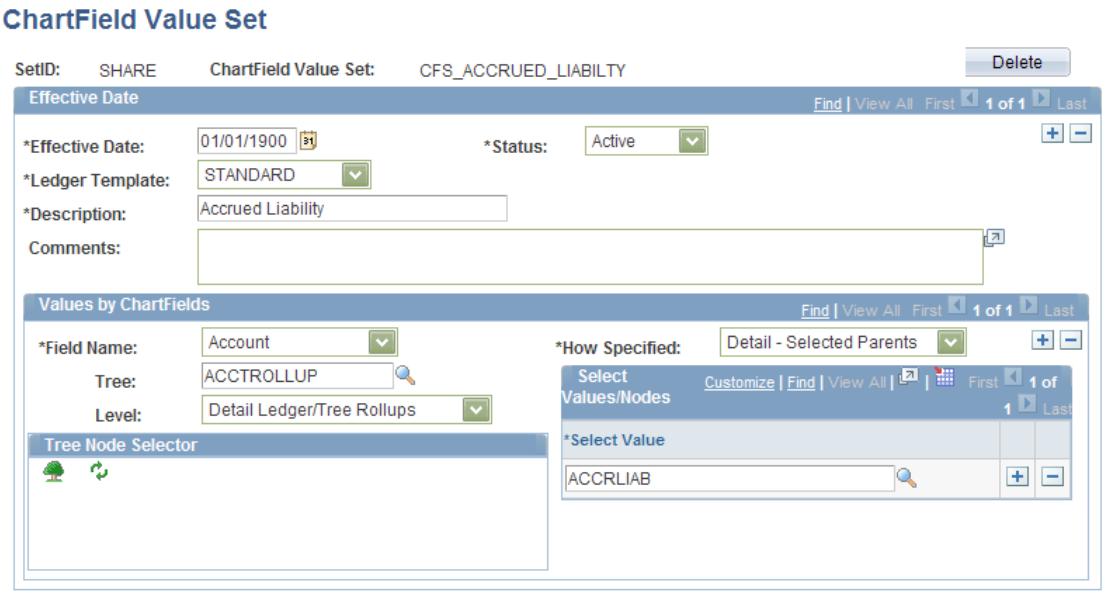
Defining ChartField Value Sets

Use the ChartField Value Set page (CF_VALUE_SET) to set up ChartField value sets to scope ChartField values to use in the cash flow statement process.

Navigation:

Set Up Financial/Supply Chain, and then **Common Definitions**, and then **Design ChartFields**, and then **ChartField Value Sets**, and then **Setup ChartField Value Sets**, and then **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.



You can define ChartField value sets to provide the scope of accounts to be included in the calculation of an element.

See Using ChartField Value Sets.

See Application Fundamentals: Defining and Using ChartField Value Sets.

Data Source Page

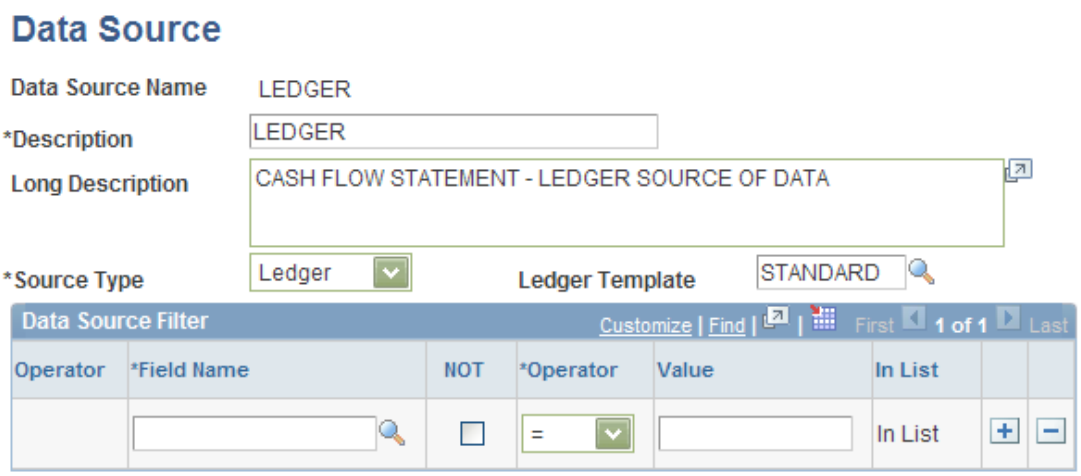
Use the Data Source page (FR_DATA_SOURCE) to define the source of cash flow data and to filter the data for use by the cash flow statement elements to produce the line item amounts.

Navigation:

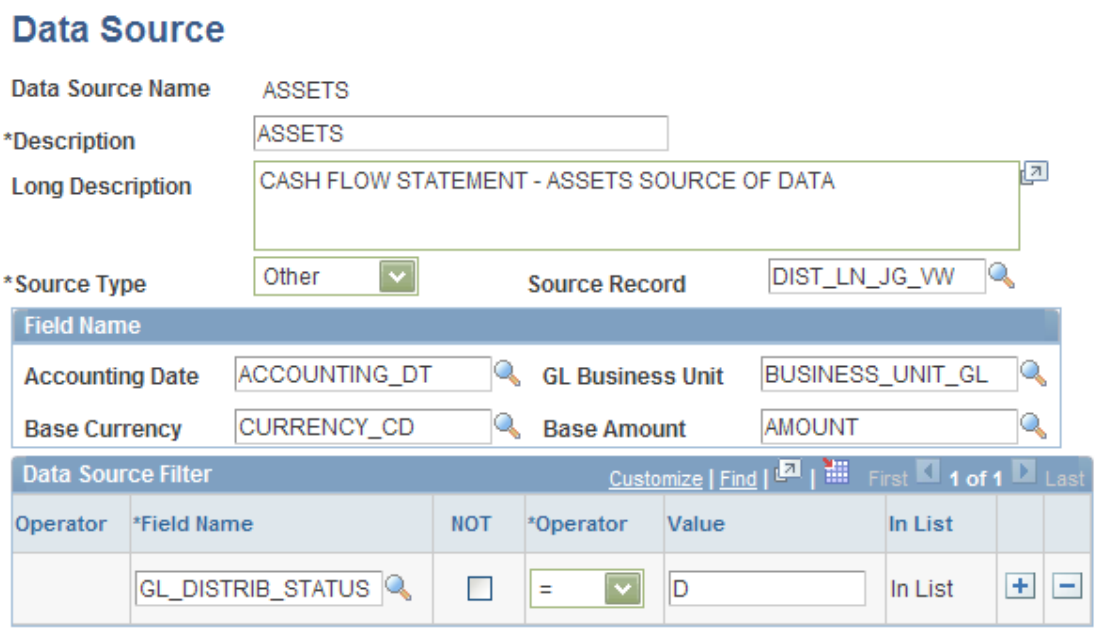
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General Ledger, and then **Cash Flow Statement**, and then **Define Data Src for Cash Flow**

This example illustrates the fields and controls on the Data Source page - (Ledger source). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Data Source page (Assets source). You can find definitions for the fields and controls later on this page.



The ledger table, and the transaction tables from the Asset Management and Treasury applications are recommended sources. The latter two transaction tables only because consolidated amounts are carried in the ledger tables and details of the acquisition and disposition of assets are need for the cash flow statement. These necessary details are carried in the transaction tables only.

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Other transaction tables are not recommended because they might grow extremely large during a year and might not be necessary on a detail level in the preparation of the cash flow statement.

Field or Control	Description
Source Type	*Ledger:* Select when the source types is ledger table and select the appropriate Ledger Template. *Other:* Select when the source type is other than ledger.
Ledger Template	This field is available when *Ledger* is selected as the source type. Select the template that is appropriate to the ledgers for the business units being reported and the element calculations.
Source Record	This field is available when *Other* is selected as the source type. Select the source record that carries the amounts appropriate to the business units being reported and the element calculations.

Field Name

If *Ledger* is specified as the source type, the ledger template defines the fields where necessary data is to be found and the field name group box is not available. However, if *Other* is specified as the source type, provide the field names where the necessary data is stored.

Field or Control	Description
Accounting Date	Select the field that contains the dates appropriate to the cash flow statement and the period being reported.
Base Currency	Select the field to distinguish the rows that contain the base currency for the cash flow statement calculations.
GL Business Unit	Select the field name to distinguish the general ledger business unit included in the cash flow statement.
Base Amount	Select the name of the field that contains the amounts in the base currency.

Data Source Filter

The Data Source Filter enables you to filter data derived from the source tables based on various operators applied to the specified field and its values.

Field or Control	Description
Field Name	Enter the name of the field on which the data in the source record is to be filtered for use in the cash flow statement.
Not	Select to do the opposite of the operator value.

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Field or Control	Description
Operator	Select an operator, or action that is to be applied to rows that contain values for the Field Name selected. For example, include only rows from the treasury accounting line table (TRA_ACCT_LINE) in the cash flow calculations data source that have a value in the general ledger (GL_DISTRIBUTION) field.

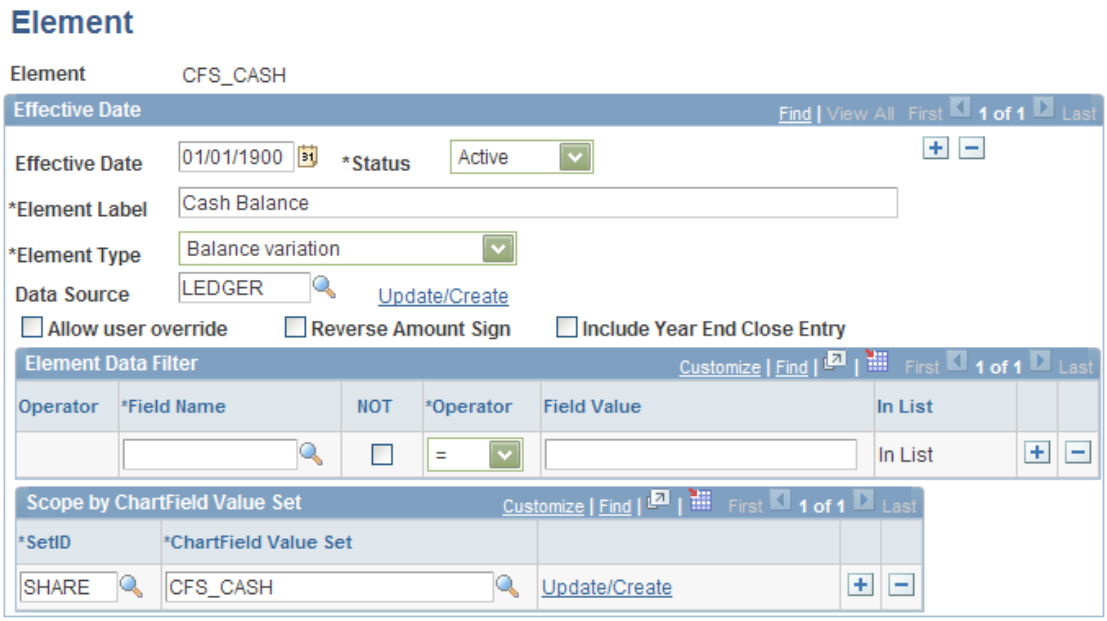
Cash Flow Statement - Element Page

Use the Element page (FR_ELEMENT) to select predefined calculation formats.

Navigation:

General Ledger, and then **Cash Flow Statement**, and then **Define Elements for Cash Flow**

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



Field or Control	Description
Effective Date	Enter an effective date for the element status. This date works in conjunction with the effective dating of the worksheet to provide the appropriate element for the cash flow statement.
Status	Set the status with effective dating.

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Field or Control	Description
Element Type	Enter an element type to specify one of the delivered types of calculation formats required for determining the underlying cash flows: • *Activities:* Select this value for operating activities, investing activities, financing activities and non-cash investing and financing activities. • *Balance variation:* Select this value if the inflow or outflow is determined from the difference of the beginning and ending balances and the variation shows the natural sign of its calculation. • *Derived from other Elements:* Select this value for those elements that require the use of other elements in their calculation, such as net cash from operating activities. • *Manual Entry:* Select this value if you will manually calculate the value and manually enter it on the cash flow worksheet.
Data Source	Enter the name of the appropriate data source definition.
Update/Create	Click to access the Data Source page and create or modify a data source as needed.
Allow user override	Select to enable the user to override the amount calculated by the process. Override amounts are calculated and tied to a user ID. You can override the calculated amount on the cash flow worksheet. By default the override amount is the same as the calculated amount until you override it.

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Field or Control	Description
Reverse Amount Sign	Select to reverse the sign resulting from the calculation. You must know the sign carried by transaction amounts in the various tables to understand when this check box must be selected. For example, the element type for sales is an ending balance element because it is an income statement line item and only the activity for the period is relevant to cash flow. An increase to cash flow derived by the sales element is defined with the **Reverse Amount Sign** check box selected when the amount is coming from the ledger table because it is held in that table as a negative amount. However, the **Reverse Amount Sign** check box is not selected if the sales element derives the sales amounts from the billing transaction tables because sales amounts are maintained as positive amounts in the billing tables. If another element determining cash flow is a variation in accounts receivable that is calculated as the ending balance minus the beginning balance for the period, then a reduction in accounts receivable is a negative amount. Because accounts receivables is normally recorded in the system tables as a positive and because this element is defined to calculate a decrease in the accounts receivable balance as a negative number, to properly reflected the decrease in accounts receivable as an increase to cash flow, it is necessary to reverse the sign of the variance. You must know from which source tables the data is coming and take into consideration the normal sign in which those amounts are maintained within the source tables, the calculation method within the element, and the impact of the amount on cash flow to know when to select the **Reverse Amount Sign** check box.
Include Year End Close Entry	Select and the calculations determined by the element includes the period 999 entries for year end closing.

Cash Flows Worksheet Page

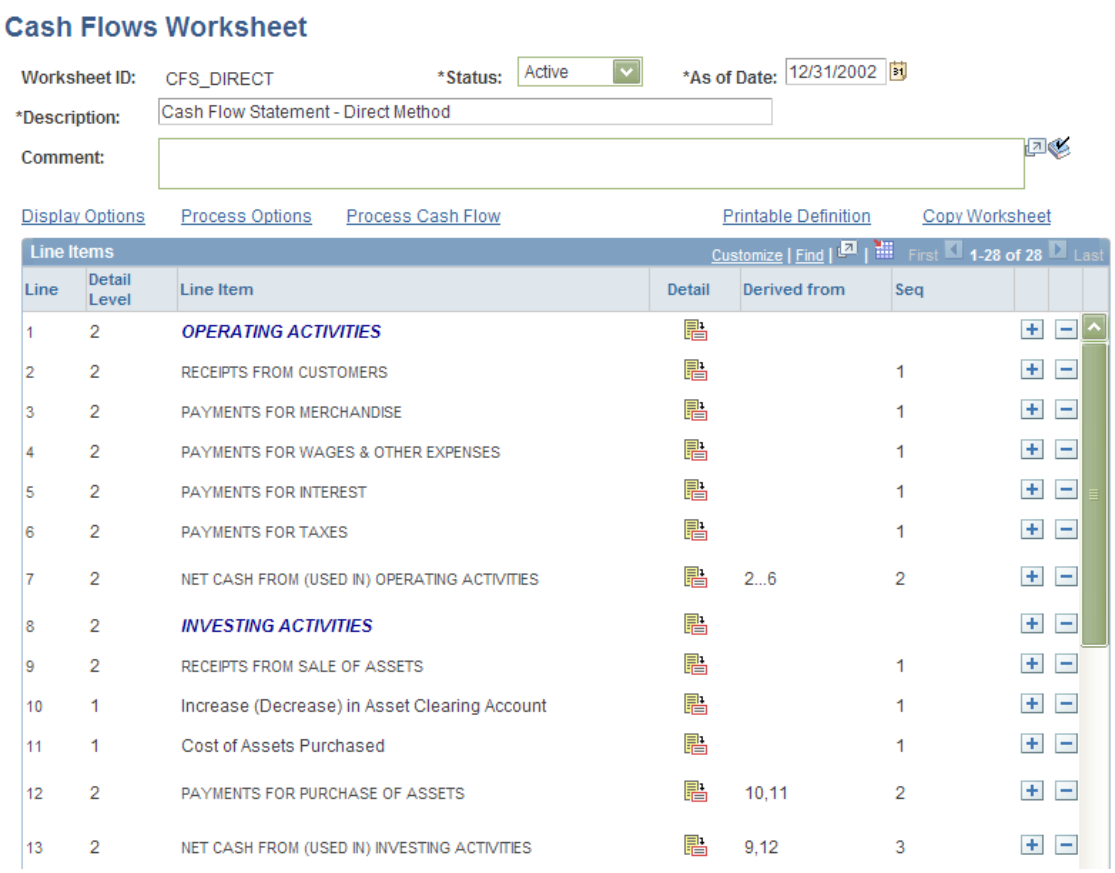
Use the Cash Flows Worksheet page (FR_WORKSHEET) to set up new cash flow worksheets and copy cash flows worksheets.

Navigation:

General Ledger, and then **Cash Flow Statement**, and then **Define Cash Flow Worksheet**

This example illustrates the fields and controls on the Cash Flows Worksheet page - direct method (1 of 2). You can find definitions for the fields and controls later on this page.

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Cash Flows Worksheet

Worksheet ID: CFS_DIRECT *Status: Active *As of Date: 12/31/2002

*Description: Cash Flow Statement - Direct Method

Comment:

Display Options | Process Options | Process Cash Flow | Printable Definition | Copy Worksheet

Line Items — Customize | Find | First 1-28 of 28 Last

Line	Detail Level	Line Item	Detail	Derived from	Seq
1	2	*OPERATING ACTIVITIES*			
2	2	RECEIPTS FROM CUSTOMERS			1
3	2	PAYMENTS FOR MERCHANDISE			1
4	2	PAYMENTS FOR WAGES & OTHER EXPENSES			1
5	2	PAYMENTS FOR INTEREST			1
6	2	PAYMENTS FOR TAXES			1
7	2	NET CASH FROM (USED IN) OPERATING ACTIVITIES		2...6	2
8	2	*INVESTING ACTIVITIES*			
9	2	RECEIPTS FROM SALE OF ASSETS			1
10	1	Increase (Decrease) in Asset Clearing Account			1
11	1	Cost of Assets Purchased			1
12	2	PAYMENTS FOR PURCHASE OF ASSETS		10,11	2
13	2	NET CASH FROM (USED IN) INVESTING ACTIVITIES		9,12	3

This example illustrates the fields and controls on the Cash Flows Worksheet page - direct method (2 of 2). You can find definitions for the fields and controls later on this page.



Display Options | Process Options | Process Cash Flow | Printable Definition | Copy Worksheet

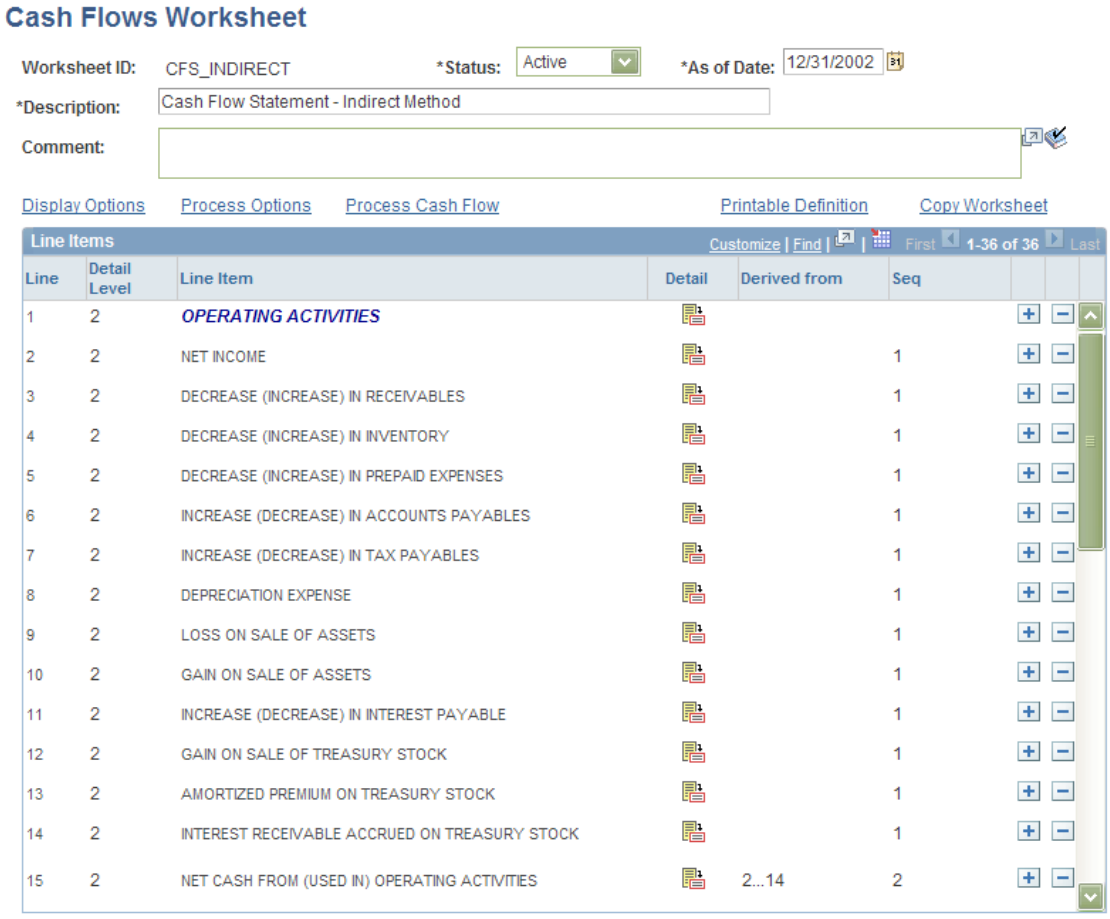
Line Items — Customize | Find | First 1-28 of 28 Last

Line	Detail Level	Line Item	Detail	Derived from	Seq
14	2	*FINANCING ACTIVITIES*			
15	2	RECEIPTS FROM ISSUING STOCK			1
16	1	Retained Earnings			1
17	1	Net Income			1
18	2	DIVIDEND PAID		16,17	2
19	2	PAYMENTS FOR PURCHASE OF TREASURY STOCK			1
20	2	RECEIPTS FROM SALE OF TREASURY STOCK			1
21	2	PAYMENTS FOR PREMIUM ON TREASURY STOCK			1
22	2	PAYMENTS FOR PURCHASED INTEREST ON TREASURY STOCK			1
23	2	NET CASH FROM (USED IN) FINANCING ACTIVITIES		15,18...22	3
24	2	CASH BALANCE AT THE BEGINNING OF THE PERIOD			1
25	2	NET INCREASE(DECREASE) IN CASH AND CASH EQUIVALENTS		7,13,23	4
26	1	Foreign Exchange Adjustment			1
27	2	CASH BALANCE AT THE END OF THE PERIOD			1
28	1	Cash Difference		24...27	5

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PeopleSoft delivers a direct method cash flow worksheet as well as an indirect method cash flow worksheet to use as a guideline for each calculation method. You can modify these to fit your organization's particular requirements. The cash flow worksheet previously pictured depicts the direct method, whereas the following presents the indirect cash flow method.

This example illustrates the fields and controls on the Cash Flows Worksheet page - indirect method (1 of 2). You can find definitions for the fields and controls later on this page.



Cash Flows Worksheet

Worksheet ID: CFS_INDIRECT *Status: Active *As of Date: 12/31/2002

*Description: Cash Flow Statement - Indirect Method

Comment:

Display Options | Process Options | Process Cash Flow | Printable Definition | Copy Worksheet

Line Items — Customize | Find | First 1-36 of 36 Last

Line	Detail Level	Line Item	Detail	Derived from	Seq
1	2	*OPERATING ACTIVITIES*			
2	2	NET INCOME			1
3	2	DECREASE (INCREASE) IN RECEIVABLES			1
4	2	DECREASE (INCREASE) IN INVENTORY			1
5	2	DECREASE (INCREASE) IN PREPAID EXPENSES			1
6	2	INCREASE (DECREASE) IN ACCOUNTS PAYABLES			1
7	2	INCREASE (DECREASE) IN TAX PAYABLES			1
8	2	DEPRECIATION EXPENSE			1
9	2	LOSS ON SALE OF ASSETS			1
10	2	GAIN ON SALE OF ASSETS			1
11	2	INCREASE (DECREASE) IN INTEREST PAYABLE			1
12	2	GAIN ON SALE OF TREASURY STOCK			1
13	2	AMORTIZED PREMIUM ON TREASURY STOCK			1
14	2	INTEREST RECEIVABLE ACCRUED ON TREASURY STOCK			1
15	2	NET CASH FROM (USED IN) OPERATING ACTIVITIES		2...14	2

This example illustrates the fields and controls on the Cash Flows Worksheet page - indirect method (2 of 2). You can find definitions for the fields and controls later on this page.

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Line	Detail Level	Line Item	Detail	Derived from	Seq
16	2	*INVESTING ACTIVITIES*			
17	2	RECEIPTS FROM SALE OF ASSETS			1
18	1	Increase (Decrease) in Asset Clearing Account			1
19	1	Cost of Assets Purchased			1
20	2	PAYMENTS FOR PURCHASE OF ASSETS		18,19	2
21	2	NET CASH FROM (USED IN) INVESTING ACTIVITIES		17,20	3
22	2	*FINANCING ACTIVITIES*			
23	2	RECEIPTS FROM ISSUING STOCK			1
24	1	Retained Earnings			1
25	1	Net Income			1
26	2	DIVIDEND PAID		24,25	2
27	2	PAYMENTS FOR PURCHASE OF TREASURY STOCK			1
28	2	RECEIPTS FROM SALE OF TREASURY STOCK			1
29	2	PAYMENTS FOR PREMIUM ON TREASURY STOCK			1

Field or Control	Description
Worksheet ID	Click the **Copy Worksheet** link to create and name a new worksheet.
Status	Use to activate or inactivate a worksheet. An inactive worksheet cannot be processed and the **Process Cash Flow** link is not available.
As of Date	Enter a date to be used for prompting effective dated tables such as the Elements and to be used by the calculation process to pull the data for the worksheet.
Display Options	Click this link to open the Display Options page and alter the display of the worksheet. See Display Options Page.
Process Options	Click this link to set the processing options on the Process Options page. See Cash Flows Worksheet - Process Options Page.
Process Cash Flow	Click this link to calculate line amounts and update the report entity using the cash flow process.
Printable Definition	Click this link to access, view, and print the worksheet showing the element names, balance types, and derivation of line items rather than amounts. See Cash Flow Worksheet Printable Definition Page.

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Field or Control	Description
Copy Worksheet	Click this link to copy the worksheet giving it a new Worksheet ID and to create different versions of a worksheet.
Line	Lines are maintained by the system as you add or delete lines on the worksheet. Use the line numbers as reference in creating derived elements. See Selected Line Items to be Added to the Derived Element Page.
Detail Level	Determines the lines display format on the worksheet. There are multiple levels available to be used in organizing the format of the worksheet. You determine the level when you add a line.
Derived From	This is a display option of the elements making up a line that is set using the **Display Options** link.
Seq (sequence)	This is a display option of the calculation sequence maintained by the system for a line.

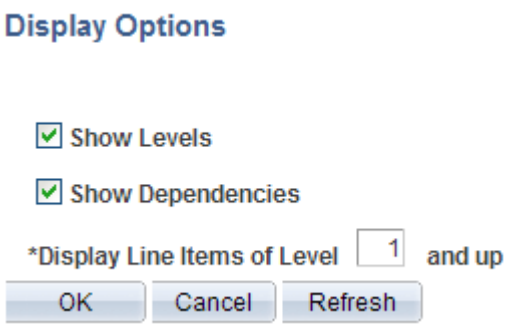
Display Options Page

Use the Display Options page (FR_WORKSHT_DS_SEC) to view dependencies and different levels.

Navigation:

Click the **Display Options** link on the Cash Flows Worksheet page.

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



Field or Control	Description
Show Levels	Select to display the levels you have set for each line item on the worksheet.
Show Dependencies	Select to display on the worksheet the lines that you determined to be used in calculating a particular line.

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Field or Control	Description
Display Line Items of Level xx and up	Select the line levels to be displayed on the worksheet. There are multiple levels that you can set for a line when you add or change the line. Levels control display only.

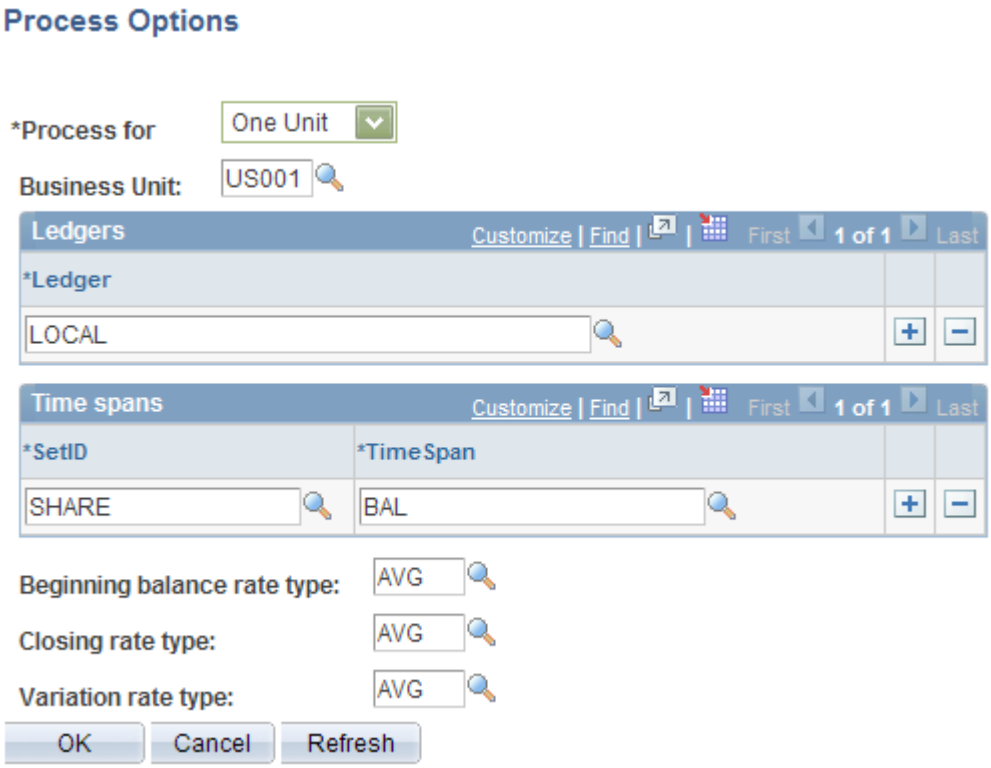
Cash Flows Worksheet - Process Options Page

Use the Process Options page (FR_WORKSHT_PR_SEC) to set the business unit scope, time spans, and currency rates for beginning balances, closing and variations.

Navigation:

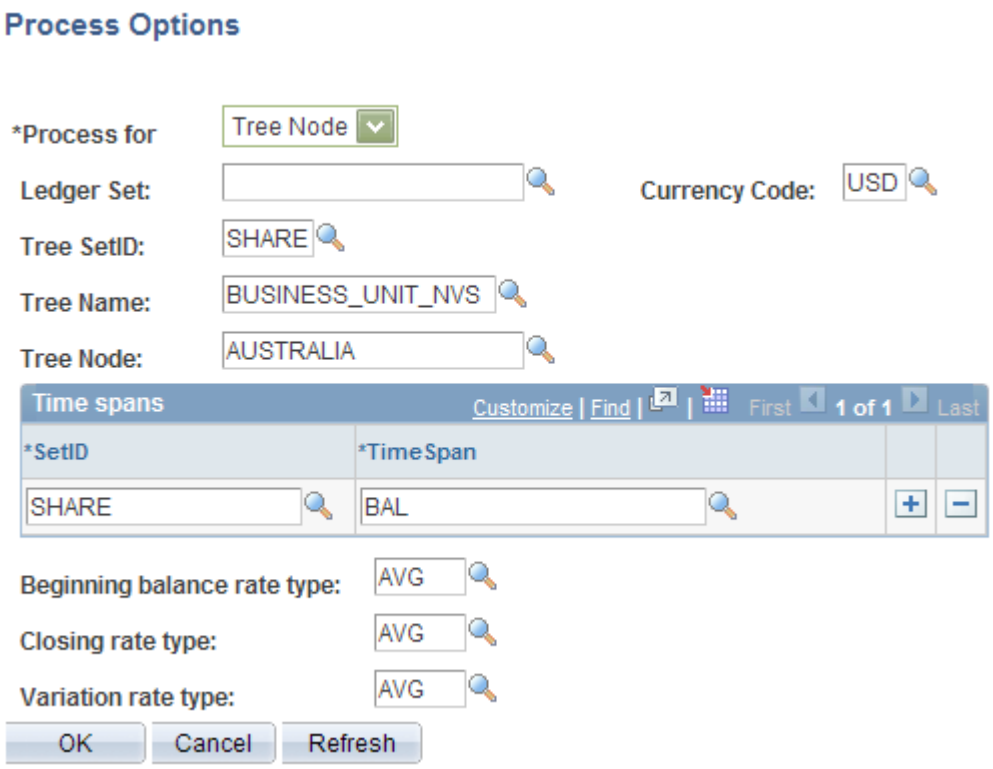
Click the **Process Options** link on the Cash Flows Worksheet page.

This example illustrates the fields and controls on the Process Options page - one business unit. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Process Options page - multiple business units. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Process for	Specify the business unit and ledger or the business unit tree for multiple business unit and ledger set to be used for the cash flows worksheet.
Tree SetID, **Tree Name**, and **Tree Node**	Enter the applicable tree information or the business units included in the worksheet.

TimeSpans

Field or Control	Description
SetID	Enter the SetID for the time span used.
TimeSpan	Enter a TimeSpan defined to include adjustment period data.

Currency Rate Types

Field or Control	Description
Beginning balance rate type, **Closing rate type**, and **Variation rate type**	Select the rate type to be applied to element calculations for beginning balances, ending balances, and the variations between the beginning and ending balances. These rates are applicable when presenting the cash variation due to currency rate changes in the conversion of base currency amounts to the reporting currency of the cash flow statement.

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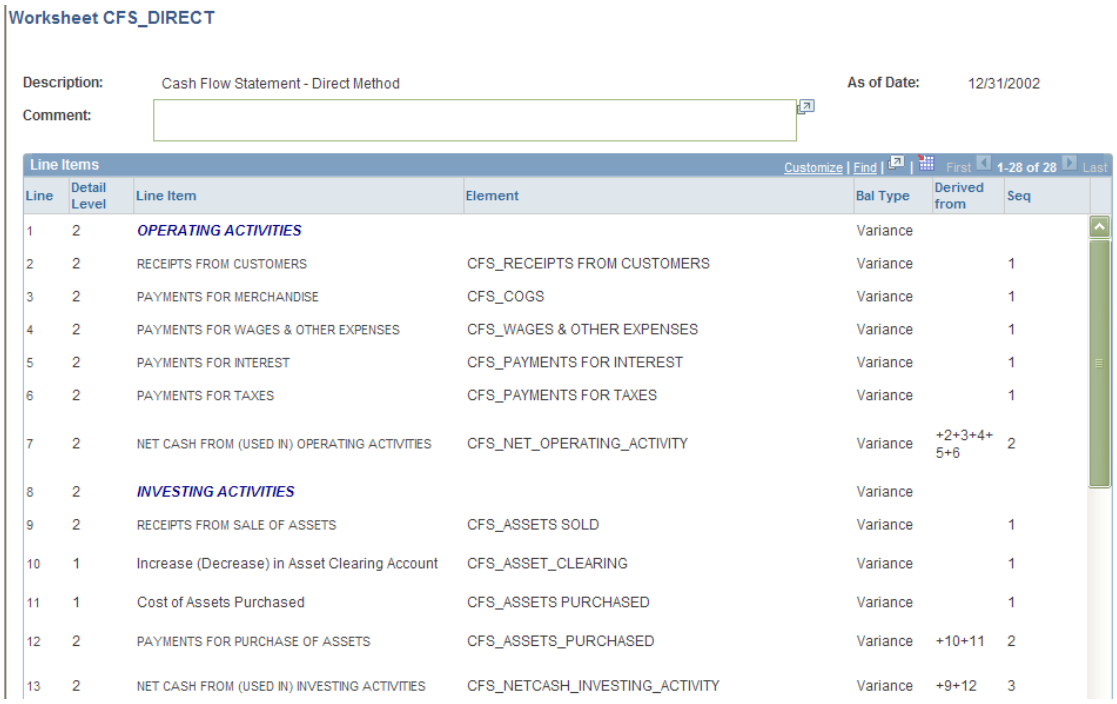
Cash Flow Worksheet Printable Definition Page

Use the Cash Flows Worksheet (printable definition) page (FR_WORKSHT_DFN_SEC) to view and print the element names, balance types, and derived line detail for each worksheet line rather than amounts.

Navigation:

Click the **Printable Definition** link on the Cash Flows Worksheet page.

This example illustrates the fields and controls on the Cash Flows Worksheet printable definition page. You can find definitions for the fields and controls later on this page.



Worksheet CFS_DIRECT

Description: Cash Flow Statement - Direct Method As of Date: 12/31/2002

Comment:

Line Items — Customize | Find | First 1-28 of 28 Last

Line	Detail Level	Line Item	Element	Bal Type	Derived from	Seq
1	2	*OPERATING ACTIVITIES*		Variance		
2	2	RECEIPTS FROM CUSTOMERS	CFS_RECEIPTS FROM CUSTOMERS	Variance		1
3	2	PAYMENTS FOR MERCHANDISE	CFS_COGS	Variance		1
4	2	PAYMENTS FOR WAGES & OTHER EXPENSES	CFS_WAGES & OTHER EXPENSES	Variance		1
5	2	PAYMENTS FOR INTEREST	CFS_PAYMENTS FOR INTEREST	Variance		1
6	2	PAYMENTS FOR TAXES	CFS_PAYMENTS FOR TAXES	Variance		1
7	2	NET CASH FROM (USED IN) OPERATING ACTIVITIES	CFS_NET_OPERATING_ACTIVITY	Variance	+2+3+4+5+6	2
8	2	*INVESTING ACTIVITIES*		Variance		
9	2	RECEIPTS FROM SALE OF ASSETS	CFS_ASSETS SOLD	Variance		1
10	1	Increase (Decrease) in Asset Clearing Account	CFS_ASSET_CLEARING	Variance		1
11	1	Cost of Assets Purchased	CFS_ASSETS PURCHASED	Variance		1
12	2	PAYMENTS FOR PURCHASE OF ASSETS	CFS_ASSETS_PURCHASED	Variance	+10+11	2
13	2	NET CASH FROM (USED IN) INVESTING ACTIVITIES	CFS_NETCASH_INVESTING_ACTIVITY	Variance	+9+12	3

This page provides a view of the elements with the balance types and line dependencies for derived line elements.

Cash Flows Worksheet - Copy Worksheet Page

Use the Copy Worksheet page (FR_WORKSHT_CPY_SEC) to copy an existing worksheet and create multiple worksheet versions.

Navigation:

Click the **Copy Worksheet** link on the Cash Flows Worksheet page.

Field or Control	Description
New Worksheet ID	Enter a new worksheet ID to make a copy of an existing worksheet and click OK. This will create a copy that you can access from the search page.

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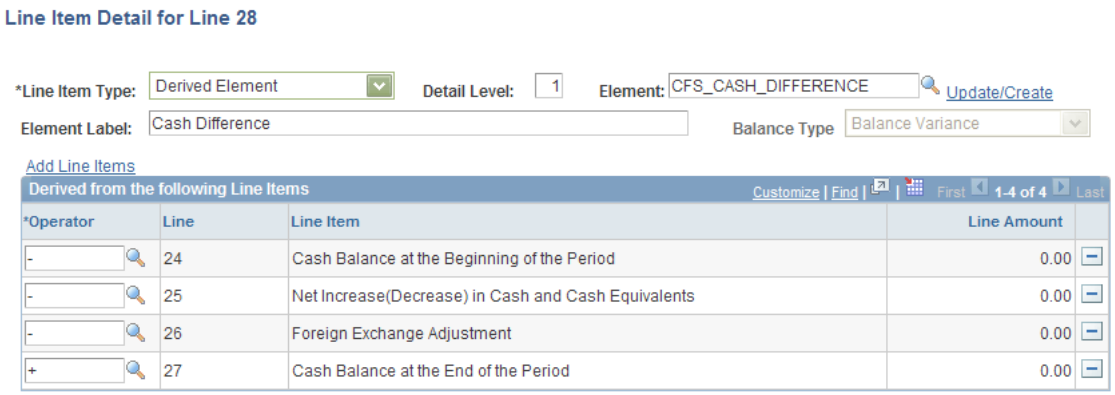
Cash Flows Worksheet - Line Item Detail Page

Use the Line Item Detail for Line page (FR_WORKSHT_LN_SEC) to add and define new lines or change lines on the worksheet.

Navigation:

Click the **Detail** icon or the **Add a New Row** button to access the page.

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



Field or Control	Description
Line Item Type	Define the line as one of three types depending on its purpose and if it is dependent on other values: • *Derived Element:* Select if this element is a composite of other elements and the value of the line is derived from adding or subtracting other line values. • *Detail Element:* Select if the line value is defined by a single element. • *Label:* Enter a label to appear for the line and assign it a level that determines its font type. This line type carries no monetary value.
Detail Level	Enter 1, 2, or 3, and so on as the level. The level determines the format, or font for the line.
Element	Select the elements you previously defined to determine the calculation or output for the line. You can click the **Update/Create** link to update or create an element for the line.
Balance Type	Select one of the following to describe the line balance, or the output of the line: • Balance Variance • Beginning Balance • Ending Balance • Foreign Exchange Adjustment (Fx Adjustment)

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Field or Control	Description
Add Line Items	Select to access a secondary page and add lines to the derived element for the line. See Selected Line Items to be Added to the Derived Element Page.
Operator	The possible operators are to add or subtract the value of a particular line from the line's other derived elements.

Selected Line Items to be Added to the Derived Element Page

Use the Selected Line Items to be Added to the Derived Element page (FR_WORKSHT_LIS_SEC) to add line items to a derived element.

Navigation:

Visible only for a derived element, click the **Add Line Items** link on the Line Item Detail for Line nn page.

This example illustrates the fields and controls on the Selected Line Items to be added to the Derived Element page. You can find definitions for the fields and controls later on this page.

Selected Line Items to be added to the Derived Element

Available Line Items — Customize | Find | First 1-20 of 20 Last

Select	Line	Element Label
☐	2	Receipts from Customers
☐	3	Payments for Merchandise
☐	4	Payments for Wages & Other Expenses
☐	5	Payments for Interest
☐	6	Payments for Taxes
☐	7	Net Cash from (Used in) Operating Activities
☐	9	Receipts from Sale of Assets
☐	10	Increase (Decrease) in Asset Clearing Account
☐	11	Cost of Assets Purchased
☐	12	Payments for Purchase of Assets
☐	13	Net Cash from (Used in) Investing Activities
☐	15	Receipts from Issuing Stock
☐	16	Retained Earnings
☐	17	Net Income
☐	18	Dividend Paid

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Field or Control	Description
Select	Select from the available lines the line or lines to add to the derived element and click **OK.**

Running the Cash Flow Statement Process

To run the Cash Flow Statement Process use the Process Cash Flow (FR_WORKSHT_RUN_SEC) component.

Page Used to Run the Cash Flow Statement Process

Page Name	Definition Name	Usage
Process Cash Flow Page	FR_WORKSHT_RUN_SEC	Run the cash flow worksheet process to calculate amounts for the statement and rerun the worksheet to reset manual adjustments.

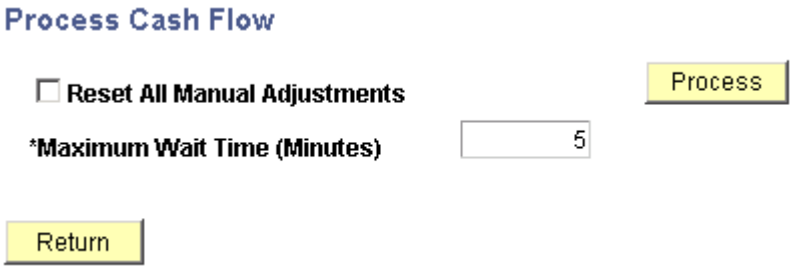
Process Cash Flow Page

Use the Process Cash Flow page (FR_WORKSHT_RUN_SEC) to run the cash flow worksheet process to calculate amounts for the statement and rerun the worksheet to reset manual adjustments.

Navigation:

Click the **Process Cash Flow** link on an active Cash Flows Worksheet page.

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



Field or Control	Description
Reset All Manual Adjustments	Select to deselect all manual adjustments when rerunning the worksheet.
Maximum Wait Time (Minutes)	Enter the maximum wait time before running the cash flow statement process. **Maximum Wait Time** determines how long the system waits for the process to be completed before returning to the Cash flow worksheet page.

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Viewing the Transition Grid and Meeting Audit Requirements

To view the transition grid and to meet audit requirements use the Transition Grid (FR_TRANSITION_GRID) component.

Page Used to View the Transition Grid and Meet Audit Requirements

Page Name	Definition Name	Usage
Transition Grid Page	FR_TRANSITION_GRID	Use to view the details of individual elements for a business unit.

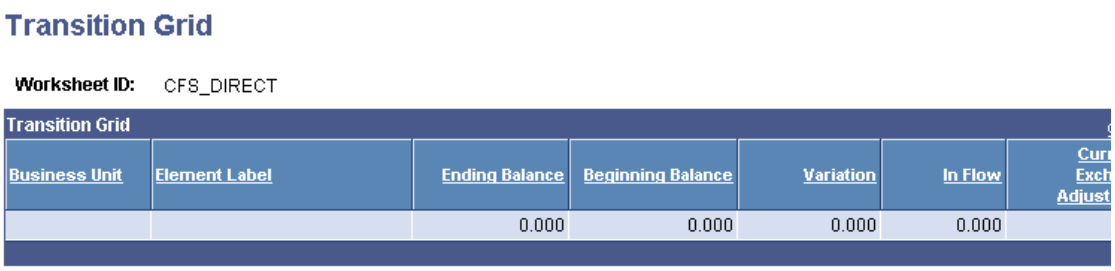
Transition Grid Page

Use the Transition Grid page (FR_TRANSITION_GRID) to view the details of individual elements for a business unit.

Navigation:

General Ledger, and then **Cash Flow Statement**, and then **View Cash Flow by Element**

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



Field or Control	Description
Unit	Displays the business unit to which the element applies.
Element Label	Displays the element name.
Ending Balance	If appropriate, the ending balance for an element displays. Because the ledger balance shows net activity, ending balance is defined as the ledger balance for the period plus the beginning balance that is defined as period zero since all reporting periods are year to date.
Beginning Balance	Display the period zero balance for the element.

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Field or Control	Description
Variation	Variation is a work field calculated as the ending balance minus the beginning balance. For elements that are *Activities* the beginning balances are zero and variations equal the ending balances.
In Flow and **Out Flow**	Usually equals the variation or the difference between beginning and ending balance.
Fx Adjustment (currency adjustment)	If the balances in the ledger or transaction tables are in a base currency different from the reporting currency, then inflow and outflow might be different from ending minus beginning balance. This is because different exchange rates are used to calculate the flow. In these cases, the foreign exchange adjustment (Fx Adjustment) must be calculated. That is to say, the beginning balance plus the inflow or outflow with the Fx Adjustment equals the ending balance.
Currency	Displays the reporting currency.
Modified By	Displays the user ID for the user modifying the element.
Datetime modified	Shows the date and time the user made the changes to the element.

Meeting Audit Requirements

Print the transition grid to provide hard copy for audit backup.

Field or Control	Description
	Select Download to transfer the information to Microsoft Excel to provide a hard copy for audit purposes.

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Using XBRL to Produce Balance Sheets and Income Statements

Understanding XBRL Financial Statements

These topics provide an overview of using XBRL to produce balance sheets and income statements and discuss how to:

- Set up supporting trees and ChartField value sets.
- Specify the XBRL context.
- Specify a NameSpace Alias for the NameSpace URL.
- Define the XBRL elements.
- Set up the XBRL Instance template.
- Define the report elements for the instance template.
- Run XBRL reports.

XBRL is a royalty-free, open specification software application that uses XML data tags to prepare and publish information. PeopleSoft supports XBRL 2.1 specifications.

XBRL is particularly appropriate to the presentation of financial reports on the internet and across software products. XBRL reports also reduce the risk of data-entry error by eliminating the need to manually enter information for different venues and formats.

The PeopleSoft system enables you to create balance sheets and income statements in XBRL that conform to the XBRL schema and taxonomies for US GAAP.

An XBRL schema is the core low-level component of XBRL and consists of the physical XSD and DTD (Document Type Definition) files that express how instance documents (your financial statements and their taxonomies) are to be built.

An XBRL taxonomy is a vocabulary or dictionary of elements that are created by a regulatory group or governing body using XBRL specifications that enable the particular group to ensure the exchange of business information in a predefined consistent manner. Taxonomies are derived from accounting rules governing how financial data is disclosed in different countries or jurisdictions. The taxonomies that are discussed in this topic refer to the US GAAP taxonomies and the approximately 600 monetary elements that are used for the production of balance sheets and income statements. The documentation also assumes that you have a thorough working knowledge of XBRL.

The following are the general activities that are necessary to produce and distribute your reports using PeopleSoft functionality:

- Store the parts of taxonomies representing numeric facts in the database.
- Generate reports conforming to the taxonomies.
- Distribute the reports to the appropriate users.

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You store taxonomies and their elements in PeopleSoft tables. After creating the elements, you populate the elements using ChartField Value Sets. You then create ChartField Value Sets to define the accounts that determine taxonomy element. PeopleSoft creates balance sheets and income statements with only the numeric facts of taxonomies.

Balance sheets and income statements are created as an XBRL instance (in the form of a message) for a business unit ledger group using PeopleSoft Application Engine (GL_XBRL) and PeopleSoft XMLDOC.

When you run your balance sheet and income statement reports, you distribute them using PeopleSoft Integration Broker.

Components Used to Produce XBRL Balance Sheets and Income Statements

To use XBRL to produce balance sheets and income statements, use the following components:

- XBRL Context (XBRL_CONTEXT)
- XBRL NameSpace (XBRL_SETUP_NSPACE)
- XBRL Element (XBRL_ELEMENT)
- XBRL Instance Template (XBRL_SETUP)

Pages Used to Produce Financial Statements Using XBRL

Page Name	Definition Name	Usage
XBRL Context Page	XBRL_CONTEXT	Define XBRL numeric contexts and specify their Effective Date and Status. PeopleSoft supports only numeric context. An XBRL context can specify reports for amounts or amounts per share. **General Ledger**, and then **XBRL**, and then **Setup XBRL Context**
XBRL NameSpace Page	XBRL_SETUP_NSPACE	Define a NameSpace alias for the NameSpace URL that provides access to the taxonomies, which are appropriate to your XBRL reports. **General Ledger**, and then **XBRL**, and then **Define NameSpace for XBRL**
XBRL Element Page	XBRL_ELEMENT	Specify the XBRL labels and elements to be used in the production of your reports. **General Ledger**, and then **XBRL**, and then **Define XBRL Element**

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Page Name	Definition Name	Usage
Setup Page	XBRL_SETUP_TYPE	Define the template name and specify the scope, entity information, and time span for your reports. **General Ledger**, and then **XBRL**, and then **Create XBRL Instance Template**, and then **Setup**
Report Element Page	XBRL_RPT_ELEMENT	Specify the elements and ChartField Value Sets that determine the items and amounts that are reported. **General Ledger**, and then **XBRL Instance Template**, and then **Report Element**
Create XBRL Instance Request Page	RUN_XBRL	Determine the dates, the report template, and the business unit or ledger set that are used to create your reports. **General Ledger**, and then **XBRL**, and then **Create XBRL Statement Instance**, and then **Create XBRL Instance Request**

Setting Up Supporting Trees and ChartField Value Sets

Initially, determine the XBRL taxonomies and elements that are necessary to produce the items that make up your reports. To supply the monetary values that are to be reported, create PeopleSoft trees and ChartField value sets.

You might be able use existing trees and associated ChartField value sets that you previously created for the closing of the books for your reporting entity.

See Application Fundamentals: Defining and Using ChartField Value Sets.

See *PeopleTools Documentation: PeopleSoft Tree Manager*

Specifying the XBRL Context

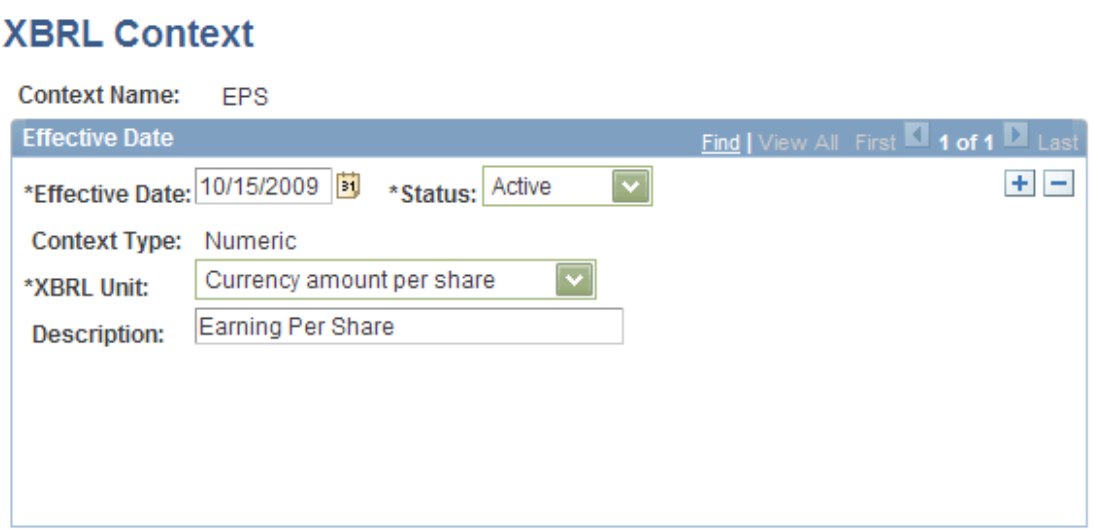
Access the XBRL Context page.

Navigation:

(General Ledger, and then **XBRL, Context**

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

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Field or Control	Description
Context Name	Enter one or more context IDs to be used by the XBRL elements to create balance sheets and income statements or individual items constituting those statements either for amount or amount per share.
Context Type	This is a display-only field. PeopleSoft supports the Numeric parts of the taxonomies.
XBRL Unit	Specify whether the XBRL Context is to be used to report for the currency amount or amount per share.
Description	Provides a description of the context.

Specifying a NameSpace Alias for the NameSpace URL

Access the XBRL NameSpace page.

Navigation:

General Ledger, and then **XBRL, NameSpace**

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



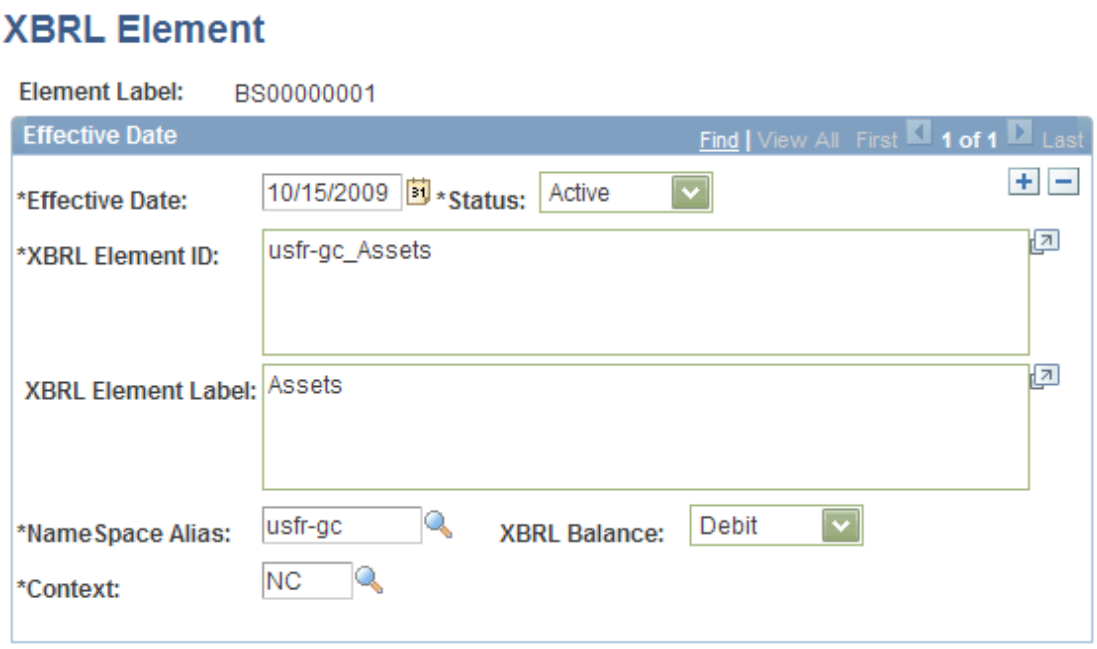
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Field or Control	Description
NameSpace Alias	Enter a namespace alias to be used for an XBRL instance to specify the NameSpace URL to be used to produce your reports.
NameSpace	Contains the URL where the taxonomy elements are specific for your XBRL reports.

Defining the XBRL Elements

Use the XBRL Element page to define the XBRL elements (General Ledger, XBRL, Element).

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



Field or Control	Description
Element Label	Enter a label to identify the XBRL element. The label will be used to represent the element in the XBRL template page.
XBRL Element ID	Enter the name of the XBRL element available to the specified Element Label that is to be used in your report instance when you produce your reports.
NameSpace Alias	Enter the alias for the NameSpace (URL) where the elements and taxonomies are located for your reports.
Context	Enter the context that you previously defined. PeopleSoft supports numeric context only.

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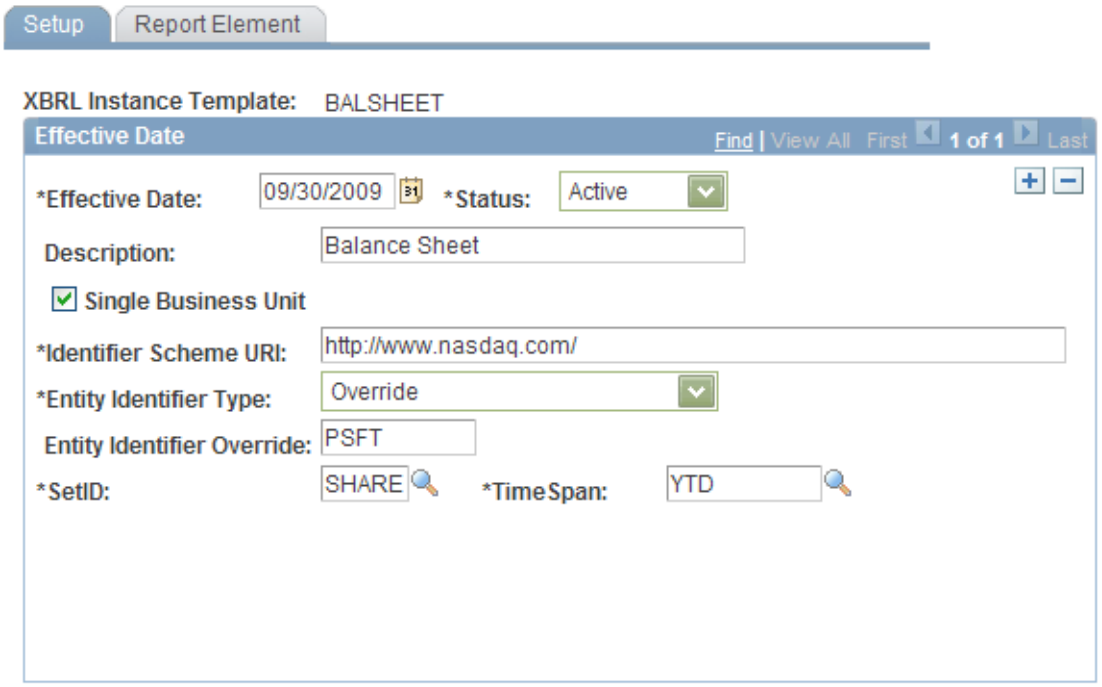
Setting Up the XBRL Instance Template

Use the XBRL Report Template - Setup page to set up the XBRL Instance template.

Navigation:

General Ledger, and then **XBRL**, and then **Create XBRL Instance Template**, and then **Setup**

This example illustrates the fields and controls on the XBRL Instance Template - Setup page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
XBRL Instance Template	Enter a name for the report template.
Single Business Unit	Click if the template is for a single business unit. If this check box is not selected, the system assumes that multiple business units exist.
Identifier Scheme URL	Enter the URL for the authority governing the Entity Identifier. For example, the NASDAQ URL is entered when the Entity Identifier Override is the stock symbol for the entity. The information that is provided by the NASDAQ website provides identification for the reports that are appropriate for investors.
Entity Identifier Type	Select either Business Unit or Override. If you select Business Unit, entity information is provided from PeopleSoft tables. If you select Override, you must provide the standard symbol and the URL to the governing body for that entity symbol.

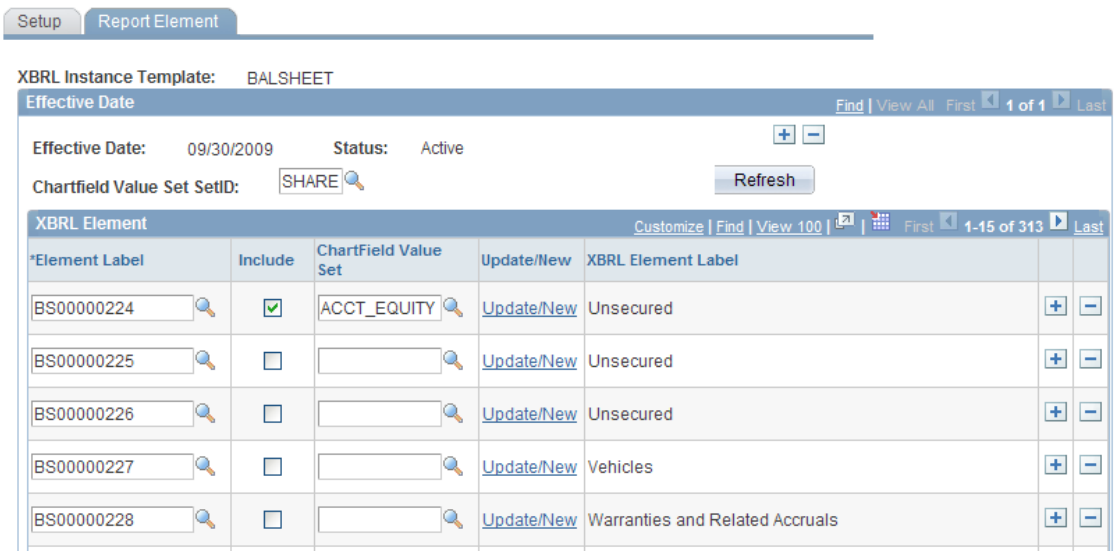
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Field or Control	Description
SetID	Enter the SetID for the TimeSpan that you specify.
TimeSpan	Enter the TimeSpan that is appropriate to the closed period for which you are reporting. The as of date that you enter on the report request is used to establish the time frame of the financial statements with the Time Span that you specify here. This means that the as of date on the report request page might not be the as of date on the balance sheet, which will be the end date of the last closed accounting period within the time frame.

Defining the Report Elements for the XBRL Instance Template

Use the Report Element page to define the report elements for the XBRL Instance Template (General Ledger, XBRL, Instance Template, Report Element).

This example illustrates the fields and controls on the XBRL Instance Template - Report Element page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
ChartField Value Set SetID	Select the SetID to be used for prompting of ChartField Value Sets for individual elements that you include on this page.
Element Label	Select the labels for the XBRL element that are to be included in the template.
Include	Click to include the Element Labels in your report. When this check box is selected, the ChartField value set is required.

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Field or Control	Description
ChartField Value Set	Select the set that defines the scope of ChartField criteria from which amounts are rolled up to your report.
XBRL Element Label	Displays the related XBRL Element ID for the element.

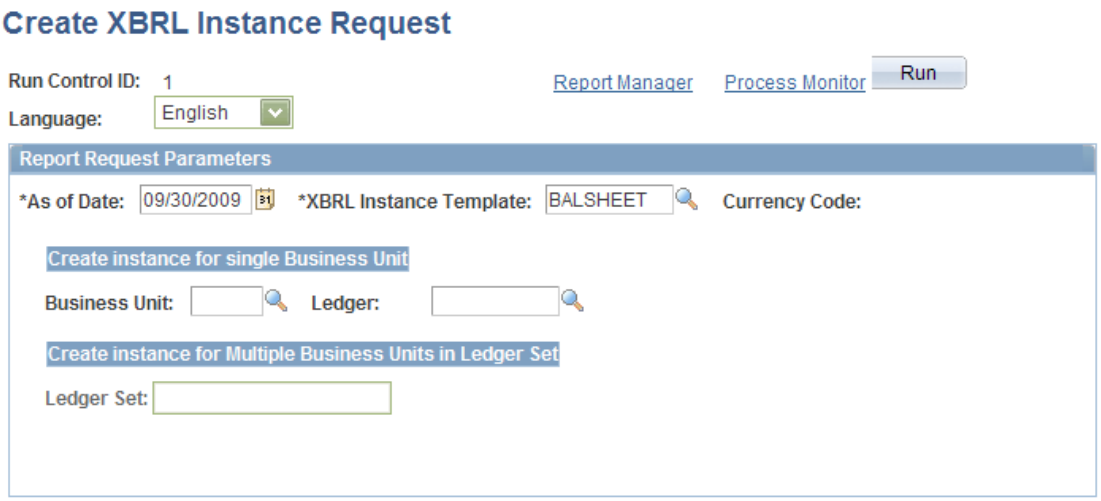
Running XBRL Reports

Use the Create XBRL Instance Request page to run XBRL reports.

Navigation:

General Ledger, and then **XBRL**, and then **Create XBRL Statement Instance**

This example illustrates the fields and controls on the Create XBRL Instance Request page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
As of Date	Establishes the time frame of the financial statements in conjunction with the time span you enter on the report template. **Note:** The as of date on the report request page might not be the as of date on the balance sheet, which will be the end date of the last accounting period within the time frame.
XBRL Instance Template	Enter the template for the report that you are creating.
Currency Code	Displays either the base currency of the ledger or the currency of the ledger set.
Business Unit and **Ledger**	Select these values only if you specified reporting from a single business unit on the report template.

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Field or Control	Description
Ledger Set	Select a value if you are reporting on several business units within this ledger set. The ledger set contains the business units and ledger from which the financial statement is generated.

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Reviewing Financial Information

Understanding Ledger, Journal, and Financial Information Inquiries

PeopleSoft General Ledger provides a series of inquiries that enable you to review ledger summary and detail ledger information based on selected ChartField combinations. These inquiries use several successive views that take you down to journal line details. The ledger inquiry also enables you to drill down across products from account balances in General Ledger to specific transaction entries in other PeopleSoft Financials and Distribution products.

The following terms are used in this topic:

Term	Definition
Regular Balance	View a regular balance when you inquire on the balance of a ledger and you do not include any adjustment entries, balance forward entries, or closing entries. This balance only includes transactions posted during the specified period.
Cumulative Balance	View a cumulative ledger balance when you inquire on the balance of a ledger by including balance forward entries, adjustment entries and closing entries. Each balance is added to the next balance to provide a cumulative ledger balance.
Base Amount	The transaction amount converted to the base currency indicated for the transactions business unit.
Posted Total Base Amount	The total ledger amount expressed in the base currency.
Transaction Amount	The amount of the transaction entered in a currency that is different from the base currency or is the same currency as the base currency.
Posted Total Transaction Amount	Amounts in the transaction currency for all ledger balances including those in the base currency.
Posted Total Amount	Total amount of the transactions in the transaction currency for all ledger balances except those in the base currency.

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> **Note**
>
> Many of the following inquiry pages operate in deferred processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

Related Topics

- Integrating General Ledger with Other PeopleSoft Applications
  This topic discusses:
- Application Fundamentals: Understanding ChartField Combination Editing
- Application Fundamentals: Using TimeSpans
- Application Fundamentals: Convert Accounting Entries to PeopleSoft Journals

Inquiry Overview

These inquiries are accessible in General Ledger:

- Journal Inquiry

  Enables you to review a specific journal or multiple journals within a ledger for a business unit and accounting period. You can use a document sequence number as part of your search criteria to review journal data.

- Ledger Inquiry

  Select a ledger to view based on selected ChartField values, including book codes, or ChartField value sets, which consist of a predefined set of selection criteria for a given ChartField. A ChartField value set can be obtained from a tree, a series of detail ChartField ranges, or a series of detail ChartField values. There are also various methods for displaying both summary and detail ledger information.

- Ledger Group Inquiry

  Review all the journals within a ledger group along with their journal line details. Compare the posted transaction amount, posted base amount, or posted total amount balances between ledger periods.

- Ledger Comparisons

  Compare one ledger by periods or compare one ledger with another within one or more ledger periods. Customize your comparison by selecting specific ChartFields or ChartField value sets. You can display comparisons for all thirteen periods or for selected periods, with or without adjustments.

- Analytic Charts

  Display analytic bar charts of the comparison across ledgers amounts.

- Imported Accounting Entries Inquiries

  Import PeopleSoft Payroll, Student Financial, Enterprise Learning Management, Contributor Relations and Global Consolidations transactions, as well as generic accounting line data into General Ledger and review this imported data before and after you run Journal Generator.

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- Entry Event Budget and GL Adjustment Accounting Inquiries

  Drill down to the accounting line detail for Budget and GL adjustment transactions that use entry events.

- Subsystem Reconciliation Inquiry

  Drill back to the Payables and Receivables subsystems and review vital status fields for documents that have not been processed and posted to the general ledger.

Viewing Journal Information

Pages Used to Review Journal Information

Page Name	Definition Name	Usage
Journal Inquiry Page	INQ_JRNL_CRITERIA	Review summary and detail journal information for a specific business unit, ledger, and period.
Journal Inquiry Details Page	INQ_JRNL_HDR_DTL	Displays the journal header, currency, and line information for the journal ID selected.

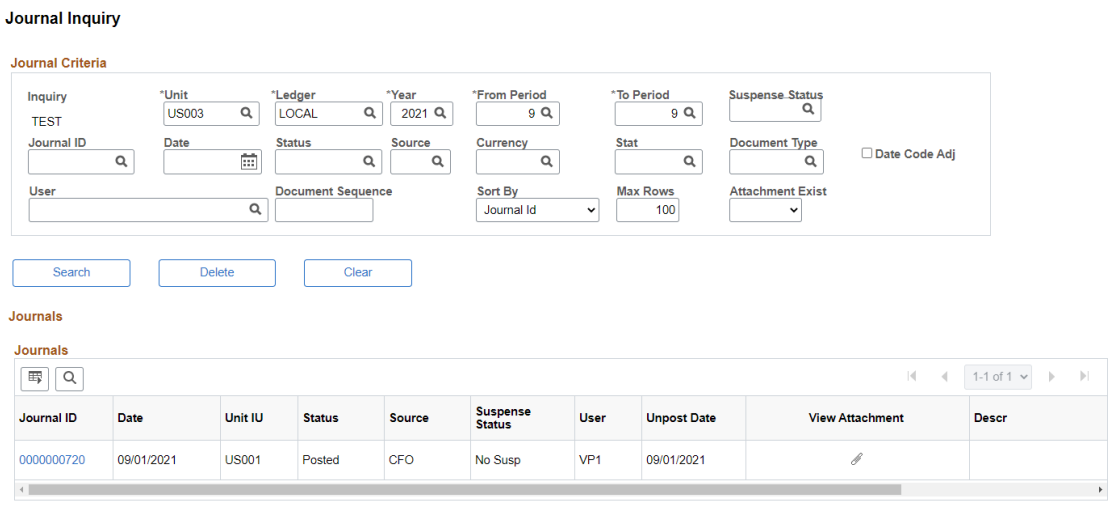
Journal Inquiry Page

Use the Journal Inquiry page (INQ_JRNL_CRITERIA) to review summary and detail journal information for a specific business unit, ledger, and period.

Navigation:

General Ledger, and then **Review Financial Information**, and then **Review Journals**

This example illustrates the fields and controls on the Journal Inquiry page.



Enter required criteria and any additional criteria in the Journal Criteria section and select the **Search** button to display Journal IDs based on your selections.

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Field or Control	Description
Document Sequence	Enter a document sequence number to review journals that are tracked by document sequencing number.
Journal ID	Click a **Journal ID** link to review the journal header and line detail information.
View Attachment	Select to view attached documents that were entered during Journal Entry. When inquiring on InterUnit transactions, if you enter the non-anchor business unit in the Journal Criteria section, and attachments were entered during journal entry, those attachments are visible from this link.

> **Note**
>
> You can use the **Customize** link to hide or display specific journal column data.

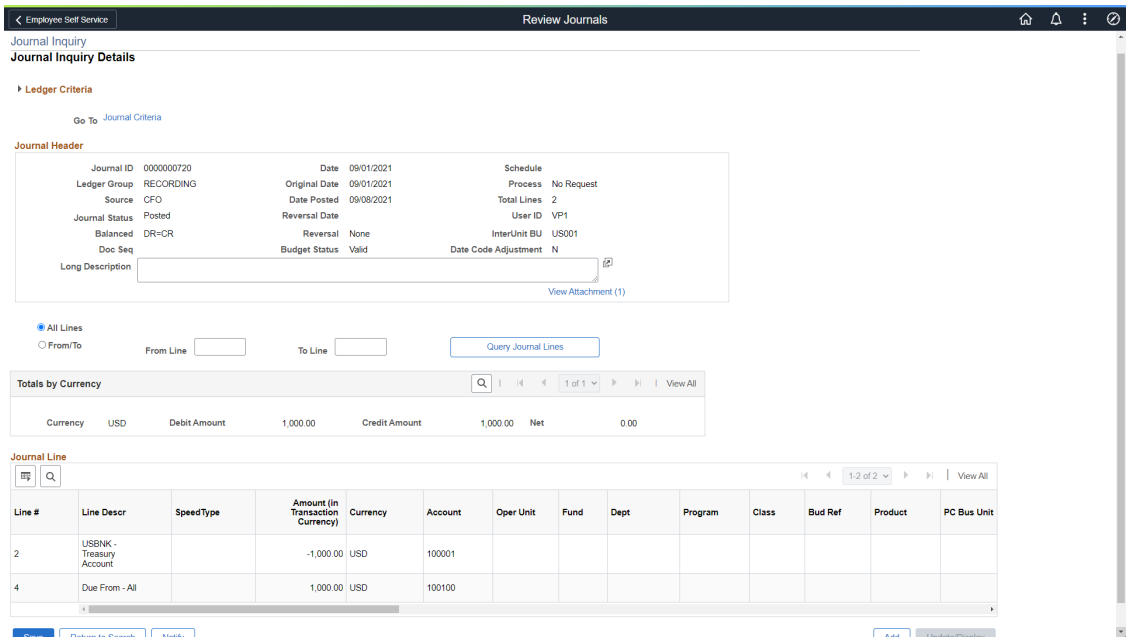
Journal Inquiry Details Page

Use the Journal Inquiry Details page (INQ_JRNL_HDR_DTL) to display the journal header, currency, and line information for the journal ID selected.

Navigation:

After displaying the journal IDs on the Journal Inquiry page, click a **Journal ID** link.

This example illustrates the fields and controls on the Journal Inquiry Details page.



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Field or Control	Description
All Lines or **From/To** and enter values for **From Line** and **To Line**	Display all the journal lines for this journal, or enter a range of line numbers and click the **Query Journal Lines** button.
View Attachment	Select to view attached documents that were entered during Journal Entry.

Related Topics

- Creating Journal Entries
- Understanding Journal Processing
  PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.

Viewing Ledger Information

Pages Used to Review Ledger Information

Page Name	Definition Name	Usage
Ledger Inquiry Page	INQUIRY_CRITERIA	Specify selection criteria to view Ledger detail and summary information.
Ledger Summary Page	INQ_SUM_BAL	Displays the summary balances based on selected criteria.
Ledger Inquiry - Transaction Details Page	INQ_TRANS_DETAIL	Displays the summary of the ledger's journal data for your selection. For example, it displays summary of all the ledger's journal amounts for a specific account ChartField value.
Journal Inquiry Details Page	INQ_JRNL_HDR_DTL	Displays the journal transaction's header information and journal lines.
Drill to Source Page	XX_GL_DRILL	Displays an intermediate page with links to the subsystem journal accounting entries (the XX in the object name represents the code for the particular General Ledger feeder system).
Accounting Entries Page	XX_ACTG_ENTRIES	Displays the subsystem journal accounting entries. The XX in the Accounting Entry page object name represents the code for the particular General Ledger feeder system.

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Page Name	Definition Name	Usage
Ledger Inquiry - Ledger Details PageL	INQ_DETAIL_LEDGER	Displays the ledger details for a selected period. Click the **Activity** link on this page to return to the Ledger Inquiry - Transaction Details page and drill down to the subsystem level of detail.

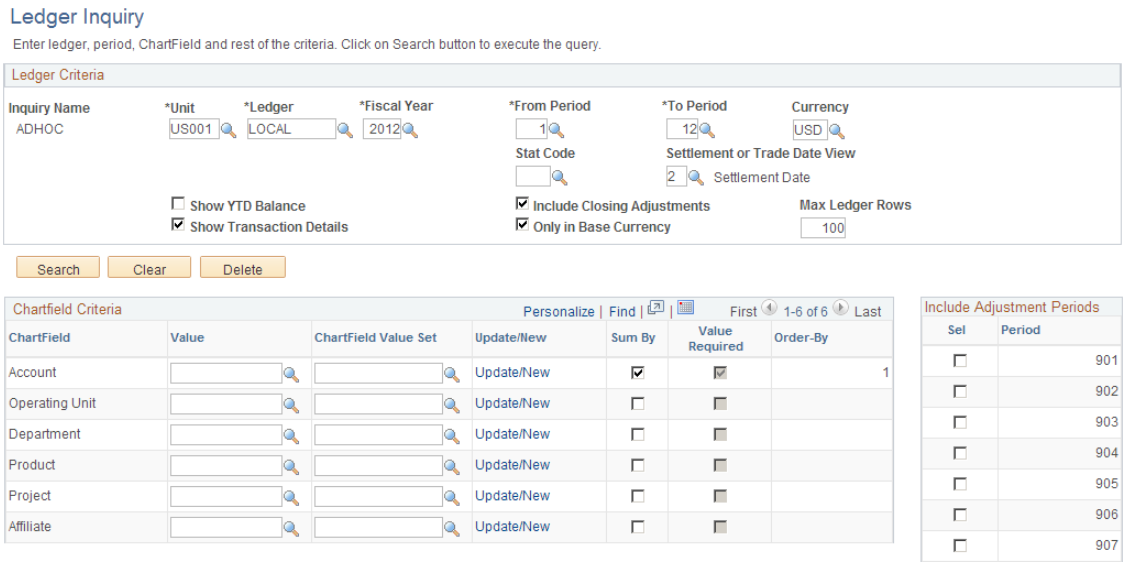
Ledger Inquiry Page

Use the Ledger Inquiry page (INQUIRY_CRITERIA) to view ledger detail and summary information based on selected criteria.

Navigation:

General Ledger, and then **Review Financial Information**, and then **Review Ledger information**

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



Specify the ChartFields to view the summary by and also the order of the ChartFields to be viewed by the sequence that you select the **Sum By** check box. For example, if you click the Sum By check box for Account, and then Department, the *Account* ChartField has **Order-By** equal to 1, while *Department* has **Order-By** equal to 2. You can also specify adjustment periods to be included as part of the criteria by selecting the check box next to the **Adjustment Periods.**

Ledger Criteria

Enter or select at a minimum the required fields to establish ledger inquiry criteria. Select additional options to further refine your inquiry.

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Field or Control	Description
Unit	Select the business unit for which you want to return ledger data.
Ledger	Commitment control and summary ledgers are not available for ledger inquiry.
Show YTD Balance (show year-to-date balance)	Select this check box and the inquiry returns year-to-date balances for specified ChartFields for a period. For example, results are summed in order by account for the periods which appears in the numerical order of the account. Do not select this check box and the inquiry returns individual balances for period and account that are displayed in order by period. This field is not available if the selected Ledger in the ledger criteria uses the Average Daily Balance ledger template.
Show Transaction Details	Select to see the ledger data along with the journal transactions that contributed to the balance. For example, if you select this check box and select all ChartFields in the Sum By check boxes, the inquiry returns a list of all journals that contribute to the ledger lines.
Include Closing Adjustments	Select this option to include closing balances (period 999) along with the current open period amounts.
Only in Base Currency	Select this option if you want the inquiry amounts to appear only in the base currency indicated for the selected business unit.
Max Ledger Rows (maximum ledger rows)	You can override the default of *100* with any number <=300 rows of data that you can display in a scroll area. Less than 300 usually contributes to better performance.
Search	Click to display either the Ledger Summary page or Transaction Detail page, when the Show Transaction Details check box is selected.
Clear	Select to clear the ledger and ChartField criteria from the page to enter different criteria.
Delete	Deletes the inquiry, cancels the page, and returns you to a blank Ledger Inquiry - Ledger Inquiry Criteria page.

ChartField Criteria

You can select one or more ChartField values or one or more ChartField value sets leave the fields blank and place a check mark next to each row to review all ChartField information based on the selected criteria.

Field or Control	Description
ChartField	Select a ChartField value for one or more ChartFields to review specific data in a ledger.

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Field or Control	Description
ChartField Value Set	Select a predefined set of selection criteria for a given ChartField.
Update/New	Click this link to update an existing ChartField value set or create a new ChartField value set.
Sum By	You are required to select at least one ChartField to sum by and if you do not, you receive an error message when you click the **Search** button. Period is always included in the sum by and is always the first column in the inquiry results. The order in which the ChartFields appear on the inquiry results is determined by the order in which you select the **Sum By** check boxes for the ChartFields. If you select all ChartFields available in the ChartField Criteria for **Sum By** and the **Show Transaction Details** check box is not checked, the result is a display of each row in the ledger that meets your criteria for business unit, ledger, fiscal year, accounting period, currency, and statistics code.
Value Required	Select this check box to filter out ChartFields with blank values. This check box is available only when the **Sum By** check box is selected. It is also unavailable for selection but is automatically selected by the system if the ChartField Account has **Sum By** selected.
Order By	Determine the sort order of the ChartFields in the result page by the order in which you select Sum By for each ChartField.

Include Adjustment Periods

Field or Control	Description
Sel (select)	Select specific adjustment periods by selecting its check box from the list of adjustment periods that are available based on the selected Ledger and Fiscal Year. Only adjustment periods that are applicable to the fiscal year are available.
Period	Adjustment periods are displayed based on those available for the selected ledger and fiscal year. For example, depending on the periods set up for the fiscal year, there might be 901 through 912 or if set up, 913. You can also use the common adjustment period 998.

Related Topics

- Application Fundamentals: Defining and Using ChartField Value Sets

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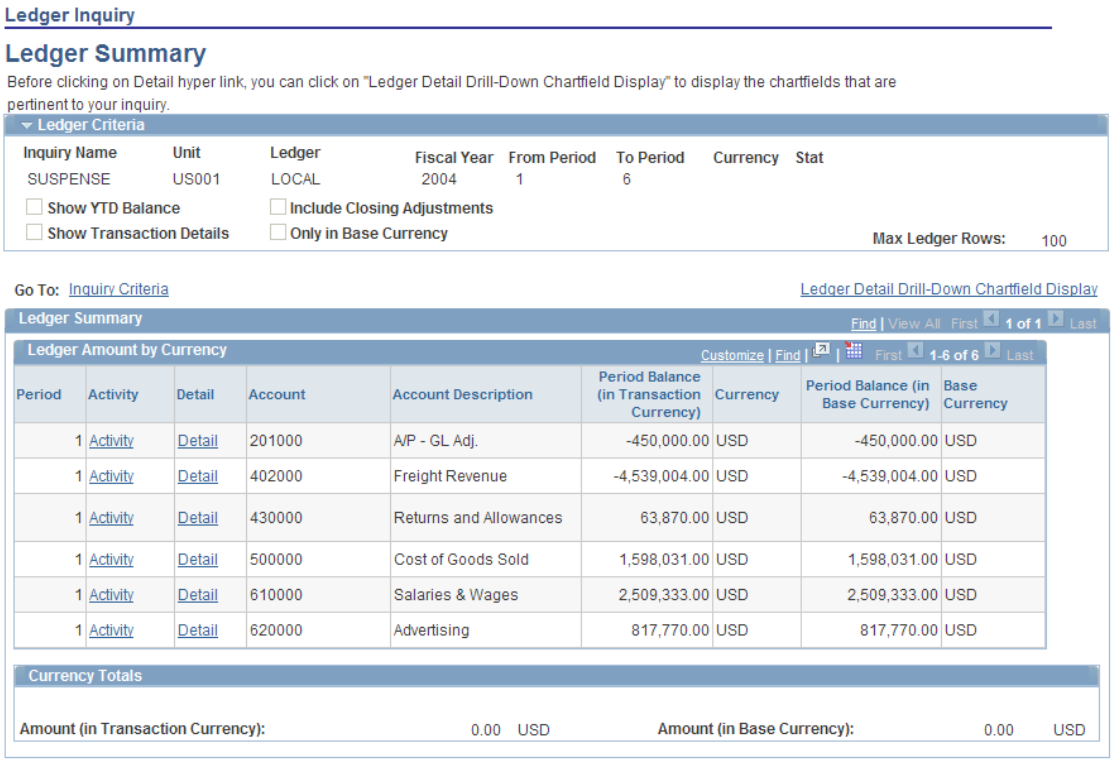
Ledger Summary Page

Use the Ledger Summary page (INQ_SUM_BAL) to display the summary balances based on selected criteria.

Navigation:

Click the **Search** button on the Ledger Inquiry page.

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



From the Ledger Inquiry page, when clicking the Search button, you are directed to the Ledger Summary page. If you had selected the **Show Transaction Details** check box from the Ledger Inquiry page, you are directed to the Ledger Details page.

Field or Control	Description
Ledger Detail Drill - Down Chartfield Display	Click this link to configure the ChartFields that you intend to display for Ledger Detail, which can be accessed by clicking the **Detail** link on the Ledger Summary page.

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Field or Control	Description
Ledger Amount by Currency	Displays, based on type of currency, a summary of the transaction balances for each account in the ledger within the selected ledger period range.
Activity	Click this link to view transaction details on the Ledger Inquiry - Transaction Details page.
Detail	Click the link to view ledger details on the Ledger Inquiry - Ledger Details page.

Ledger Inquiry - Transaction Details Page

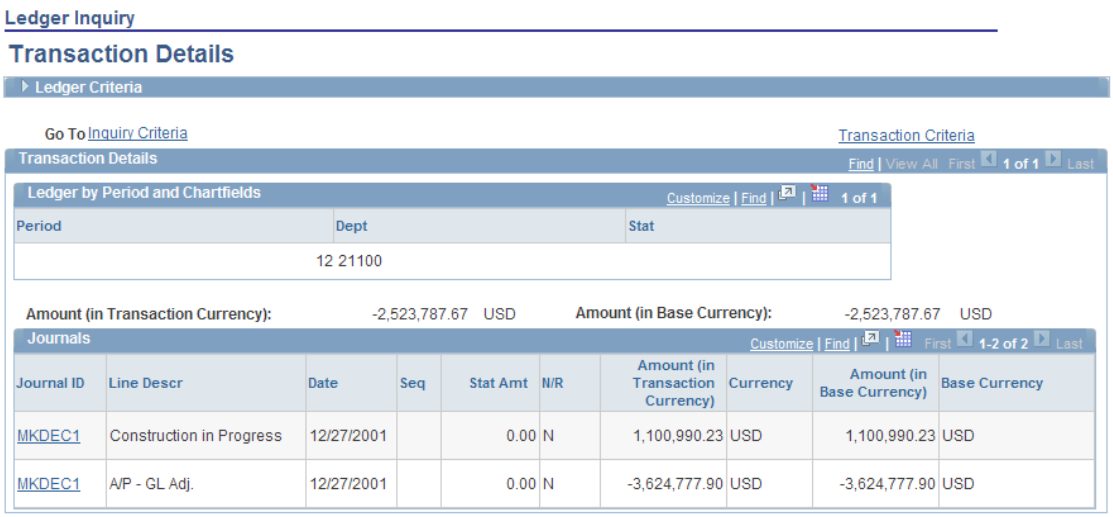
Use the Ledger Inquiry - Transaction Details page (INQ_TRANS_DETAIL) to display the summary of the ledger's journal data for your selection.

For example, it displays a summary of all the ledger's journal amounts for a specific account ChartField value.

Navigation:

Click the **Activity** link on the Ledger Inquiry - Ledger Summary page.

This example illustrates the fields and controls on the Ledger Inquiry - Transaction Details page. You can find definitions for the fields and controls later on this page.



If the **Show Transaction Details** check box on the Ledger Inquiry page is selected, when you click the **Search** button, the Transaction Details page is displayed. Under this criteria, you see journal transactions for all ledger balances that match the criteria.

In the example on the page that is pictured, the Department ChartField value, 21100, was selected as the search criteria on the Ledger Inquiry page.

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Field or Control	Description
Journal ID	Click this link to access the Journal Inquiry - Journal Inquiry Details page.

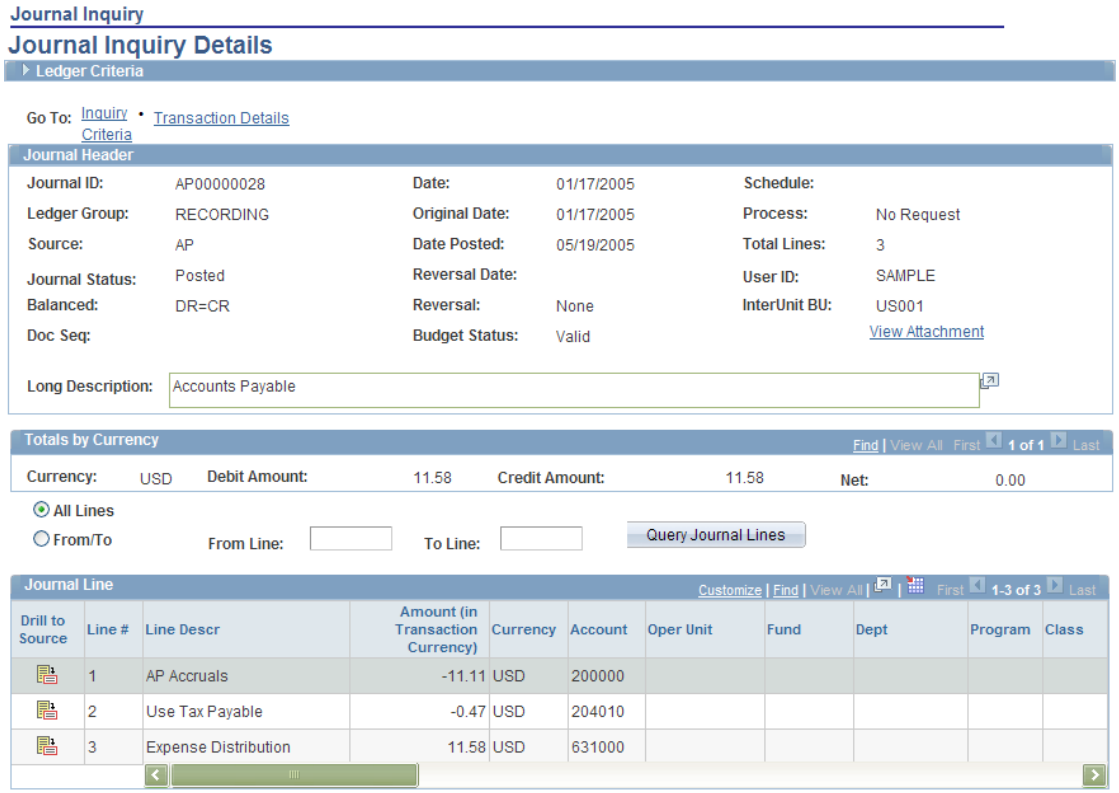
Journal Inquiry Details Page

Use the Journal Inquiry Details page (INQ_JRNL_HDR_DTL) to display the journal transaction's header information and journal lines.

Navigation:

Click the **Journal ID** value link for one of the transactions on the Transactions Details page.

This example illustrates the fields and controls on the Journal Inquiry - Journal Inquiry Details page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
All Lines	Select this option and click the **Query Journal Lines** button to see all journal lines.
From/To	Select this option and then enter a line number in the **From Line** and in the **Two Line** fields to display a range of journals and with their information when you click the **Query Journal Lines** button.

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Field or Control	Description
Drill to Source	Click the drill to source button to access the source of journal lines in the general ledger feeder systems, such as PeopleSoft Receivables. This icon is not available on the page if there is no feeder system source, for example when an adjusting general ledger journal is created in General Ledger to record a miscellaneous adjustment to receivables or payables.
Award Data	Click this link in the Federal column to open the Federal Award Data Page, where you can enter Financial Assistance and Procurement Award numbers, or view imported data. To enable this link, you must enter Federal Award Data options on the Application Fundamentals: Installation Options - Federal Processing Options Page. The link is available when you select the Enable Procurement Fields check box and/or the Enable Financial Assistance Fields check box

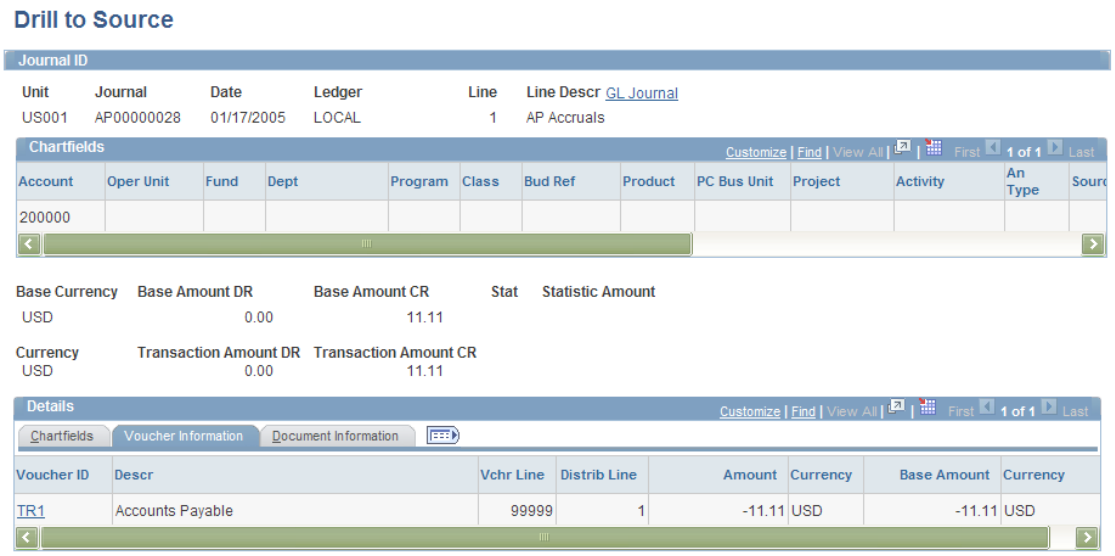
Drill to Source Page

Use the Drill to Source page (XX_GL_DRILL) to display an intermediate page with links to the subsystem journal accounting entries (the XX in the object name represents the code for the particular General Ledger feeder system).

Navigation:

Click **Drill to Source** on the Journal Inquiry Details page.

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



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The Drill to Source page is an intermediate page that provides detail about the entry with links to drill further to the accounting lines. Some PeopleSoft applications provide a separate intermediate drill down page, such as the AR_ITEM_DRILL_PNL provided by PeopleSoft Receivables. In this case, there are several related links for the purpose of drilling to the underlying data.

Field or Control	Description
GL Journal (general ledger journal)	Click this link to access the Journal Lines page (JOURNAL_LN_FS) that contains all of the journal lines that comprise the journal. You can click on each Journal Line number on this page to access the details on the journal line. Select the Journal Header tab to view the journal header information.
Details	The Details group box of the Drill to Source page varies depending upon the source of the entry. Use the links to drill further to the voucher or invoice information, for example.

Accounting Entries Page

Use the Accounting Entries page (XX_ACTG_ENTRIES) to display the subsystem journal accounting entries.

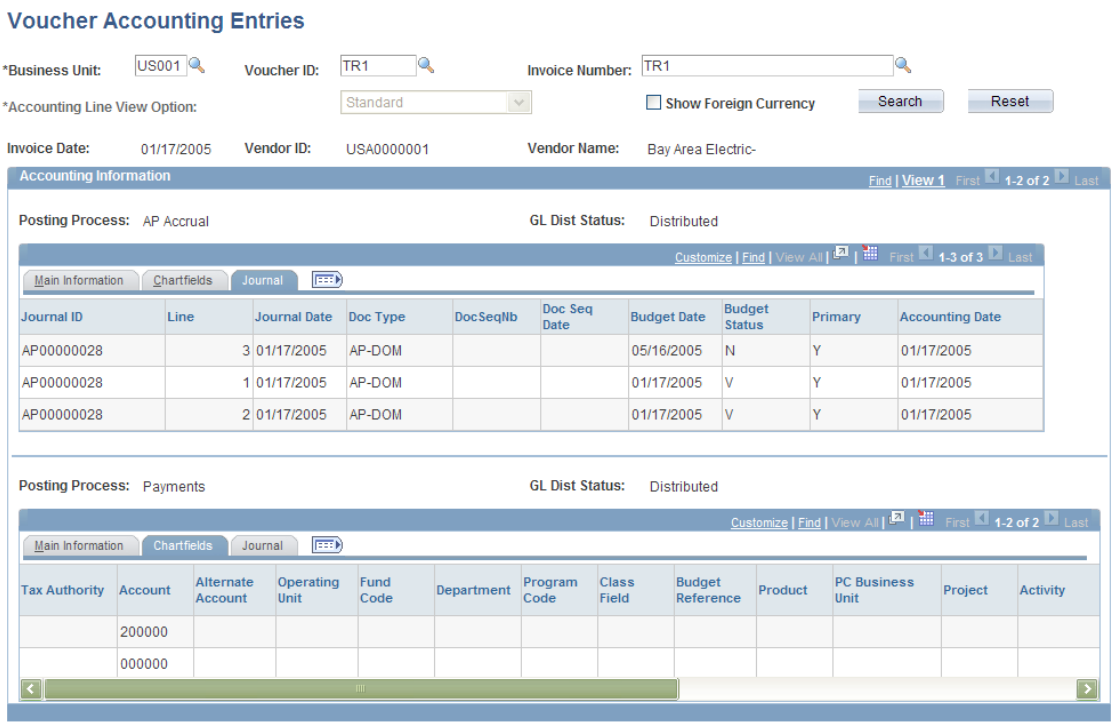
The XX in the Accounting Entry page object name represents the code for the particular General Ledger feeder system.

Navigation:

Click the document link from the Drill to Source page (or other intermediate page).

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

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This page name varies depending upon the subsystem. It can be Voucher Accounting Entries or Activity Accounting Entries, for example.

Ledger Inquiry - Ledger Details Page

Use the Ledger Inquiry - Ledger Details page (INQ_DETAIL_LEDGER) to display the ledger details for a selected period.

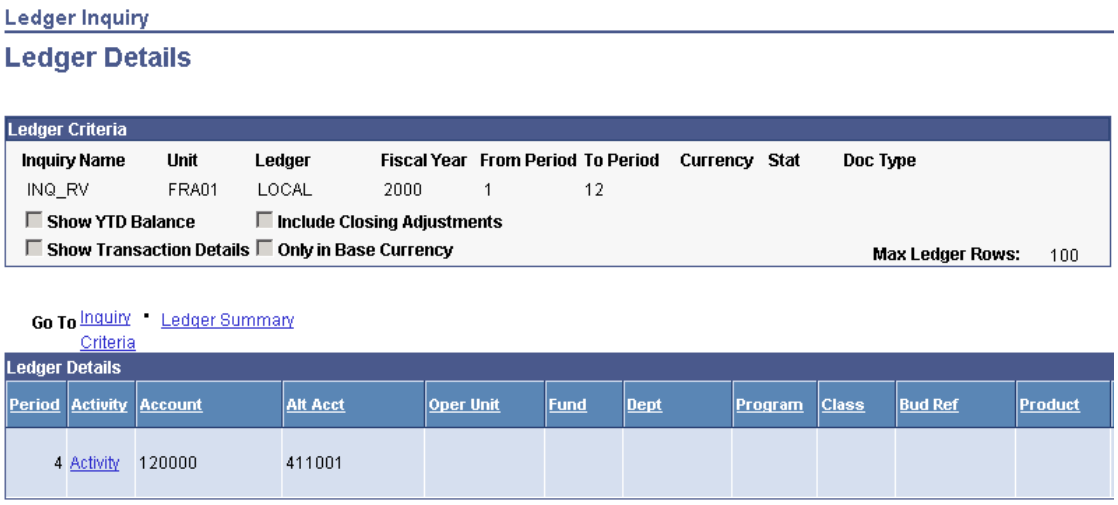
Click the Activity link on this page to return to the Ledger Inquiry - Transaction Details page and drill down to the subsystem level of detail.

Navigation:

Click the **Detail** link on the Ledger Inquiry - Ledger Summary page.

This example illustrates the fields and controls on the Ledger Inquiry - Ledger Details page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Activity	Click this link to return to Ledger Inquiry - Transaction Details page. There you can again view each of the pages listed above until you reach the subsystem entry source document.

Inquiring About Ledger Groups

Pages Used to Review Ledger Information

Page Name	Definition Name	Usage
Ledger Group Inquiry - Journals Page	INQ_JRNL_HEADER	Inquire on the journals contained within the ledgers of a particular ledger group.
Journal Lines Inquiry	INQ_JRNL_LINE	Displays the journal lines of each journal in the ledger group.

Ledger Group Inquiry - Journals Page

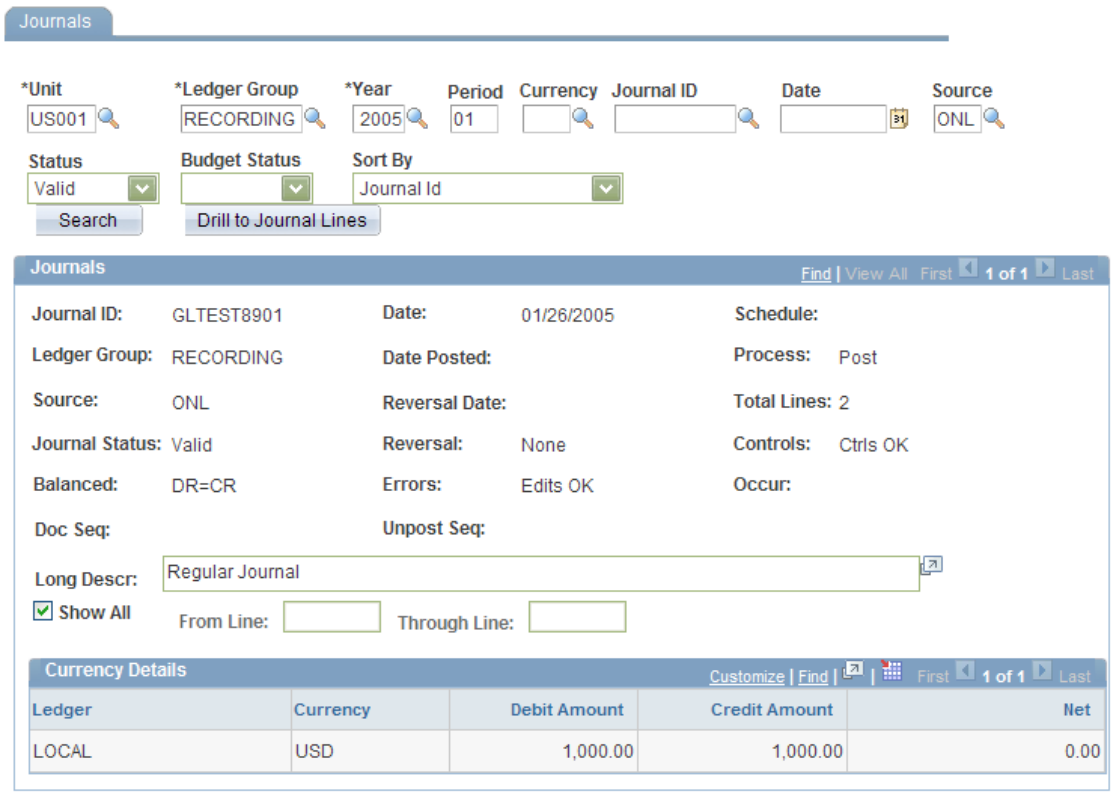
Use the Ledger Group Inquiry - Journals page (INQ_JRNL_HEADER) to inquire on the journals contained within the ledgers of a particular ledger group.

Navigation:

General Ledger, and then **Review Financial Information**, and then **Ledger Set for Summary Ledger**, and then **Journals**

This example illustrates the fields and controls on the Ledger Group Inquiry – Journals page. You can find definitions for the fields and controls later on this page.

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Enter the criteria to access one or more journals in a selected ledger group.

Field or Control	Description
Search	Click this button to display the journal header detail for each journal contained within the ledger group after entering the search criteria.
Show All	Select to show all journal lines associated with this ledger group when you click the **Drill to Journal Lines** button.
From Line and **Through Line**	Enter the specific journal line numbers that you want to display when you click the **Drill to Journal Lines** button.
Currency Details	If you enabled the **Separate DR/CR Amount Fields** on the Ledgers for A Unit - Definition page for a detail ledger, the amounts for the currency in the primary ledger display in DR and CR fields, as well as the **Net** amount of the two. If Separate DR/CR is not enabled, amounts display as a negative for a credit and a positive for a debit.

Journal Lines Inquiry

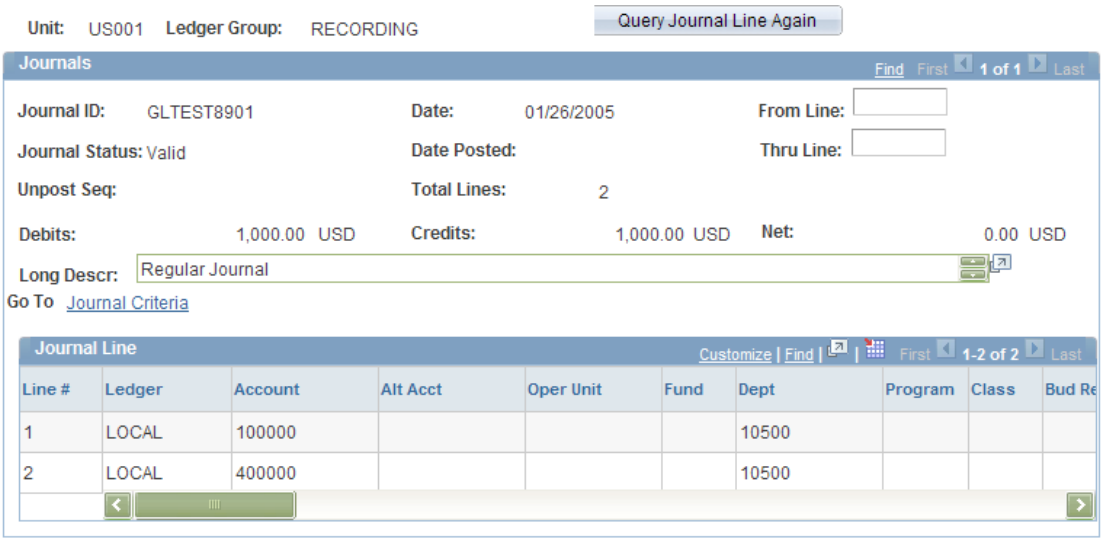
Use the Journal Lines Inquiry page (INQ_JRNL_LINE) to display the journal lines of each journal in the ledger group.

Navigation:

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Select to show all lines or a range of lines and click the **Drill to Journal Line** button on the Journals page.

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



Field or Control	Description
Query Journal Line Again	If you queried to display a specific number of journal lines to review on this page, you can enter one or more different journal line numbers and select this option to display them along with the journal lines that you displayed with your original query.

Comparing Data by Ledger Periods

You can select and compare ChartFields of selected ledger entries based on selected accounting periods.

Pages Used to Compare Data by Ledger Period

Page Name	Definition Name	Usage
Ledger Period Comparison Page	INQ_LED_CMP_PNL	Specify the ledger data you want to compare by period.
Ledger Period Comparison - Period Comparison Results Page	INQ_LED_CMP_DTL	Displays a comparison of the selected ledger's detail based on the ChartFields and number of periods selected on the Ledger Period Comparison page.

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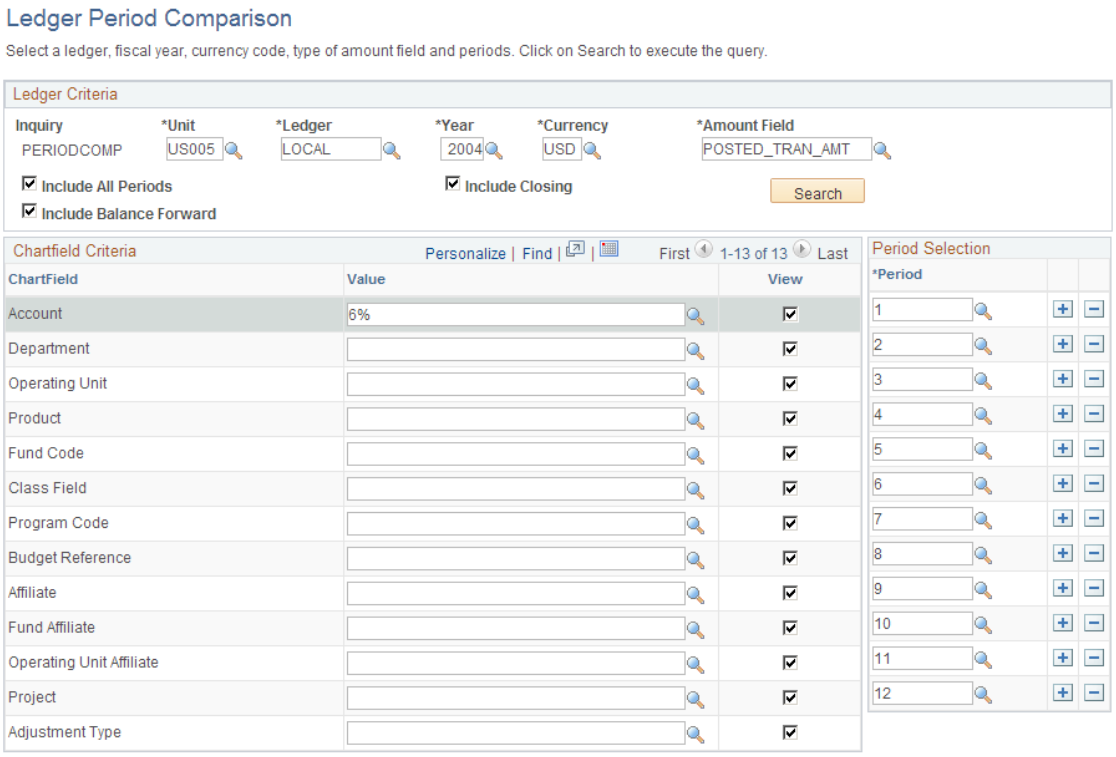
Ledger Period Comparison Page

Use the Ledger Period Comparison page (INQ_LED_CMP_PNL) to specify the ledger data you want to compare by period.

Navigation:

General Ledger, and then **Review Financial Information**, and then **Ledger Period Comparison**, and then **Ledger Period Comparison**

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



Field or Control	Description
Amount Field	Select POSTED_TRAN_AMT to display the amounts in the transaction currency for all ledger balances including those in the base currency. Select POSTED_BASE_AMT to display the total of the transaction amounts converted to the base currency of the ledger. Select the POSTED_TOTAL_AMT to display the amounts in the transaction currency for all ledger balances except those in the base currency.

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Field or Control	Description
Include All Periods	Includes periods for the ledger criteria if selected. **Note:** When **Include All Periods** is selected, a maximum of 13 periods can be used. This can include one adjustment period, but no more than one.
Include Balance Forward	Includes any balances carried forward from the previous period in the totals.
Include Closing	Includes closing adjustments for period 999 in the totals.
ChartField and **Value**	Select the ChartField values that you want to appear on the Ledger Period Comparison - Period Comparison Results page. To limit the number of ChartField values, enter a specific **Value** for a selected ChartField. You can also use a wildcard (%) to select a range of values. If you do not specify ChartField values, the system determines the values to use based on the selected ledger. The Alternate Account ChartField **(AltAcct)** appears in the ChartField Criteria group box only if you enabled the alternate account option on the Installation Options - Products page and the Ledgers for a Unit page.
Period Selection	Select the periods you want to use for comparison on the Ledger Period Comparison - Period Comparison Results page. To remove a period from the list, click the minus sign button to remove the row. If you want to include an adjustment period, click the plus sign button to add a row. Select the **Adj** check box and either manually enter an adjustment period or use the prompt to select an adjustment period. Select the adjustment periods you want to display.
Search	Click this button to access the Ledger Period Comparison - Period Comparison Results page.

Ledger Period Comparison - Period Comparison Results Page

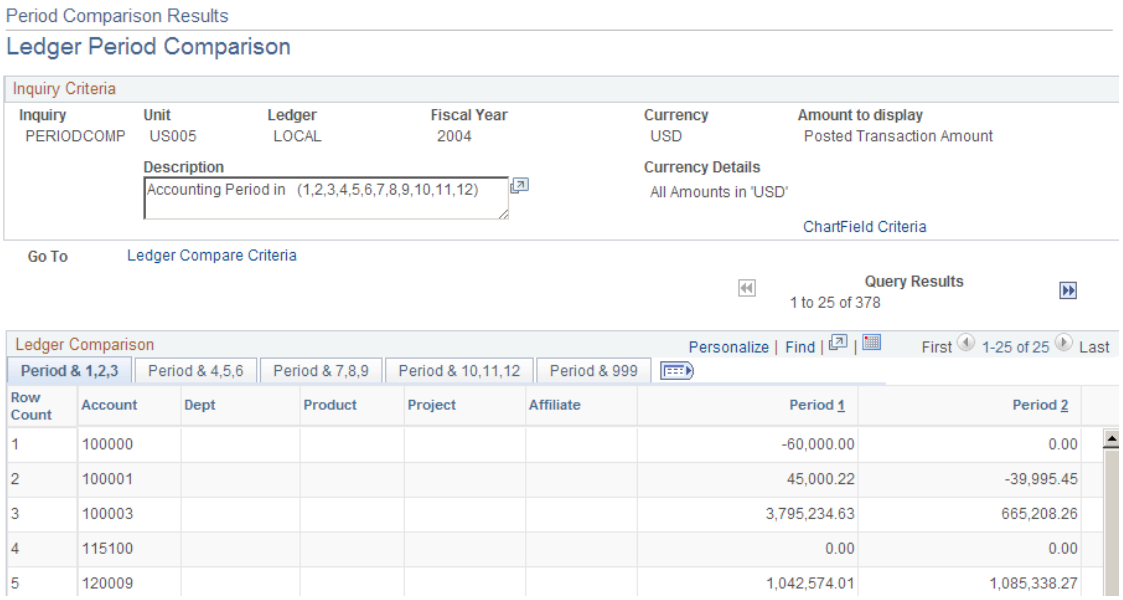
Use the Ledger Period Comparison - Period Comparison Results page (INQ_LED_CMP_DTL) to display a comparison of the selected ledger's detail based on the ChartFields and number of periods selected on the Ledger Period Comparison page.

Navigation:

Click **Search** on the Ledger Period Comparison page after selecting desired criteria.

This example illustrates the fields and controls on the Ledger Period Comparison - Period Comparison Results page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Period Bal Fwd (period balance forward)	If you selected the **Include Balance Forward** option, this column appears on the first tab and displays the opening balance for the period in the Ledger Comparison grid.
Period Close	If you selected the **Include Closing Adjustments** option, this column for period 999 appears on the last tab. It displays the adjustment for year end closing in the Ledger Comparison grid.
ChartField Criteria	Click to display the list of ChartFields. Deselect or select a ChartField check box and when you click the **Refresh** button, the Ledger Period Comparison - Period Comparison Results page redisplays ChartFields based on your selections.
Ledger Compare Criteria	Click to display the Ledger Criteria as well as ChartField Criteria. You can modify your selections and click **Search** to display results based on the newly-selected criteria.

Comparing Across Ledgers

Pages Used to Compare Ledgers Across Periods

Page Name	Definition Name	Usage
Compare Across Ledgers Page	INQ_COMPARE_PNL	Specify the criteria for the ledgers that you want to compare. Click **Search** to display the ledger comparison data. You can also select to display the data bar chart for analysis

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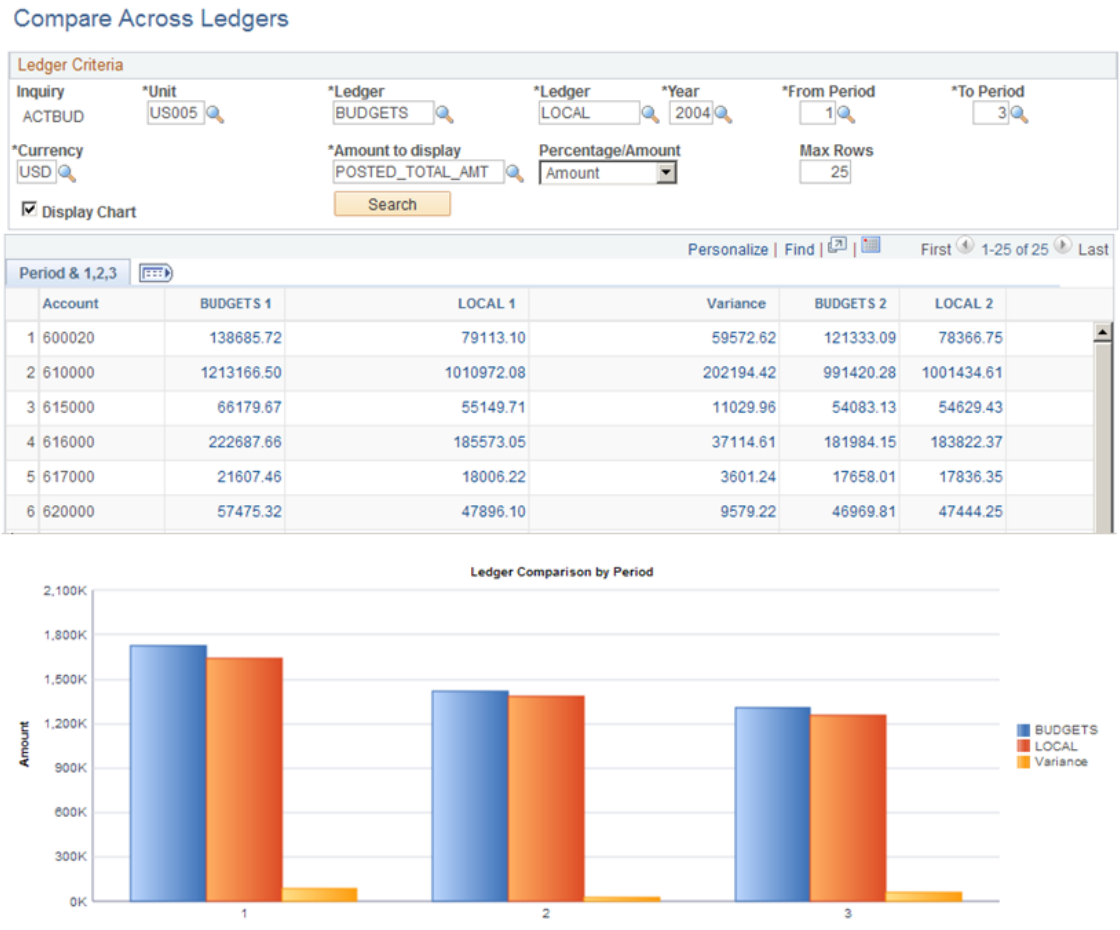
Compare Across Ledgers Page

Use the Compare Across Ledgers page (INQ_COMPARE_PNL) to specify the criteria for the ledgers that you want to compare.

Navigation:

General Ledger, and then **Review Financial Information**, and then **Compare Across Ledgers**, and then **Compare Across Ledgers**

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



You can select and compare total amounts for selected ChartField criteria between two ledgers.

Field or Control	Description
Ledgers	Enter the ledgers and the criteria for the two ledgers you want to compare and save the page. The grid appears in which you can select specific ChartFields and criteria that you want to be included in your comparison.

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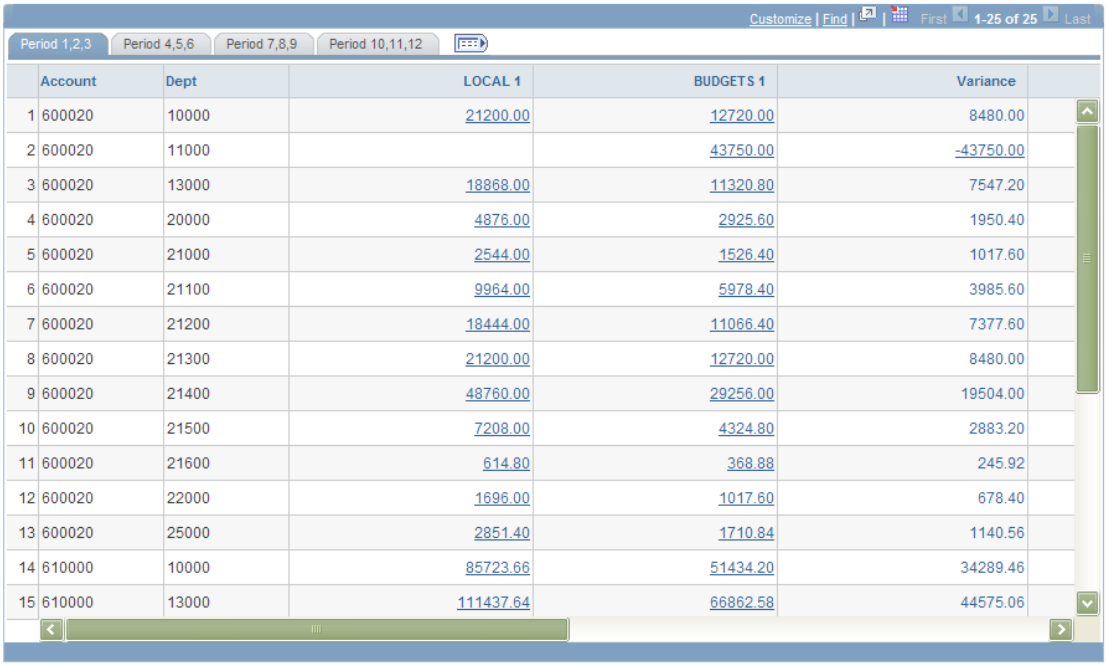
Field or Control	Description
Percentage/Amount	Select whether you want the variance between the ledgers to display as an amount or a percentage in the comparison information. If you select *Amount,* the **Display Chart** field becomes available.
Display Chart	Select to display an analytical chart. If you selected *Amount* in the previous field, when you click **Search,** you can scroll down to view a bar chart below the comparison data that shows a comparison between the amounts in Ledger 1 and Ledger 2 along with the variance between the two.
Search	Click to display the comparison detail information and then use the scroll bar to scroll down below the selection criteria information to see the results.
Sum By	This option is only applicable to ChartFields that are common to both ledgers.
Value Required	Select this check box to filter out ChartFields with blank values.
Order By	When you select the **Sum By** check box for a ChartField, it automatically displays a number that determines the order in which the ChartField inquiry results are retrieved and displayed.

Reviewing Comparison Amounts Between The Ledgers by Period

Click **Search** and scroll down to the comparison information.

This example illustrates the fields and controls on the Compare Across Ledgers - results page. You can find definitions for the fields and controls later on this page.

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	Account	Dept	LOCAL 1	BUDGETS 1	Variance
1	600020	10000	21200.00	12720.00	8480.00
2	600020	11000		43750.00	-43750.00
3	600020	13000	18868.00	11320.80	7547.20
4	600020	20000	4876.00	2925.60	1950.40
5	600020	21000	2544.00	1526.40	1017.60
6	600020	21100	9964.00	5978.40	3985.60
7	600020	21200	18444.00	11066.40	7377.60
8	600020	21300	21200.00	12720.00	8480.00
9	600020	21400	48760.00	29256.00	19504.00
10	600020	21500	7208.00	4324.80	2883.20
11	600020	21600	614.80	368.88	245.92
12	600020	22000	1696.00	1017.60	678.40
13	600020	25000	2851.40	1710.84	1140.56
14	610000	10000	85723.66	51434.20	34289.46
15	610000	13000	111437.64	66862.58	44575.06

Depending how you set up your criteria, the selected ledgers are compared to one another for each ledger period.

Field or Control	Description
Variance	May appear as an amount or a percentage depending on which field value you select for the **Percentage/Amount** field.

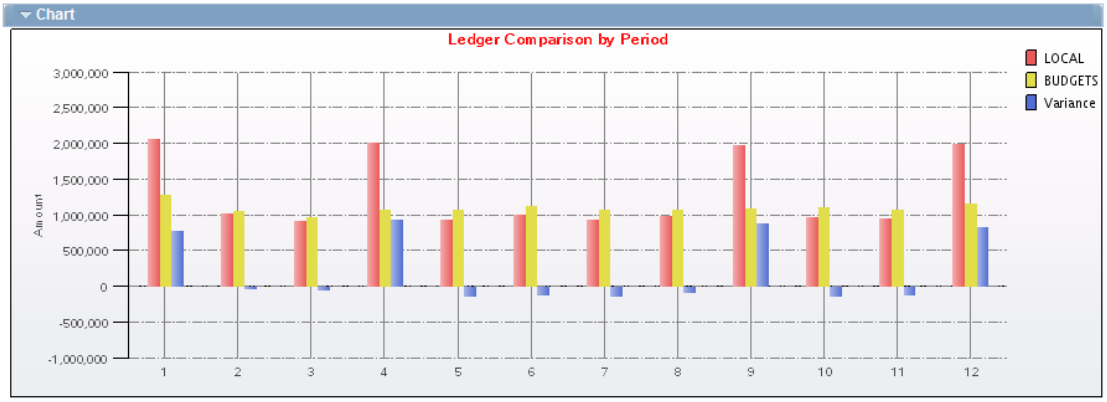
> **Note**
>
> This page is also integrated with the CFO Portal.

Using a Chart to Analyze the Ledger Comparison Data

Access the Compare Ledgers page and scroll down to the chart.

This example illustrates the fields and controls on the Compare Across Ledgers - Ledger Comparison by Period bar chart page. You can find definitions for the fields and controls later on this page.

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Reviewing Imported Accounting Entries

You can inquire about PeopleSoft Payroll, Generic, Student Financial, and Contributor Relations accounting lines that you import into General Ledger.

This section discuss Inquiring on Imported Accounting Entries.

Pages Used to Inquire on Accounting Lines

Page Name	Definition Name	Usage and Navigation
Payroll Accounting Entries - Payroll Acctg Page	PY_DRILL_PNL	Inquire on accounting lines that have been imported into General Ledger from PeopleSoft Payroll. **General Ledger**, and then **Review Financial Information**, and then **Review Payroll Acctg Entries**
Enterprise Learning Mgmt Acctg – ELM Acctg (enterprise learning management accounting) Page	ELM_JRNL_DRILL	Inquire on journals imported from Enterprise Learning Management (ELM) to General Ledger. From the Review Financial Information menu option, select **Review ELM Acctg**, and then **ELM Acctg**
Generic Accounting Entries Page	JGEN_ACCTG_DRILL	Inquire on generic accounting entries in General Ledger. These accounting lines include entries that you import into General Ledger using the Journal Generator process (FS_JGEN). From the Review Financial Information menu option, select **Generic Accounting Entries**

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Page Name	Definition Name	Usage and Navigation
Student Fin Accounting Entries Page	SF_DRILL_PNL	Review Learning Solution's imported student financial accounting entries. From the Review Financial Information menu option, select **Review Student Acctg Entries** (review student accounting entries)
Contributor Relations Acctg. Page	AV_DRILL_PNL	Review Learning Solution's imported contributor relations accounting entries. From the Review Financial Information menu option, select **Contributor Relations Acctg** (contributor relations accounting)
Oracle Retail Account Entries Page	ORT_ACCT_ENT	Review accounting lines that have been imported into PeopleSoft General Ledger from Oracle Retail Management. From the Review Financial Information menu option, select **Review Retail Jrnl Acctg Lines**
Global Consolidations Page	GC_ACCTG_DRILL	Review Global Consolidations imported accounting entries. From the Review Financial Information menu option, select **Global Con Accounting Entries**

Related Topics

- Integrating General Ledger with Other PeopleSoft Applications
  This topic discusses:

Inquiring on Imported Accounting Entries

Before you can use any of these inquiry options, you must import the following into General Ledger:

- Payroll accounting lines.
- ELM accounting lines.
- Generic accounting entries.
- Student financial accounting entries.
- Contributor relations accounting entries.

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> **Note**
>
> You use the same method to access the accounting entries for all of these Review Ledger/Journal options.

To access accounting entries that were imported to General Ledger:

1. Enter the Business Unit, Journal ID, Journal Date, GL Journal Line number, and Ledger.

   The Payroll, Generic, ELM, Student Financial, or Contributor Relations accounting journal information appears at the top of the page.
2. Review the accounting entry data that appears in the lower portion of the page.
3. There are four pages of data concerning the selected Journal ID:
   - ChartFields
   - More ChartFields
   - Currency Details
   - Misc.

Reviewing Entry Event Accounting

Pages Used to Review Entry Event Accounting

Page Name	Definition Name	Usage
Entry Event Budget Accounting Entries Page	EE_GLBUD_DRILL	Drill down to budget accounting entry event transaction details.
Review Journal Status - Journal Header Page	JOURNAL_HEADER_FS	Displays Journal Header information for the Entry Event GL Adjustment transaction.
Review Journal Status - Journal Lines Page	JOURNAL_LN_FS	Displays Journal Line detail for the Entry Event GL Adjustment transaction.
Entry Event GL Adjustment Accounting Entries Page	EE_GLADJ_DRILL	Drill down to GL adjustment accounting entry event transaction details.

Entry Event Budget Accounting Entries Page

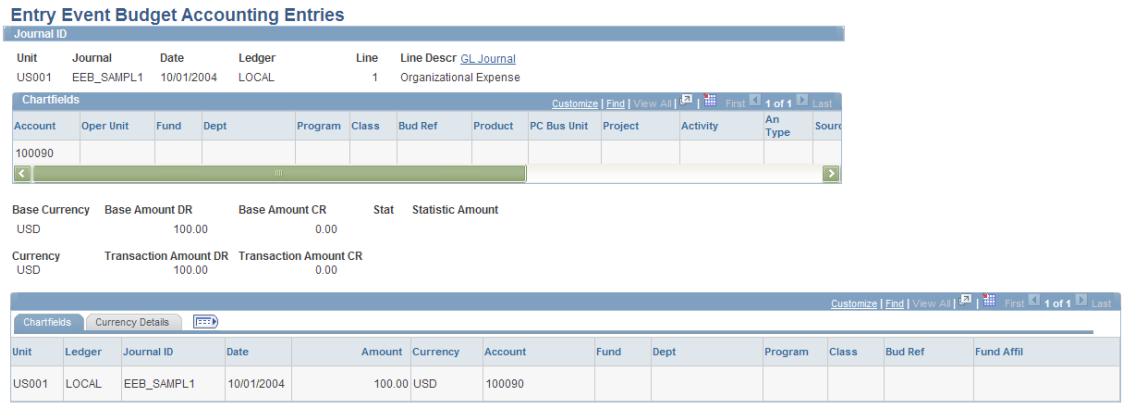
Use the Entry Event Budget Accounting Entries page (EE_GLBUD_DRILL) to drill down to budget accounting entry event transaction details.

Navigation:

General Ledger, and then **Review Financial Information**, and then **Review EE Budget Acctg**, and then **Entry Event Budget Accounting Entries**

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

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Field or Control	Description
Account	Displays the accounts generated by the Entry Event processor that are posted to the budget.
GL Journal (go to general ledger journal)	Click to review the Journal Header and Journal Lines page for this transaction.

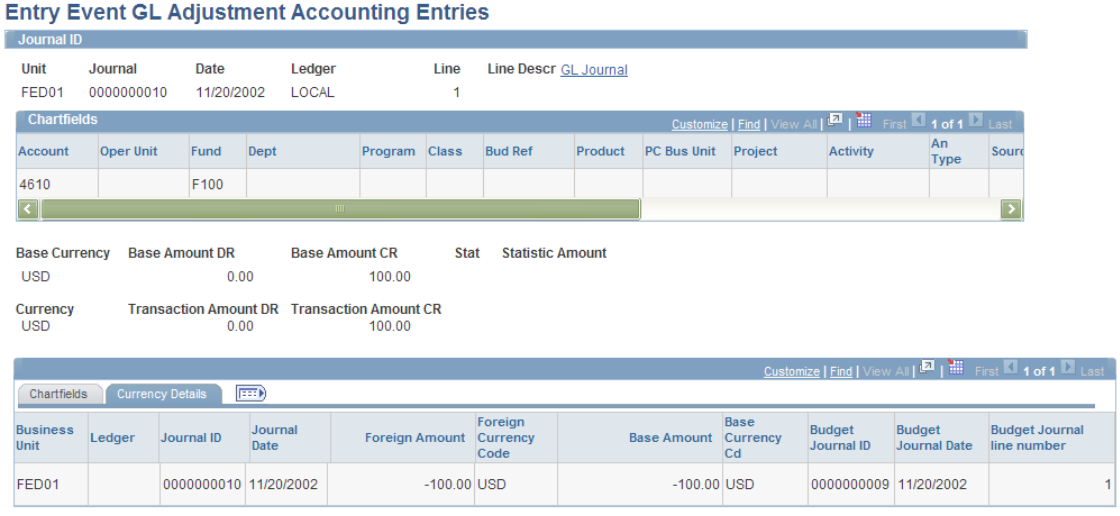
Entry Event GL Adjustment Accounting Entries Page

Use the Entry Event GL Adjustment Accounting Entries page (EE_GLADJ_DRILL) to drill down to GL adjustment accounting entry event transaction details.

Navigation:

General Ledger, and then **Review Financial Information**, and then **Review EE KK Adjustment Acctg**, and then **Entry Event GL Adjustment Accounting Entries**

This example illustrates the fields and controls on the Entry Event GL Adjustment Accounting Entries page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Account	Displays an entry event accounting line generated by the Entry Event Processor.
GL Journal (general ledger journal)	Click this link to access Journal Header and Journal Lines page for this transaction.

Reviewing Subsystem Reconciliation Data

Subsystem Reconciliation is a reporting and inquiry tool that provides insight into the Asset Management, Payables, Receivables, Billing, Expenses, Purchasing, and Treasury subsystems for documents that have not been fully processed. Subsystem Reconciliation reporting allows you to report on individual documents within a subsystem and review vital status fields that may identify why a document has not been fully processed and posted to the general ledger. The inquiry is based upon data that is loaded through a process (GL_RECN) that maintains a status table, which keeps a record of the date and time of last processing by Business Unit, System source, fiscal year, and accounting period.

The load process allows you to load data for selected business units, system sources, fiscal periods and ChartFields. You can also select to increment data from the last process. Allowing this flexibility in the data load process improves performance and reduces redundant output in the reconciliation reports.

See PeopleSoft Global Options and Reports: Running the Subsystem Reconciliation Loader Process (GL_RECN).

Pages Used to Load, Define and Review Subsystem Reconciliation Data

Page Name	Definition Name	Usage and Navigation
Load Reconciliation Data Page	GLRCN_REQUEST	Load data for selected business units, fiscal periods, system sources and ChartFields. **General Ledger**, and then **GL Subsystem Reconciliation**, and then **Load Subledger Recon Data**
Reconciliation Load Status Table Page	GLRCN_STATUS	View reconciliation data load process information: date and time of processing by Business Unit, System source, fiscal year and accounting period. Click the **View Recon Data Status** link from the Load Reconciliation Data page.
Subsystem Defn Page	GLRCN_SS_DEFN	Provides the delivered definitions of the source system documents that feed into accounting lines associated with the system definitions.

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Page Name	Definition Name	Usage and Navigation
Page Transfers Page	GLRCN_SS_DEFN2	Provides the menu and path information that is used by the drill down from the reconciliation inquiry to the subsystem document. From GL Subsystem Reconciliation, select Subsystem Document Definition, Page Transfers.
GL Reconciliation Page	GLRCN_CRIT	Provides visibility to both the subsystem accounting lines/ General Ledger inquiry, as well as the subsystem documents that have not yet been processed into accounting lines.
Reconciliation Overview Page	GLRCN_INQ_OVW	View and update subsystem data.
Subsystem Document Page	GLRCN_SS	Select source documents (defined in the Subsystem Document Definition component) to load and display those that have not yet generated accounting lines for general ledger.
Reconciliation by System Srce Page	RUN_GLRCN_RPTS	Compare GL balances to the subsystem application accounting transaction. From GL Subsystem Reconciliation, select Reconciliation by System Src.
Reconciliation by ChartFields Page	RUN_GLRCN_RPTS	Compare GL balances to the subsystem application accounting transaction. From GL Subsystem Reconciliation, select Reconciliation by ChartFields.

Subsystem Defn Page

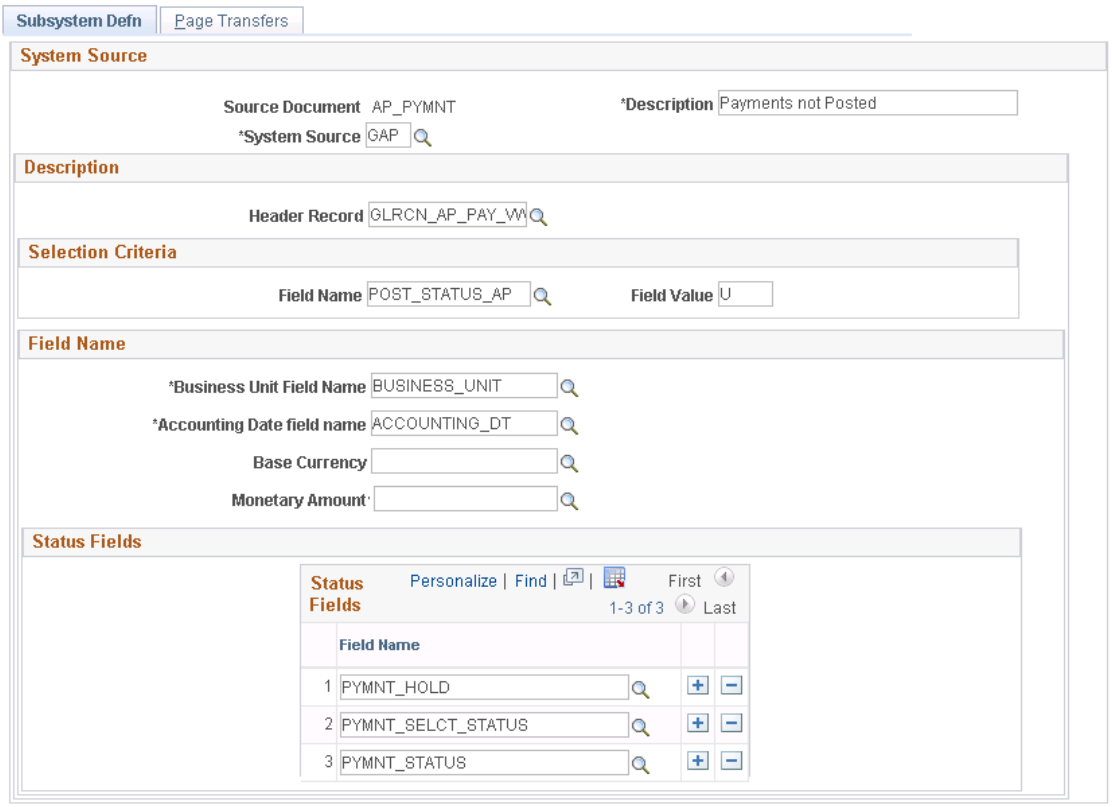
Use the Subsystem Defn page (GLRCN_SS_DEFN) to update the delivered definitions of the source system documents that feed into accounting lines associated with the system definitions.

Navigation:

General Ledger, and then **GL Subsystem Reconciliation**, and then **Define Subsystem Recon Doc**

This example illustrates the fields and controls on the Subsystem Defn page.

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Field Name

The Base Currency and Monetary Amount fields are not required and should be blank for some subsystem documents such as AP_PYMNT, AR_DIRJRNL, AR_DRAFT, AR_PAYMENT, TR_BAX, and TR_EFT

GL Reconciliation Page

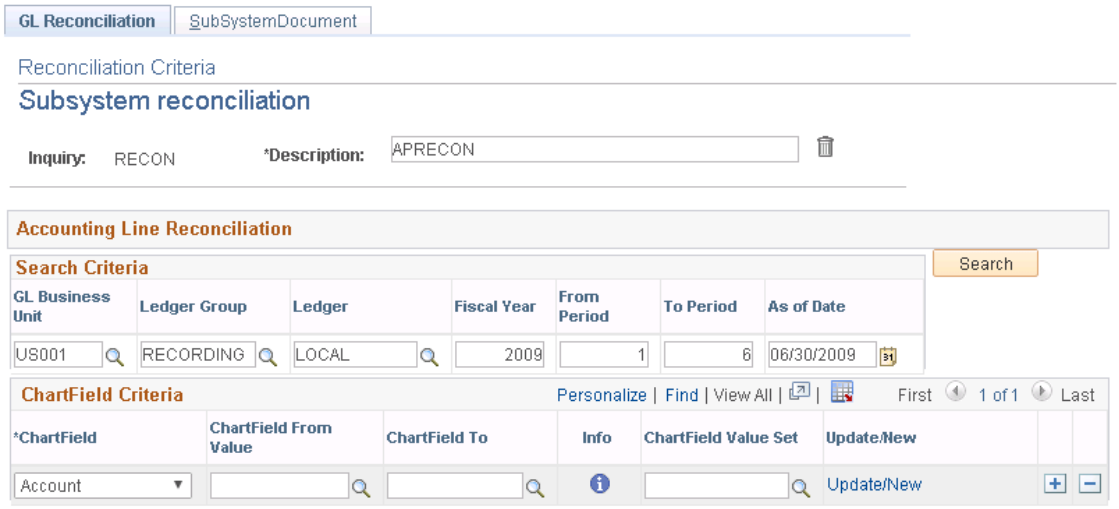
Use the GL Reconciliation page (GLRCN_CRIT), which provides visibility to both the subsystem accounting lines/General Ledger inquiry, as well as the subsystem documents that have not yet been processed into accounting lines.

Navigation:

General Ledger, and then **GL Subsystem Reconciliation**, and then **GL to Subsystem Recon Inquiry**

This example illustrates the fields and controls on the GL Reconciliation page.

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Once you have completed the subsystem reconciliation definitions setup and you run the data load process (GL_RECN) to populate the reconciliation data, search for the accounting line reconciliation data by GL business unit, ledger group, ledger, fiscal year and accounting period range for entries as of a given date.

Provide ChartField criteria for which to retrieve data by specifying ChartField value ranges or by using ChartField Value Sets.

> **Note**
>
> Account values are necessary. If no account values are chosen, then the inquiry will always sum to zero.

Field or Control	Description
Search	Once you supply the search criteria, click the Search button, which opens the Reconciliation Overview page with your search result details.

Reconciliation Overview Page

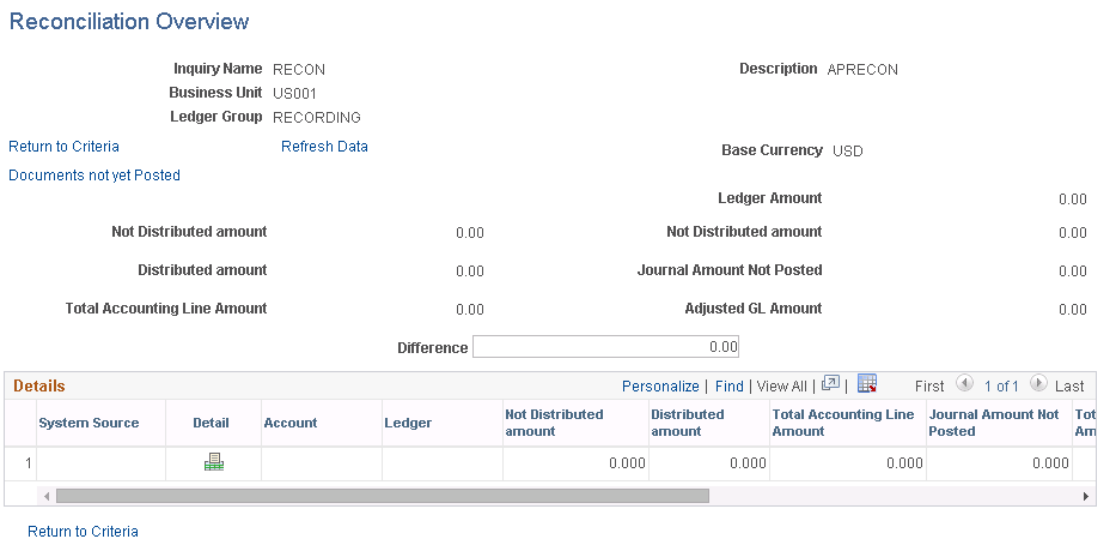
Use the Reconciliation Overview page (GLRCN_INQ_OVW) to view and update subsystem data.

Navigation:

Click the Search button on the GL Reconciliation page.

This example illustrates the fields and controls on the Reconciliation Overview page.

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On the left side of the page, the Not Distributed amount and the Distributed amount fields are added to equal the Total Accounting Line amount.

On the right side of the page, the Ledger Amount, Not Distributed amount, and Journal Amount Not Posted fields are added to equal the Adjusted GL Amount.

The Total Accounting Line amount and the Adjusted GL Amount values are compared and shown in the Difference field.

Field or Control	Description
Not Distributed amount (both sides of the page)	Displays the subsystem accounting line data amount that is not distributed to the general ledger. This field appears on both sides of the page to indicate that it is being used in both equations. The values in both fields are the same.
Distributed amount	Displays the subsystem accounting line data amount that is distributed to general ledger.
Ledger Amount	Displays the General Ledger total amount.
Journal Amount Not Posted	Displays the General Ledger amount not posted from the subsystem amounts.
Total Accounting Line	Displays the sum of the Not Distributed amount and Distributed amount fields. The amount in this field should be equal the amount in the Adjusted GL Amount field. Any difference is specified in the **Difference** field.
Adjusted GL Amount (adjusted general ledger amount)	Displays the sum of the Ledger Amount, Not Distributed amount, and Journal Amount Not Posted fields. The amount in this field should be equal the amount in the Total Accounting Line field. Any difference is specified in the **Difference** field.
Difference	Displays a difference between the amounts in the **Total Accounting Line** and **Adjusted GL Amount** fields.

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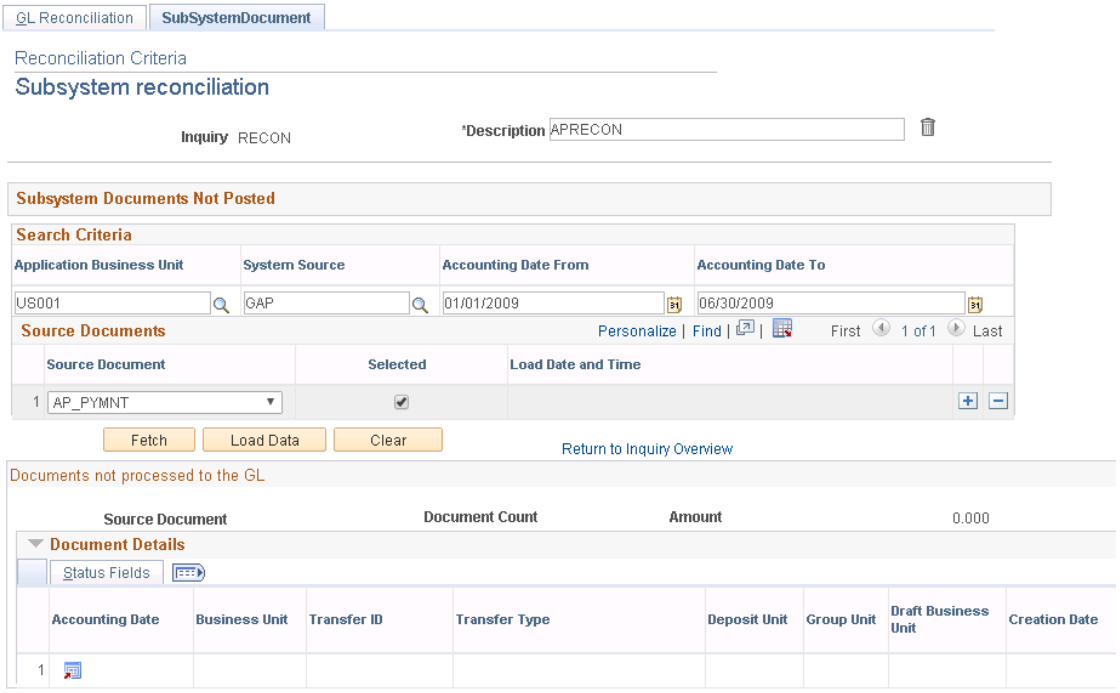
Subsystem Document Page

Use the Subsystem Document page (GLRCN_SS) to select source documents (defined in the Subsystem Document Definition component) to load and display those that have not yet generated accounting lines for general ledger.

Navigation:

General Ledger, GL Subsystem Reconciliation, Subsystem Document.

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



Field or Control	Description
Application Business Unit	Select the Payables or Receivables business unit of the system source.
System Source	Select from the following system sources: • GAM - generated asset management • GAP - generated accounts payable • GAR - generated accounts receivable • GBI - generated billing invoice • GEX - generated expense document • GPO - generated purchase order • GTR - generated treasury document
Accounting Data From/Accounting Date To	The accounting date range to be used for the data load and inquiry.
Source Document	Choose from the source documents defined in the Subsystem Document Definition component.

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Field or Control	Description
Selected	Specifies whether its source document is to be included in the current inquiry or data load/ delete.
Load Date and Time	Displays the date and time that the data was last loaded into the inquiry table.
Fetch	Click to display the data specified by the **Search Criteria.** You can use this only after the data has been loaded.
Load Data	Click to refresh specified data. This action deletes and reloads the selected document types. The data must be loaded by this button prior to use. Thereafter it can be viewed, and only reloaded if changed.
Clear	Click to remove selected data from the inquiry table.
	Click to access the Subsystem Document Inquiry or entry page.

Documents not processed to the GL

If the base currency is not available, the base currency and monetary amount columns are not displayed, and the total amount is replaced with this message, “Monetary amount is not available”.

Related Topics

- PeopleSoft Global Options and Reports: Understanding Subsystem Reconciliation Reports

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28

Maintaining Standard Budgets in General Ledger

Understanding General Ledger Standard Budgets

PeopleSoft General Ledger enables you to develop, maintain, and report on standard budgets, also referred to as static budgets. As with actual or statistical data, you maintain budgets in a ledger. You can create any number of separate ledgers to track various types of budgets, including high-level forecasts and budgets based on summary ChartField levels.

This section lists prerequisites and discusses:

- Methods for creating and maintaining standard budgets.
- Budget spreading, repeating, and percentage-increase processes.
- The Budget Copy process.
- The Budget Allocation process.

> **Note**
>
> Standard budgets do not include control budgets, which are set up and maintained using the Commitment Control feature.

Prerequisites

Before you enter amounts in a budget ledger, you must:

1. Define a ledger template.
2. Link the template to a detail budget ledger.
3. Add the budget ledger to a budget ledger group.
4. Activate the budget ledger groups for business units.

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> **Note**
>
> The scenario ChartField in the budget ledger and budget journal line records does not exist in the standard ledger definition. PeopleSoft Budgeting uses the scenario ChartField extensively because that ChartField facilitates an integration link between PeopleSoft Budgeting and General Ledger. Even if you do not currently use PeopleSoft Budgeting or populate values for this ChartField, retain the additional ChartField in the general ledger budget records. You cannot include a budget ledger in a budget ledger group with other types of ledgers. That is, you must not include budget ledgers with an actuals (recording) ledger or any other type of ledger in a ledger group. You do not have to use the same accounting calendar for a budget that you use for an actuals (recording) ledger. You create calendars on the Detail Calendar page, activate the budget ledger, and select the calendars that you want to use for the standard budgets.

Related Topics

- Application Fundamentals: Defining a Ledger Template
- Application Fundamentals: Ledger Groups - Definition Page
- Application Fundamentals: Defining a Detail Ledger
- Application Fundamentals: Defining Ledgers for a Business Unit
- Application Fundamentals: Understanding Accounting Calendars Based on Open and Close Periods
- Application Fundamentals: Scenario Page

Methods for Creating and Maintaining Standard Budgets

You can set up standard budgets based on fixed amounts or percentages. In addition, you can set up standard budgets by:

- Copying amounts from other ledgers.
- Cloning existing budgets or loading data from spreadsheets.
- Using automatic replication and spreading.
- Creating an unlimited number of budget versions.
- Configuring budget worksheets with PS/nVision.

You can also set up standard budgets that:

- Budget at any level in the organization.
- Budget for any period of time.
- Reflect potential organizational changes in budget reports without affecting current financial reports.

  You can use PeopleSoft Tree Manager to do this.

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> **Note**
>
> General Ledger integrates with PeopleSoft Budgeting, which shares all of the functionality described in this section. If you use PeopleSoft Budgeting to manage the budget process and prepare budget ledger data, you have immediate access to that budget data for reporting and comparison with General Ledger actuals data. Many of the steps described in this section apply only if you *do not* use PeopleSoft Budgeting for budget preparation.

See *PeopleSoft Enterprise Planning and Budgeting*

Typically, you maintain budgets in an *unbalanced* ledger. With expense budgets and sales forecasts, for example, you are normally concerned with only one side of the accounting equation. Because you use most budgets for planning and analysis (and you continually modify and round them), you may not need to create an exact offset every time that you change a budgeted amount. The Detail Budget Maintenance pages that enable you to modify budget rows directly are supported against unbalanced ledgers only.

In General Ledger, you can:

- Enter and modify budget amounts by sets of ChartFields or by period.
- Enter a lump sum to be spread across multiple periods for a ChartField combination.
- Copy any combination of ledger rows from existing ledgers.
- Import budgets from spreadsheets.
- Allocate amounts to a budget ledger.
- Enter budget journals.

  Except when entering allocations and budget journals, you update the ledger balances table directly with no audit trail. By entering journals and posting them to the budget ledger or selecting the Request Allocations option to create journals in allocations, you maintain the same audit trail as with actuals (recording) transactions.
- Create an all-encompassing and detailed budget by cloning the actuals ledger, and then you can generate a budget summary ledger to maintain higher-level information.
- Create a budget using an across-the-board percentage, such as a payroll increase based on a 4.5 percent cost-of-living index or a sales target forecast that is 10 percent higher the following year.

  Simply copy the amounts from the actuals ledger and have General Ledger automatically adjust those amounts by the specified percentage.
- Spread a given amount (for example, 15 million USD budgeted for equipment) evenly across specific ChartFields or according to a basis (such as the statistics code for employee head count).
- Adjust budget amounts for each individual ChartField combination by period.

Budget Spreading, Repeating, and Percentage-Increase Processes

The budget spreading and repeating processes provide an alternative to the often time-consuming job of specifying budget amounts on an amount-by-amount, period-by-period basis. You can enter a lump sum budget amount or a percentage of an existing amount for a ChartField combination.

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General Ledger can automatically spread an amount or apply a percentage across the periods in a fiscal year. The amounts can be:

- Added by period.
- Repeated by period.
- Spread evenly across the periods.

  You can also use percentage changes by period.

Spreading or repeating a fixed amount or percentage over a range of periods reduces data entry. Here is an example:

Suppose that you send a memo to the manager of the account management department indicating that the monthly office party expense for January through June will be 1,200.00 USD. The manager repeats the 1,200.00 USD amount for each month during that period.

When you review the sales department's budget, however, you realize that you have made a mistake, and you send another memo clarifying that 1,200.00 USD is the entire amount for the half-year period, and it must be divided evenly among the six months. The manager decides to spread a negative 6,000.00 USD evenly across the January through June time period. This leaves 200.00 USD in each monthly period and corrects the error.

Now suppose that after you consider the number of new employees, you decide to add 200.00 USD to each monthly period for a total expense of 2,400.00 USD. However, before the budget is finalized, you receive a memo from the budget committee directing you to reduce all nonessential sales and all general and administrative expenses by 50 percent. After you reduce the selected monthly expenses by the required 50 percent, you have 1200.00 USD for the final office party budget for the six months period.

This table shows the transactions:

	JAN	FEB	MAR	APR	MAY	JUN
Repeat 1200,00 USD	1200	1200	1200	1200	1200	1200
Spread evenly 6000.00 USD	-1000	-1000	-1000	-1000	-1000	-1000
Balance	200	200	200	200	200	200
Add by period 200.00 USD	+200	+200	+200	+200	+200	+200
Balance	400	400	400	400	400	400
Percentage change by period	-50%	-50%	-50%	-50%	-50%	-50%
Balance	200	200	200	200	200	200

Remember the following points when you spread amounts:

- You *cannot* spread amounts to closed periods.
- You *cannot* spread amounts to balanced ledgers or to summary ledgers.
- You *can* spread positive or negative amounts.

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Budget Copy Process

The Budget Copy feature is ideal for creating multiple versions of a budget. You set up what-if scenarios or assess the impact of each level of review. You can use this feature to create a new budget based on an existing ledger or to update an existing budget and have General Ledger automatically increase or decrease the amounts copied by a percentage that you specify.

The Budget Copy process updates or inserts new rows of data into the selected target ledger. If data for the specified ChartField values in the pool (source) ledger already exists in the target ledger, the system updates (or overwrites) that data for the year and periods specified. If no data exists in the target ledger for the specified ChartFields, General Ledger adds those rows to the target ledger. Any rows that do not meet the pool ledger criteria remain unaffected.

Here is an example:

Suppose that the sales manager for corporate headquarters expects that the revenue for the eastern and central regions will increase by 128 percent in the year 2000. To create a sales projection for the year 2000, the manager copies the actuals amounts from 1999 to the budget ledger. From the actuals ledger, the manager selects a range of revenue accounts (400000–401000) and the appropriate sales departments (21200 and 21300). All products and services are included. The system copies only those account balances that match the ChartField values that the manager entered. Any other rows of data that already exist in the budgets ledgers are not affected. Next, the manager selects the appropriate value in the **Factor %** (factor percentage) field. In this case, it is 128 percent of the actuals balances.

To populate a year's worth of budgets with a one-to-one copy from the actuals ledger to the budgets ledger, you set up a period-to-period copy. Then you run it 12 times in the Budget Copy process request using a different as-of date for each request. You cannot use a multiperiod time span (such as *All Year*) in the pool definition because the Budget Copy process sums the entire year in one row rather than as period 1, period 2, and so on. You could spread that amount to one period at a time or over an entire year, but you would not perform a one-to-one copy.

Budget Allocation Process

Allocations processing in General Ledger enables you to spread either fixed amounts or a pool of complex *pro rata* amounts from multiple ChartFields. You can use statistical and monetary accounts from any ledger (or combination of ledgers) as the basis. Allocations provide complete flexibility in mapping ledger amounts across the chart of accounts. You can use allocations to generate large volumes of budget entries quickly and easily. Allocations processing supports top-down budgeting and the dynamic generation of budgets based on any segment of the organization at any given time.

Allocations enable you to spread amounts from any ledger to the budget ledger so that you can devise budgets and forecasts based on the strategic information already stored in your database. Here is an example:

Suppose that your sales manager is preparing next year's monthly sales targets for the eastern sales division, as well as a budget for travel expenses. The sales manager bases the forecast on a number of factors:

- 2004 revenue should be 128 percent higher than 2003 amounts.
- Because of unusual market fluctuations in 2003, the manager wants the 2004 forecast to reflect the 2002 monthly sales trends.

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- The travel expense budget will be 10 percent higher than last year, allocated using the new sales projections as a basis.

First, the sales manager uses the Budget Copy Definition pages to copy 2002 eastern sales region revenue figures from the actuals ledger into the budget ledger for 2004.

The manager uses the **Factor (%)** field to increase by 128 percent the 1998 actuals amounts. Then the sales manager does the same for the travel expense accounts, increasing them by 10 percent.

Next, the sales manager uses the Budget Allocation process to reallocate revenue amounts according to 2002 sales trends, using the 2002 amounts in the sales revenue account for all departments as the basis. In this way, sales figures for the eastern division are spread according to the general sales trends for 2002.

As the final step, the sales manager uses the new 2003 sales revenue forecast amounts as the basis for allocating the travel expenses.

Related Topics

- Maintaining Detail Budgets
  You use the Detail Budget Maintenance page, the Data by Year page, and the Data by Period page to make adjustments and perform inquiries on budget ledgers. To access budget ledger data using these pages, the ledger definition must specify the ledger record as LEDGER_BUDG, and the ledger must be unbalanced.
- Copying Budgets
  To copy budgets, use the Budget Copy Definition component (ALLOC_COPY_LEDGER) and the Budget Copy Group component (ALLOC_GROUP_BD).
- Application Fundamentals: Understanding Oracle's PeopleSoft Allocations Process (FS_ALLC)

Maintaining Detail Budgets

You use the Detail Budget Maintenance page, the Data by Year page, and the Data by Period page to make adjustments and perform inquiries on budget ledgers. To access budget ledger data using these pages, the ledger definition must specify the ledger record as LEDGER_BUDG, and the ledger must be unbalanced.

To maintain detail budgets, use the Detail Budget Maintenance component (DEPT_ENTRY).

The Detail Budget Maintenance page is intended for use in making adjustments of existing data and performing inquiries on existing data. It is not intended for adding volumes of data, or, to provide the extensive validation functionality that the Journal Entry page provides. The Journal Entry page is the primary place to enter financial data with full validation functionality.

> **Note**
>
> To maintain transactions in different currencies, use allocations or budget journals rather than the Budgets pages described here.

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Pages Used to Maintain Detail Budgets

Page Name	Definition Name	Usage
Detail Budget Maintenance Page	BE_ENTRY2	Identify the fiscal year and the ChartFields or specific ChartField values that appear on the Data by Year page and the Data by Period page for the selected business unit and budget ledger.
Data by Year Page	BE_ENTRY3A	Delete rows for the selected budget data and entered fiscal year and drill down to the Data by Period page for this specific account.
Data by Period Page	BE_ENTRY4	Delete or add rows and maintain budget detail information by period.
Budget Calculation Page	(search)	Modify budget calculations for accounts by period. See Using the Budget Calculator Feature

Detail Budget Maintenance Page

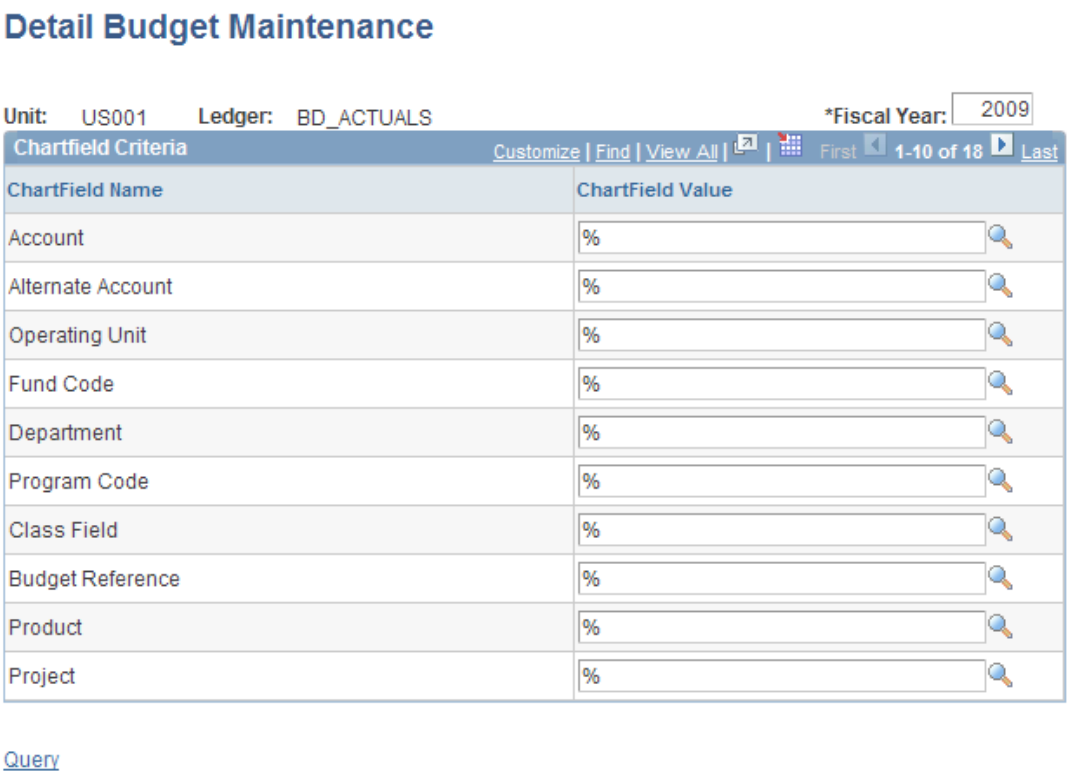
Use the Detail Budget Maintenance page (BE_ENTRY2) to identify the fiscal year and the ChartFields or specific ChartField values that appear on the Data by Year page and the Data by Period page for the selected business unit and budget ledger.

Navigation:

General Ledger, and then **Maintain Standard Budgets**, and then **Detail Budget Maintenance**, and then **Detail Budget Maintenance**

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

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To use the Detail Budget Maintenance page:

1. Enter the fiscal year that you want to review or modify for the business unit and budget ledger.
2. Enter or select ChartField values.

   You can use wildcard characters to narrow your search of ChartFields.
3. Click the **Query** link at the bottom of the page.

   The Data by Year page displays the data for each selected ChartField for the specified year.

Data by Year Page

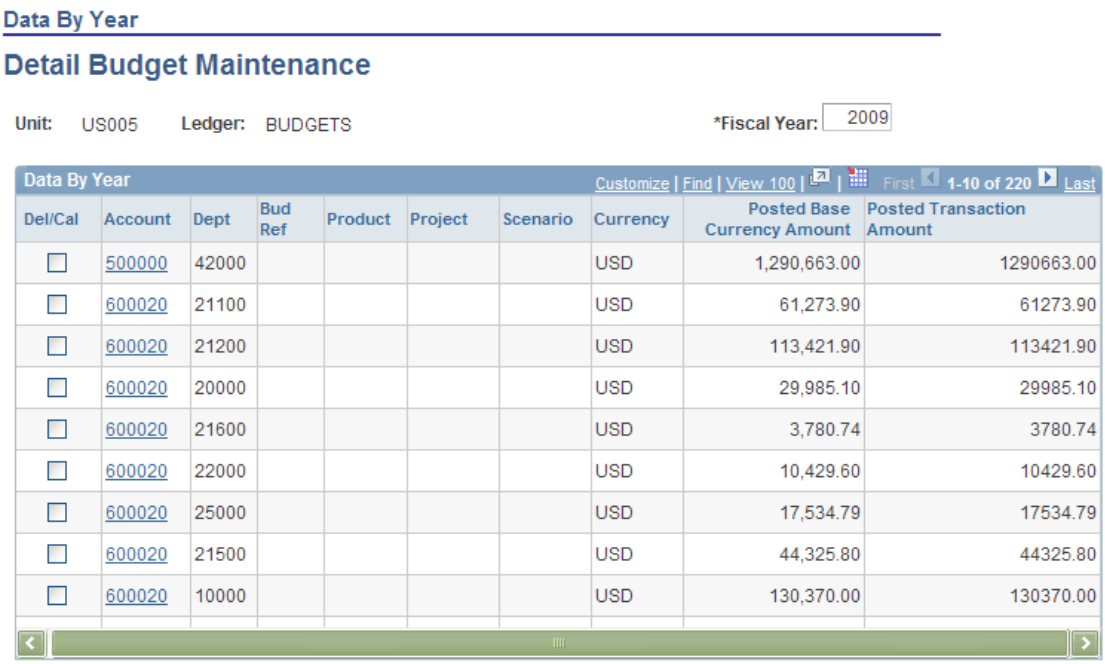
Use the Data by Year page (BE_ENTRY3A) to delete rows for the selected budget data and entered fiscal year and drill down to the Data by Period page for this specific account.

Navigation:

Click the **Query** link on the Detail Budget Maintenance page.

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

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Data By Year

Detail Budget Maintenance

Unit: US005 Ledger: BUDGETS *Fiscal Year: 2009

Data By Year — Customize | Find | View 100 | First 1-10 of 220 Last

Del/Cal	Account	Dept	Bud Ref	Product	Project	Scenario	Currency	Posted Base Currency Amount	Posted Transaction Amount
☐	500000	42000					USD	1,290,663.00	1290663.00
☐	600020	21100					USD	61,273.90	61273.90
☐	600020	21200					USD	113,421.90	113421.90
☐	600020	20000					USD	29,985.10	29985.10
☐	600020	21600					USD	3,780.74	3780.74
☐	600020	22000					USD	10,429.60	10429.60
☐	600020	25000					USD	17,534.79	17534.79
☐	600020	21500					USD	44,325.80	44325.80
☐	600020	10000					USD	130,370.00	130370.00

To use the Data by Year page:

1. Select the **Del/Cal** (delete/calculate) check box next to the ChartField rows that you want to either recalculate (by clicking the **Calculate** link) or delete (by clicking the **Delete Selected** link).
2. To view the Data by Period page and adjust information for an account on a period-by-period basis, click the account value link in the **Account** field for a specific row.
3. To return to the Detail Budget Maintenance page, click the **ChartFields** link.

> **Note**
>
> You can enter data for ledgers only if the Ledgers For A Unit - Definition page specifies direct budget ledger updates.

See Using the Budget Calculator Feature.

Related Topics

- Application Fundamentals: Defining Ledgers for a Business Unit

Data by Period Page

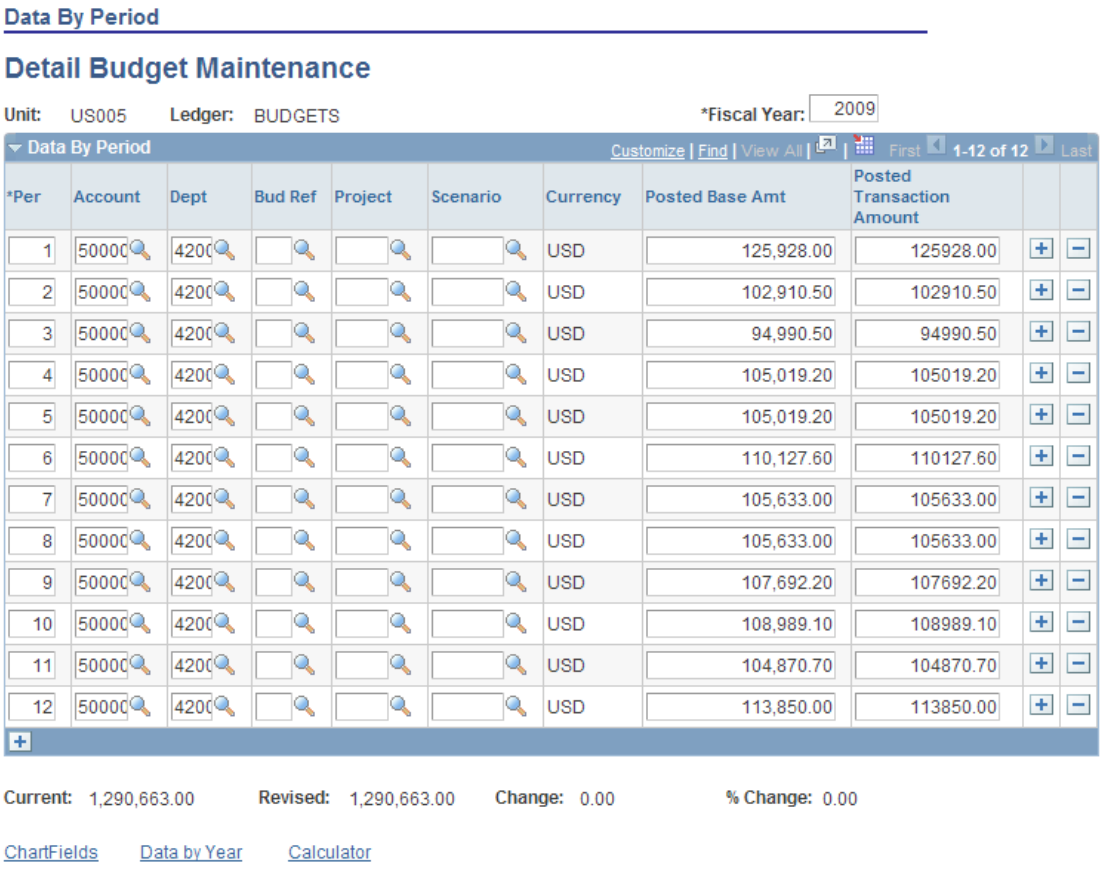
Use the Data by Period page (BE_ENTRY4) to delete or add rows and maintain budget detail information by period.

Navigation:

Click the **Account** link on the Data by Year page.

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



Data By Period

Detail Budget Maintenance

Unit: US005 Ledger: BUDGETS *Fiscal Year: 2009

Data By Period — Customize | Find | View All | First 1-12 of 12 Last

*Per	Account	Dept	Bud Ref	Project	Scenario	Currency	Posted Base Amt	Posted Transaction Amount
1	50000	4200				USD	125,928.00	125928.00
2	50000	4200				USD	102,910.50	102910.50
3	50000	4200				USD	94,990.50	94990.50
4	50000	4200				USD	105,019.20	105019.20
5	50000	4200				USD	105,019.20	105019.20
6	50000	4200				USD	110,127.60	110127.60
7	50000	4200				USD	105,633.00	105633.00
8	50000	4200				USD	105,633.00	105633.00
9	50000	4200				USD	107,692.20	107692.20
10	50000	4200				USD	108,989.10	108989.10
11	50000	4200				USD	104,870.70	104870.70
12	50000	4200				USD	113,850.00	113850.00

Current: 1,290,663.00 Revised: 1,290,663.00 Change: 0.00 % Change: 0.00

ChartFields Data by Year Calculator

To use the Data by Period page:

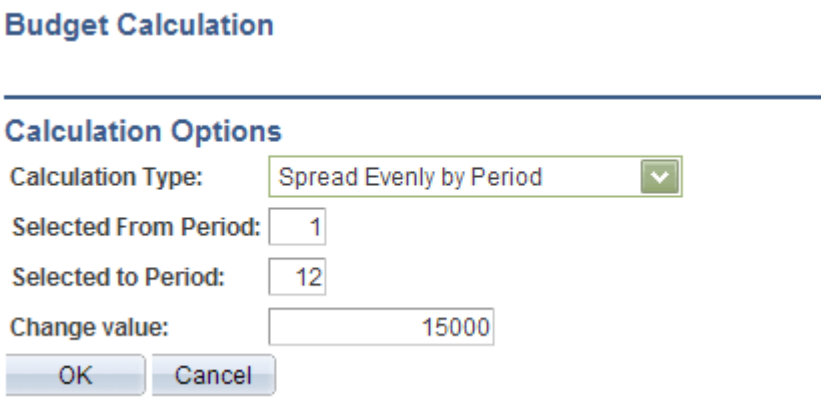
1. Modify values, add or delete selected rows of data, or perform calculations on specified periods.
2. Click the **Calculator** link to access the Budget Calculation page, where you can modify budget calculations for accounts by period.

Using the Budget Calculator Feature

Click the Calculator link on either the Data by Year page or the Data by Period page to access the Budget Calculation page (search).

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

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Field or Control	Description
Calculation Type	Select one of the following options to determine how the system spreads the amount across the specified periods: • *Repeat Amount by Period:* Select to replace the amount in each successive period with the change value. • *Spread Evenly by Period:* Select to divide the amount by the number of periods, distributing it evenly to each period. • *Adjust by Percent:* Select to designate a percentage by which the system increases the amount each period. • *Add by Period:* Select to designate a specific amount to add to each period.
Selected From Period and **Selected to Period**	Select the period range for which to apply the change. **Note:** These fields appear only when you click the **Calculate** link on Data by Period page.
Change Value	Enter the change value amount based on the selected budget period (either a year or a period). For example, suppose that you enter 12,000.00 USD to spread evenly over 12 periods, replacing the original budget of 60,000.00 USD, and you select **OK** on the Budget Calculation page. On the Date by Period page, no value appears in the **Current** field, and 12,000.00 USD appears in the **Revised** amount field. The **Change** field indicates the reduction in the period amounts from 5,000.00 USD to 1,000.00 USD, and the **% Change** field displays a negative 80.00 as the overall percentage reduction.

Note

If the percentage of change is more than 99999.99 percent, it appears as *99999.99%.*

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Maintaining Project Budgets

To maintain project budgets, use the Detail Project Maintenance component (PROJ_ENTRY).

Pages Used to Maintain Project Budgets

Page Name	Definition Name	Usage
Detail Project Maintenance Page	BD_P_ENTRY2	Select the fiscal year and the ChartField values to appear on the Data by Year page.
Data by Year	BD_P_ENTRY3A	View the budget data for all projects that exist in the selected budget ledger for the selected fiscal year. To access this page, click the Query link on the Detail Project Maintenance page.
Data by Period	BD_P_ENTRY4	View the project budget data for selected projects for each period within the selected fiscal year. To access this page, click the account number link on the Data by Year page.

Detail Project Maintenance Page

Use the Detail Project Maintenance page (BD_P_ENTRY2) to select the fiscal year and the ChartField values to appear on the Data by Year page.

Navigation:

General Ledger, and then **Maintain Standard Budgets**, and then **Review Detail Project Maint**

You maintain project budgets in the same way that you maintain standard budgets. Project budgets normally include project detail information, which you can modify.

Related Topics

- PeopleSoft Project Costing: Understanding Project Cost and Revenue Budgets
- Maintaining Detail Budgets
  You use the Detail Budget Maintenance page, the Data by Year page, and the Data by Period page to make adjustments and perform inquiries on budget ledgers. To access budget ledger data using these pages, the ledger definition must specify the ledger record as LEDGER_BUDG, and the ledger must be unbalanced.

Copying Budgets

To copy budgets, use the Budget Copy Definition component (ALLOC_COPY_LEDGER) and the Budget Copy Group component (ALLOC_GROUP_BD).

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Pages Used to Copy Budgets

Page Name	Definition Name	Usage
Budget Copy Definition - Pool Page	ALLOC_POOL_BD	Specify the pool records, the selection criteria, and the method for the copy. Copy or update an entire ledger or any combination of ChartField values from a source ledger to an unbalanced ledger within the same business unit. Once you set up the pages in the Budget Copy Definition component, you save and reuse them.
Budget Copy Definition - Target Page	ALLOC_TARGET_BD	Specify the destination for the copy of the target records and field values.
Budget Copy Records Page	ALLOC_REC_BD_SEC	Click the **Records** link on the Budget Copy Definition - Target page to view the names of the calculation log record and working record for the target ledger.
Amount Map Page	ALLOC_AMT_BD_SEC	Click the **Amount Map** link on the Budget Copy Definition - Target page to view the amount fields for the target budget.
Budget Copy Group Page	ALLOC_GROUP	Create a budget copy group. Each budget copy definition must belong to a budget copy group. A budget copy group can contain multiple budget copy definitions.
Budget Copy Request Page	ALLOC_REQUEST	Run the COPY_BUDG process and the allocation process.
Budget Copy Calculation Log Page	RUN_GLS6003	View detailed information about the Budget Copy process calculations for a given process step. **General Ledger**, and then **Maintain Standard Budgets**, and then **Budget Copy Calculation Log**

Budget Copy Definition - Pool Page

Use the Budget Copy Definition - Pool page (ALLOC_POOL_BD) to specify the pool records, the selection criteria, and the method for the copy.

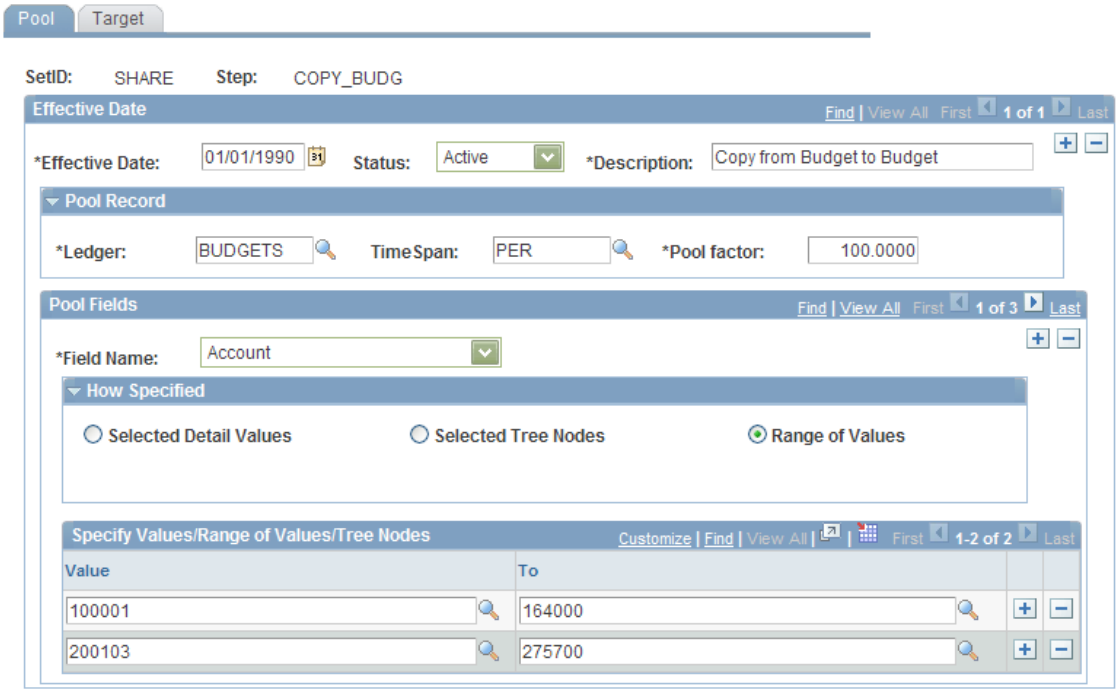
Copy or update an entire ledger or any combination of ChartField values from a source ledger to an unbalanced ledger within the same business unit. Once you set up the pages in the Budget Copy Definition component, you save and reuse them.

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Navigation:

General Ledger, and then **Maintain Standard Budgets**, and then **Budget Copy Definition**, and then **Pool**

This example illustrates the fields and controls on the Budget Copy Definition – Pool page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Pool Record	Enter the source budget ledger to copy.
TimeSpan	Specify the period (relative to the current fiscal year and accounting period) for which to retrieve the source records. Enter a single or multiperiod time span to determine the accounting periods used for the copy.
Pool factor	Enter the factor that the system uses to increase or decrease the amounts copied to the target ledger. You can enter positive or negative values. For example, to increase 1,000.00 USD to 1,100.00 USD (10 percent), enter *10*, or you could decrease the amount by 10 percent by entering *–10*.

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Field or Control	Description
Pool Fields	Select the field name that the system uses to select pool rows from the pool record for the copy. The pool record name is the same as the ledger record name that is defined in the ledger template. If the pool record uses a subrecord to define its ChartFields, the prompt table for the field name does not list these ChartFields. However, you can still enter the ChartFields. When you save the budget copy definition, the system checks the record to validate the field name that you enter.
How Specified	Specify individual pool field values, use trees to select ChartField values from specified levels and nodes, or specify a range of field values. **Note:** Use trees whenever possible to reduce maintenance when ChartField values change.
Selected Detail Values	Select to use detail values. Use the **Specify Value/Range of Values** group box to list pool field values, such as specific department or account values.
Selected Tree Nodes	Select to activate the tree information fields. In the **Tree Type** field, select *Detail* to enter a range of detail values for a node. Select *Dynamic* to include the range of detail values defined by a table in the database. Enter each tree node. The tree level is optional. If the tree has levels, you can limit prompting in this field to selected levels.
Range of Values	Select to activate the **From** and **To** fields to enter the start and end pool field values. If you leave the **From** field blank, the system selects all pool field values that are less than or equal to the value in the **To** field. You *cannot* leave the **To** field blank. If the field is blank, the system uses the lowest possible value.

Budget Copy Definition - Target Page

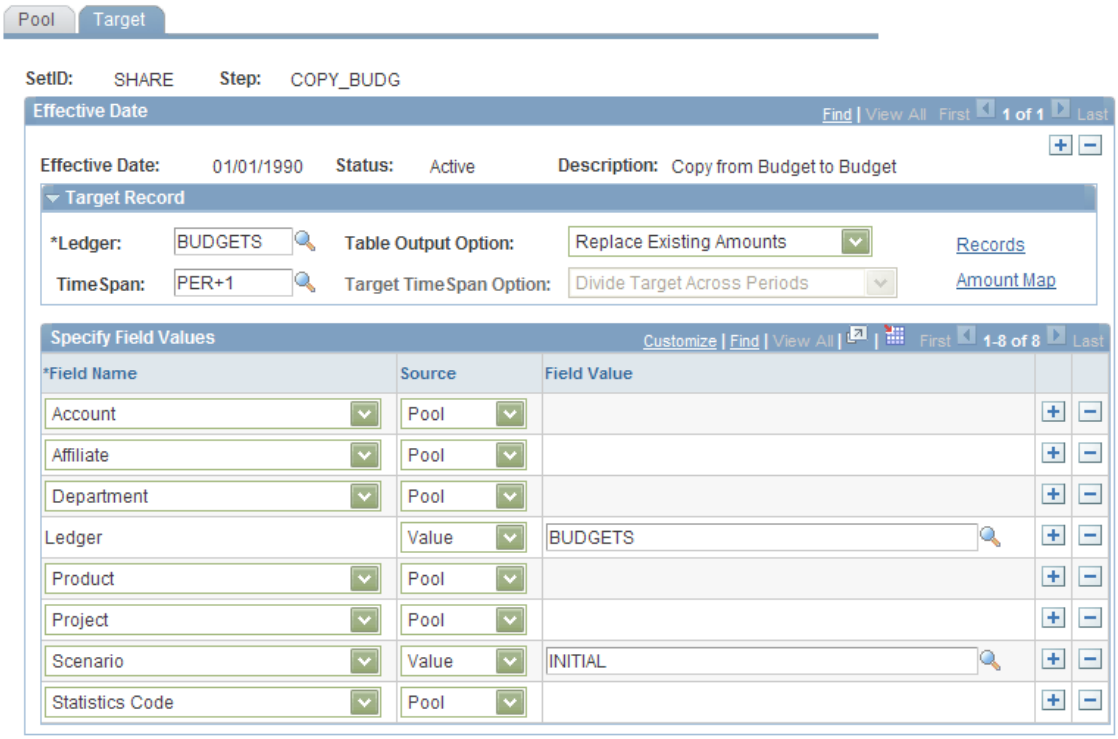
Use the Budget Copy Definition - Target page (ALLOC_TARGET_BD) to specify the destination for the copy of the target records and field values.

Navigation:

General Ledger, and then **Maintain Standard Budgets**, and then **Budget Copy Definition**, and then **Target**

This example illustrates the fields and controls on the Budget Copy Definition - Target page. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> Once the copy or update is complete, you can review the results on the ledger inquiry pages, or you can review and modify the new budget using the Detail Budget Maintenance component.

Field or Control	Description
Ledger	Specify the target ledger to update. The system populates the **Specify Field Values** scroll area with the target ledger ChartFields. Changing the value in the **Ledger** field causes the data in the target fields to be deleted as the new values are populated. To ensure a one-to-one copy, all ChartFields that are common to both the target ledger and the pool ledger must appear in the **Specify Field Values** scroll area, and the value in the **Source** field must be *Pool*.

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Field or Control	Description
Table Output Option	Select one of the following options: *Update Existing Amounts:* If target rows already exist, update these rows with the pool amounts. For example, suppose that a target budget ledger row for account 400000 and department ID 12000 has an existing amount of 1,500.00 USD. The corresponding pool actuals ledger row contains 2,500.00 USD. If you select the update option, the system adds the amount in the pool ledger to the target ledger row, resulting in a target amount of 4,000.00 USD. *Replace Existing Amounts:* Existing amounts are replaced. In the preceding example, the amount in the target row becomes 2,500.00 USD. Both options apply only if target rows that meet the pool criteria already exist. If no target rows exist, the system inserts them regardless of the option that you selected.
TimeSpan	Specify the output for accounting periods for the target.
Target TimeSpan Option	If you select multiple periods in the **TimeSpan** field for the target, you must specify one of the following options: *Repeat Target Each Period:* Repeats the entire target amount for each period defined in the time span. *Divide Target Across Periods:* Divides the target amount by the number of periods defined in the **TimeSpan** field and distributes it equally to each period.
Records	Click to access the Budget Copy Records page, where you can view the names of the calculation log record and working record for the target ledger. Budgets has extra ChartFields, such as LEDGER_PROJ (for project budget) has BUSINESS_UNIT_PC, ACTIVITY_ID, RESOURCE_TYPE, ANALYSIS_TYPE, RESOURCE_CATEGORY, RESOURCE_SUB_CAT, and BUDGET_PERIOD, and SCENARIO LEDGER_BUDG (for standard budget) has BUDGET_PERIOD and SCENARIO. This means that it is important to specify the correct records.
Amount Map	Click to access the Amount Map page, which displays the amount fields for the target budget. In most cases, you can accept the default values.

Related Topics

- Application Fundamentals: TimeSpans

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Budget Copy Group Page

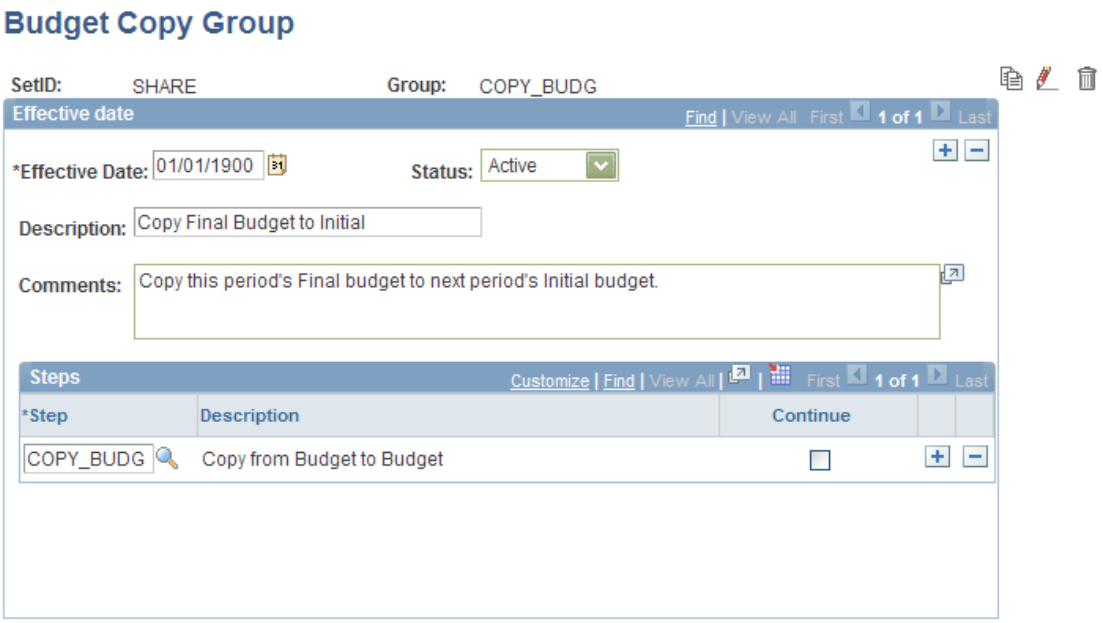
Use the Budget Copy Records page (ALLOC_REC_BD_SEC) to view the names of the calculation log record and working record for the target ledger.

Navigation:

General Ledger, and then **Maintain Standard Budgets**, and then **Budget Copy Definition**, and then **Target** and click the **Records** link on the Budget Copy Definition - Target page.

Access the Budget Copy Group page (General Ledger, Maintain Standard Budgets, Budget Copy Group).

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



Field or Control	Description
Effective Date	Enter an Effective Date for this allocation group.
Status	Select *Active* or *Inactive.*
Step	Enter the name of a process step to determine the processing order.
Continue	Select this check box for a particular step to have the system continue the copy even if the step fails.
	Click the **Copy Allocation Group** button to make a copy of the group.
	Click the **Rename Allocation Group** button to rename the copy group.

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Field or Control	Description
	Click the **Delete Allocation Group** button to delete the copy group.

Budget Copy Request Page

Use the Budget Copy Request page (ALLOC_REQUEST) to run the FS_ALLC allocation process.

Navigation:

General Ledger, and then **Maintain Standard Budgets**, and then **Request Budget Copy**, and then **Budget Copy Request**

Specify the request parameters and run the Allocation process (FS_ALLC) to copy the budget. If you select the **Start Step** option, the system starts processing from the last failed step. The **Start Step** option appears only if the prior step fails.

Importing Budgets from Flat Files

Budget data in General Ledger is stored in ledgers; therefore, you import budgets directly to the Detail Ledger table (PS_LEDGER_BUDG), which is delivered with General Ledger.

Related Topics

- Application Fundamentals: Importing and Exporting Ledgers

Posting Budget Journals

As with other journals, you can create and post budget journals to the ledger that is specified in the journal header. Unlike the other budgeting methods, however, you do not directly update the ledger balances table. Rather, the posting process updates the ledger table and retains the journal entry as an audit item. In this way, you generate an audit trail to record the original budget and subsequent changes.

Related Topics

- Posting Journals

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Archiving for Ledgers and Journals

Understanding Archiving for Ledgers and Journals

These topics provide an overview of archiving for ledgers and journals and discuss how to:

- Archive ledgers and journals.
- Restore archived ledgers and journals.

Topic details include:

- Archive query.
- History tables.
- Archive objects.
- Preprocesses and postprocesses.
- Archive templates.
- Archive results.
- Performance.

Because archiving procedures are extensions of the PeopleSoft PeopleTools Data Archive Manager functionality and because the general ledger archive procedures are totally dependant on that functionality, it is assumed that you have read the PeopleTools archiving documentation and thoroughly understand the terminology, the functionality, and have developed an archive strategy before reading this documentation and proceeding to archive ledgers and journals.

PeopleSoft General Ledger archiving makes use of queries to provide selection criteria and the prompts for that selection criteria. For example, your query can specify business units and dates for ledger and journal data to be archived when you run the archive process. Archiving also uses preprocesses to enforce certain data conditions before the archive process is run, such as not allowing the archiving of ledger data in an open period. You can also use postprocesses to produce such things as a listing of the data archived.

History tables are provided to receive journal and ledger data. Archive objects identify a base record with its associated records and provides for the association of the actual tables with the history tables.

An archive template ties the query, the archive object, and the pre- and postprocess together for use by the PeopleTools Archive Processor (PSARCHIVE).

See *PeopleTools documentation: Data Management, "Using PeopleSoft Data Archive Manager."*

Archive Query

Archive query definitions define the selection criteria to archive data from ledger and journal tables. Data Archive Manager uses PeopleSoft Query to define selection criteria and prompts

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for the base table for the base archive object. For example, you might choose to archive all rows in the LEDGER table where the business unit is FRA01.

Archive queries are defined only for base tables because nonbase tables are archived based on the archived data of the related base table. Refer to Archive Object topic in this topic and to PeopleTools documentation for information on base and nonbase tables as they apply to archiving.

See *PeopleTools documentation: Data Management, "Using PeopleSoft Data Archive Manager," Managing Archive Objects.*

Many possible permutations of prompt and inclusion or exclusion logic exist. Always modify these queries or create new archive queries using the information provided in PeopleTools documentation.

> **Note**
>
> Use the delivered queries as examples and modify them according to your corporate archive strategy. Evaluate and modify the queries, archive templates, preprocess and postprocess as a whole.

The following archive query definitions are delivered as sample system data:

Query Name	Description of Prompt and Exclusion Logic
GL_ARCH_JRNL	The query has these prompts: • Business Unit From • Business Unit To • Ledger Group • Archive Date Option (Current, Process, and As of Date) • As of Date • Retention days • Archive Begin Date
GL_ARCH_LEDGER	The query has these prompts: • Business Unit From • Business Unit To • Ledger • Fiscal Year • Accounting Period To • Include Closing Adjustments (Yes or No) • Adjustment Period From • Adjustment Period To
GL_ARCH_LED_ADB	The query has the same prompt as the above.
GL_ARCH_LED_ADB_MTD	The query has the same prompt as the above.
GL_ARCH_LED_ADB_QTD	The query has the same prompt as the above.
GL_ARCH_LED_ADB_YTD	The query has the same prompt as the above.

Journal Archive Query Parameter Descriptions

This table provides additional information about journal archive query parameters:

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Journal Query Parameter	Description
Business Unit To and Business Unit From	Specifies the from and to *anchor* business units of the journals you want to archive. The anchor business unit is the business unit that is on the journal entry header page.
Ledger Group	This is the Ledger Group of the journals to be archived.
Archive Date Option	Use this option to determine the Archive To Date, which can be: • Current Date: This is the process running date, or today's date. • Process Date: This is the Process Date defined on the GL Business Unit definition. • As of Date: This is the date specified in the As Of Date prompt.
As Of Date	Use this date as the Archive To Date if the archive date option you selected is As of Date.
Retention Days	If non-zero, this number of days is subtracted from the Archive To Date that you previously determined.
Archive Begin Date	This is optional. If you leave it blank, the preprocessor populates with the first date in the same fiscal year of the Archive To Date you previously determined.

Ledger Archive Query Parameter Descriptions

This table provides additional information about ledger archive query parameters:

Ledger Query Parameter	Description
Business Unit To and Business Unit From	Specify the from and to business units of the ledger to be archived.
Ledger	Specifies the name of the ledger to be archived.
Fiscal Year	Specifies the fiscal year of the ledger to be archived.
Accounting Period To	Ledger Archive will archive from Period 0 to the Accounting Period To that you specify.
Include Closing Adjustment	Select to included closing adjustment period 999 in the ledger archive.
Adjustment Period From and Adjustment Period To	If both of these are non-zero, the system includes the specified range of adjustment periods in the ledger archive process.

History Tables

General Ledger delivers history tables as system data to be used with the delivered archive procedures.

You can change or configure history tables to correspond to any special requirements or configuration of your system by using the PeopleSoft Application Designer and by following the instructions located in the PeopleTools documentation.

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However, history tables are by definition copies of your database tables. To successfully archive and restore records and tables to and from the history tables, the history tables must mirror your specific database tables. This requirement must be considered before reconfiguring or customizing such things as ChartFields, fields, and tables.

Archiving places copies of ledger and journal records in the history tables, and at that point the data exists in the database and the history tables. You can use the delete and remove from history action available on the archive run control to remove archived information from the database tables and when you no longer need the information, remove the archived data from the history tables.

Journal Archive History Tables

The following are the delivered sample system data history tables for journal archive:

Active Database Table	History Table
JRNL_HEADER	JRNL_HDR_H
JRNL_LN	JRNL_LN_H
JRNL_VAT	JRNL_VAT_H
JRNL_CF_BAL_TBL	JRNL_CF_BAL_H
JRNL_IU_ANCHOR	JRNL_IUAC_H
OPEN_ITEM_GL	GL_OITEM_H

Ledger Archive History Tables

The following are the delivered sample system data history tables for ledger archive:

Active Database Table	History Table
LEDGER	LEDGER_H
LEDGER_ADB	LED_ADB_H
LEDGER_ADB_MTD	LED_ADB_MTD_H
LEDGER_ADB_QTD	LED_ADB_QTD_H
LEDGER_ADB_YTD	LED_ADB_YTD_H

Archive Objects

An archive object definition identifies the tables that contain the data to be archived and the history tables that are to be updated for each table.

It is important to understand the base table and nonbase table relationship. PeopleTools documentation explains in detail the concept and relationship of base to nonbase tables.

See *PeopleTools documentation: Data Management, "Using PeopleSoft Data Archive Manager," Managing Archive Objects.*

General Ledger delivers the following archive object definitions as system data:

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Archive Object	Description	Base Table
GL_JOURNAL	Archives journal tables: • JRNL_HEADER • JRNL_LN • JRNL_VAT • JRNL_CF_BAL_TBL • JRNL_IU_ANCHOR • OPEN_ITEM_GL	JRNL_HEADER
GL_LEDGER	Archives detail ledger table, LEDGER.	LEDGER
GL_LED_ADB	Archives detail ADB ledger table, LEDGER_ADB.	LEDGER_ADB
GL_LED_ADB_MTD	Archives incremental ADB ledger table, LEDGER_ADB_MTD.	LEDGER_ADB_MTD
GL_LED_ADB_QTD	Archives incremental ADB ledger table, LEDGER_ADB_QTD.	LEDGER_ADB_QTD
GL_LED_ADB_YTD	Archives incremental ADB ledger table, LEDGER_ADB_YTD.	LEDGER_ADB_YTD

Preprocesses and Post Processes

This is a list of the pre- and post- Application Engine processes that are delivered as system data and that you can use as is or modify to meet different requirements:

Process Name	Object Name	Description
Journal Archive Selection Preprocess	GLARC_JRL1S	The process validates the journal archive selection and generates warnings or errors: • An error is generated if archive dates fall within an open period. • A warning is issued if there are journals within archive selection criteria with journal status other than Posted, Unposted, Deleted or Upgraded. Such journals are permitted to be archived but the preprocessor logs a warning message in the process monitor, and the archive process continues to run.

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Process Name	Object Name	Description
Journal Archive Selection Post Process	GLARC_JRL2S	The process generate statistics for the archived journals in the process monitor. You can see data statistics recorded in the archive process in the process monitor: • Archive From Date. • Archive To Date. • Ledger Group. • Business Unit. • Total Debit Amount. • Total Credit Amount.
Ledger Archive Selection Preprocess	GLARC_LED1S	The process validates the ledger archive selection and generates errors if: • An ADB ledger is selected for archive but no averages were calculated for the fiscal year. • If archive periods fall within open periods. • If one of the Adjustment From or Adjustment To Periods is zero but the other is not zero. Both must be zero or both non-zero for proper archiving.
Ledger Archive Selection Post Process	GLARC_LED2S	The process generate statistics for the archived ledgers in the process monitor. You can see data statistics recorded in the archive process in the process monitor: • Business Unit. • Ledger. • Fiscal Year. • Accounting Periods. • Base Currency. • Total Base Credit. • Total Base Debit. • Total Base Amount.

Archive Templates

When you archive journals and ledgers, you can select one of the delivered system data templates or, if necessary, create a new archive template definition. Each archive template definition includes one or more archive object definitions and corresponding archive query definitions. You can also specify in the archive template preprocessing and postprocessing application engine processes.

The following archive template definitions are delivered as system data:

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Archive Template	Archive Object	Pre- or Postprocesses
GL_JRNL	GL_JOURNAL	GLARC_JRL1S (preprocess) GLARC_JRL2S (postprocess)
GL_LED	GL_LEDGER	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)
GLADB	GL_LEDGER_ADB	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)
GLADBMTD	GL_LED_ADB_MTD	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)
GLADBQTD	GL_LED_ADB_QTD	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)
GLADBYTD	GL_LED_ADB_YTD	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)

Archive Results

Use the Audit Archive page provided by PeopleTools Data Archive Manager to review archive result.

You can also create your own queries against the history tables to verify archive results.

See *PeopleTools documentation: Data Management, "Using PeopleSoft Data Archive Manager."*

Performance

Parallel processing can be done by archiving multiple business units in separate ranges in the run controls.

While you can create additional logic in the Archive Queries, it might slow down the performance. Test your queries for performance before implementing them in the archive process.

Archiving Ledgers and Journals

To archive ledgers and journals use the Archive Data to History (PSARCHRUNCNTL), Define Query Bind Variables (PSARCHRUNQRYBND), and Audit Archiving (PSARCHIVEAUDIT) components.

Pages Used to Archive Ledgers and Journals

Page Name	Definition Name	Usage
Archive Data to History Page	PSARCHRUNCNTL	Select an archive template and query and select the action you want to take in the archiving process. **PeopleTools**, and then **Data Archive Manager**, and then **Archive Data to History** See *PeopleTools: Data Management*.

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Page Name	Definition Name	Usage
Define Query Bind Variables Page	PSARCHRUNQRYBND	Click the **Define Binds** link on the Archive Data to History page; click the **Reset Query Bind Variables** button and enter the values that are used to select the data to be archived. See *PeopleTools: Data Management*.
Audit Archiving Page	PSARCHIVEAUDIT	View the number of rows selected to be archived for each table for a specific archive run. **PeopleTools**, and then **Data Archive Manager**, and then **Audit Archiving** See *PeopleTools: Data Management*.

Understanding the Archive Process Flow

You use the Data Archive Manager to perform an archive.

Use the same run control page for each step in the process except for auditing the archive selection.

Perform these tasks to archive ledgers and journals for General Ledger.

1. Archive to the history tables by selecting the archive template and query on the Archive Data to History page for the type of archive procedure that you want to accomplish.

   By clicking **Reset Query Find Variables** on the Define Query Bind Variables page you can reset criteria.

   > **Note**
   >
   > You can run the archive process multiple times to create various *what-if* scenarios based on the archive date.

2. (Optional) Review the number of rows that were selected for archiving for each table on the Audit Archiving page.

   This page lists the number of rows that were selected for archiving for each archive ID (template), archive batch number, and table combination.

   > **Note**
   >
   > This page displays data only if you select the **Audit Row Count** check box on the Archive Data to History page.

3. Delete the archived records and tables from the active database tables for a specific archive ID (template) and batch number on the Archive Data to History page.
4. (Optional) You can rollback archived data from the history tables for a specific archive ID (template) and batch number using the Archive Data to History page if, for example, you delete data from records and tables from the active database in error.
5. Your DBA off loads data from the history tables to another database or to flat files.

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6. Remove data from the history tables for a specific archive ID (template) and batch number using the Archive Data to History page.
7. If you want to see data in the tables selected to be archive, you can run a query on the history tables.

   The data in the history tables is keyed by the archive ID (template) and batch number for each archive run.

> **Note**
>
> When archiving is complete, you need to incrementally rebuild index tables to remove the records from the index. This applies to all tables that are part of the Search Definition (index) for this product.

> **Note**
>
> If you decide to run the archive selection process again, for example, because you did not select the correct data, you must first use the Data Archive Manager option to remove the previous data from the history tables.

See *PeopleTools documentation: Data Management, "Using PeopleSoft Data Archive Manager."*

Restoring Archived Ledgers and Journals

PeopleSoft allows you to restore archived ledgers and journals using the Data Archive Manager component (PSARCHRUNCNTL).

Page Used to Restore Archived Ledger and Journal

Page Name	Definition Name	Usage
Archive Data to History Page	PSARCHRUNCNTL	Select an archive ID (template) and the batch number for the process run of the data that you want to restore.

Archive Data to History Page

Use the Archive Data to History page (PSARCHRUNCNTL) to restore archived ledgers and journals. Select an archive ID (template) and the batch number of the process run of the data that you want to restore.

Navigation:

PeopleTools, and then **Data Archive Manager**, and then **Archive Data to History**

The **Selection** option on the Archive Data to History page places a copy of the data located in the active source ledger and journal records and tables into the history tables and the **Delete** option removes the archived data from the active source database tables. If you delete data

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from the source tables in error, you can restore the data from the history tables by using the **Rollback** option on the Archive Data to History page.

You cannot restore selected parts of the data from the history tables because the process restores all data for a specific archive ID (template) and process run. For example, you cannot specify that you want to restore data for a particular transaction to the source tables.

While you can restore data to the source tables from the history tables, the compatible structure of the source and history tables must be maintained over time to successfully restore data.

> **Note**
>
> After you delete data from the history tables, you cannot restore the data to the active source database tables unless you maintain flat files as backup and manually restore the data to the history tables from the flat file and then to the active database tables from the history tables.

See *PeopleTools documentation: Data Management, "Using PeopleSoft Data Archive Manager."*

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Using Commitment Control in General Ledger

Understanding Commitment Control and General Ledger Journals

Commitment Control ensures that commitments and expenditures do not exceed total budgets. Set up Commitment Control budgets and budget ledgers and link them to the actuals ledgers. This enables you to create journal entries in PeopleSoft General Ledger. This section provides an overview of:

- Commitment Control journal entries.
- Commitment Control journal entries with entry events.
- Journal entries with budget checking errors.

Prerequisites

Before you use Commitment Control with General Ledger:

- Read *PeopleSoft Commitment Control:* PeopleSoft Commitment Control: Understanding PeopleSoft Commitment Control topic.
- Set up your system for Commitment Control processing.
- Enable Commitment Control for General Ledger on the Application Fundamentals: Installation Options - Products Page.
- Set up ledger groups specifically for control budgets and link the budget ledgers to the ledgers recording actual transactions (actuals ledgers) using the Application Fundamentals: Ledgers For A Unit - Definition Page.
- Review the Commitment Control source transaction definition, GL_JOURNAL, which is delivered for PeopleSoft General Ledger.

  Do not change this definition.

Related Topics

- PeopleSoft Commitment Control: Understanding Basic Commitment Control Setup

Commitment Control Journal Entries

The create journal entries component allows you to create journals that impact commitment control ledgers. If you select the actual ledger group on the journal header tab then, depending on the details below, the entries could impact the actuals ledger and all attached commitment control ledger groups depending upon the commitment control rules and the selected amount type. Alternatively, if you select a commitment control ledger group, the entry only impacts that specific ledger group.

The commitment control journal entry that you create depends on the Commitment Control amount type that you select. When you select:

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- Planned.

  Updates the Commitment Control planned ledger.

- Actuals and Recognized.

  Updates the GL actuals ledger, the Commitment Control expense ledger and the Commitment Control recognized ledger(s). The budget processor decides which Commitment Control ledgers to update based upon the budget definition rules. For each Commitment Control ledger group that is associated with an actuals ledger group, the budget processor determines by account type where the specific transaction will impact. If impacting the Expenditure ledger group, then the Expense ledger is selected. If impacting the Revenue ledger group, then the Recognized ledger is selected. The journal transaction is recorded in the actuals ledger and the revenue or expenditure commitment control ledger is updated.

- Pre-Encumbrance.

  Updates the Commitment Control pre-encumbrance ledger only (expenditure ledger groups only).

- Encumbrance.

  Updates the Commitment Control encumbrance ledger only (expenditure ledger groups only).

- Collected Revenue.

  Updates the Commitment Control collected ledger only (revenue ledger groups only).

- Actuals, Recognize, Collected Revenue

  Updates the GL actuals, the Commitment Control Collected and Commitment Control recognized ledgers, as well as the Commitment Control expense ledgers.

Commitment Control journal entries can be for interunit journals, reversals, allocations, revaluation, and translation journals that are set up for or linked to a Commitment Control ledger group. You process the journal online or through batch processing. Once the journal entries are edited, the Commitment Control budget processor (FS_BP) checks the GL journals against control budgets to ensure that they comply with the rules established for budgets. Budget processor may fail a transaction if it does not comply with the budget rules. Rules control whether or not spending can exceed a budget. It also verifies that you have valid ChartFields based on the budget ledger or ledgers and updates these budget ledgers with the journal amounts. An error is generated for the transaction if there is a problem, which you can correct before you continue with your processing. If everything is correct, budget processor updates the budget amounts in the commitment control budget ledgers.

If you selected an actuals commitment control type prior to creating the journal entry, the detail accounting transactions are posted to the actuals ledger, while the commitment control amounts are updated in the commitment control ledgers by the budget processor.

If you selected pre-encumbrance, encumbrance, or collected revenue, the budget processor only updates the amounts in the corresponding Commitment Control ledgers, and the actuals ledger is not updated. If you want to adjust the specific commitment control amounts and create the appropriate budgetary accounting entry, use entry event on the commitment control adjustment journal entry. When the Amount Types, pre-encumbrance, encumbrance, collected revenue, and planned are selected, journal edit does not perform the balancing process on the journal, which means that it does not recycle or suspend the journal, even if the journal is not balanced.

See PeopleSoft Commitment Control: PeopleSoft Commitment Control Business Processes.

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Commitment Control Journal Entries with Entry Events

Use entry events with commitment control journal entries, which use the GLJE entry event process, and commitment control budget adjustment journal entries, which use the GLJEADJ entry event process.

See Understanding Entry Events in General Ledger.

Journal Entries with Budget Checking Errors

Budget checking errors can be corrected by:

- Changing values (ChartFields or amounts) on the Journal Entry - Lines page.
- Increasing or moving budget amounts.
- Updating trees that are used by the budget definition.

After making any of these corrections, you will need to rerun the budget processor to clear the errors and update the Commitment Control ledgers and supporting tables.

Budget Checking Journals Without Posting to LEDGER_KK (Check Only or Budget Pre-Check)

When you run a budget Check Only process (Budget Pre-Check), the budget processor performs the usual budget checking and edits when a budget journal or general ledger journal is budget checked, but it does so without committing changes (posting) to the LEDGER_KK and other like records. This option allows you to resolve errors before you post your final budgets to the ledgers. When errors are encountered during the Check Only process, they are reported at the budget journal and journal line level and written to the status logs to be accessed through existing commitment control inquiries, just as they are with the regular checking and posting of budgets.

A successful Check Only budget entry has a Budget Status of *P* (provisionally valid) to indicate a valid budget Check Only. After full processing, a successful budget check is indicated by the Budget Status *V* (valid), which indicates a successful budget check and posting to the LEDGER_KK record. A Check Only that results in logged errors updates the Budget Status to *E* (errors) and the application links an access to the exception table functions as with normal budget checking and posting. Lines with errors are updated to a status of *E* (error) and remaining valid lines have a status of *N* (not checked).

See PeopleSoft Commitment Control: Enabling Budget Pre-Check for Commitment Control.

Related Topics

- PeopleSoft Commitment Control: Understanding the Budget Checking of Source Transactions
- PeopleSoft Commitment Control: Understanding Exception Handling and Notification

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Entering and Processing Commitment Control Journal Entries in General Ledger

Pages Used to Enter and Process Commitment Control Journal Entries in General Ledger

Page Name	Definition Name	Usage
Create/Update Journal Entries - Header Page	JOURNAL_ENTRY1	Select the appropriate ledger and ledger group to apply to this journal entry. See Entering Header Information for Commitment Control Journal Entries.
Commitment Control Page	JOURNAL_ENTRY_KK	Select a commitment control amount type to determine the type of processing required for the journal entry lines.
Create/Update Journal Entries - Lines Page	JOURNAL_ENTRY2_IE	Enter journal lines and ChartField information to create a journal. You can run the edit and budget check process online. See Entering and Processing Commitment Control Journal Lines.
Budget Check Journals Request Page	JOURNAL_BGTCHK_REQ	Runs the Commitment Control Budget Processor to budget check all edit-valid commitment control journals. To access this page, select **General Ledger Journals Process Journals Budget Check Journals.**
Application Fundamentals: Entry Event Journals Page	PST_EE_RUN_REQUEST	Run the Entry Event Processor (FS_EVENTGEN application engine) to process and generate entry event accounting data for journals with entry events codes that have not been processed, such as budget adjustment journals. To access this page, select **Entry Event Journals** from the Process Journals menu option or navigate to **General Ledger**, and then **Journals**, and then **Process Journals**, and then **Entry Event Journals**.

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Page Name	Definition Name	Usage
Application Fundamentals: Generate Journals Request Page	JRNL_GEN_REQUEST	Enter data to run Journal Generator process (FS_JGEN application engine) to generate journals from subsystems, accounting entries generated by Entry Event Processor and imported data to post in General Ledger. To access this page, select **General Ledger**, and then **Journals**, and then **Subsystem Journals**, and then **Generate Journals**, and then **Generate Journals Request**
Post Journals Request Page	JOURNAL_POST_REQ	Enter the information for the journals you intend to post. Runs the PS/GL Journal Post process to batch post the journals to their appropriate ledgers. When use entry event on the budget adjustment journal entry, you have to post the corresponding budgetary accounting entry created by Journal Generator. To access this page, select **Post Journals** from the Process Journals menu option.

Entering Header Information for Commitment Control Journal Entries

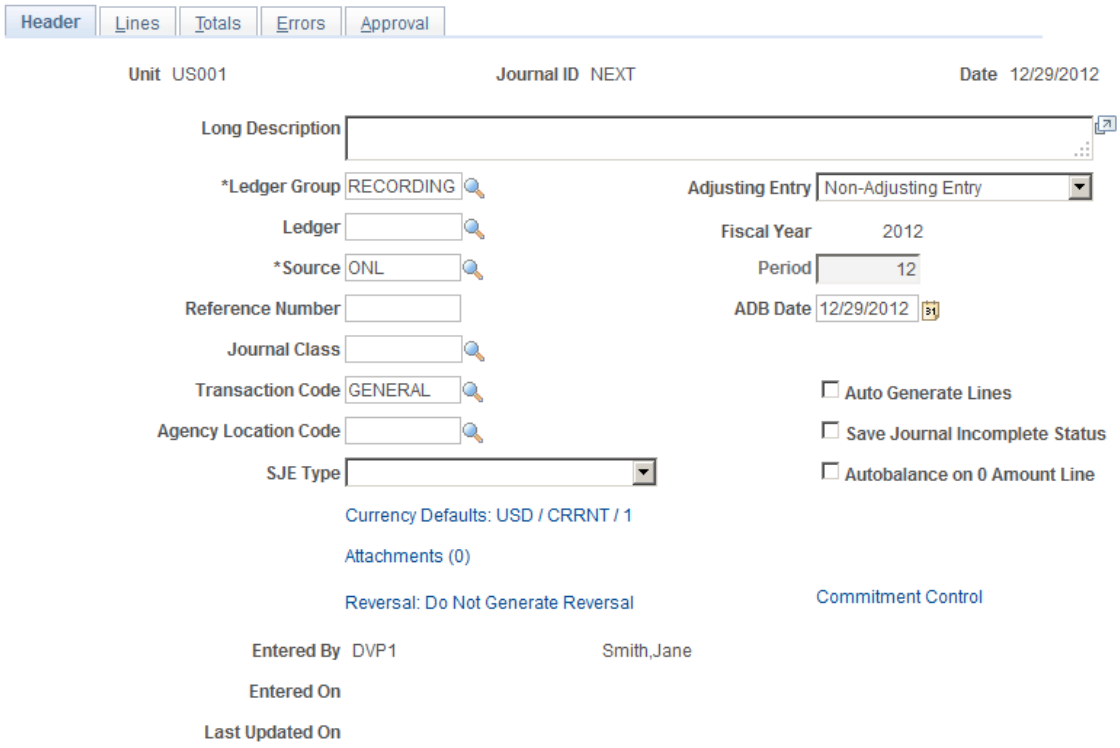
Use the Journal Entry - Header page (JOURNAL_ENTRY1) to select the appropriate ledger and ledger group to apply to this journal entry.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Header**

This example illustrates the fields and controls on the Journal Entry - Header page.

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> **Note**
>
> An *actuals* ledger refers to a part of the *RECORDING* **Ledger Group** shown in the sample data and is used to distinguish the actual transactions ledgers from the commitment control budget ledgers. A *detail* ledger refers to ledgers that record actuals, preencumbrances, encumbrances, revenue, and collected revenue amounts at a detail account level rather than at a rolled up or summary account level.

Field or Control	Description
Ledger Group	You can enter and post a journal directly against a commitment control ledger by selecting a commitment control expenditure or revenue ledger group.

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Field or Control	Description
Ledger	Select a ledger within the group. If you select a Commitment Control ledger group, you can create and post journals for the pre-encumbrance, encumbrance, recognize revenue, or collected revenue amounts against only the commitment control ledgers. However, these amounts are not posted to the actuals ledger. To post any of these amounts in the actuals ledger, you must create the journal entries that post to your actuals ledger. If you select a specific Commitment Control ledger group and detail ledger, then the selected detail ledger is the only ledger updated. If you select an actuals ledger and then select the option to do a commitment control adjustment, all commitment control ledgers associated with this actuals ledger (the association is done on the Ledgers For A Unit page) are updated if the adjustment applies.

> **Note**
>
> If you are only adjusting one specific commitment control ledger, select the commitment control ledger group and its ledger. This enables you to access the selected commitment control ledgers directly to create your adjustments. You do not have to click the **Commitment Control** link because the nature of the ledger group and ledger that you selected automatically identifies the type of adjustment. However, if you select commitment control ledger group, you cannot specify entry event on the journal line. This means that you have to manually create the corresponding budgetary accounting entry.

Commitment Control Page

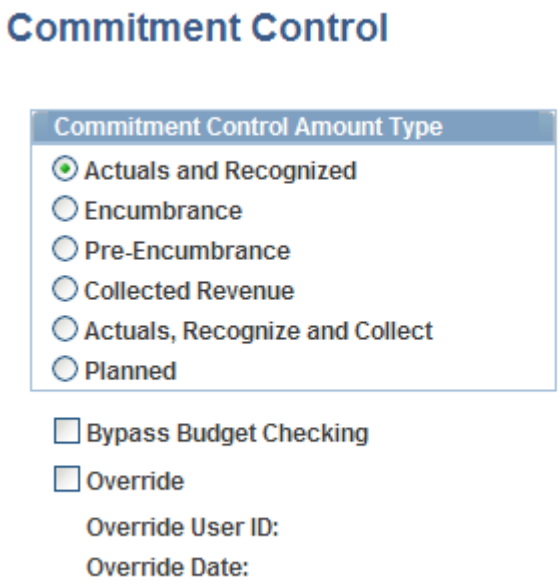
Use the Commitment Control page (JOURNAL_ENTRY_KK) to select a commitment control amount type to determine the type of processing required for the journal entry lines.

Navigation:

Click the **Commitment Control** link on the Journal Entry - Header page.

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

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The Budget Processor (FS_BP) determines how to update the control budget based on the commitment control amount type that you select.

- You can update the commitment control budget ledgers and also post the journal to the actuals ledger when you select the amount type *Actuals and Recognized* or *Actuals, Recognize and Collect.*
- You must select the commitment control amount type *Encumbrance, Pre-Encumbrance,* or *Collected Revenue* to make commitment control budget adjustments to these ledgers *without* updating the actuals ledger.

  You can use entry events to generate the corresponding budgetary accounting entry and post to the actuals ledger.
- You can also bypass commitment control budget checking or override commitment control budget exceptions by selecting the **Commitment Control** link and selecting the appropriate check box.

Field or Control	Description
Actuals and Recognized	When you select this option, the journal records the transaction in the actuals ledger and also in the appropriate Commitment Control ledger (expenditure or revenue) based on the ChartFields used in the journal line. Selecting this type enables you to select the entry event codes on the journal line that use the GLJE Entry Event Process. Select the commitment control amount type that represents this journal. Budget Processor (FS_BP) determines which commitment control budget ledger to update.

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Field or Control	Description
Encumbrance	An encumbrance is an amount that you are legally obligated to pay based on a contract or a purchase order. You select this option when you want to adjust the Commitment Control encumbrance ledger that affects your budget amounts. After selecting this option, you return to the journal line, select the BUDJEADJ entry event code, which enables you to select the entry event codes on the journal line that use the GLJEADJ entry event process, which include GL_JENC, GL_JPRNC and GL_JCREV Entry Event source transactions. Enter the adjustments that you want to make to the Commitment Control budget journal. When you edit and budget check this transaction, the encumbrance amounts is updated in the associated Commitment Control budget journal ledgers. You run the Entry Event Processor for this journal entry in batch mode to generate the accounting lines that you want to update and post in the actuals ledger. Then you run Journal Generator to create the journals and post the journals to the actuals ledger. See GLJEADJ Entry Event Process. **Note:** If you specified a Commitment Control ledger group along with a Commitment Control ledger on the Journal Header page, the Commitment Control amount type is already determined, and the Commitment Control Amount Type page is not enabled.

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Field or Control	Description
Pre-Encumbrance	A pre-encumbrance is the amount that you intend to spend when you create a requisition. You select this option when you want to adjust the Commitment Control pre-encumbrance ledger that affects your budget amounts. After selecting this option, you return to the journal line, select the BUDJEADJ entry event code, which enables you to select the entry event codes on the journal line that use the GLJEADJ entry event process, which include GL_JENC, GL_JPRNC and GL_JCREV Entry Event source transactions. Enter the adjustments that you want to make to the Commitment Control budget journal. When you edit and budget check this transaction, the pre-encumbrance amount is updated in the associated Commitment Control budget journal ledgers. You run the Entry Event Processor for this journal entry in batch mode to generate the accounting lines that you want update and post in the actuals ledger. Then you run Journal Generator to create the journals and post the journals to the actuals ledger. Selecting this type enables you to select the entry event codes on the journal line that use the GLJEADJ entry event process, which includes GL_JENC, GL_JPRNC, and GL_JCREV entry event source transactions. **Note:** If you specified a Commitment Control ledger group along with a Commitment Control ledger, the Commitment Control amount type is already determined, and the Commitment Control Amount Type page is not enabled.
Collected Revenue	When you select this option, this journal records the amount of revenue collected based on a previously entered revenue transaction. This updates the Collected Revenue ledger of a Commitment Control Revenue Budget. Selecting this type enables you to select the entry event codes on the journal line that use the GLJEADJ entry event process, which includes GL_JENC, GL_JPRNC, and GL_JCREV entry event source transactions.
Actuals, Recognize and Collect	When you select this option, this journal records both the amount of revenue booked and the amount of revenue collected, and updates the Revenue Estimate Commitment Control Budget. Selecting this type enables you to select the entry event codes on the journal line that use the GLJE Entry Event Process. **Note:** You can select entry event codes for Planned Commitment Control amount type; however, the Entry Event Processor will not process this Commitment Control amount type.

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Field or Control	Description
Planned	Select this type to enable you to select the entry event codes on the journal line that use the GLJEADJ entry event process. However, the entry event processor does not run for the codes you select on the journal line. Instead, the journal amount that you plan to spend is recorded. This planned amount is only an estimate and is not yet an actual transaction and is updated in the Planned Commitment Control ledger in the Commitment Control ledger group.
Bypass Budget Checking	Select this option to allow the journal to bypass budget checking. **Note:** If you select **Bypass Budget Checking**, the Entry Event Processor does not create accounting lines for the journal.
Override	Select this option to allow the transaction to pass budget checking if any overrideable exceptions exist for this journal, like the amount of the transaction exceeds the budget amount.
Override User ID	If you selected the **Override** option and you override the budget for a transaction, the system updates this field with your user ID.
Override Date	If you override a budget transaction, the system updates this field with the transaction date.

If the journal contains a journal line that has an account value that does not belong in the ledger represented by the selected Commitment Control amount type, the budget processor will not process the line nor update the commitment control ledger data table. For example, if one journal line contains a revenue transaction, and you selected pre-encumbrances as the Commitment Control accounting type, then budget processor will not process this line.

Entering and Processing Commitment Control Journal Lines

Use the Journal Entry - Lines page (JOURNAL_ENTRY2_IE) to enter journal lines and ChartField information to create a journal.

You can run the edit and budget check processes online.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create Journal Entries**, and then **Lines**

1. Enter the appropriate accounts, debit and credit amounts, and ChartFields for a commitment control journal.

> **Note**
>
> Depending on how your data is set up, you may be required to enter entry event codes on the journal line.

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See Creating and Processing Journal Entries with Entry Events.

2. Save the journal lines.
3. Select Process: *Edit.*

   This process executes both the Edit and the Budget Check processes.

> **Note**
>
> If you are creating a budget adjustment journal, you are required to select an entry event code that is associated with the GLJEADJ entry event process. The processing of this type is different from the processing of GLJE entry event process.

4. Select Process: *Budget Check Journal* if you only need to execute the Budget Check process. This process commits the amounts to the budget ledger (LEDGER_KK).

> **Note**
>
> Budget Check only runs if the Journal Header Status is Valid (V). If the Journal Edit process has not yet been run successfully, the budget processor will do nothing.

> **Note**
>
> When you increase the budget or change other budget options so that the journals that failed the budget check now pass, rerun the budget check processing again without changing the journals, or rerun the Journal Edit process . If you change a journal after you run the Journal Edit and Budget Check processes, you must rerun the Journal Edit and Budget Check processes again to reflect the correct information on the budget.

5. Select Process: *Edit / Pre-Check* to edit and run the journal through the Budget Processor. However, the Budget Processor will only check the journal and the funds will not be reserved. Commitment Control amounts will not be posted to LEDGER_KK. This process option is visible only when the Enable Budget Pre-check option is selected for General Ledger on the Installation Options - Commitment Control page (Set Up Financials/Supply Chain, Install, Installation Options, Commitment Control).
6. If you delete a journal after you run the budget processor, the system calls the budget processor and reverses the entry to the control budget during the Delete process and cleans up all Commitment Control records (exceptions and so on).
7. Once budget checking is successful, continue the posting process either online or in batch.

Related Topics

- Creating Journal Entries
- Requesting Journal Edits
- PeopleSoft Commitment Control: Understanding PeopleSoft Commitment Control

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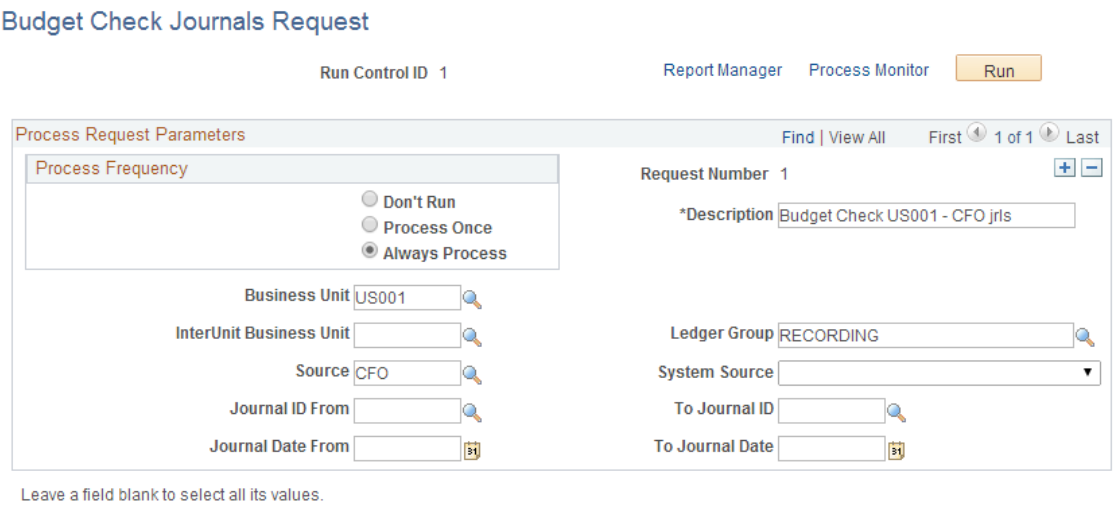
Budget Check Journals Request Page

Use the Budget Check Journals Request page (JOURNAL_BGTCHK_REQ) to select the journals (or range of journals) for which to run the Commitment Control Budget Processor to budget check all edit-valid commitment control journals.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Budget Check Journals**

This example illustrates the fields and controls on the Budget Check Journals Request page.



You can budget check individual journals by selecting the **Budget Check Journals** option from the Process list on the Create/Update Journal Entries - Lines Page.

Enter and Process Commitment Control Journal Entries with Entry Events in General Ledger

To understand how to use entry events with Commitment Control journal entries:

See Creating and Processing Journal Entries with Entry Events.

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Reviewing and Correcting Journal Entries with Budget Checking Errors

Pages Used to Review and Correct Commitment Control Journal Errors

Page Name	Definition Name	Usage
Journal Status- Journal Lines Page	JOURNAL_ENTRY2_IE	View the **Budget Status** code field for a specific commitment control journal at the bottom of this page. This field is available only when the business unit is enabled for commitment control.
Journal Entry - Errors Page (this topic) Journal Entry - Errors Page (Creating Journal Entries topic)	JOURNAL_ENTRY_E_IC	View errors that occur using Header and Lines page.
Journal Status - Journal Lines Page	JOURNAL_LINE_FS	View the budget status code for commitment control journals. See Review Journal Status - Journal Lines Page
GL Journal Exceptions Page	KK_XCP_HDR_GL1	View budget checking errors or warning messages for general ledger journals. Override the budget exceptions if you have been granted authority.
General Ledger Journal Line Drill Down Page	KK_DRL_GL1_SEC	View the General Ledger Journal transaction line entry.
GL Journal Exceptions - Line Exceptions Page	KK_XCP_LN_GL1	Use the GL Journal Exceptions - Line Exceptions page to view individual journal lines in a journal with budget checking errors or warning messages.

Journal Status- Journal Lines Page

You can view the status for a specific journal on the Journal Entry - Lines page or the Journal Status - Journal Lines page.

Use the Journal Status - Journal Lines page (JOURNAL_LINE_FS) to view the budget status code for commitment control journals.

Navigation:

General Ledger, and then **Journals**, and then **Process Journals**, and then **Review Journal Status**, and then **Journal Lines**

Use the Journal Entry - Lines page (JOURNAL_ENTRY2_IE) to view the Budget Status code field for a specific commitment control journal at the bottom of this page.

This field is available only when the business unit is enabled for commitment control.

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Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Lines**

The status of the journal entry can be one of the following:

- *E (error)* The journal entry failed to pass budget checking. You must correct the error before you can continue processing.
- *N (not checked)* Budget Processor (FS_BP) has not processed the journal entry.
- *P(provisionally valid budget check)* The entry passed budget checking without committing changes to the LEDGER_KK, or other like records.
- *V (valid)* The entry passed budget checking and the process updated the control budget ledger.

> **Note**
>
> If you receive a *W* (warning) error, the budget header status is still valid.

See PeopleSoft Commitment Control: Handling Budget Journal Exceptions.

Journal Entry - Errors Page

Use the Journal Entry - Errors page (JOURNAL_ENTRY_E_IC) to view errors that occur using Header and Lines page and override Commitment Control budget journal errors.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Errors** or click the **Errors** tab on Journal Entry - Lines page; you can also click the **Journal Status** E (errors) code link in the Journal Status column in the **Totals** group box on the Lines page.

You can override commitment control budget journal errors in two locations:

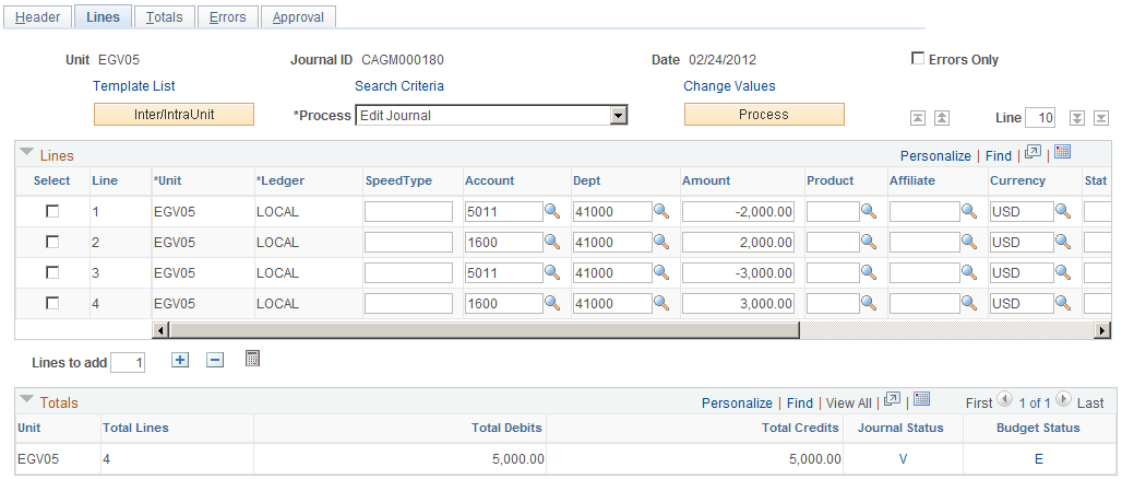
- Journal Entry - Header page.
- GL Journal Budget Exceptions pages.

Overriding Commitment Control Budget Journal Errors from the GL Journal Budget Exceptions Page

To override budget journal errors, Access the Journal Entry - Lines page **(General Ledger**, and then **Journals**, and then **Journal Entry**, and then **Create/Update Journal Entries**, and then **Lines).**

This example illustrates the fields and controls on the Journal Entry - Lines page (Budget Status Error). You can find definitions for the fields and controls later on this page.

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Click the **Budget Status** field value to open the GL Journal Exceptions page to override the budget transaction in error and view details about the source transaction.

> **Note**
>
> You must have authority to override budget checking.

See PeopleSoft Commitment Control: Commitment Control Budget Exceptions Page.

Related Topics

- PeopleSoft Commitment Control: Setting Commitment Control Installation Options
- PeopleSoft Commitment Control: Setting Commitment Control Options
- PeopleSoft Commitment Control: Setting Up Control Budget Definitions

GL Journal Exceptions Page

Use the GL Journal Exceptions page (KK_XCP_HDR_GL1) to view budget checking errors or warning messages for general ledger journals.

Override the budget exceptions if you have been granted authority.

Navigation:

Click the **Budget Status Code (E)** on the journal lines page to access the GL Journal Exception page, or navigate to**Commitment Control**, and then **Review Budget Check Exception**, and then **General Ledger**, and then **Journal.**

To define the GL Journal Exceptions Header information:

1. If you have super user security access (if security is not activated, anyone can select this check box), select the **Override Transaction** check box before or after running a budget check to update the control budget for an entire transaction, even if exception errors exist.

   This option is not available if the transaction passed budget checking with only warning exceptions.

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2. Click the **Advanced Budget Criteria** link to open the Refine Inquiry Criteria page where you can restrict rows to specific business unit, ledger group, and account.

   Leaving these fields blank returns all values.

3. When you click **Search** to refresh the scroll area and select **More Budgets Exist,** the journal has more exceptions than the number you entered in the **Maximum Rows** field.

   To display these additional budgets, modify either the **Maximum Rows** field to increase the number of budgets with *Errors* or *Warnings.*

See PeopleSoft Commitment Control: Commitment Control Budget Exceptions Page.

Using the Budget Override Tab

To use the Budget Override tab:

1. Select **Override Budget** to update the control budget even though the transaction amount exceeds the budget amount.

   This field is available only if the budget transaction failed budget checking and you have authority to override a budget entry. It is not available if the source transaction type does not allow overrides and the Budget Header Status is *N (Not Checked).* When you override the budget exception, the system populates the **Override User ID** field with the user ID of the person who overrode budget checking and the **Override Date** field with the date and time of the budget exception override. The journal passes budget checking when you override all the budgets with exceptions, change the budget available amount, or change the journal amount.

2. Click **View Related Links** to access the **Go to Budget Exception** link and the **Go to Budget Inquiry** link.

3. Click the **Go to Budget Exception** link display the Budget Exception page.

   You can view and override additional transactions that have exceptions for the budget. You must be authorized to inquire on the budget and open this page.

4. If you click **Go to Budget Inquiry,** the Budget Details page opens.

   You can view the budget's details, such as the available amount remaining, the attributes, and the amounts used by each ledger (encumbrance, pre-encumbrance, and others) in the budget. You must be authorized to inquire on the budget to open this page.

5. Return to the Budget Override tab and click **View Exception Details** to drill down to the General Ledger Journal Line for this budget exception.

See PeopleSoft Commitment Control: Commitment Control Budget Exceptions Page.

Reviewing the Budget ChartFields Tab Information

To review the Budget ChartFields:

1. Select the Budget ChartFields tab on the GL Journal Exception page.

2. Review the ChartFields defined for the budget containing the exception.

   Budget ChartFields vary for different budgets.

3. Click **View Exception Details** to drill down to the General Ledger journal line details for this budget exception.

See PeopleSoft Commitment Control: Commitment Control Budget Exceptions Page.

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General Ledger Journal Line Drill Down Page

Use the General Ledger Journal Line Drill Down page (KK_DRL_GL1_SEC) to view the General Ledger Journal transaction line detail entry.

Navigation:

Click the **View Exception Details** button on the GL Journal Exceptions page for a specific journal line.

To drill down to the General Ledger journal line:

1. On the GL Journal Exceptions page: Budget Override tab or the Budget ChartFields tab, click **View Exception Details** to open the Exception Details page, which contains the Transaction Header, and the Budget Exception Details and the Transaction Line information.
2. On the Budget Exception line, click the **Drill Down** to Transaction Line to review the General Ledger Journal Line Drill Down page.
3. Review the **Transaction Line Identifiers** group box information, which describes the source transaction data such as the business unit, ledger group, GL journal ID, journal date, and the journal line number.
4. Review the **Transaction Line Details** group box information, which describes the detail information for the budget that appear in the journal line such as ChartField name, value, and description.

See PeopleSoft Commitment Control: Commitment Control Budget Exceptions Page.

Related Topics

- PeopleSoft Commitment Control: Understanding Source Transaction Type Setup
- PeopleSoft Commitment Control: Setting Up Control Budget Definitions
- PeopleSoft Commitment Control: Understanding Basic Commitment Control Setup

GL Journal Exceptions - Line Exceptions Page

Use the GL Journal Exceptions - Line Exceptions page (KK_XCP_LN_GL1) to view individual journal lines in a journal with budget checking errors or warning messages.

Navigation:

Commitment Control, and then **Review Budget Check Exception**, and then **General Ledger**, and then **Journal** and select the **Line Exceptions** tab to access the Line Exceptions page.

Limiting the Number of Budget Line Exceptions

To limit the number of budget line exceptions:

1. Use the **Line Status** field to limit the rows of budget line exceptions to either *Error* or *Warning* exceptions.
2. To view a range of lines, enter the source transaction line numbers in the **Line From** and **Line Thru** fields.

   The prompt list only displays journal lines with exceptions.

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3. When you click **Fetch Selection** to refresh the scroll area, and the **More Lines Exist** check box is selected, this means the source transaction has more exceptions than the number you entered in the **Maximum Rows** field.

   Modify either the **Maximum Rows** field or the **Line From** and **Line Thru** criteria to increase the number of journal lines with error or warning exceptions to display in the **Transaction Lines with Budget Exceptions** scroll area.

4. In the **Transaction Lines with Budget Exception** group box, select the **Line Values** tab to list and inquire about the journal lines that have budget exceptions for a specific business unit, budget date, and ledger.

5. Select the **Line ChartFields** tab to list and inquire about journal line ChartField values that have budget exceptions.

   The number of ChartFields on a line varies based on the original budget setup.

6. Select the **Line Amount** tab to list and inquire about the journal line amounts that have budget exceptions.

   The **Foreign Amount** is the amount entered on the journal line in its entered currency. The **Monetary Amount** is the amount in the base currency of the ledger. The **Quantity** is the statistical amount, which may appear, if applicable.

7. Click **View Exception Details** on each of the tabs to open the Exception Details page.

   This page contains the **Transaction GL Journal Line Number** and Ledger , the **Budget Exception Details** and the **Budget Items** information for this journal line. Select the Budget ChartFields tab to view the ChartFields associated with the journal line's budget. Select the Budget Override tab to override the budget associated with this journal line.

See PeopleSoft Commitment Control: Commitment Control Budget Exceptions Page.

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Approving Journal Entries

Understanding the Journal Entry Approval Process

This topic provides an overview of the journal entry approval process and discusses how to set up journal entry approval in Oracle's PeopleSoft Workflow.

If you enable the journal approval process in PeopleSoft General Ledger, journal entries are automatically marked to post once they are *approved.* You can enable specific users to mark a journal to post by granting them access to certain pages in User Security or by approving journals through PeopleSoft Workflow.

You can select to use one of two journal approval methods from the Application Fundamentals: Installation Options - General Ledger Page (Set Up Financials/Supply Chain, Install, Installation Options, General Ledger):

- *Approval Framework:* (default) PeopleSoft Enterprise Components Approval Framework (AF) feature provides a configurable framework and page interface to implement workflow approval without using Application Designer.

  See Understanding Configurable Workflow.

- *Virtual Approver:* PeopleSoft workflow approval method used in prior releases.

  Not recommended for users on release 9.2 or higher.

See Application Fundamentals: Installation Options - General Ledger Page.

Journal Entry Approval Using PeopleSoft Workflow

To approve journal entries using PeopleSoft Workflow:

1. Deselect the Mark Journal(s) to Post option on the User Preferences - General Ledger page.
2. Restrict access to the Mark Journals for Posting page so that it is available to only those who have the highest authority to approve journals because users of this page can bypass the journal approval process.
3. Hide the Mark Journal(s) to Post option on the Edit Journal Request page by replacing the entire content of JRNL_EDIT_REQ.MARK_POST_OPTN RowInit PeopleCode with the following code:

```
JRNL_POST_OPTN = "N";
Hide (JRNL)POST)OPTN);
MARK_POST_OPTN = "N";
Hide (MARK_POST_OPTN);
```


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> **Note**
>
> You cannot post an online journal that needs approval.

Journal Entry Approvals Using PeopleSoft System Security

You can use PeopleSoft system security to authorize approvals for users that PeopleTools provides. Using this method, you grant access to key pages and processes to specific users. For example, the key pages for marking a journal to post and posting are the Mark Journals for Posting page, the Edit Journal Request page, and the Post Journals page.

To prevent specific users from marking a journal to post, do not assign them to a role that has access to these pages. If the user is not permitted to use the Journal Edit (GL_JEDIT) or the Journal Post (GL_JP) Application Engine processes, a message displays informing them that they are not authorized to edit or post a journal using the options on the Journal Entry - Lines pages.

If you employ the user security approach rather than PeopleSoft Workflow for journal approvals, ensure that the **Approval Active** option in the properties is not selected for the approval rule set JOURNAL_ENTRY_APPROVAL in PeopleSoft Application Designer. You can remove the Approval Work page (APPR_WRK_01) and Workflow Functions page (WF_FUNCTIONS_01) from the Journal Entry component (JOURNAL_ENTRY_IE) in Application Designer because removing these pages decreases the number of cache files that are built when you access the component for the first time. Removal of these pages, however, is not required.

PeopleTools Documentation: Security Administration, "Understanding PeopleSoft Security"

> **Note**
>
> By default, the **Approval Active** check box is selected when you receive the approval rule in the sample data.

Approval 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:

- Journal Posting
- Journal Unposting

For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer.

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Understanding InterUnit Journal Approvals

When you submit an InterUnit journal for AWE approval, the system treats the data for each business unit within the InterUnit journal as an independent transaction. Therefore, each combination of (anchor BU, journal ID, journal date, line business unit) has its own approval instance, and each instance triggers its own notifications. This works well for those who have assigned different approvers to handle different business units.

For customers who have dedicated approvers who manage multiple business units, the Automatically Approve Non-Anchor BU Journals option is available on the Installation Options – General Ledger page.

When the Automatically Approve Non-Anchor BU Journals is selected, 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.

When the Automatically Approve Non-Anchor BU Journals is not selected, the system only shows the line business unit journal lines on the Journal Approval page. When the Automatically Approve Non-Anchor BU Journals is selected, the system shows all the interunit journal lines on the Journal Approval page, however, the header info only shows the anchor BU.

Setting Up InterUnit Journal Approvals

Determine whether you want anchor BU approvers and non-anchor BU approvers to approve InterUnit journals:

- If you want one set of notifications and only anchor BU approvers to approve interunit journals, then select the Automatically Approve Non-Anchor BU Journals check box on the Application Fundamentals: Installation Options - General Ledger Page.
- If you want one set of notifications, and anchor and non-anchor BU approvers to approve interunit journals, then complete the steps listed in the following subtopic.

Recommended Setup Steps for Anchor and Non-anchor BU Approvers

If you want one set of notifications and anchor and non-anchor BU approvers to approve InterUnit Journals:

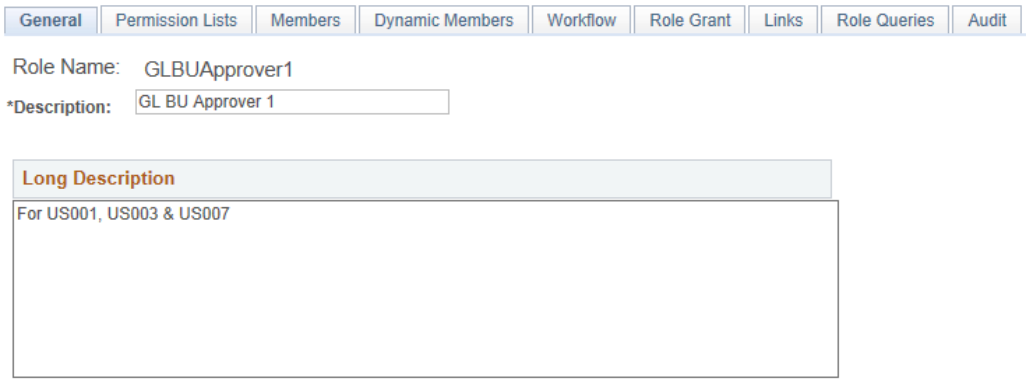
1. Select the Automatically Approve Non-Anchor BU Journals check box on the Application Fundamentals: Installation Options - General Ledger Page.
2. Define multiple roles to segregate approvers by business unit.

> **Note**
>
> The roles should include all business units. Approvers with multiple roles receive only one notification for each interunit journal using this method.

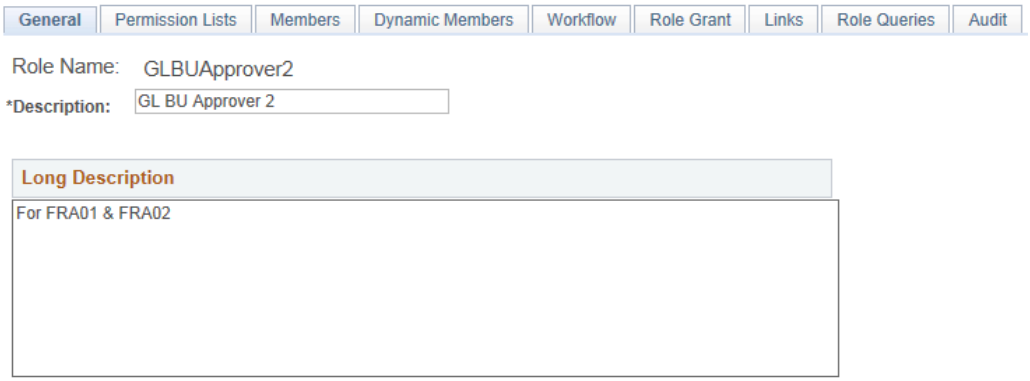
   a. On the Roles - General page (PeopleTools, Security, Permissions & Roles, Roles), create multiple roles, such as; GLBUApprover1, GLBUApprover2, and GLBUApprover3.

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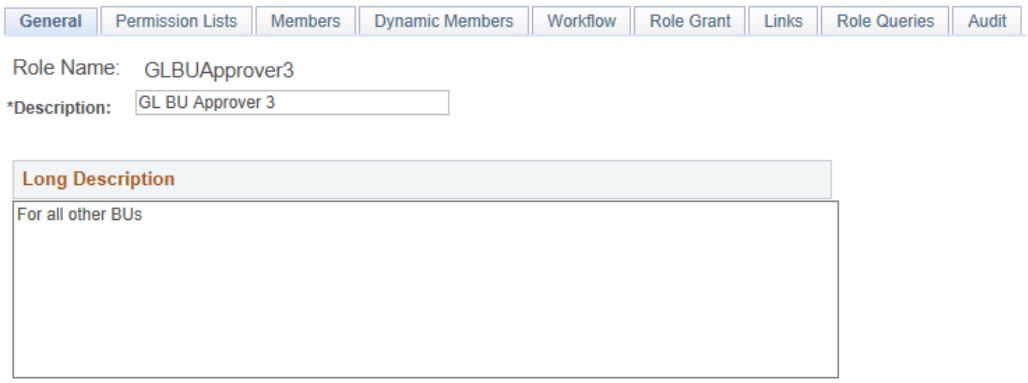
This example illustrates the fields and controls on the Roles - General page (GLBUApprover1).



This example illustrates the fields and controls on the Roles - General page (GLBUApprover2).



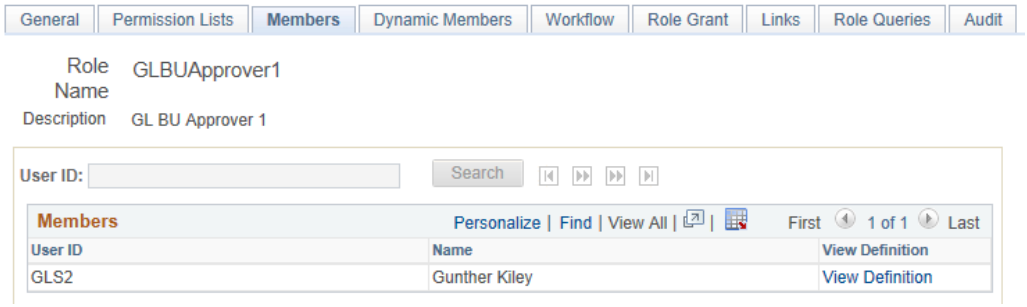
This example illustrates the fields and controls on the Roles - General page (GLBUApprover3).



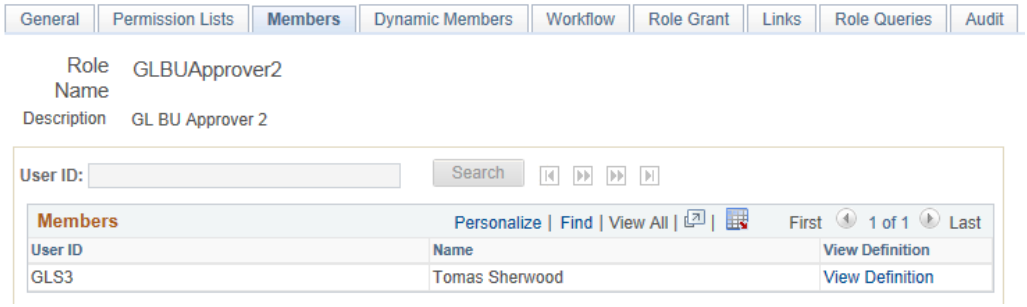
b. On the Roles - Members page, indicate the members for the role.

This example illustrates the fields and controls on the Roles - Members (GLBUApprover1).

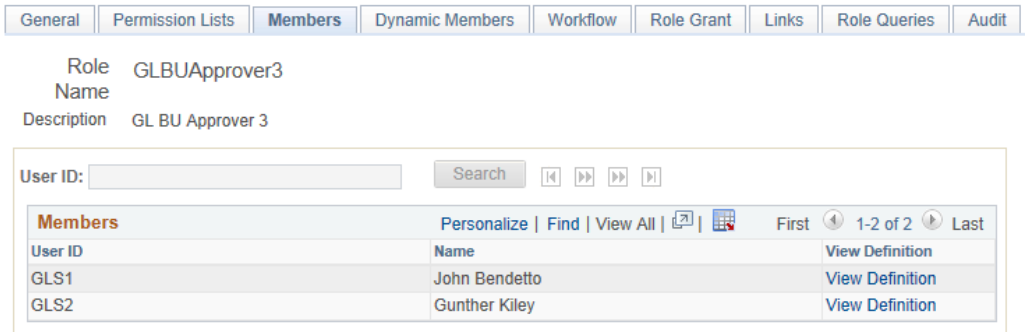
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This example illustrates the fields and controls on the Roles - Members (GLBUApprover2).



This example illustrates the fields and controls on the Roles - Members (GLBUApprover3).

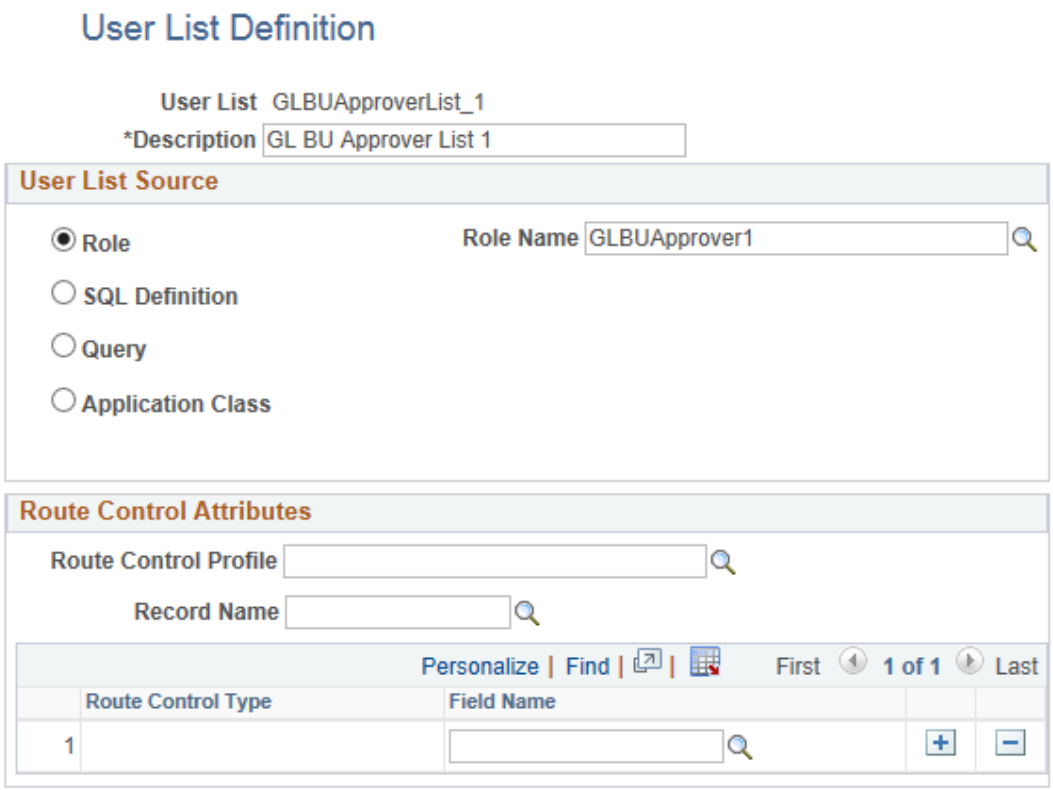


3. Assign the role to each member using the User Profiles – Roles page (PeopleTools, Security, User Profiles, User Profiles).
4. Define an equal number of AWE user lists using the User List Definition Page.

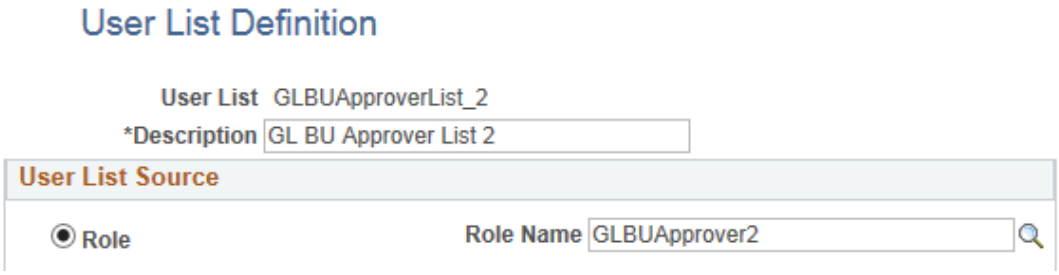
   Each links to one of the roles created in step 2:

   This example illustrates the fields and controls on the User List Definition (GLBUApprover1).

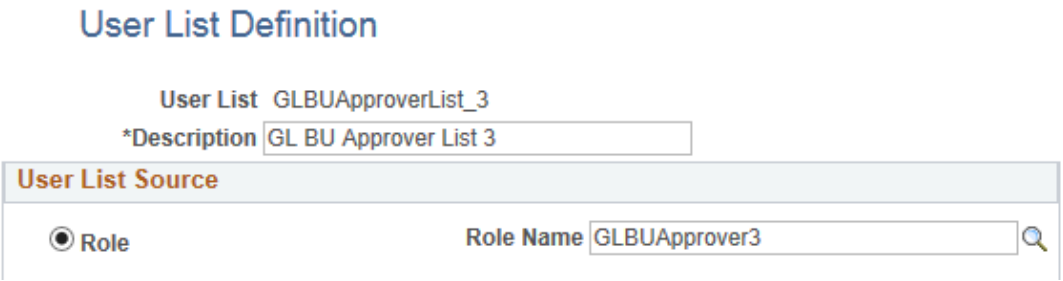
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This example illustrates the fields and controls on the User List Definition (GLBUApprover2).



This example illustrates the fields and controls on the User List Definition (GLBUApprover3).

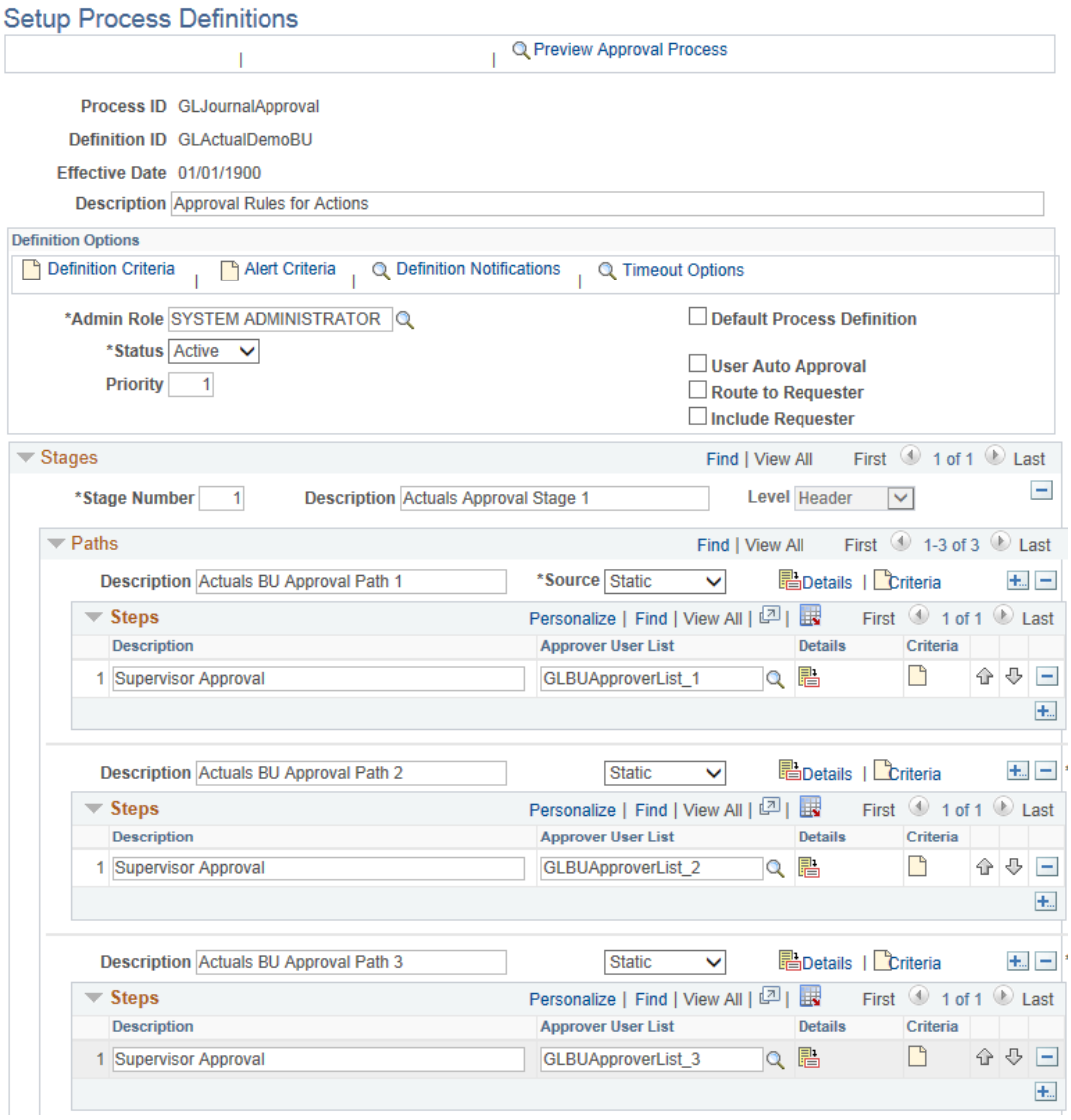


5. Define an AWE rule with multiple paths using the Application Fundamentals: Setup Process Definitions Page.

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Each path routes to the corresponding business unit approver list.

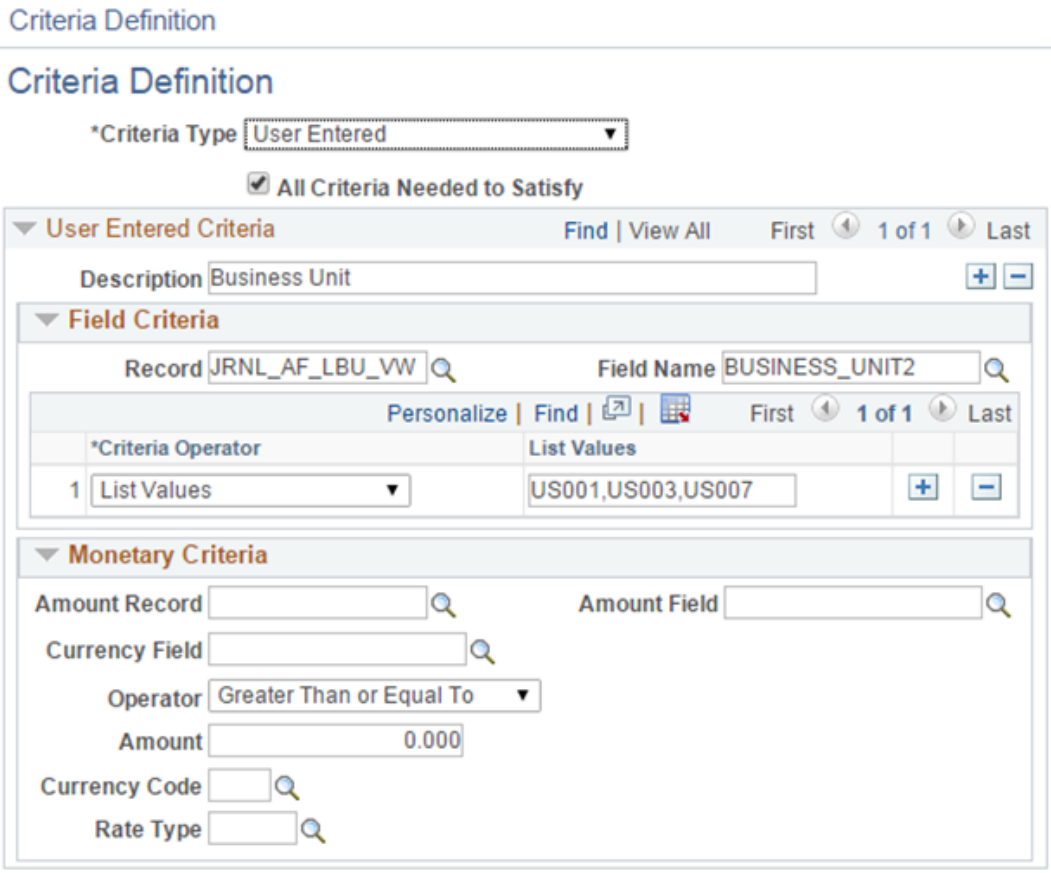
This example illustrates the fields and controls on the Setup Process Definitions Page.



6. From the Setup Process Definitions page, select the Criteria button for each path to define a User Entered criteria type and route this path to the corresponding business unit approvers. For example:

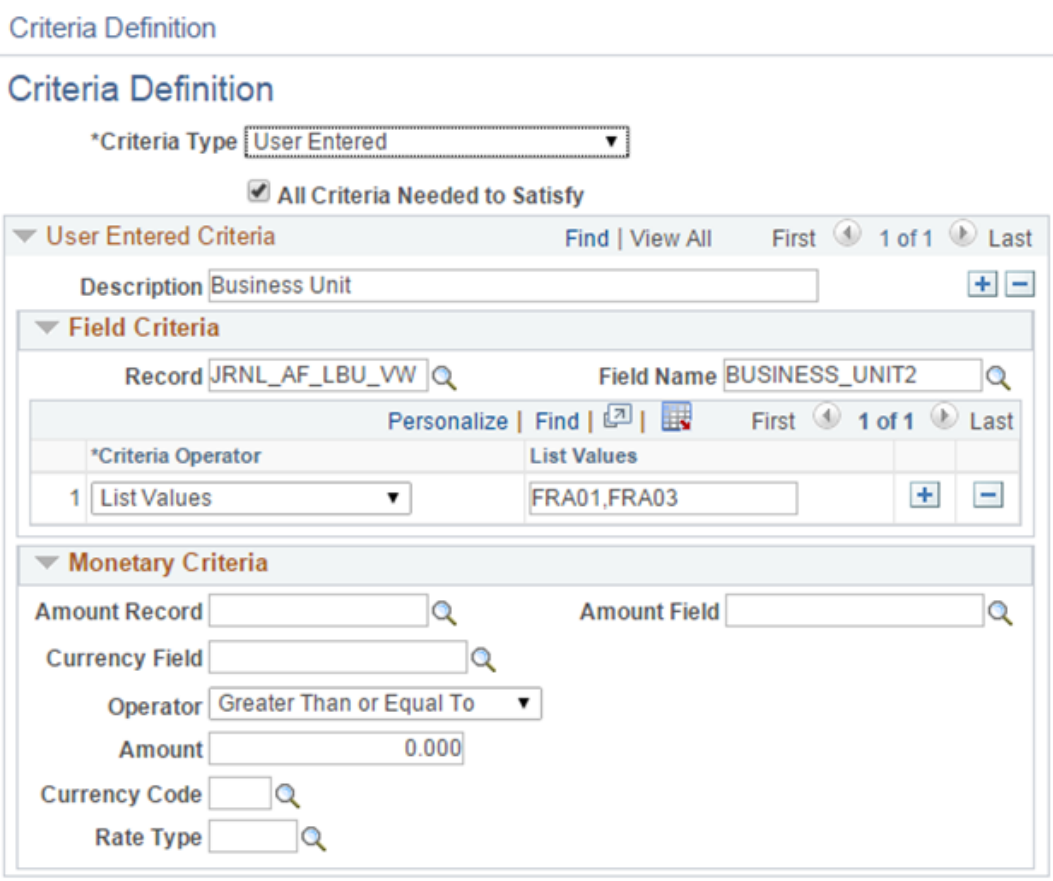
This example illustrates the fields and controls on the Actuals business unit approval path 1.

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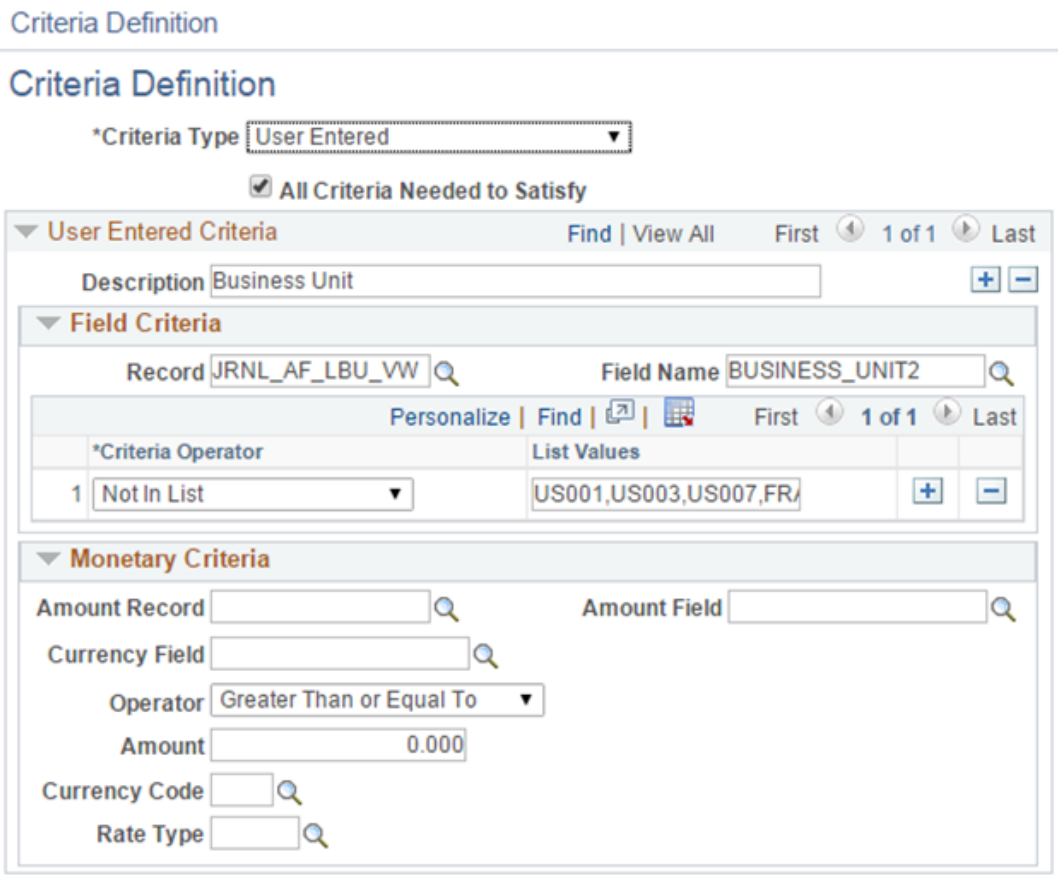
This example illustrates the fields and controls on the Actuals business unit approval path 2.

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This example illustrates the fields and controls on the Actuals business unit approval path 3.

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> **Note**
>
> Each role defined in step 2 should have an approval path defined.

The Record field value must be *JRNL_AF_LBU_VW* and the Field Name value must be *BUSINESS_UNIT2*, to get the line business unit values. You can define as many Criteria Definitions as needed if you can't put all business units into one criteria, using these values.

For more information about the Approval Workflow Engine and the Approval Framework, see *Approval Framework*, Defining the Setup Process Definitions Component.

Approving Journal Entries for Posting Using PeopleSoft Fluid User Interface

General information about Mobile Approvals is available in FSCM Application Fundamentals documentation. See

- Application Fundamentals: Understanding Fluid Approvals in FSCM.
- Application Fundamentals: Configuring Fluid Approvals.
- Application Fundamentals: Approving Pending Transactions in Fluid.

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Pages Used to Approve Journal Entries for Posting in the PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Pending Approvals (summary) Page	EOAWMA_MAIN_FL	Review and approve multiple journal entries. Access summary details for a specific journal entry. For general information, see the Application Fundamentals: Pending Approvals Page.
Pending Approvals - Journal Entry Page	EOAWMA_TXNHDTL_FL	Review and approve a single journal entry. Access line item details for a specific line. For general information, see the Application Fundamentals: Approval Header Detail Page.
Pending Approvals - Journal Entry - Approval Chain Page	EOAWMA_APPC_SCF	Review display-only line details.
Approvals History (summary) Page	EOAWMA_MAIN_FL	Review a list of journal entry approvals. Access the approval history for a specific journal entry. For general information, see the Application Fundamentals: Approvals History Page.
Approvals History - Journal Entry Page	EOAWMA_TXNHDTL_FL	Review the approvals history for a single journal entry. Access line item details for a specific line.

Setting Up General Ledger to Approve Journal Entries for Posting

To set up General Ledger to approve journal entries using the Approval Framework:

1. Select *Approval Framework* In the Journal Approval Method field on the Application Fundamentals: Installation Options - General Ledger Page.
2. In the Approval Framework, set up push notifications and define the internal URL for the GL Journal Approval Process. Go to the Approval Framework: Register Transactions Page Enterprise Components, Approvals, Approvals, Transaction Registry) for this Process ID: GLJournalApproval.
   - Select the *Push* check box in the Notification Options, Enable Notifications field.
   - Enter values in the **Internal URL Definition** section.

   For more information about the Register Transactions page, see Approval Framework: Setting Up the Transaction Registry.
3. Verify the settings on the Enterprise Components: CAVF Configuration Setup Page, for the GL_JRNL_ATTACHMENT Configuration ID to allow attachments.

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4. On the Application Fundamentals: ChartField Display Template Page, create a new (or use an existing) template so that the ChartField Option and the ChartField Display Option is determined for Fluid Approvals.

   For journal entry approvals, the system only checks *Hide* option on the template. In addition, the system can only show the first 9 ChartFields, even if the template has 15.

   If a journal approval template cannot be found, the system uses the default ChartField Display Template.

5. If you created a new template in the previous step, on the Application Fundamentals: Assign by Key Field Values page, for Component Name *Approval Transaction Registry* and Process ID *GLJournalApproval* assign permissions to your ChartField Display Template for journal approvals.

6. If your organization is using the Enterprise Components Notification Composer framework, set up the *Journal Posting* business process. See Enterprise Components: Understanding Notification Composer.

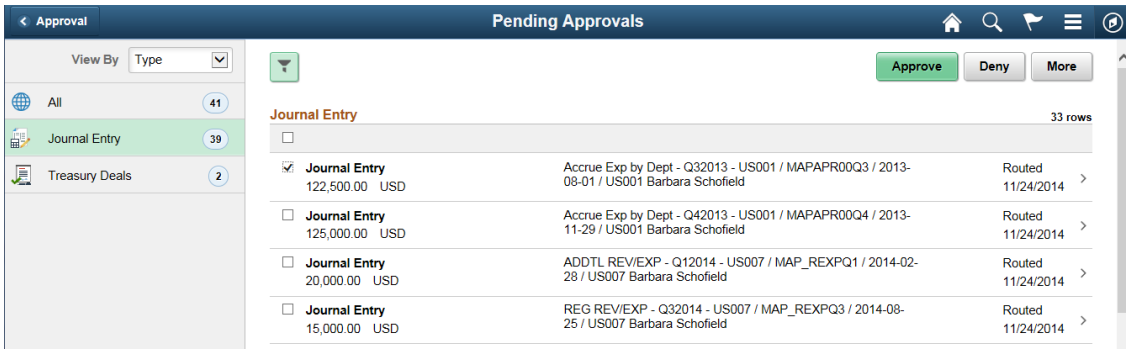
Pending Approvals (summary) Page

Use the Pending Approvals (summary) page (EOAWMA_MAIN_FL) to review and approve multiple journal entries. Access header details for a specific journal entry.

Navigation:

Select the Approvals tile and then select Journal Entry.

This example illustrates the fields and controls on the Pending Approvals (summary) page.



Review header information for the journal entries currently routed for approval. To access journal entry details, select the row. You can select one or more journal entries on this page and perform a mass action on the selected journal entries. You can also use the filter to narrow results on the page. For general information about using the filter, see the Application Fundamentals: Filters Page.

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Field or Control	Description
Approve, Deny, or **More**	Perform a mass action by selecting multiple transactions, then one of the action buttons. Select More to display additional options such as Pushback or Hold. If your organization uses the auto post after approval feature, and you are the final approver, then the system automatically runs the journal post process (GL_JP) for the journal IDs that are approved. This feature is configured on the Application Fundamentals: Installation Options - General Ledger Page. Keep in mind that if multiple journal IDs are selected, this feature could impact performance. **Note:** You must select at least one row to activate the action buttons.

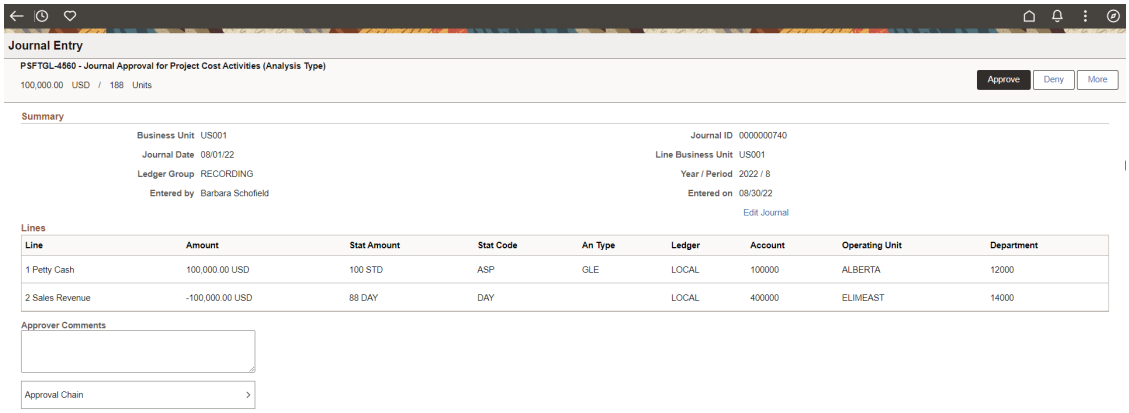
Pending Approvals - Journal Entry Page

Use the Pending Approvals - Journal Entry page (EOAWMA_TXNHDTL_FL) to review and approve a single journal entry.

Navigation:

Select a journal entry from the list on the Pending Approvals summary page.

This example illustrates the fields and controls on the Pending Approvals - Journal Entry pare.



When viewing journal entry details in small form factor (SFF), the Summary section only displays key fields and you must scroll down to view approver comments and the approval chain.

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The approval chain reflects approval status generated by the Approval Framework. For more information, see the product documentation for the *PeopleSoft Approval Framework*. See also Approval Framework: Understanding Transaction Approval Flows.

Field or Control	Description
Approve, Deny, or **More**	Perform an action on this journal entry by selecting an approval action button. Select More to display additional options such as Pushback or Hold. If your organization uses the auto post after approval feature, and you are the final approver, then the system automatically runs the journal post process (GL_JP) for the journal ID that is approved. This feature is configured on the Application Fundamentals: Installation Options - General Ledger Page. Upon selecting an action, you have the option to select *Submit* to continue the action, or *Cancel* to back out of the action. Upon submitting the action, the system generates a message that the action is successful.
Edit Journal	Select to access the Create/Update Journal Entries - Lines Page, where you can edit the journal entry. If you make changes to the journal, you must go through the Edit and Approval process again.
Approver Comments	Enter comments in the text entry field.
Approval Chain	Review approval chain information. You can expand or collapse approver information for each line by selecting the glyph icon. You can also select the approver name to view approver details.

Pending Approvals - Journal Entry - Approval Chain Page

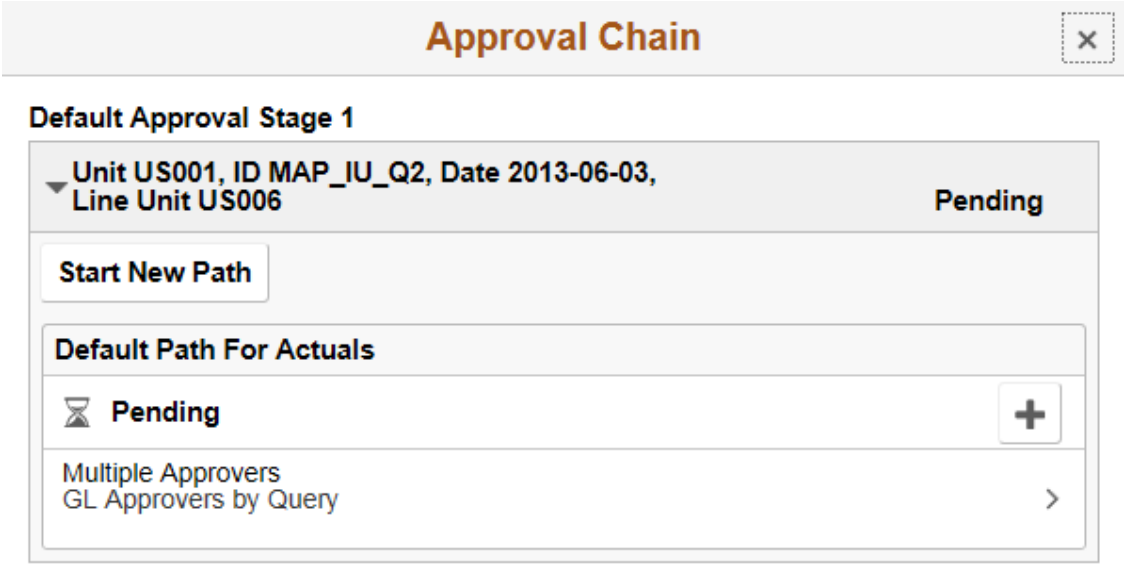
Use the Pending Approvals -Journal Entry - Approval Chain page (EOAWMA_APPC_SCF) to review approver information.

Navigation:

Select Approval Chain from the Pending Approvals - Journal Entry page.

This example illustrates the fields and controls on the Pending Approvals - Journal Entry - Approval Chain page.

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Approvals History (summary) Page

Use the Approvals History (summary) page (EOAWMA_MAIN_FL) to review a list of journal entry approvals. Access the approval history for a specific journal entry. Approval history is retained even for those journals that are resubmitted for approval after any modification.

Navigation:

Select the Actions icon on the page banner. Select Approvals History.

This example illustrates the fields and controls on the Approvals History (summary) page.



Review the list of journal entries with an approvals history. Select a journal entry to view the approvals history details for a particular journal entry.

Approvals History - Journal Entry Page

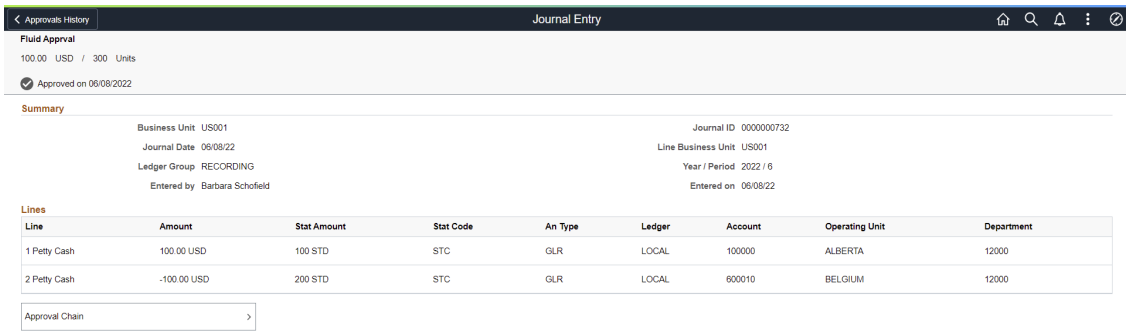
Use the Approvals History - Journal Entry header approval page (EOAWMA_TXNHDTL_FL) to review the approvals history for a single journal entry. Access line item details for a specific line.

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Navigation:

Select a journal entry in the list on the Approvals History (summary) page.

This example illustrates the fields and controls on the Approvals History - Journal Entry page.



Related Topics

- Approving Journal Entries For Unposting Using PeopleSoft Fluid User Interface
  General information about Mobile Approvals is available in FSCM Application Fundamentals documentation. See

Approving Journal Entries For Unposting Using PeopleSoft Fluid User Interface

General information about Mobile Approvals is available in FSCM Application Fundamentals documentation. See

- Application Fundamentals: Understanding Fluid Approvals in FSCM.
- Application Fundamentals: Configuring Fluid Approvals.
- Application Fundamentals: Approving Pending Transactions in Fluid.

Pages Used to Approve Journal Entries for Unposting in the PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Pending Approvals (summary) Page	EOAWMA_MAIN_FL	Review and approve multiple journal entries for unposting. Access summary details for a specific journal entry. For general information, see the Application Fundamentals: Pending Approvals Page.

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Page Name	Definition Name	Usage
Pending Approvals - Journal Entry Page	EOAWMA_TXNHDTL_FL	Review and approve a single journal entry. Access line item details for a specific line. For general information, see the Application Fundamentals: Approval Header Detail Page.
Pending Approvals - Journal Entry - Approval Chain Page	EOAWMA_APPC_SCF	Review display-only line details.
Approvals History (summary) Page	EOAWMA_MAIN_FL	Review a list of journal entry approvals. Access the approval history for a specific journal entry. For general information, see the Application Fundamentals: Approvals History Page.
Approvals History - Journal Entry Page	EOAWMA_TXNHDTL_FL	Review the approvals history for a single journal entry. Access line item details for a specific line.

Setting Up General Ledger to Approve Journal Entries for Unposting

To set up General Ledger to approve journal entries using the Approval Framework:

1. Select *Approval Framework* In the Journal Approval Method field on the Application Fundamentals: Installation Options - General Ledger Page.
2. In the Approval Framework, set up push notifications and define the internal URL for the GL Journal Approval Process. Go to the Approval Framework: Register Transactions Page Enterprise Components, Approvals, Approvals, Transaction Registry) for this Process ID: GLJournalUnpostApproval.
   - Select the *Push* check box in the Notification Options, Enable Notifications field.
   - Enter values in the **Internal URL Definition** section.

   For more information about the Register Transactions page, see Approval Framework: Setting Up the Transaction Registry.
3. Verify the settings on the Enterprise Components: CAVF Configuration Setup Page, for the GL_JRNL_UNPOST_ATTCH Configuration ID to allow attachments.
4. On the Application Fundamentals: ChartField Display Template Page, create a new (or use an existing) template so that the ChartField Option and the ChartField Display Option is determined for Fluid Approvals.

   For unposting journal entry approvals, the system only checks *Hide* option on the template. In addition, the system can only show the first 12 ChartFields, even if the template has 15.

   If a journal approval template for unposting cannot be found, the system uses the default ChartField Display Template.
5. If you created a new template in the previous step, on the Application Fundamentals: Assign by Key Field Values page, for Component Name *Approval Transaction Registry* and Process ID *GLJournalUnpostApproval* assign permissions to your ChartField Display Template for journal approvals.

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6. If your organization is using the Enterprise Components Notification Composer framework, set up the *Journal Unposting* business process. See Enterprise Components: Understanding Notification Composer.

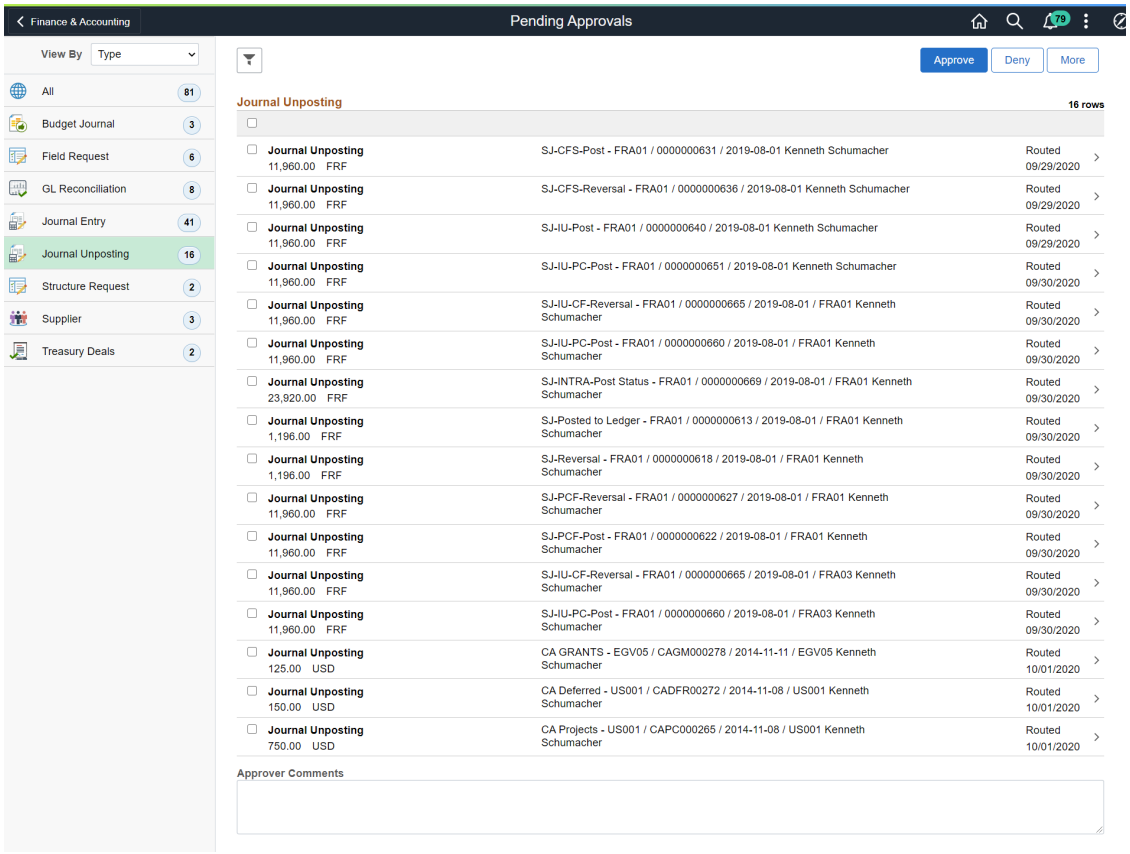
Pending Approvals (summary) Page

Use the Pending Approvals (summary) page (EOAWMA_MAIN_FL) to review and approve multiple journal entries for unposting. Access header details for a specific journal entry.

Navigation:

Select the Approvals tile and then select Journal Unposting.

This example illustrates the fields and controls on the Pending Approvals (summary) Page. You can find definitions for the fields and controls later on this page.



Review header information for the journal entries currently routed for approval. To access journal entry details, select the row. You can select one or more journal entries on this page and perform a mass action on the selected journal entries. You can also use the filter to narrow results on the page. For general information about using the filter, see the Application Fundamentals: Filters Page.

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Field or Control	Description
Approve	Click to approve the unposting action. Upon selecting an action, you have the option to select *Submit* to continue the action, or *Cancel* to revoke the action. You can enter comments to justify the action. Upon submitting the action, the system generates a message that the action is successful.
Deny	Click to deny the unposting action. You can enter suitable comments before submitting the action.
More	Click to display additional options such as Pushback or Hold.
Approver Comments	Enter comments in the text entry field.

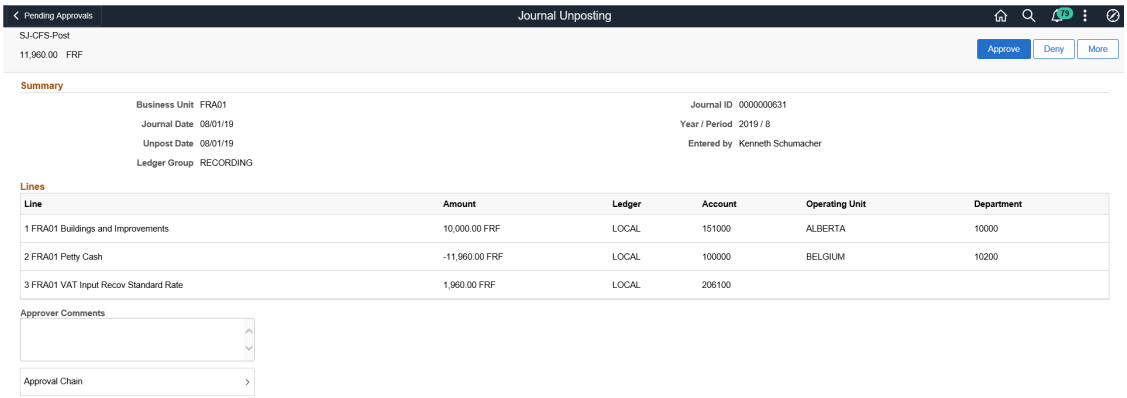
Pending Approvals - Journal Entry Page

Use the Pending Approvals - Journal Entry page (EOAWMA_TXNHDTL_FL) to review and approve a single journal entry.

Navigation:

Select a journal entry from the list on the Pending Approvals summary page.

This example illustrates the fields and controls on the Pending Approvals - Journal Entry page. You can find definitions for the fields and controls later on this page.



When viewing journal entry details in small form factor (SFF), the Summary section only displays key fields and you must scroll down to view approver comments and the approval chain.

The approval chain reflects approval status generated by the Approval Framework. For more information, see the product documentation for the *PeopleSoft Approval Framework*. See also Approval Framework: Understanding Transaction Approval Flows.

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Field or Control	Description
Approve	Click to approve the unposting action. Upon selecting an action, you have the option to select *Submit* to continue the action, or *Cancel* to revoke the action. You can enter comments to justify the action. Upon submitting the action, the system generates a message that the action is successful.
Deny	Click to deny the unposting action. You can enter suitable comments before submitting the action.
More	Click to display additional options such as Pushback or Hold.
Attachments	Click View Attachments to review the attachments. This is applicable only if the attachment exists for the selected journal.
Approver Comments	Enter comments in the text entry field.
Approval Chain	Review approval chain information. You can also view approver name and details.

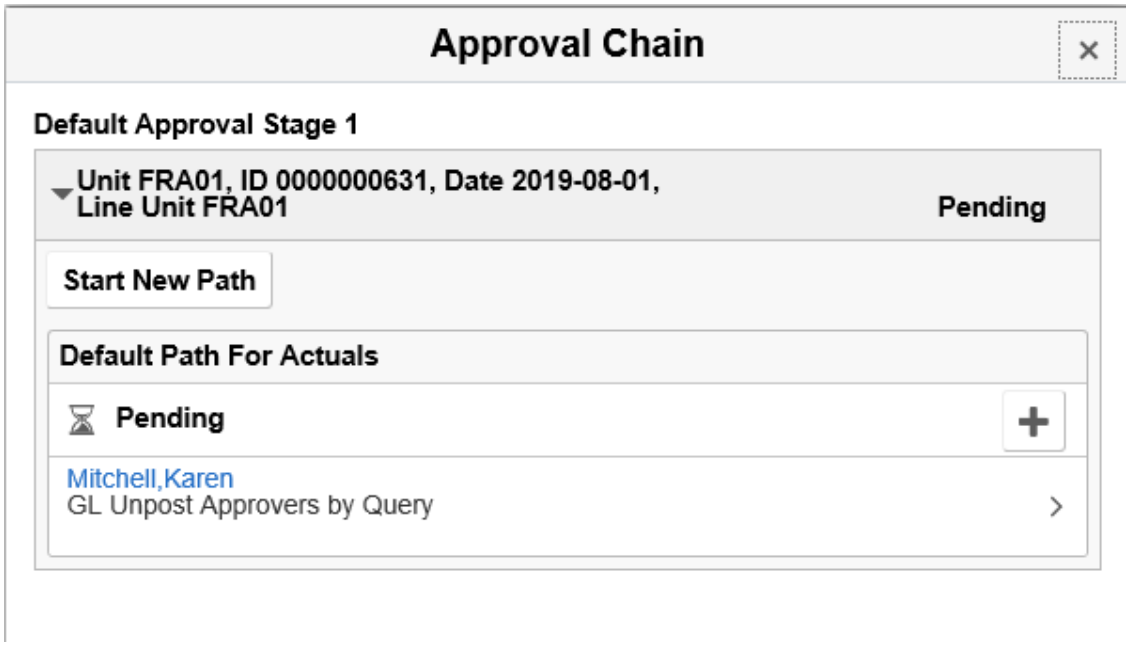
Pending Approvals - Journal Entry - Approval Chain Page

Use the Pending Approvals -Journal Entry - Approval Chain page (EOAWMA_APPC_SCF) to review approver information.

Navigation:

Select Approval Chain from the Pending Approvals - Journal Entry page.

This example illustrates the fields and controls on the Pending Approvals - Journal Entry - Approval Chain page. You can find definitions for the fields and controls later on this page.



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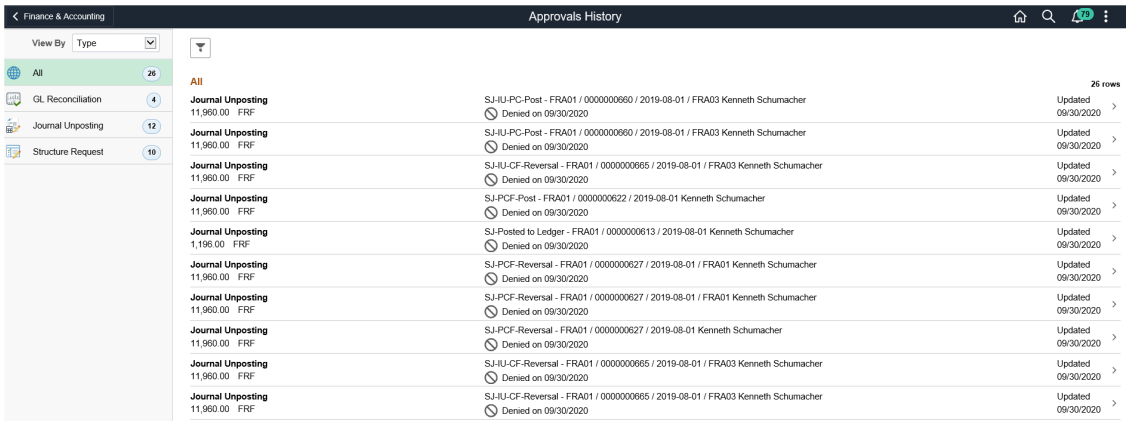
Approvals History (summary) Page

Use the Approvals History (summary) page (EOAWMA_MAIN_FL) to review a list of journal entry approvals. Access the approval history for a specific journal entry. Approval history is retained even for those journals that are resubmitted for approval after any modification.

Navigation:

Select the Actions icon on the page banner. Select Approvals History.

This example illustrates the fields and controls on the Approvals History (summary) page. You can find definitions for the fields and controls later on this page.



Review the list of journal entries with an approvals history. Select a journal entry to view the approvals history details for a particular journal entry.

Approvals History - Journal Entry Page

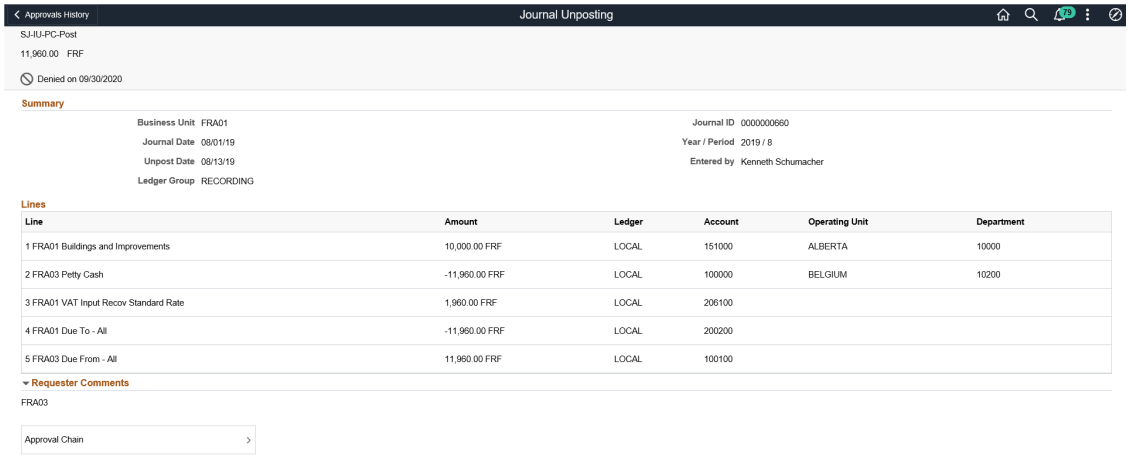
Use the Approvals History - Journal Entry header approval page (EOAWMA_TXNHDTL_FL) to review the approvals history for a single journal entry. Access line item details for a specific line.

Navigation:

Select a journal entry in the list on the Approvals History (summary) page.

This example illustrates the fields and controls on the Approvals History - Journal Entry page. You can find definitions for the fields and controls later on this page.

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Related Topics

- [Approving Journal Entries for Posting Using PeopleSoft Fluid User Interface]
  General information about Mobile Approvals is available in FSCM Application Fundamentals documentation. See

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Setting Up and Using Configurable Workflow

Understanding Configurable Workflow

PeopleSoft Enterprise Components Approval Framework (AF) is a feature that provides a configurable framework and page interface to implement workflow approval. PeopleSoft General Ledger uses AF for its header-level actuals journals, standard budget journals, and Commitment Control budget journal approval processes.

PeopleSoft General Ledger from the previous release supports both the Virtual Approver (approval method from prior releases) and the Approval Framework (alternative "configurable workflow" approval method). The default is the Virtual Approver method.

For information regarding common workflow setup as well as Virtual Approver setup, see *PeopleSoft Enterprise General Ledger 9.1 documentation, Approving Journal Entry.*

You select the approval method on the Installation Options - General Ledger page (Set Up Financials/Supply Chain, Install, Installation Options, General Ledger).

See Application Fundamentals: Installation Options - General Ledger Page.

> **Note**
>
> PeopleSoft General Ledger does not upgrade approval history data from prior functionality to the current AF approval data. Both the Journal Entry Approval Log table (JRNL_APPR_LOG) and the Journal Approval Worklist Record table (JRNL_APPR_WL) in the prior workflow functionality remain as they are. You must post all approved journals already in the old workflow functionality before you upgrade to AF-based workflow approval.

PeopleSoft General Ledger delivers much of the AF setup, either as system data or demo data. However, some changes are necessary to conform to your workflow requirements and are enterable by means of the AF components described in this topic.

> **Note**
>
> This functionality does not affect the submitting and approving of journals by means of the Journal Entry component. You can continue to submit journals for approval using the Journal Entry Lines page and approvers select the approval action (to either approve, deny, or pushback) using the Journal Entry Approval page. You can also submit journals using the Journal Entry Approval page.

See *PeopleSoft FSCM documentation: Approval Framework*

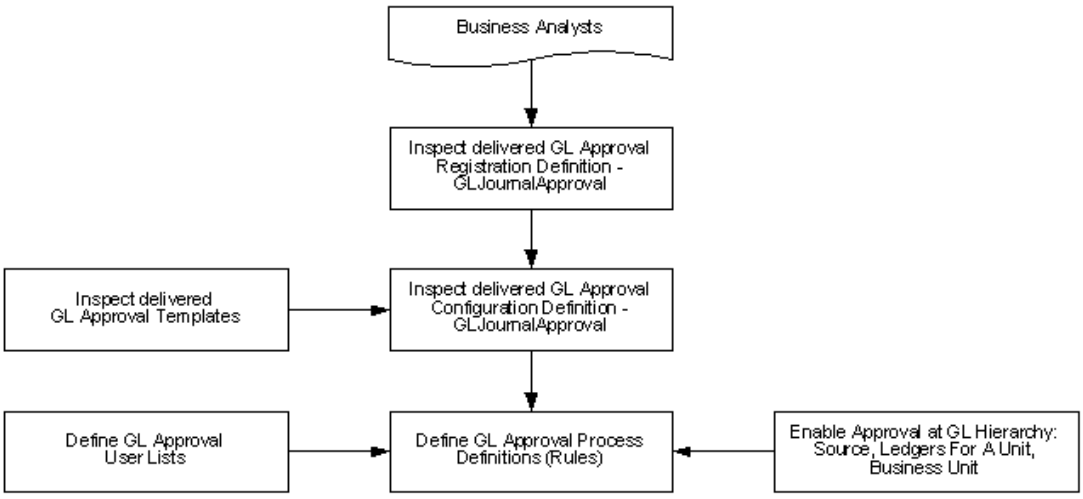
See *PeopleTools: Workflow Technology*

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Analyzing the Delivered AF Setup and Changing or Defining Additional Setup

This diagram outlines the steps in the inspection and assessment of the delivered setup and the required considerations to set up and implement workflow using the Approval Framework in your particular environment.

General Ledger Actuals and Standard Budget Journals Approval Setup



AF requires the inspection of the delivered registration definition, the approval configuration definition, and the approval templates for changes that are necessary for your particular installation.

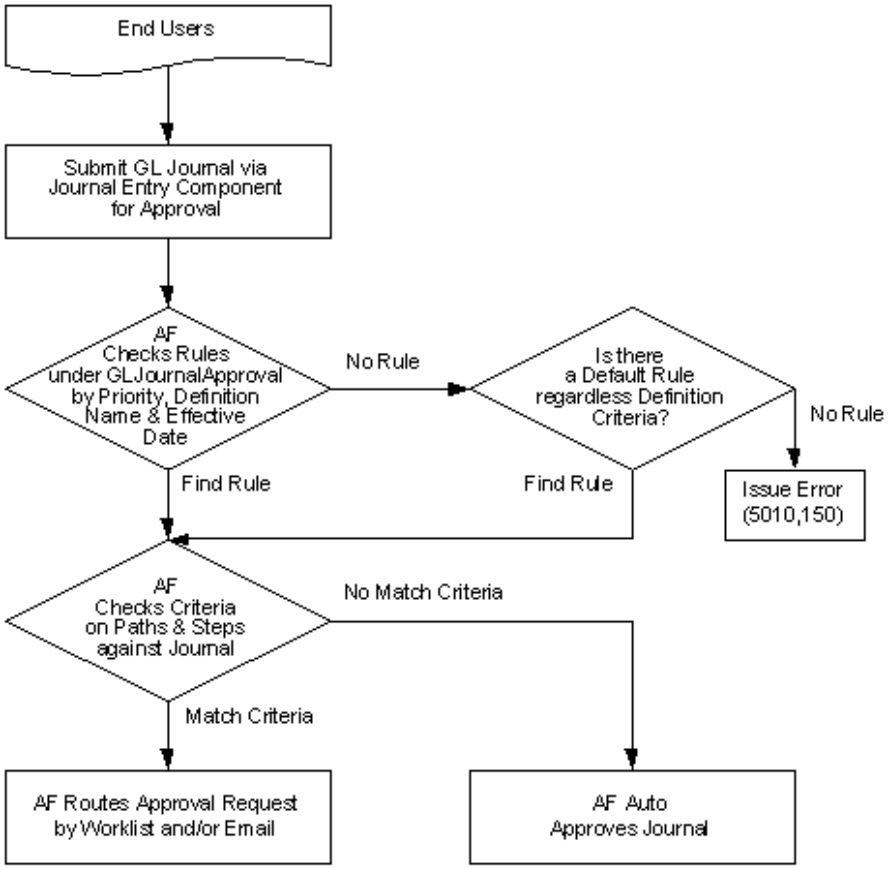
In addition, you define the GL approval process approver user lists, GL approval process rules, and enable the approvals hierarchy for source, ledgers for a unit, and business unit.

Submitting Journals for Approval Using WorkFlow Based on the Approval Framework

The following diagram shows the approval process using AF from submitting a journal entry through the checking of the rules by priority, definition name, and effective date; the checking of criteria for paths and steps; and the routing of approval requests by worklists and email.

Submitting Journals through Approval Process Using Approval Framework

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Approval Using WorkFlow Based on the Approval Framework

The PeopleSoft Approval Framework provides for approval of journals using the following methods:

- Configure Approval Framework to approve journals from the Journal Entry component.
- Configure Approval Framework to approve journals from a separate GL Journal Approval component.

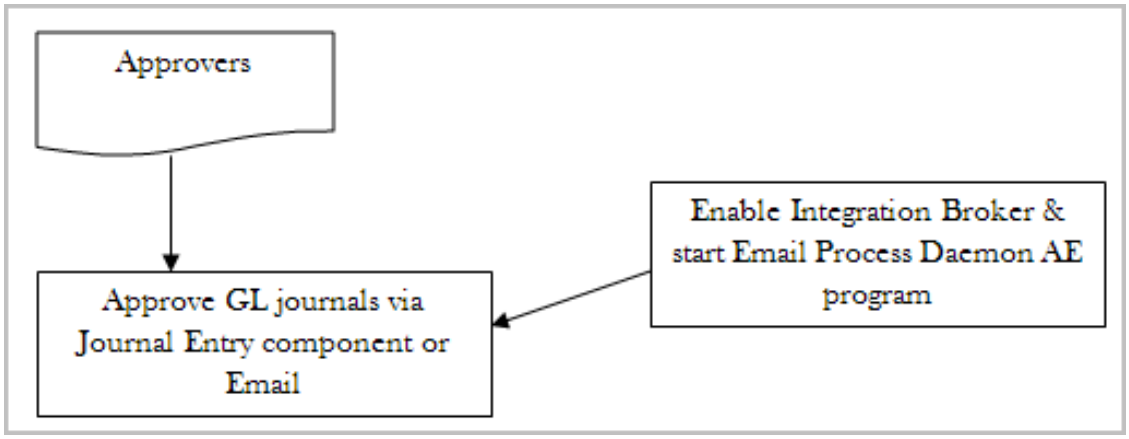
  For more details, see Article ID 1329609.1 on My Oracle Support website for details regarding journal approval using Approval Framework.

You can configure the Approval Framework to enable journal approval using the Journal Entry component or using . With this configuration, approvers can access the journal entry for approval through their worklist. You can enable the journal email approval process using Integration Broker and the Email Collaboration Framework (EMC).

The following diagram shows the approval request routed to approvers by worklist or email using approval framework. This approval process uses the Journal Entry Component:.

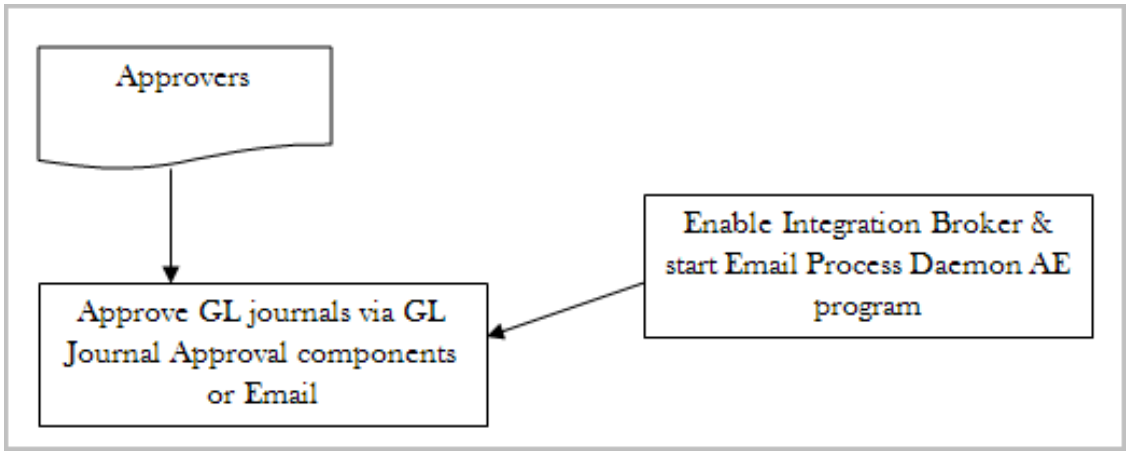
Approval Flow Using Journal Entry Component or Email

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The following diagram shows the approval request routed to approvers by worklist or email using the GL Journal Approval component (or Manage GL Journal Approval component for mass journal approval):

Approval Flow Using GL Journal Approval Components or Email



Journal Email Approval Process Using Email Collaboration Framework

General Ledger uses the Email Collaboration Framework (EMC) for the Journal Email Approval process, which also involves the use of Integration Broker.

PeopleSoft FSCM Documentation: Approval Framework

PeopleTools Documentation: Workflow Technology

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Completing the Approval Transaction Registry and Configuration

Pages Used to Complete the Approval Transaction Registry and Configuration

Page Name	Definition Name	Usage
Register Transactions Page	EOAW_TXN	Defines the integration between General Ledger and the Approval Framework (AF) by process ID and is delivered with system data. See also *PeopleSoft FSCM: Approval Framework, Triggering Email Collaboration.*
Configure Transactions Page	EOAW_TXN_NOTIFY	Defines the details of the integration between General Ledger and the Approval Framework (AF) by process ID and is delivered with system data. See also *PeopleSoft FSCM: Approval Framework, Triggering Email Collaboration.*

Register Transactions Page

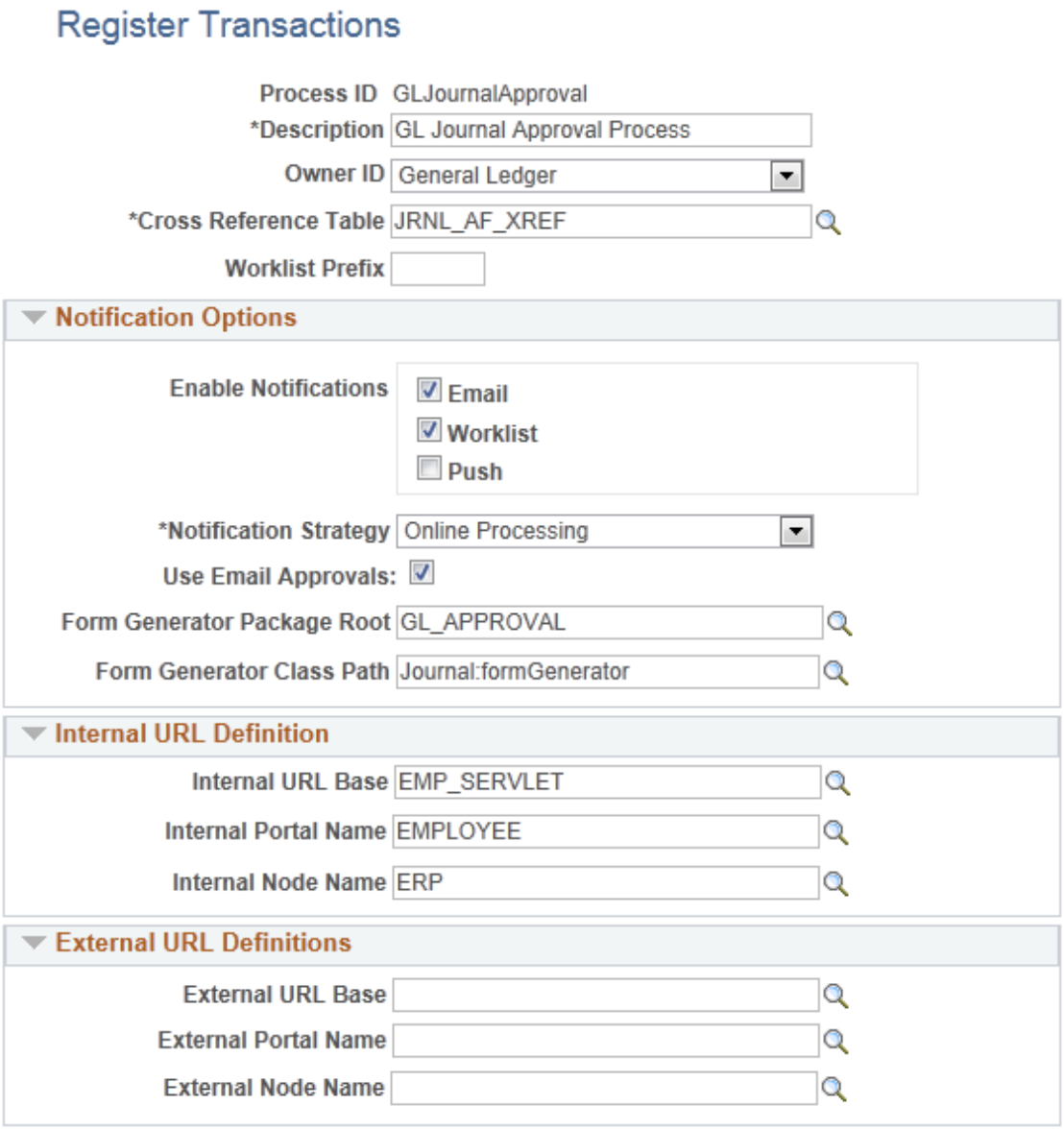
Use the Register Transactions page (EOAW_TXN) to manage the integration between General Ledger and the Approval Framework (AF) by process ID, which is delivered with system data.

Navigation:

Enterprise Components, and then **Approvals**, and then **Approvals**, and then **Transaction Registry**, and then **Register Transactions**

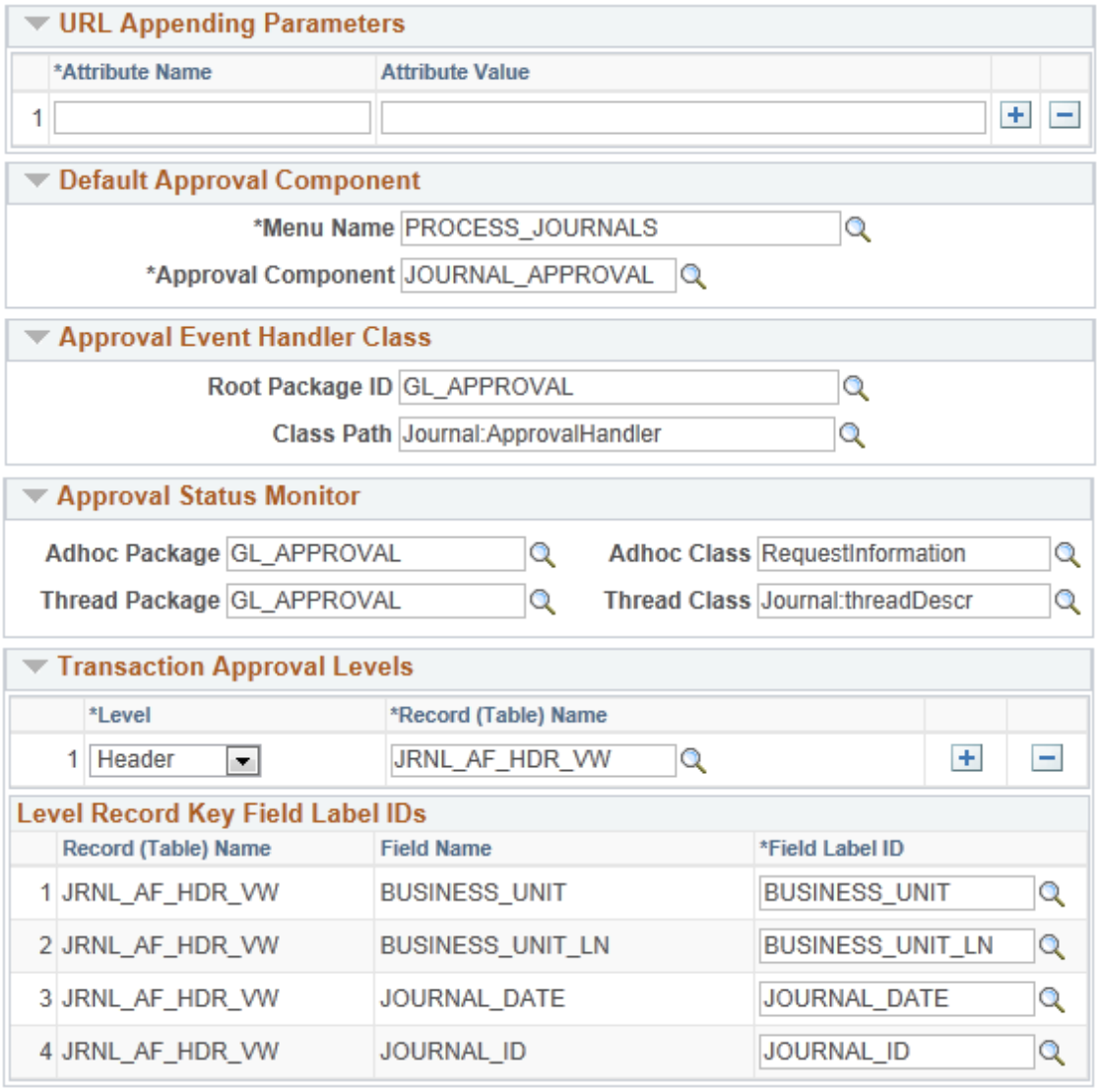
This example illustrates the fields and controls on the Register Transactions page (1 of 2).

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This example illustrates the fields and controls on the Register Transactions page (2 of 2).

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The Register Transactions page provides the integration between General Ledger and AF, and is delivered with system data. Most of the fields on this page should not be changed.

However, if you plan to use the GL Journal Approval components rather than the Journal Entry component for approvals, you should replace the following values (on this page and in any other setup pages throughout the topic:

Field or Control	Description
Approval Component	If using GL Journal Approval component rather than the Journal Entry component, change this value to *JOURNAL_APPROVAL*. This enables the approval process for the Journal Approval component instead of the Journal Entry component.
Thread Package	If using GL Journal Approval component rather than the Journal Entry component, change this value to *GL_APPROVAL* to control the title display on the Approval Status Monitor.

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Field or Control	Description
Thread Class	If using GL Journal Approval component rather than the Journal Entry component, change this value to *Journal.threadDescr* to control the title display on the Approval Status Monitor.

The following page elements in the notification options may also need changing to fit your notification preferences.

Notification Options

Field or Control	Description
Enable Notifications	Select the type of notifications your company will use. The options include: • *Email* • *Worklist* • *Push*
Notification Strategy	Specify whether to allow email to be processed immediately *(Online Processing)* or offline *(Offline Processing)* through NEM (Notification and Escalation Manager.)
Use Email Approvals	Click to use email approvals with workflow.

See also Enterprise Components, *Approval Framework,* Approval Framework: Triggering Email Collaboration

Configure Transactions Page

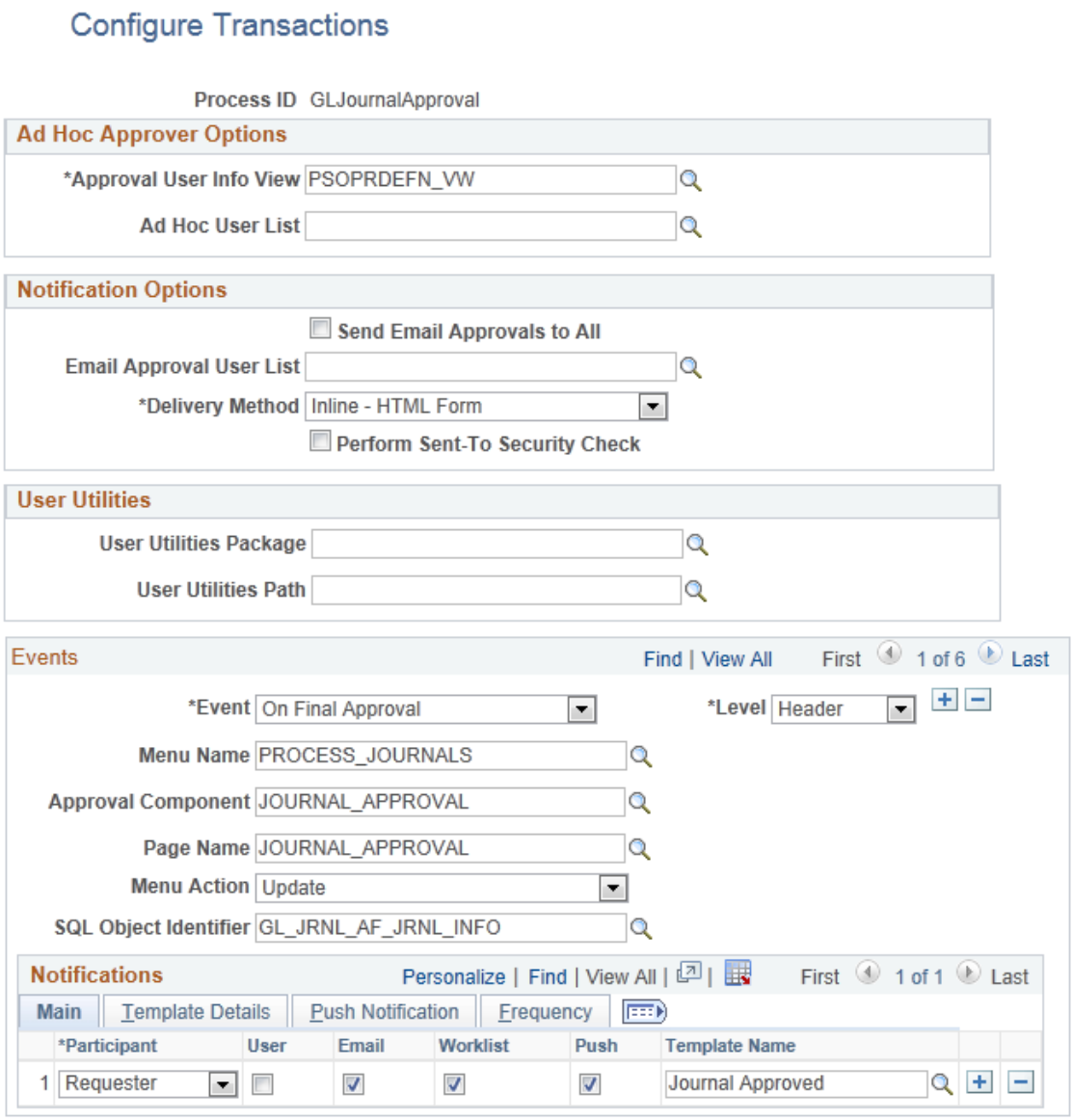
Use the Configure Transactions page (EOAW_TXN_NOTIFY) to manage the details of the integration between General Ledger and the Approval Framework (AF) by process ID, which is delivered with system data.

Navigation:

Enterprise Components, and then **Approvals**, and then **Approvals**, and then **Transaction Configuration**, and then **Configure Transactions**

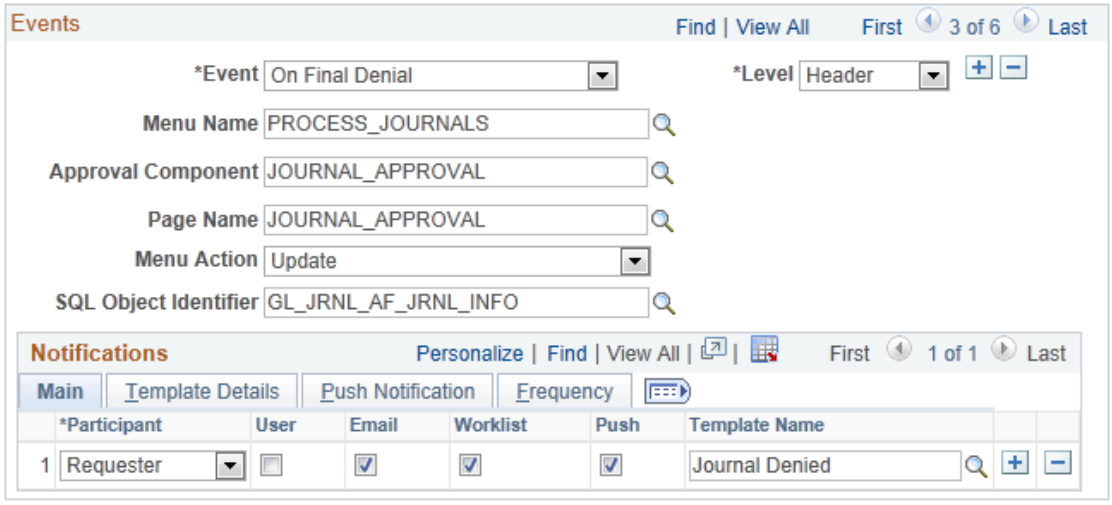
This example illustrates the fields and controls on the Configure Transactions page - (Event: On Final Approval).

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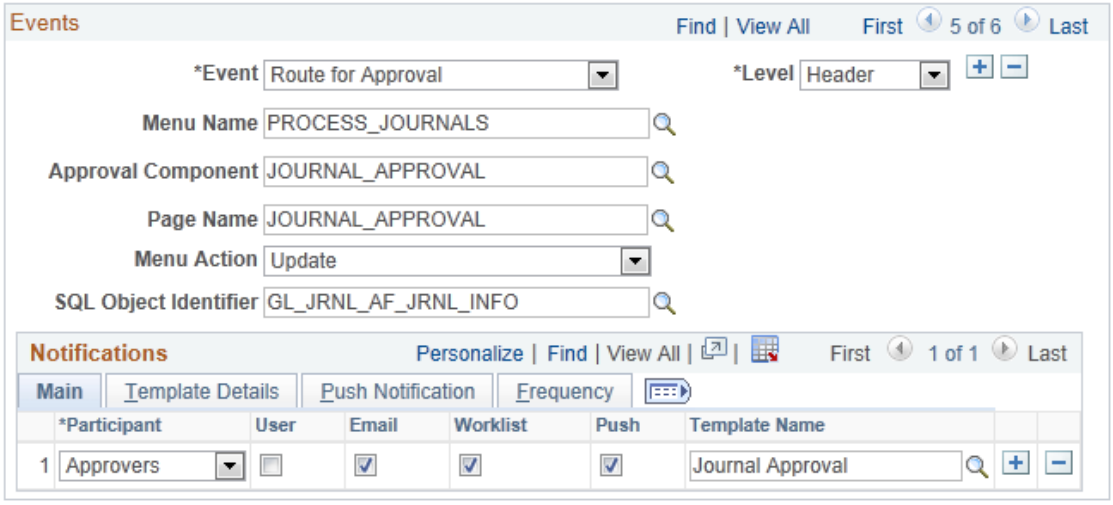


This example illustrates the fields and controls on the Configure Transactions page - (Event: On Final Denial).

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This example illustrates the fields and controls on the Configure Transactions page - (Event: Route for Approval).



This definition provides the details of GL integration with AF, and is delivered as system data. However, you can modify certain values on this definition to better meet your approval requirements. For example, you can replace the Approval User Info View, Email Approval User List, and delivery method. You can also add more participants to receive the notification, change the notification channel and priority, replace the template, and add more events to trigger the notification generation.

Field or Control	Description
Approver User Info View	Enter the name of the view that provides the details that the user sees when using the approval monitor. **Note:** Data in this view dictates what is displayed in the approver links.

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Field or Control	Description
Email Approval User List	Specify which users are to be allowed to do their approval by using email. **Note:** If the user receiving the notification also falls into the email approval user list, then he or she receives an email approval rather than a standard email notification. **Note:** This field must be populated; otherwise, no one will receive the approval emails.
Delivery Method	Define whether users are to receive their email approvals as text within the email or as attachments.

Use the Notifications section to define whom to notify and how to notify them in addition to the defaults determined in the Events section of this page.

Field or Control	Description
Participant	Define the user who is notified when this event takes place: *Admin* *Approver* *A-Delegate:* Delegate approver to which the approval was originally assigned. *R-Delegate:* Requestor who created the request for someone else. *Dynamic* *A-Proxy:* Approver who performed the actual approval. *R-Proxy*: The person who requested the transaction be created. *Requester* *Reviewers* *User List*
Channel	Defines how the participant will be notified. *Both* *Email* *None* *User* *Worklist*
Priority	Select *High, Medium,* or *Low.*

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Field or Control	Description

SQL Object Identifier	To support the delivered demo notification templates, the SQL Object GL_JRNL_AF_JRNL_INFO is defined as:
	
	`SELECT A.BUSINESS_UNIT`
	`, A.JOURNAL_ID`
	`, %DateOut(A.JOURNAL_DATE)`
	`, A.BUSINESS_UNIT_LN`
	`FROM PS_JRNL_AF_XREF A`
	`WHERE A.BUSINESS_UNIT=:1`
	`  AND A.JOURNAL_ID=:2`
	`  AND A.JOURNAL_DATE=%DateIn(:3)`
	`  AND A.BUSINESS_UNIT_LN=:4`
	
	You must keep the delivered journal-related template variables, unless you create your own SQL objects that are referenced on the configuration definition.
	In the first instance, the **SQL Object Identifier** is generic to the specified event. Whereas, the first **SQL Object Identifier** in the Notifications grid indicates SQL Object Identifier for the template name, which is specified for the participant. This SQL Object Identifier is generally used to transfer the metadata to the template in use. If the template does not have the SQL Object Identifier defined, the SQL Object Identifier specified for the event is defaulted.
	The last instance of the SQL Object Identifier in the Notifications grid is used for the Push notifications.

See also Enterprise Components, *Approval Framework,* Approval Framework: Triggering Email Collaboration

Creating or Modifying Notification Template Definitions

Template definitions provide the email content for approval notifications, and are delivered in PeopleSoft General Ledger as demo data.

You can modify the verbiage or create your own template definitions. However, you must keep the delivered journal-related template variables, unless you create your own SQL objects that are referenced on the configuration definition. Using AF for General Ledger enables you to:

- Create or modify the journal approval routing template definition.
- Create or modify the journal approved routing template definition.
- Create or modify the journal denied routing template definition.

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Page Used to Create or Modify Notification Templates

Page Name	Definition Name	Usage
Generic Template Definition Page	WL_TEMPLATE_GEN	Define or modify approval notification templates that are used in the Approval Framework (AF) (configurable workflow) process.

Generic Template Definition Page

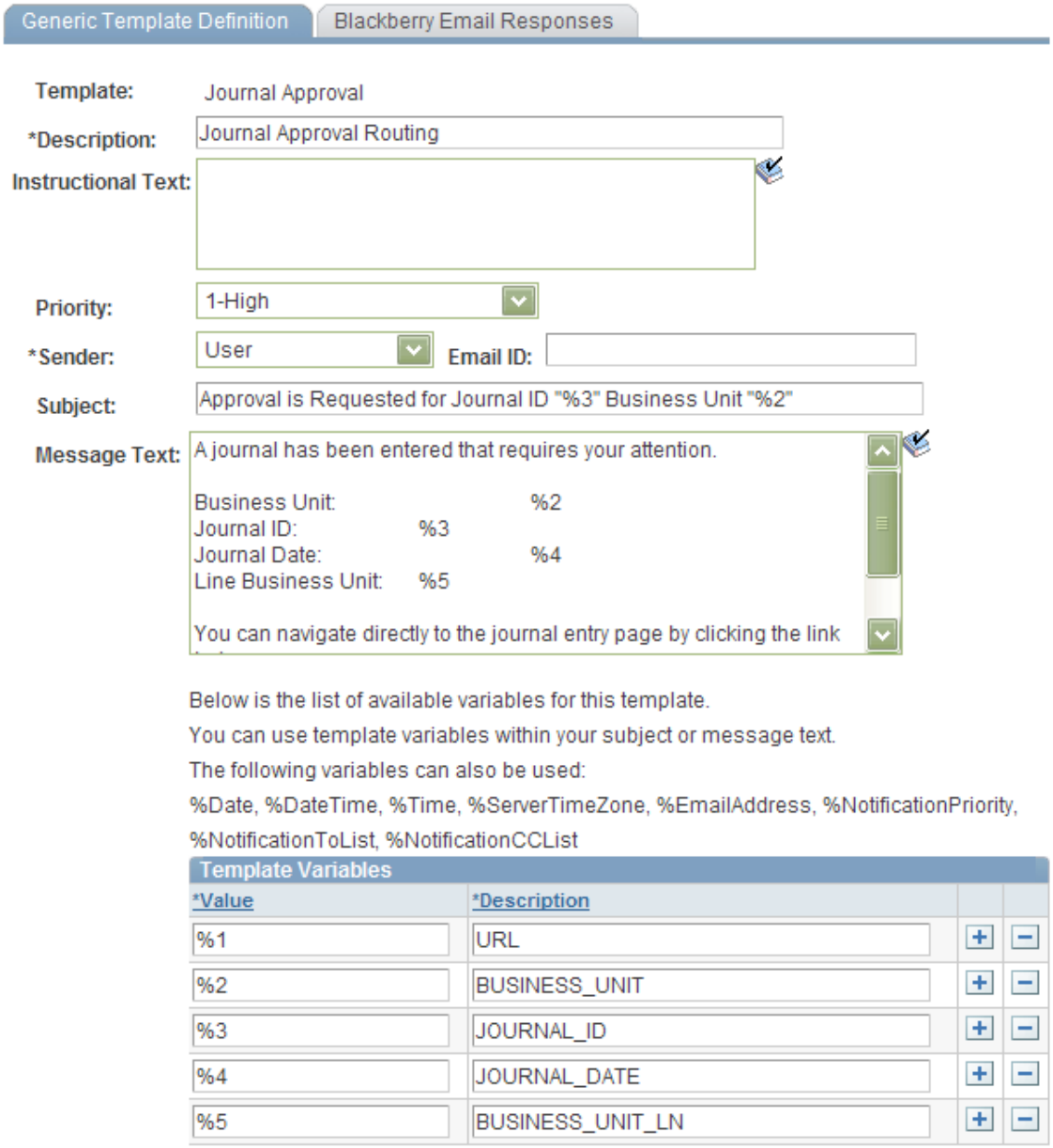
Use the Generic Template Definition page (WL_TEMPLATE_GEN) to define or modify approval notification templates that are used in the Approval Framework (AF) (configurable workflow) process.

Navigation:

PeopleTools, and then **Workflow**, and then **Notifications**, and then **Generic Templates**, and then **Generic Template Definition**

This example illustrates the fields and controls on the Generic Template Definition page - Journal Approval template. You can find definitions for the fields and controls later on this page.

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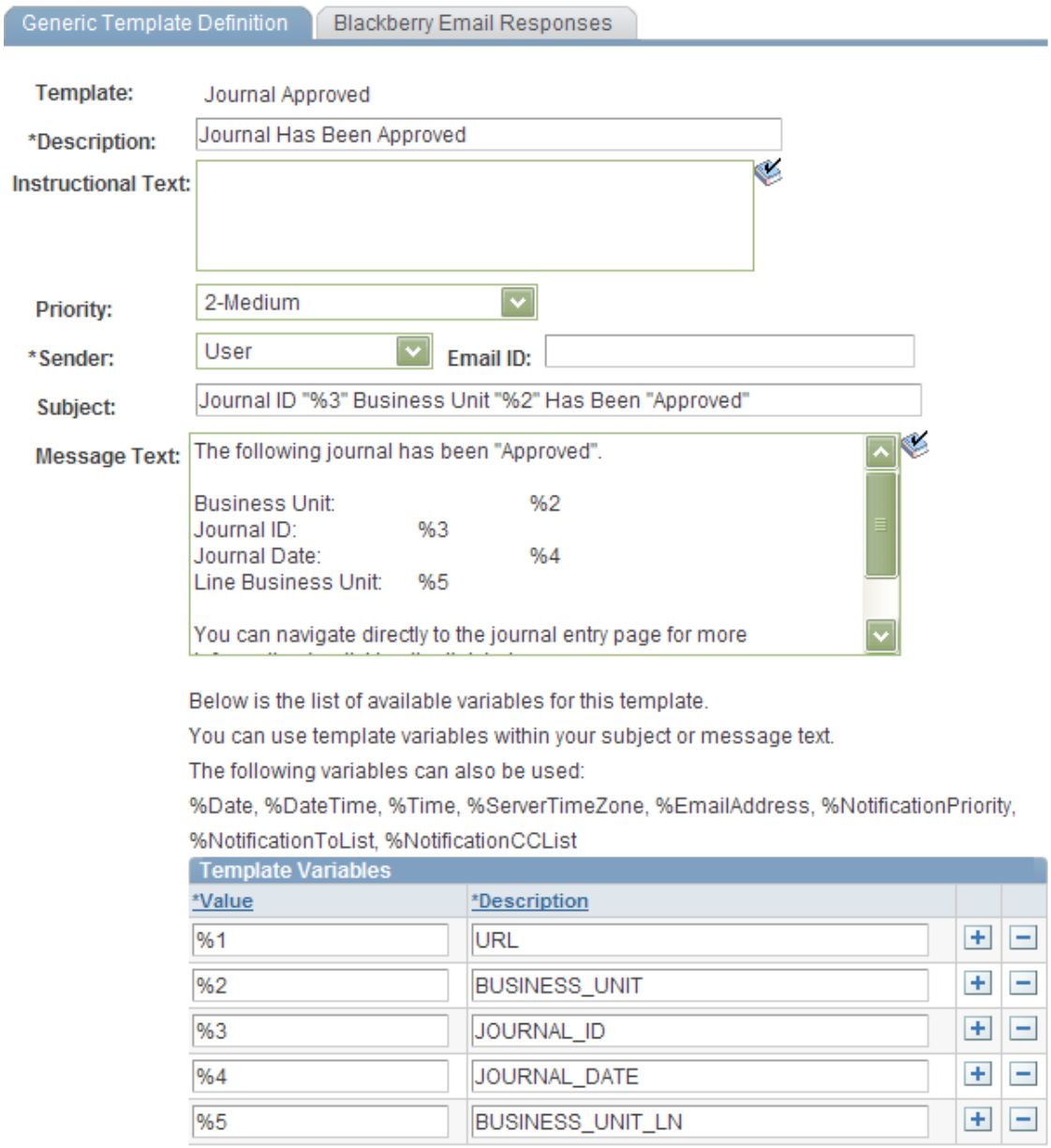


Creating or Modifying the Journal Approved Routing Template Definition

Access the Generic Template Definition page - Journal Approved template (PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition).

This example illustrates the fields and controls on the Generic Template Definition page - Journal Approved template. You can find definitions for the fields and controls later on this page.

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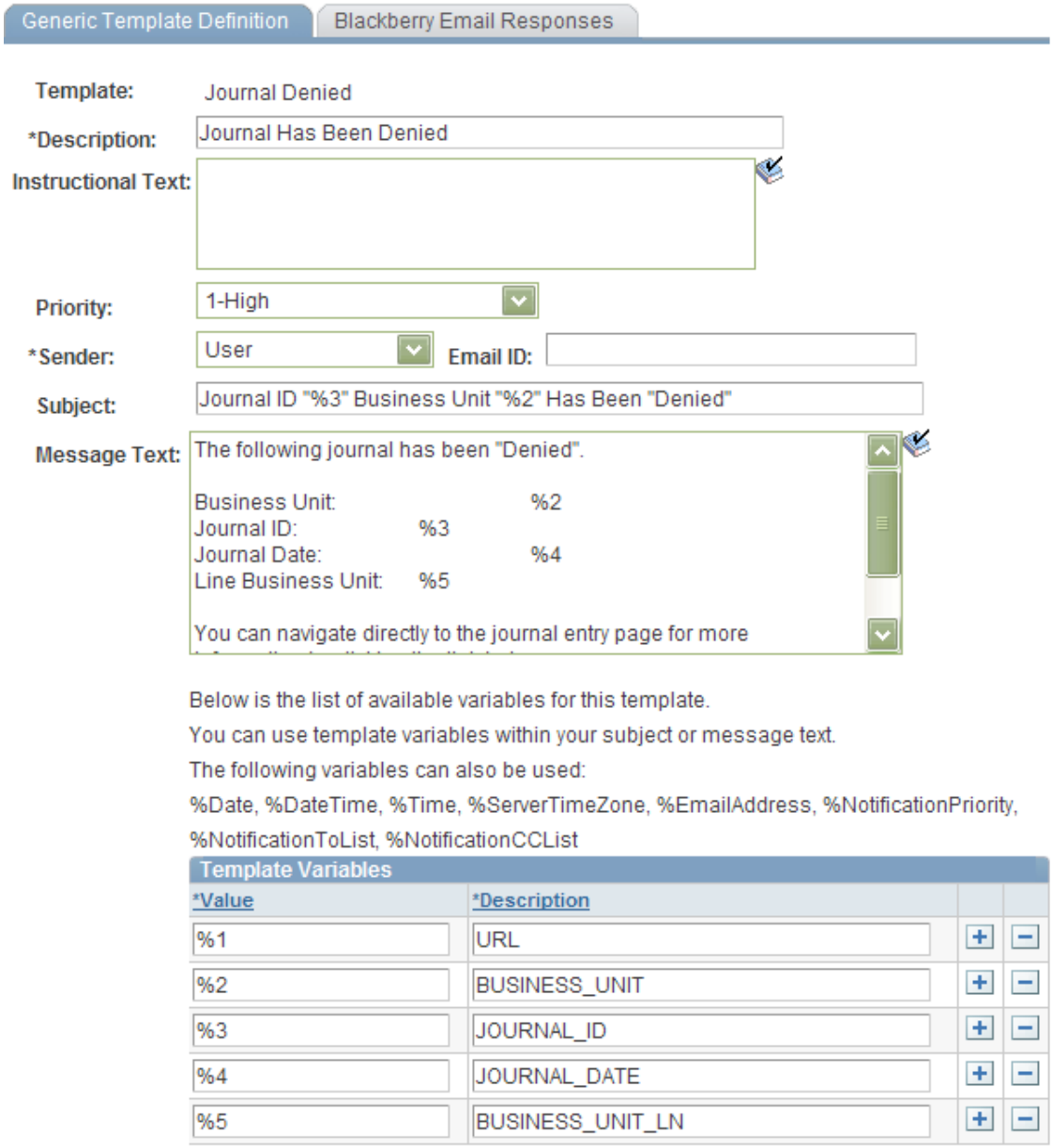


Creating or Modifying the Journal Denied Routing Template Definition

Access the Generic Template Definition page - Journal Denied template (PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition).

This example illustrates the fields and controls on the Generic Template Definition page - Journal Denied template. You can find definitions for the fields and controls later on this page.

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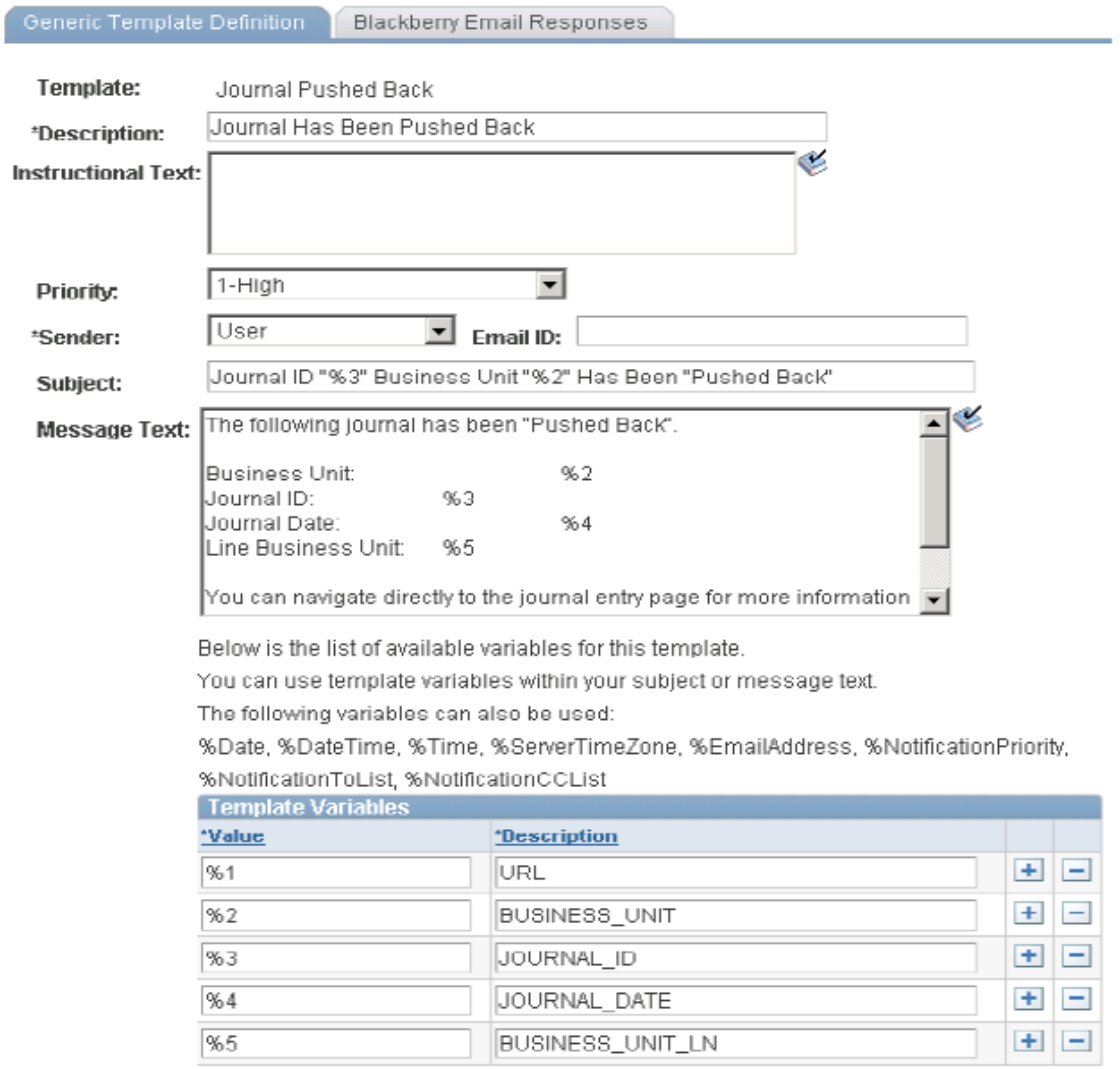


Creating the Journal Pushed Back Routing Template Definition

To add the Pushback action for the journal approval process, add a new Demo Email Notification template. Access the Generic Template Definition page (PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition):

This example illustrates the fields and controls on the Generic Template Definition page - Journal Pushed Back template. You can find definitions for the fields and controls later on this page.

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Defining User Lists for Approval Framework

This topic discusses how to define user lists.

Page Used to Define User Lists

Page Name	Definition Name	Usage
User List Definition Page	EOAW_USER_LIST	Define user sources for use in the Approval Framework approval process (rules).

User List Definition Page

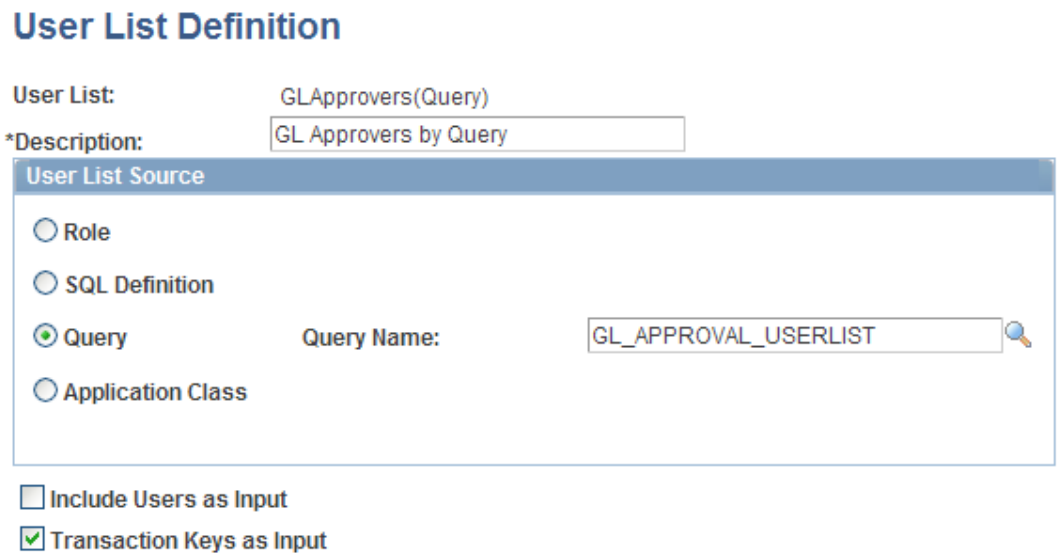
Use the User List Definition page (EOAW_USER_LIST) to define user sources for the Approval Framework approval process (rules).

Navigation:

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Enterprise Components, and then **Approvals**, and then **Approvals**, and then **User List Setup**, and then **User List Definition**

This example illustrates the fields and controls on the User List Definition page: Journal Approvers by Query. You can find definitions for the fields and controls later on this page.



The approval user list defines user sources for use with steps in the approval processes (rules). PeopleSoft General Ledger delivers a demo user list that uses a PS Query to combine the route controls on the Administrative Area of the General Ledger and business unit that matches the current delivered General Ledger approval routing rule. You must create your own user lists based on your own business structure.

As an example, the sample query GL_APPROVAL_USERLIST is defined as:

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

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Query Name: GL_APPROVAL_USERLIST **Description:** GL Approval Userlist

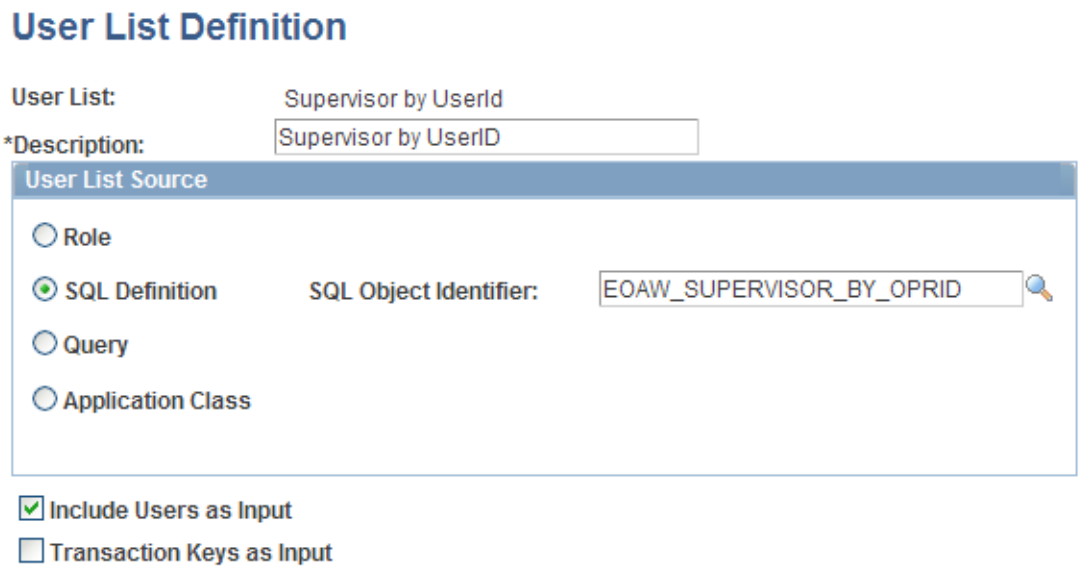
Working on selection: Top Level of Query

Query SQL:

```
SELECT DISTINCT A.ROLEUSER
  FROM  PS_RTE_CNTL_RUSER A,  PS_RTE_CNTL_RUSER B
WHERE A.ROLEUSER = B.ROLEUSER
    AND A.ROLENAME = B.ROLENAME
    AND A.RTE_CNTL_PROFILE IN (SELECT C.RTE_CNTL_PROFILE
  FROM  PS_RTE_CNTL_LN C
  WHERE C.RTE_CNTL_TYPE = 'Administrative Area'
    AND 'GL' BETWEEN C.RTE_FROM_VALUE AND C.RTE_TO_VALUE)
    AND B.RTE_CNTL_PROFILE IN (SELECT D.RTE_CNTL_PROFILE
  FROM  PS_RTE_CNTL_LN D,  PS_JRNL_AF_HDR_VW E
  WHERE D.RTE_CNTL_TYPE = 'Business Unit'
    AND E.BUSINESS_UNIT_LN BETWEEN D.RTE_FROM_VALUE AND D.RTE_TO_VALUE
    AND E.BUSINESS_UNIT = :1
    AND E.JOURNAL_ID = :2
    AND E.JOURNAL_DATE = TO_DATE(:3,'YYYY-MM-DD')
    AND E.BUSINESS_UNIT_LN = :4)
```

The following example shows the User List Supervisor by User ID that is used in General Ledger demo rule definitions.

This example illustrates the fields and controls on the User List Definition page - Supervisor by User ID. You can find definitions for the fields and controls later on this page.



In the preceding example, the SQL Object EOAW_SUPERVISOR_BY_OPRID was defined as:

```
SELECT A.ROLEUSER
  FROM PS_ROLEXLATOPR A
 WHERE A.ROLEUSER = (
SELECT B.ROLEUSER_SUPR
```


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```
  FROM PS_ROLEXLATOPR B
 WHERE B.ORPID = :1)
```

See also *PeopleTools: PeopleCode Developer's Guide*

Setting Up Approval Process Definitions (Rules)

To set up approval processes, use the Approval Process Setup component.

Pages Used to Define Approval Process Rules

Page Name	Definition Name	Usage
Setup Process Definitions Page	EOAW_PRCS_MAIN	Define the stages, paths and steps of the approval definition process. See Defining Approval Processes
Criteria Definition Page	EOAW_CRITERIA	Define field and monetary criteria to be used in the approval process. See Defining Approval Criteria
Approval Path Definition Page	EOAW_PATH_SEC	Define approval path details, such as time-related escalation options and reassignment. See Defining Paths for Approval Processes
Approval Step Definition Page	EOAW_STEP_SEC	Define approval step details, such as approvers and approver requirements. See Defining Steps for Approval Processes

Defining Approval Processes

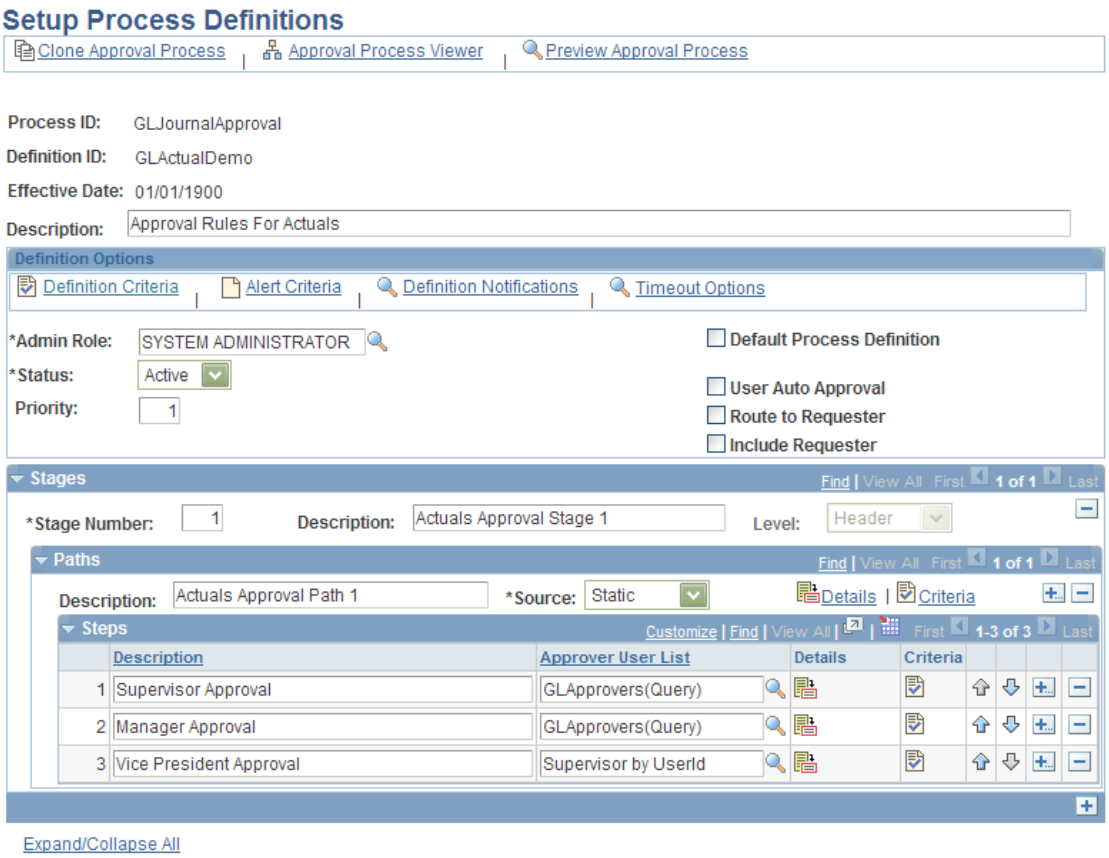
Use the Setup Process Definitions page (EOAW_PRCS_MAIN) to define the stages, paths and steps of the approval definition process.

Navigation:

Enterprise Components, and then **Approvals**, and then **Approvals**, and then **Approval Process Setup**, and then **Setup Process Definitions**

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

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Business analysts use this page to define approval definition processes. The process is made up of stages and their paths and steps.

The approval steps that you place on the approval path represent the approval levels that are required for a transaction.

The approval process definition provides the details of application approval rules. General Ledger delivers three demo definitions for:

1. Actuals
2. Standard Budget
3. Default

You can modify the delivered demo definitions, or create your own process definitions.

> **Note**
>
> If a journal meets the definition criteria of more than one approval process, only the first definition selected by AF is used to process this journal. The selection is done using an AF SQL object, EOAWDEFN_SEARCH_SQL, which is ordered by priority, definition ID, and effective date.

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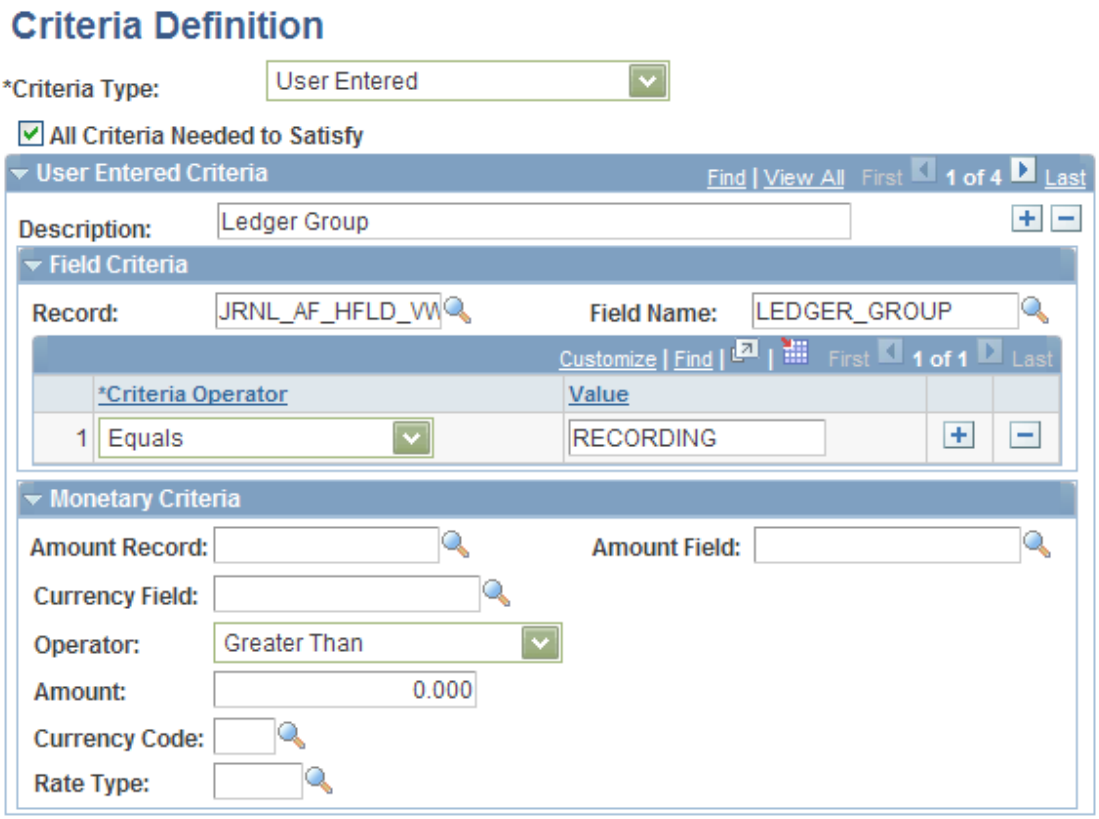
Defining Approval Criteria

Use the Criteria Definition page (EOAW_CRITERIA) to define field and monetary criteria to be used in the approval process.

Navigation:

Enterprise Components, and then **Approvals**, and then **Approvals**, and then **Approval Process Setup**, and then **Setup Process Definitions**, and then **Definition Criteria**, and then **Criteria Definition**

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



Criteria entered on this page determines which definition ID is to be used to process the approval.

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Field Criteria

Field or Control	Description
Record	Select the record to be used to define the field criteria. Select from the following: • *JRNL_AF_HFLD_VW:* use this delivered view to define the criteria for journal header fields. • *JRNL_AF_LFLD_VW:* use this delivered view to define the criteria for journal line fields. • *JRNL_AF_ACCT_VW:* use this delivered view to define the criteria on related account property fields, such as Account Type, Open Item Account, Statistical Account, and Balance Sheet Indicator. **Note:** To use other journal header, line and account-related fields that are not included in the delivered views (JRNL_AF_HFLD_VW, JRNL_AF_LFLD_VW and JRNL_AF_ACCT_VW), you can add those fields to the corresponding view via Application Designer and rebuild the views. **Note:** For line and account field criteria, since the approval was set to the header lever (as long as one line meets the criteria), the whole journal is subject to approve.
Field Name	Select the field from the selected record for which to define the field criteria.

Monetary Criteria

Field or Control	Description
Amount Record	Select the record to be used to define the monetary criteria.
Amount Field	Select the amount field to be used to define the monetary criteria. **Note:** The value in the **Amount Field** is first converted from the currency code in the **Currency Field** to the currency code that is entered in the **Currency Code** field by the rate type that is entered. The result is then used to compare with the value entered in the **Amount Field.** Also, the amount is summarized before the currency conversion, so journal line amount criteria cannot be used there because the majority of GL journals are balanced.

Defining Paths for Approval Processes

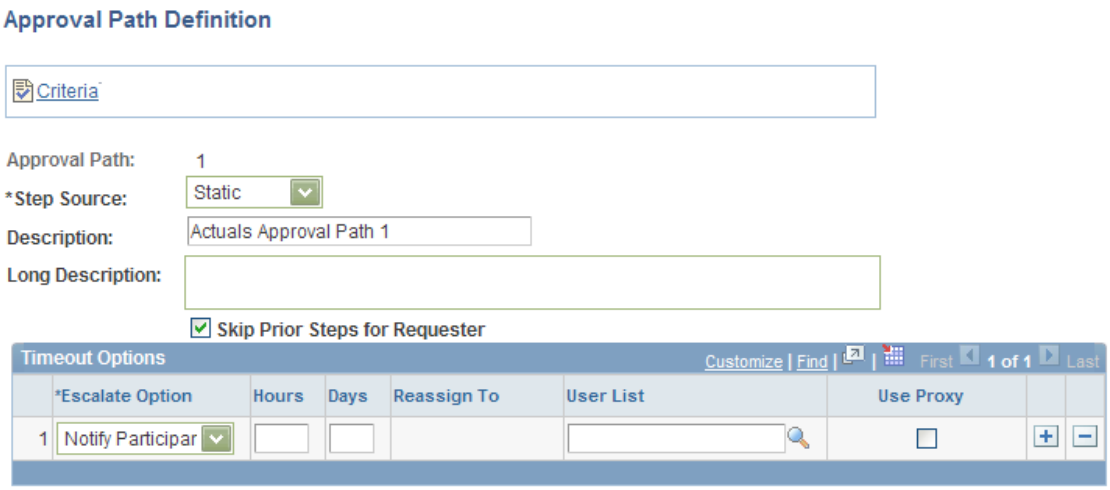
Use the Approval Path Definition page (EOAW_PATH_SEC) to define approval path details, such as time-related escalation options and reassignment.

Navigation:

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Click the **Details** link within the Paths group box of the Setup Process Definitions page.

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



After adding a path (or paths) on the Setup Process Definitions page, use this page to set up additional parameters that determine how the system processes this approval path. Use the Escalate Options to define time elements to be used when an approver requires too much time to approve or deny a pending request.

See For the usage details, see *PeopleSoft Enterprise FSCM documentation: Approval Framework*

Defining Steps for Approval Processes

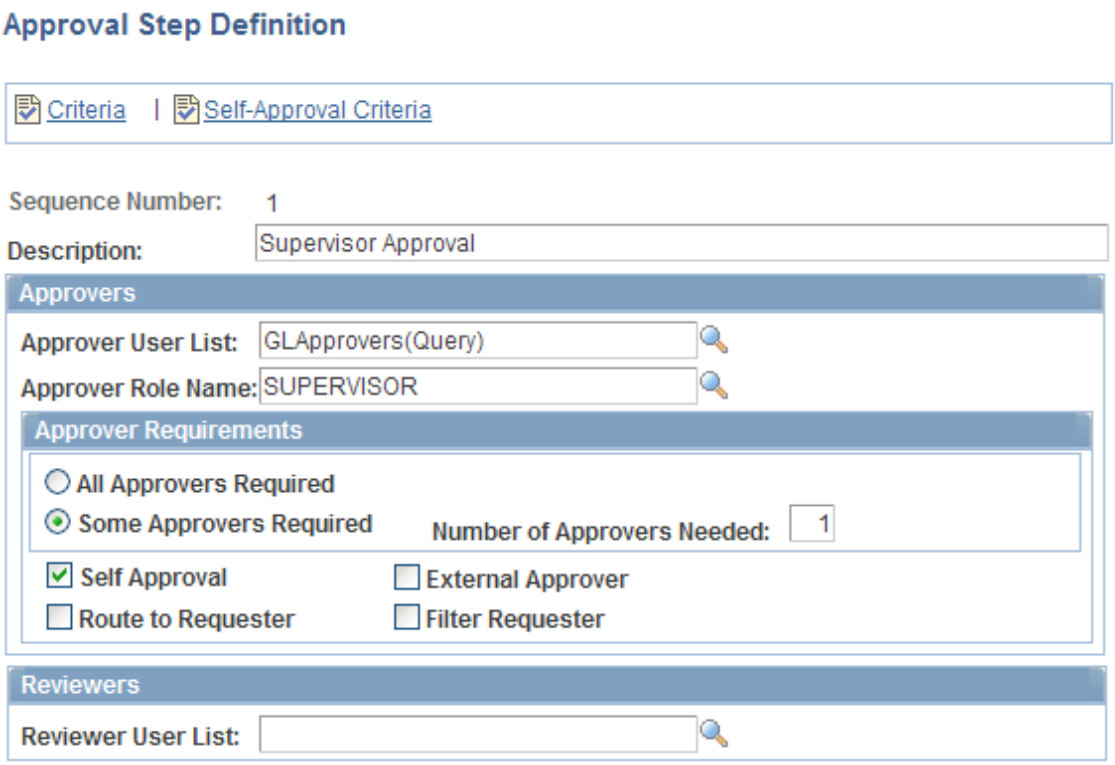
Use the Approval Step Definition page (EOAW_STEP_SEC) to define approval step details, such as approvers and approver requirements.

Navigation:

Click the **Details** icon within the Steps group box of the Setup Process Definitions page.

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

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After adding a step (or steps) on the Setup Process Definitions page, use this page to set up additional parameters that determine how the system processes this approval step.

See *PeopleSoft Enterprise Components documentation; Approval Framework.*

Enabling Email Approval

PeopleSoft General Ledger uses Enterprise Components email collaboration framework for journal email approval. For you to use this feature, the PeopleSoft Integration Broker must be configured to run, the email collaboration framework must be configured, and all the following General Ledger-related Integration Broker objects must be activated:

- Service operation JRNL_AF_EM_APPROVAL
- Service operation JRNL_AF_EM_APPROVAL handler
- Service operation JRNL_AF_EM_APPROVAL routing

Perform the following setup steps to enable email approval:

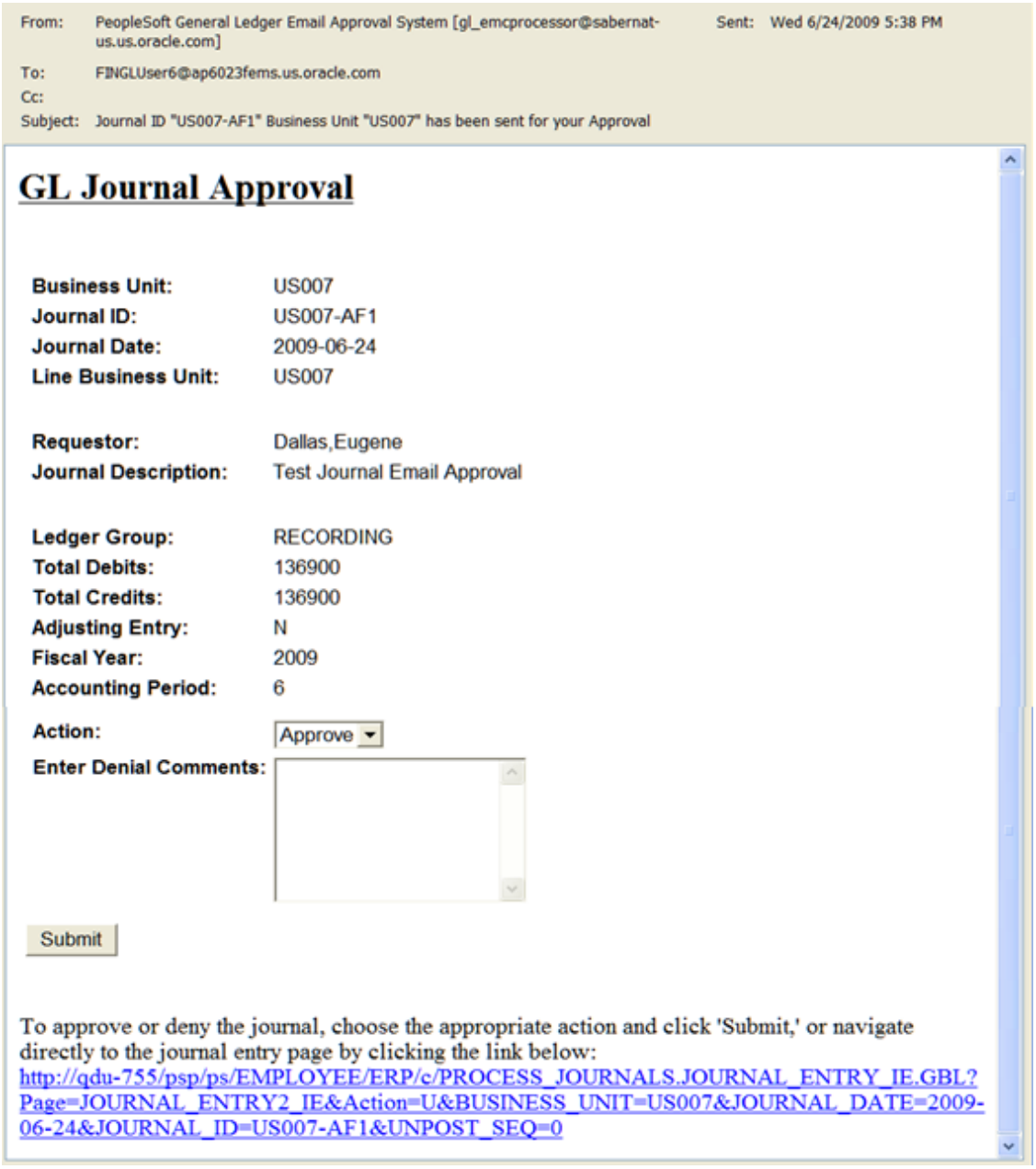
1. Activate the aforementioned service operations (PeopleTools, Integration Broker, Integration Setup, Service Operations).
2. Set the Integration Broker queue, GL_EM_APPROVAL, to run (PeopleTools, Integration Broker, Integration Setup, Queues).
3. Select the **Use Email Approvals** check box on the Register Transactions page.
4. Provide the **Email Approval User List** on the Configure Transaction page.

See *PeopleSoft Enterprise Components documentation, Email Collaboration Framework.*

The following is an example of an approval request email:

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This example illustrates the fields and controls on the GL Journal Approval email. You can find definitions for the fields and controls later on this page.



Defining Approval Options at the Various Levels

When you define approval options at the source level, they override any approval handling that you specify at the ledger-group and business-unit levels. Any rules specified at the ledger level override those at the business-unit level.

You can define approval options at the:

- Source level using the SOURCE component.
- Ledger level using the BUSINESS_UNIT_LED component.

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- Business unit level using the BUS_UNIT_TBL_GL component.

See Application Fundamentals: Journal Source - Approval Options Page.

See Application Fundamentals: Ledgers For A Unit - Approval Options Page.

See Defining Approval Options for a Business Unit.

Approving Journals Using the GL Journal Approval Components

In PeopleSoft General Ledger, an approved journal is one that is marked to post (the approval process automatically marks the journal for posting upon approval). You cannot post a journal that still requires approval.

To provide a more targeted and functional journal approval experience, PeopleSoft delivers a GL Journal Approval component (JOURNAL_APPROVAL) and a Manage GL Journal Approval component for approving journals in mass (JOURNAL_APPROVAL_M). Use these components to:

- Approve, deny, push back, or place on hold, individual or multiple journals at once.
- Add comments for any approval action.
- Add attachments and adhoc approvers as part of the workflow.
- Link to the Journal Entry component for additional details within the approval process.
- Display only journals that are assigned to a specific user.
- Display information related to a specific Line Business Unit only.

See Article ID 1329609.1 on My Oracle Support website for details regarding journal approval using Approval Framework.

Pages Used to Approve Journals

Page Name	Definition Name	Usage
Manage GL Journal Approval Page	JOURNAL_APPROVAL_M	Use this page to approve, deny, or pushback multiple journals at once.
GL Journal Approval Page	JOURNAL_APPROVAL	This page is only accessible to authorized users. Use this page to approve, deny, push back, or place on hold, a journal entry. For interunit journals, you can limit access by specific line business unit.
Approval Attachments Page	JOURNAL_APPR_ATT_SEC	Use this page to view and add attachments for journals for which you have approval rights. The attachments are only visible if the Show to Approver option has been selected on the Attachments page of the journal entry.

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Page Name	Definition Name	Usage
Approval Attachments Page (view only)	JOURNAL_APPR2_ATT_SEC	Use this page to view attachments for journals for which you have approval rights. The attachments are only visible if the Show to Approver option has been selected on the Attachments page of the journal entry.
Approval Flow Page	GL_APPR_MONITOR	Launch this modal window to view the display-only approval flow graphic. Access the individual GL Journal Approval page to add adhoc approvers.

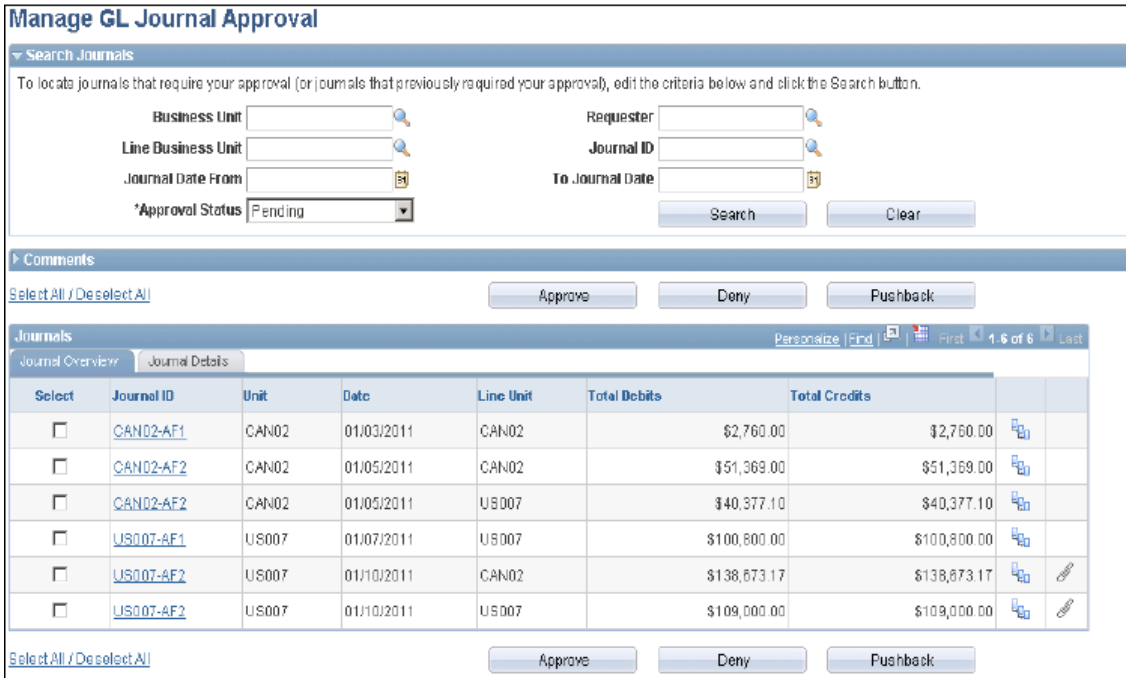
Manage GL Journal Approval Page

Use the Manage GL Journal Approval page (JOURNAL_APPROVAL_M) to approve, deny, or pushback multiple journals at once.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Manage Journal Approval**, and then **Manage GL Journal Approval**

This example illustrates the fields and controls on the Manage GL Journal Approval page. You can find definitions for the fields and controls later on this page.



Supply the desired criteria and click the Search button. This action returns only those journals for which the current user is one of the approvers and that have not yet been posted or unposted. Click the Clear button to clear the search criteria.

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Field or Control	Description
Line Business Unit	Specify the Line Business Unit for your search. The user is limited to only those business units for which they have access. The default value is the user's specified business unit from the User Preferences - Overall Preferences page.
Approval Status	Select the approval step status related to the current approver: Pending, Approved, Denied, or Pushed Back. This is a required field.

Comments

Expand the Comments group box to add a common comment for the selected journals. Enter a common comment for the selected journals at once and click the Add Comments button when finished entering. If you select only one journal, the comment applies only to that journal when you click the Add Comments button. If you enter comments before clicking any of the three action buttons, the comments will be saved to those journals' approval process.

Journal Overview

Field or Control	Description
Select All / Deselect All	Select all or deselect all journals by clicking the Select All / Deselect All link. Click once to select all and click again to deselect all (toggle link).
Select	Click to select one or several journals for which to apply the actions of Approve, Deny, Pushback, or Add Comments.
Journal ID	Click this link to access the individual GL Journal Approval page.
Unit	Displays the anchor business unit of the journal entry.
Line Unit	Displays the line business unit of the journal entry. This unit can be different from the anchor business unit for interunit journals. An entry does not appear for a line unit for which an approver does not have access.
 **View Approval Flow**	Click the View Approval Flow icon, which opens up a modal page (GL_APPR_MONITOR).
Attachment	Select to view attachments (if present) for the journal. This opens a modal window displaying the JRNL_APPR2_ATT_SEC page. The page is display-only. To add additional attachments, you must access the individual GL Journal Approval page.

See Article ID 1329609.1 on My Oracle Support website for more details.

GL Journal Approval Page

Use the GL Journal Approval page (JOURNAL_APPROVAL) to approve, deny, push back, or place on hold, a journal entry. For interunit journals, you can limit access by specific line business unit.

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> **Note**
>
> This page is only accessible to authorized users.

Navigation:

General Ledger, and then **Journals**, and then **Journal Entry**, and then **Manage Journal Approval**, and then **Manage GL Journal Approval. Click the Journal ID link.** OR

Worklist, and then **Worklist.**

Supply the desired criteria and click the Search button. This action returns only those journals for which the current user is one of the approvers and that have not yet been posted or unposted. Click the Clear button to clear the search criteria.

Field or Control	Description
Line Business Unit	Specify the Line Business Unit for your search. The user is limited to only those business units for which they have access. The default value is the user's specified business unit from the User Preferences - Overall Preferences page.
Approval Status	Select the approval step status related to the current approver: Pending, Approved, Denied, or Pushed Back. This is a required field.

Comments

Expand the Comments group box to add a common comment for the selected journals. Enter a common comment for the selected journals at once and click the Add Comments button when finished entering. If you select only one journal, the comment applies only to that journal when you click the Add Comments button. If you enter comments before clicking any of the three action buttons, the comments will be saved to those journals' approval process.

Journal Overview

Field or Control	Description
Select All / Deselect All	Select all or deselect all journals by clicking the Select All / Deselect All link. Click once to select all and click again to deselect all (toggle link).
Select	Click to select one or several journals for which to apply the actions of Approve, Deny, Pushback, or Add Comments.
Journal ID	Click this link to access the individual GL Journal Approval page.
Unit	Displays the anchor business unit of the journal entry.
Line Unit	Displays the line business unit of the journal entry. This unit can be different from the anchor business unit for interunit journals. An entry does not appear for a line unit for which an approver does not have access.

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Field or Control	Description
 **View Approval Flow**	Click the View Approval Flow icon, which opens up a modal page (GL_APPR_MONITOR).
Attachment	Select to view attachments (if present) for the journal. This opens a modal window displaying the JRNL_APPR2_ATT_SEC page. The page is display-only. To add additional attachments, you must access the individual GL Journal Approval page.

See Article ID 1329609.1 on My Oracle Support website for more details.

Approval Attachments Page

Use the Approval Attachments page (JOURNAL_APPR_ATT_SEC) to view and add attachments for journals for which you have approval rights. The attachments are only visible if the Show to Approver option has been selected on the Attachments page of the journal entry.

Navigation:

Click the Attachments link from the GL Journal Approval page.

Approval Attachments Page (view only)

Use the Approval Attachments page (view only) (JOURNAL_APPR2_ATT_SEC) to view attachments for journals for which you have approval rights. The attachments are only visible if the Show to Approver option has been selected on the Attachments page of the journal entry.

Navigation:

Click the Attachments link from the Manage GL Journal Approval page.

Approval Flow Page

Use the Approval Flow page (GL_APPR_MONITOR) to view the display-only approval flow graphic. Access the individual GL Journal Approval page to add adhoc approvers.

Navigation:

Click the View Approval Flow icon on the Journals grid.

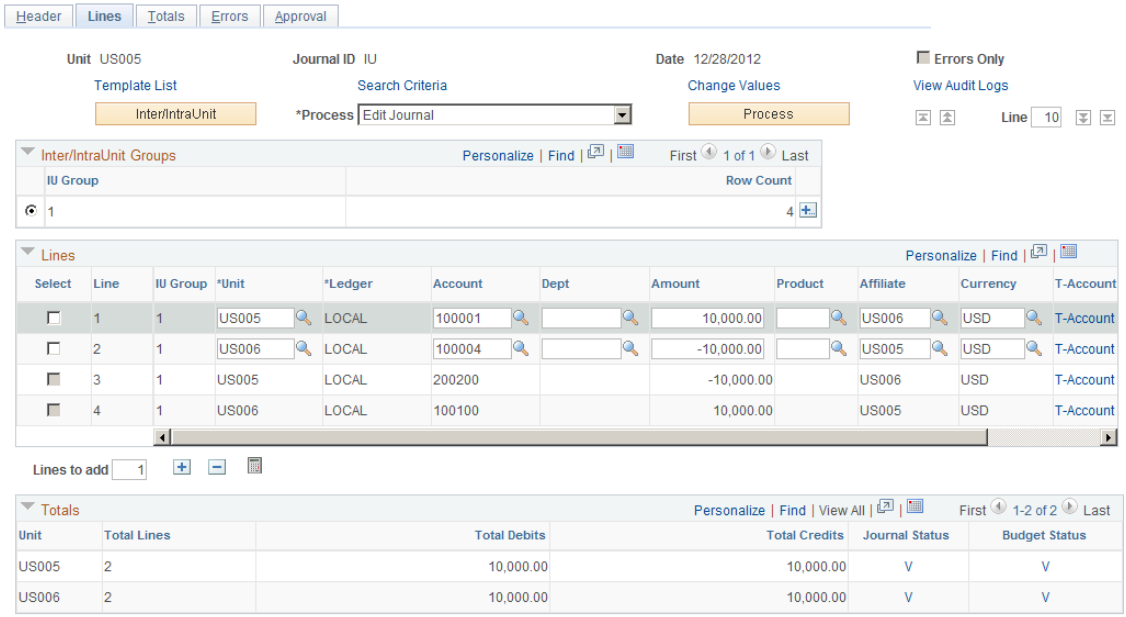
Specifying Journal Entry Approval Actions

The following examples show an interunit journal as it progresses thorough the approval process involving two business units, US007 and CAN02, with the approvals required by each business unit. The examples assume prior workflow setup, which will require the journal to be submitted for approvals. Such journals, which have not yet been approved, cannot be posted.

Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines).

This example illustrates the fields and controls on the Journal Entry - Lines page (interunit example).

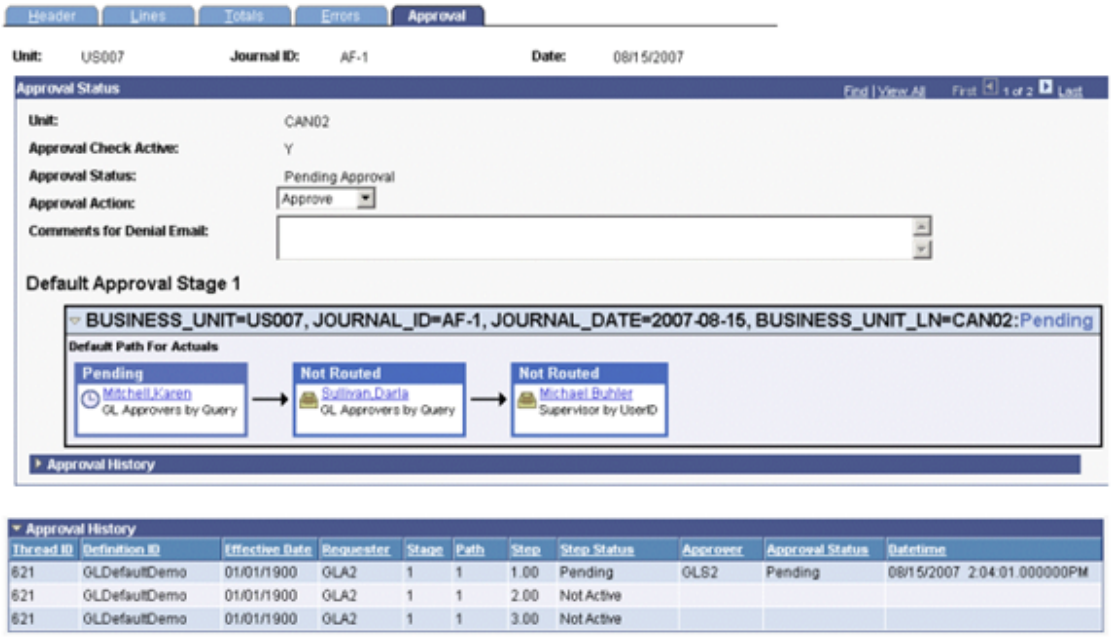
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The preceding example shows the journal involving business units US007 and CAN02, which are subject to different approval rules.

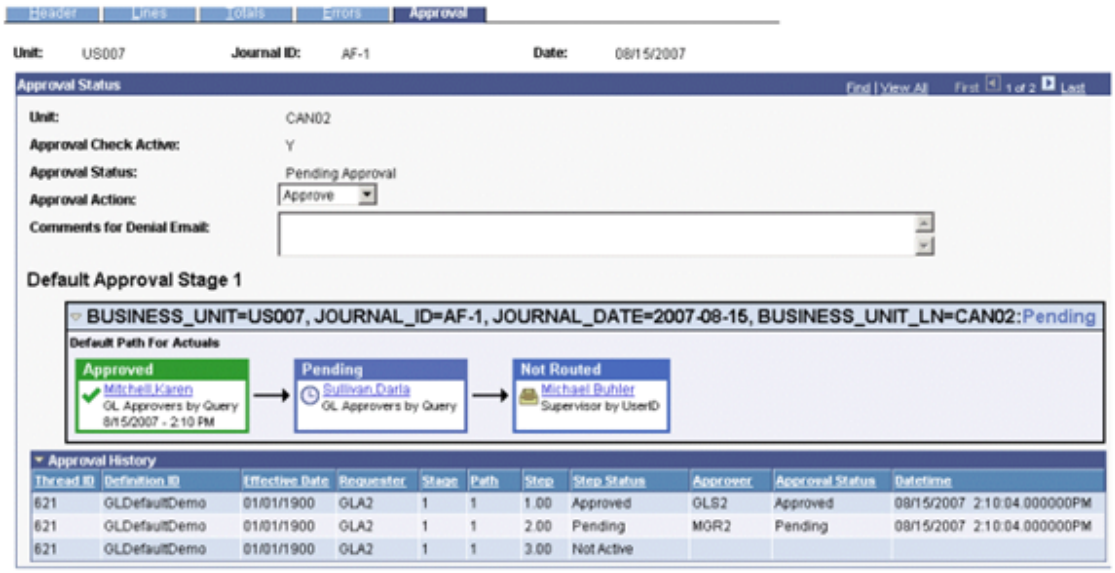
The following examples show the sequence of approvals for the interunit journal and the two business units. Access the Journal Entry - Approval page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Approval)

This example illustrates the fields and controls on the Approval status and history for business unit CAN02 pending any approvals. You can find definitions for the fields and controls later on this page.

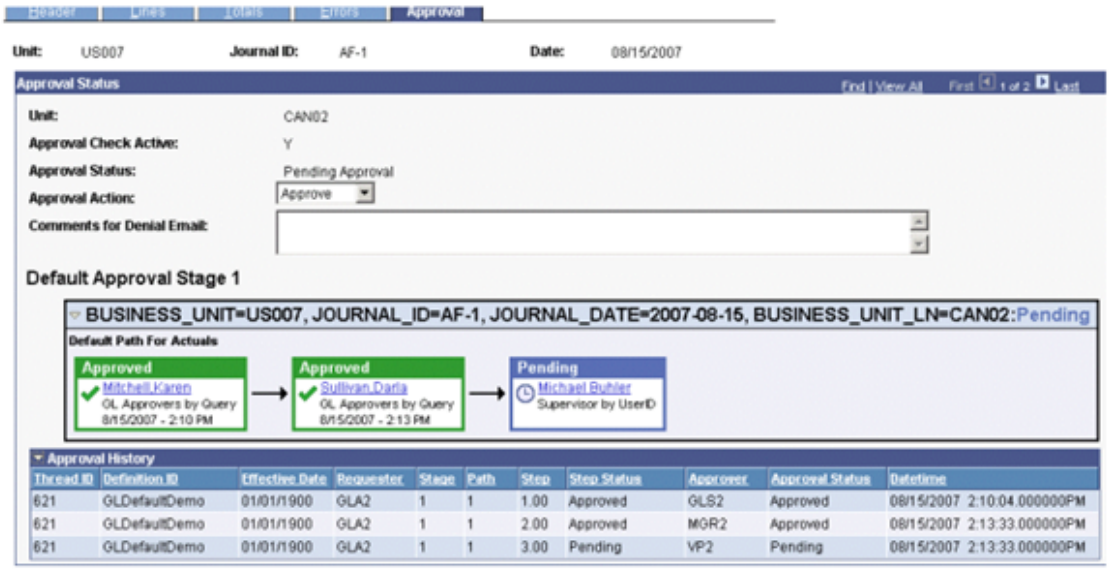


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This example illustrates the fields and controls on the Approval status and history for business unit CAN02 after initial approval GLS2. You can find definitions for the fields and controls later on this page.

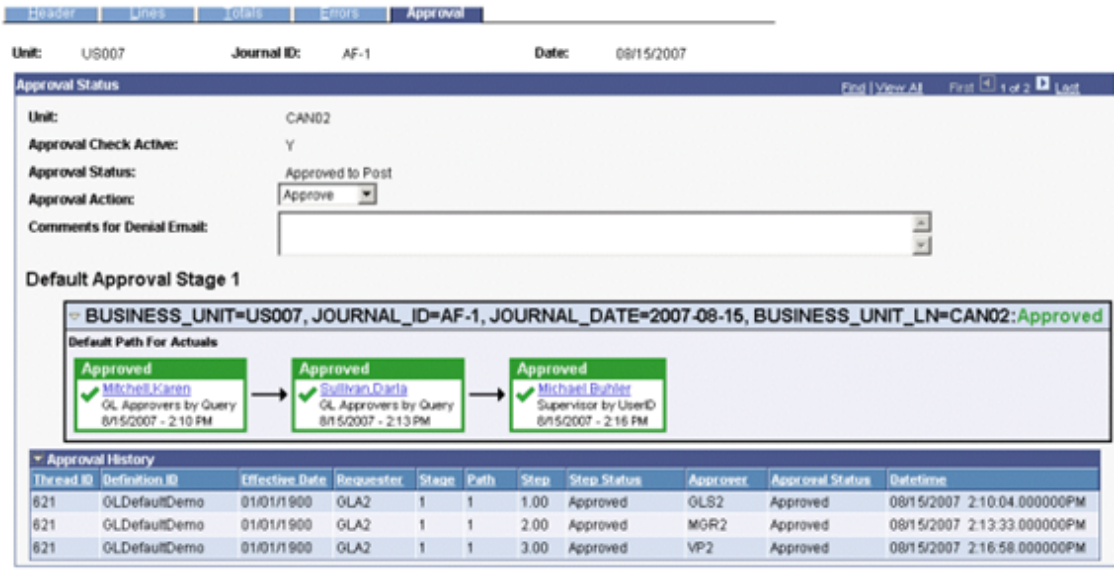


This example illustrates the fields and controls on the Approval status and history for business unit CAN02 after second approval by MGR2. You can find definitions for the fields and controls later on this page.



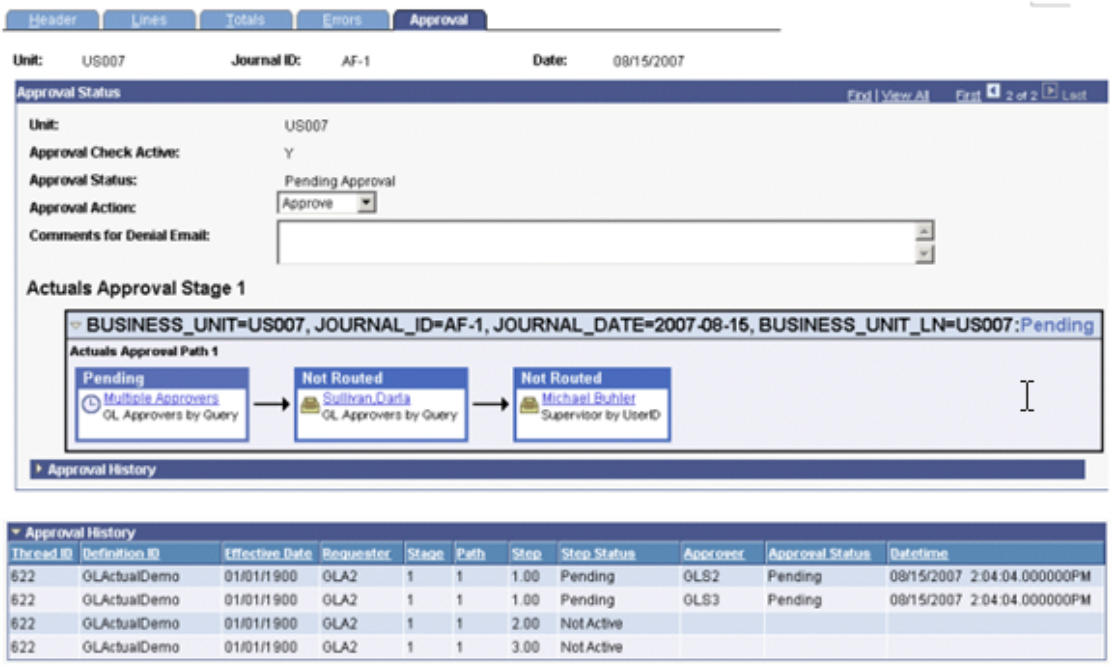
This example illustrates the fields and controls on the Approval status and history for business unit CAN02 after final approval VP2. You can find definitions for the fields and controls later on this page.

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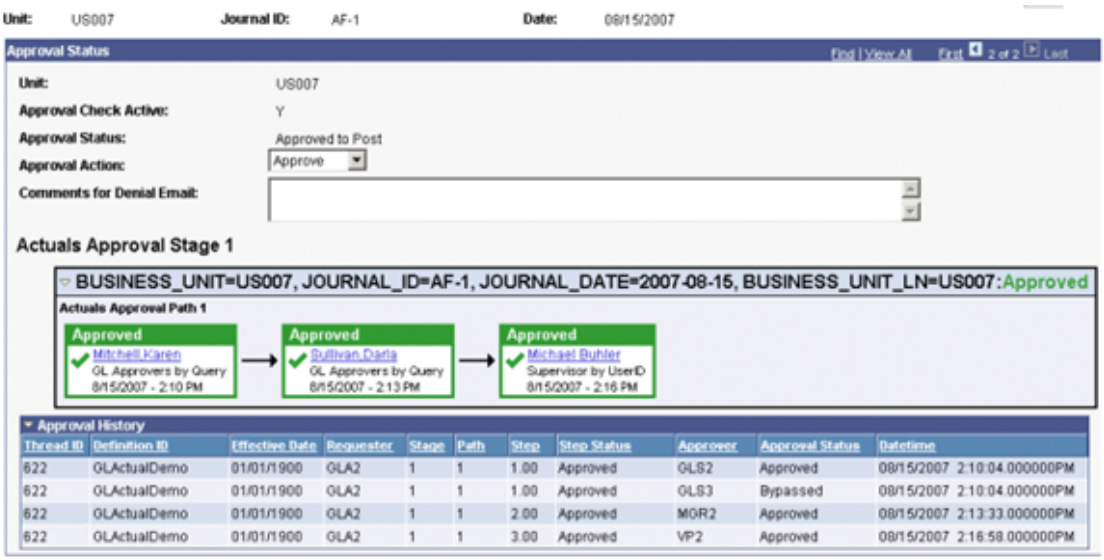
Business unit US007 had a similar approval history, but it bypasses an optional alternate additional approver (GLS3) in the business units US007 approval path. Because both GLS2 and GLS3 are granted the ability to approve the journal, however, the approval rule is set to require only one approver for this step (so that whoever approves the journal first stamped while other approvers bypassed).

This example illustrates the fields and controls on the Approval status and history for business unit US007 pending approvals. 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 status and history for business unit US007 showing the bypass for GLS3 and final approval by VP2. You can find definitions for the fields and controls later on this page.



Approval Status

The *Approval Check Active* field indicates, by displaying the value *Y,* that an approval workflow process is required for the business unit in the journal. If no approval workflow is required for the business unit in the journal, the value displayed is *N* and no steps or history are displayed.

If approval check is active and displaying *Y,* the current approval status for the journal is shown by these values:

Field or Control	Description
Denied	Journal approval is denied.
Pending Approval	Journal is waiting for approval.
Approved to Post	Journal is approved. When part of an interunit journal (a business unit) reaches the Approved to Post status, all the worklist items related to that part are marked worked.
None	Not applicable.

In the **Approval Action** list box, the current approver selects the appropriate action for this journal:

Field or Control	Description
Approve	Journal is approved for posting. If you have the authority to approve the journal, the system saves it as usual. If you don't have the authority, nothing happens to the journal.
Deny	Journal is not approved for posting. If you change the action to deny, the system sends an email (when email notification is set up) to the previous user with a list of the journal identifiers.

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Field or Control	Description
Pushback	Journal is sent back to the previous step. The system sends an email (when email notification is set up) to the previous user with a list of the journal identifiers.

Approval History

The **Approval History** grid lists the step and path, with the status and applicable date-time stamp and user ID for the various activities in the approval process. Approval history is retained even for those journals that are resubmitted for approval after any modification.

See *PeopleTools documentation: Security Administration, "Understanding PeopleSoft Security"*

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Using Entry Events in General Ledger

Understanding Entry Events in General Ledger

Use entry events in PeopleSoft General Ledger to post additional debit and credit accounting entries. In addition, federal agencies can update budgetary as well as proprietary accounts in a single transaction or update the budgetary ledgers without posting to the actuals ledger.

This section lists prerequisites and discusses:

- General Ledger entry event transactions.
- Entry event source definitions, processes, steps and codes.
- GLJE Entry Event process.
- GLJEADJ Entry Event process.
- Multibook ledgers using entry events.
- Intra/Interunit journal entries using entry events.
- Allocations using entry events.
- Standard journal entries using entry events.
- Separate debit and credit journal entries using entry events.
- Flat file journal imports using entry events.
- Spreadsheet journal imports using entry events.
- Copy entry event journals.
- Entry event journal errors.

Prerequisites

Before using entry events in General Ledger, you must:

1. Perform the normal setup activities for General Ledger and the Commitment Control feature.
2. For General Ledger, in the **Entry Event** field on the Installation Options - Entry Event page, select either *Optional* or *Required.*
3. Only for GLJEADJ - Commitment Control Adjustment Journals, enable the Commitment Control feature for General Ledger in the **Enable Commitment Control** group box on the Installation Options - Installed Products page.
4. Select **Allow GL Entry Event Bypass** for selected users on the User Preferences - General Ledger page, if desired.

   This option enables specific users to bypass selecting entry event codes that are identified as required for General Ledger on the Installation Options - Entry Event page.
5. Select **Skip Entry Event Processing** in the **Budget Post Options** group box for selected users on the User Preferences - General Ledger page, if desired.

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This option enables specific users to post a budget without running the Entry Event Processor Application Engine process (FS_EVENTGEN).

6. Verify that the ledger group for entering journal entries with entry events (normally the actuals ledger group, which is named the Recording ledger group in the predefined data) is associated with the standard ledger group type.

   This is the only ledger group type that you can use to enter entry events for General Ledger journal entries.

> **Note**
>
> If you plan to create multibook journals with entry events, make sure that all of the multibook ledgers are set up, that the ledger group type is set to standard, and that you select the **Keep Ledgers in Sync** check box on the Ledger Groups - Definition page.

7. Refer to the documentation regarding the setup of the entry event codes for an organization based on the entry event source transactions and processes that are predefined for General Ledger.

See Application Fundamentals: Understanding Entry Events.

> **Note**
>
> You can create your own entry event codes that use the predefined source transactions and processes; however, do not modify the predefined data.

Related Topics

- Application Fundamentals: Setting Up Entry Events
- Application Fundamentals: Entry Event Page
- Application Fundamentals: User Preferences - Overall Preferences Page

General Ledger Entry Event Transactions

General Ledger enables you to enter, process, copy, and correct entry event transactions using:

- Online journal entries.
- Batch journal entries.
- Commitment Control budget adjustment journal entries.
- Multibook journal entries.
- Allocations.
- Interunit and intraunit journal entries.
- Standard journal entries.
- Separate debit and credit journal entries.
- Imported flat file journals.
- Imported spreadsheet journals.

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> **Note**
>
> Do not associate entry event codes with open item accounts for use in open item entries. Also, do not associate entry event codes with value-added tax (VAT) or VAT-applicable accounts. The entry event code definition does not allow the selection of VAT-applicable accounts for entry event processing. If a journal comes from an external source (such as a flat file or spreadsheet), the appropriate account from the entry event code definition overwrites any accounts specified on the entry event lines that are subject to the GLJE Entry Event process.

Entry Event Source Definitions, Processes, Steps, and Codes

General Ledger provides sample data with a set of predefined entry event codes. You can use these predefined codes as examples for defining your own codes. The system has predefined entry event source definitions and specific entry event processes that you must not change. The source definitions identify the source and target records that the system updates when the Entry Event Processor runs. The predefined source definitions for General Ledger are:

- GL_JCREV - GL Adjustment Journal Collected Revenue.
- GL_JENC - GL Adjustment Journal Encumbrance.
- GL_JOURNAL - GL Journal.
- GL_JPRNC - GL Adjustment Journal Pre-encumbrance.
- GL_JRNLIU - GL Journal IU Transactions.

Entry event source definitions, processes, and steps determine the way in which the entry event codes are processed. The processing procedures for creating journal entries with entry events and creating budget adjustment journal entries are unique due to the specific entry event source transactions and entry event processes and steps that are linked to each entry event code. Multiple entry event source transactions, such as GL_JOURNAL and GL_JRNLIU (for interunit transactions), can be associated with one entry event process, such as the GLJE Entry Event process or the GLJEADJ Entry Event process. Subsequently, the Entry Event Processor can generate journal lines for a normal journal entry, an interunit journal entry, or a standard journal entry, depending on the source transaction associated with the entry event process.

GLJE Entry Event Process

The GLJE Entry Event process is used for most types of entry event journal entries. When an entry event code is associated with the GLJE Entry Event process, you can generate additional debit and credit entries—beyond the entries that the user entered by the Journal Edit process—for accounting.

> **Note**
>
> In a journal that uses the GLJE Entry Event process, the account from the entry event code appears by default in the first journal line unless the entry event code is set up for IU processing as well. When you run the Journal Edit process (GL_JEDIT), the Entry Event Processor runs automatically during the edit process, generating the additional entry event lines.

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- Run the Journal Edit process.

  The Journal Edit process runs the Entry Event Processor.
- Run the Budget Processor if commitment control is enabled for the business unit and ledger group.
- Post to the General Ledger actuals ledger.

GLJEADJ Entry Event Process

You associate the GLJEADJ Entry Event process with an entry event code to make Commitment Control budget adjustments for encumbrances, pre-encumbrances, and collected revenue budgets, as well as to generate and post the appropriate budgetary accounting entries to the actuals ledger. The GLJE Entry Event process and the GLJEADJ Entry Event process function differently.

After you enter the debit and credit lines, select an entry event code for each line, and finish **Journal Edit:**

- Run Budget Processor to update the appropriate Commitment Control budget ledger table and adjust either the pre-encumbrance, encumbrance, or collect revenue amount of the budget.
- Run the Entry Event Processor to generate the budgetary accounting entries that need be posted to the actuals ledger.
- Run the Journal Generator Application Engine process (FS_JGEN) to create the budgetary accounting journal from the budgetary accounting entries.
- Post the budgetary accounting journals to the appropriate actuals ledger.

When you enter the budget adjustment journal entries and select an entry event code that is set up with the GLJEADJ Entry Event process, you must enter the debit and credit entries. This is because the Journal Edit process does not run the Entry Event Processor to generate the remaining journal lines, as it does for the GLJE Entry Event process. After journal edit processes, you run the Budget Processor to update the appropriate Commitment Control budget ledger table and adjust the specific control budget's ledger amount. After the journal lines are successfully edited and budget-checked either online or in batch, you must run the Entry Event Processor (using the Process Journals menu) to generate the budgetary accounting entries, based on the accounts that you set up for the selected entry event code. After processing the entry events, you run the Journal Generator process to generate the budgetary accounting journal and post this journal to the appropriate actuals ledger.

> **Note**
>
> In General Ledger, the entry event source definitions, entry event processes and steps, and entry event codes are predefined. Do not change them.

Related Topics

- PeopleSoft Commitment Control: Understanding Entering and Posting Commitment Control Budget Journals
- PeopleSoft Commitment Control: Understanding Commitment Control Budget Closing and Withdrawal Without Closing

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Multibook Ledgers Using Entry Events

To enter entry events for multibook journals:

1. Enter one side of the journal entry by selecting an entry event code for a ledger group that contains multiple ledgers and for which the **Keep Ledgers in Sync** check box is selected.
2. Run the Journal Edit process.

   When you enter the journal line, you typically enter only one side of the journal if you are using entry events for the GLJE Entry Event process. The Journal Edit process generates the additional entry event lines for the primary ledger. It also matches journal lines for all secondary ledgers within the ledger group using the same entry event code. This is a multibook journal entry.

   > **Note**
   >
   > If the journal is from an external source and does not already have secondary ledger lines, Journal Edit process creates the secondary ledger lines and calls the Entry Event Processor to create the entry event lines.

3. Continue to process and post the multibook journal.

Related Topics

- Application Fundamentals: Setting Up and Using Multibook Ledgers
- Using Multicurrency Processing in a Multibook Environment
  The following example demonstrates multicurrency processes in a multibook environment. Suppose that your company uses the following ledger structure:

Interunit Journal Entries Using Entry Events

When you run the Journal Edit process on an interunit or intraunit journal entry with entry events, it processes all of the journal header and journal lines associated with the interunit or intraunit journal lines first.

The Entry Event Processor process creates accounting entries from the interunit and intraunit entries created by the Journal Edit process. To enable this functionality, the entry event code must have the GLJE Entry Event process included in the setup, as well as the steps required by the transaction such as GLJEIUINP for interunit payables journal entries. It is possible to set up an entry event code to process regular journal entries and interunit and intraunit entries. If an entry event code has been set up with both the regular process step and the interunit and intraunit process steps, this logic is applied to the journal:

- If no interunit or intraunit lines are created in the journal, the entry event lines are created using the regular process step.
- If interunit or intraunit lines are created within the journal, the entry event lines are created using the interunit and intraunit process steps only.
- If the journal has both interunit and intraunit lines and non interunit or intraunit lines, then inter/intraunit process steps are used for entry events only.

The PeopleSoft system comes with a separate entry event source definition to enable you to use entry events with interunit and intraunit journal entry transactions:

Entry event source transaction: *GL_JRNLIU.*

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Source record: *EE_JRNL_LN_IUVW.*

Target record: *JRNL_LN.*

Temporary record: *EE_JRNL_TMP.*

Four predefined process steps are used to process receivable and payable interunit and intraunit journal entry transactions:

- GLJEIUINP - Jrnl InterUnit Payable.
- GLJEIUINR - Jrnl InterUnit Receivable.
- GLJEIUIUP - Jrnl IntraUnit Payable.
- GLJEIUIUR - Jrnl IntraUnit Receivable.

Entry event processing for General Ledger interunit and intraunit transactions is slightly different from regular (predefined process step GLJE) journal processing for entry events. By design, interunit and intraunit lines are always balanced. In turn, entry events create balanced DR/CR pairs from the generated interunit and intraunit lines. If there is a need to create additional DR/CR pairs from interunit and intraunit transactions, you can establish only interunit payables, only interunit receivables, or both. The same is true for intraunit payables and intraunit receivables. One or both transactions can be set up to generate balanced DR/CR pairs.

> **Note**
>
> If the interunit/intraunit journal does not have an anchor business unit line, the system-generated anchor business unit line will not have an entry event code, which means that the system will not generate extra debit/credit (DR/CR) lines.

Related Topics

- Understanding Inter/Intraunit Processing in General Ledger
  PeopleSoft General Ledger enables you to use a minimal number of journal entry lines to record a transaction between related entities. You do not have to enter all the lines that are required to fully balance the entry. Several processes handle unbalanced entries, such as:
- Application Fundamentals: Running the Centralized Interunit and Intraunit Processor

Allocation Journals Using Entry Events

To create allocation journals using entry events:

1. Specify the entry event field on the Define Allocation Step - Target page.

   > **Note**
   >
   > Although you can also specify *Entry Event* as a field value on the Offset page, do not do so for regular journal processing because you normally generate a one-sided journal entry from allocations when you use entry events in this situation. The Entry Event Processor creates the other side of the journal entry.

2. Add a line to the **Specify Field Values** group box.

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3. Select *Entry Event* as the field name, *Value* as the source, and an entry event code as a value to create output journals.
4. Save the allocation step.
5. Select **Request Allocation** to create the allocation output journals.

Related Topics

- Application Fundamentals: Understanding Oracle's PeopleSoft Allocations Process (FS_ALLC)

Standard Journal Entries Using Entry Events

Standard journal entries are sometimes referred to as *template* or *recurring* journals. When you create standard journals, the system copies the entry event source lines, as well as any non entry event lines, and the entry event status of the header and lines is set to *N* (not generated). This means that you must run the Journal Edit process for these journals to regenerate the entry event lines.

Related Topics

- Creating Standard Journal Entries (SJEs)
  To create standard journal entries, use the Standard journals component (SJE_TABLE).

Separate Debit and Credit Journal Entries Using Entry Events

If you select the **Separate DR/CR Amount Fields** check box on the Ledgers for a Unit - Definition page for a ledger, the Entry Event Processor process determines whether this is a normal journal entry or a journal entry reversal based on information on the journal line. For example, if you enter a negative amount in the DR column, you indicate a reversal of a debit to the system. The Entry Event Processor process generates the appropriate debit or credit journal lines.

Related Topics

- Application Fundamentals: Ledgers For A Unit - Journal Post Options Page

Flat File Journal Imports Using Entry Events

When you load journals containing entry events into General Ledger by selecting **Import Journals**, and then **Import Flat File Journals** and running the Flat File Journal Import process, this process sets the entry event status of header and any lines with an entry event code to *N* (not generated). If there is a mismatch between the entry event code and the account uploaded, the account is overwritten by the default account when the Journal Edit process and the Entry Event Processor process are run.

Related Topics

- Using the Flat File Journal Import Process

Spreadsheet Journal Imports Using Entry Events

To import and run spreadsheet journals containing entry events:

1. Select **Import Journals**, and then **Spreadsheet Journals** to load spreadsheet files that contain entry events.
2. Run the Spreadsheet Journal Import process.

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This process sets the entry event status of header and each line with an entry event code to *N*(not generated). Consequently, you must run the Journal Edit process for these journals.

Related Topics

- Understanding Spreadsheet Journal Import

Copy Entry Event Journals

When you select **Journal Entry**, and then **Copy Journals** to copy journals using entry events, the Journal Copy process copies only the entry event source lines and the non entry event lines.

This process sets the new journal entry event status of header and each line with an entry event code to *N* (not generated), which means that you must run the Journal Edit process that automatically runs the Entry Event Processor process.

Related Topics

- Copying Journal Entries

Entry Event Journal Errors

When you create journals with entry events and an error occurs during the processing, you can drill down to the transaction line to correct the entry event error and continue processing. When you run the journal edit batch process that has errors, the process generates a report that contains errors that apply to both the journal entries and the entry events.

Creating and Processing Journal Entries with Entry Events

This section discusses how to:

- Create and process entry event journals using the GLJE Entry Event process.
- Create and process entry event journals using the GLJEADJ Entry Event process.

The GLJE Entry Event process enables you to create journals that post to the actuals ledger.

- GL_JOURNAL - GL Journal.
- GL_JRNLIU - GL Journal Interunit Transactions.

You can modify the delivered entry event codes or set up your own.

> **Note**
>
> Do not modify entry event source definitions or processes and steps.

Pages Used to Create and Process Journal Entries with Entry Events

Page Name	Definition Name	Usage
Create/Update Journal Entries - Header Page	JOURNAL_ENTRY1	Enter the journal header information for entry event journal entries.

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Page Name	Definition Name	Usage
PeopleSoft Commitment Control: Commitment Control Page	KK_EXCPTN_OVER_SEC	For a Commitment Control budget adjustment journal entry, select the appropriate Commitment Control amount type.
Create/Update Journal Entries - Lines Page	JOURNAL_ENTRY2_IE	Enter the journal line ChartFields and select the appropriate entry event codes for processing.
Edit Journals Request Page	JOURNAL_EDIT_REQ	Edit the regular journals and journals using the GLJE and GLJEADJ Entry Event processes.
Budget Check Journals Request Page	JOURNAL_BGTCHK_REQ	Budget-check regular journals and journals using the GLJE and GLJEADJ Entry Event processes.
Application Fundamentals: Entry Event Journals Page	PST_EE_RUN_REQUEST	Run the Entry Event Processor for Commitment Control budget adjustment journals using the GLJEADJ Entry Event process.
Application Fundamentals: Generate Journals Request Page	JRNL_GEN_REQUEST	Run the Journal Generator process to generate journals for any journal entries not created online in General Ledger and for Commitment Control budget adjustment journal entries with entry events using the GLJEADJ Entry Event process.
Mark Journals for Posting Page	JOURNAL_POST_MARK	Specify which journals to post.
Post Journals Request Page	JOURNAL_POST_REQ	Enter the information for the journals that you intend to post. Run the PS/GL Journal Post process (GL_JP) to post the journals to their appropriate ledgers.

Related Topics

- Understanding Entry Events in General Ledger
  Use entry events in PeopleSoft General Ledger to post additional debit and credit accounting entries. In addition, federal agencies can update budgetary as well as proprietary accounts in a single transaction or update the budgetary ledgers without posting to the actuals ledger.

Creating and Processing Entry Event Journals Using GLJE Entry Event Process

To create and process an entry event journal:

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> **Note**
>
> These steps use the JRNL1 entry event code.

1. Access the Create Journal Entries - Header page.
2. Select an actuals ledger group that may or may not linked to Commitment Control ledgers, and enter any other information relevant to the journal entry transactions.

   The ledger group in the predefined data is Recording.
3. Click the **Commitment Control** link.
4. Select one of the following Commitment Control amount types, and then click OK:
   - Actuals and Recognized.
   - Actuals, Recognize and Collected.

     See Understanding Commitment Control and General Ledger Journals.
5. Access the Create Journal Entries - Lines page, and select the entry event code.

   The account and alternate account values appear by default (after a server trip) in journal line 1 from the values set up for the entry event code (for example, *JRNL1*) on the Entry Event Code Definition page if the entry event code contains regular process step GLJE.
6. Enter any other relevant data in the journal line.

   > **Note**
   >
   > If you change either of these accounts, the system overwrites it with the default DR/CR account or alternate account when you edit the journal if the entry event code contains regular process step GLJE.
7. Select *Edit Journal* to save and edit the journal entry as well as initiate the Budget Processor if commitment control is enabled.

   Journal Edit process (GL_JEDIT) creates any missing lines before calling the Entry Event Processor process.

   The Entry Event Processor process generates the additional journal lines based on the set up for the selected entry event code.

   The Budget Processor process runs to verify that a Commitment Control budget is associated with the transaction and that the amounts are not greater than the budget amounts.
8. Select *Post Journal* to post the journal entries to the actuals ledger.

   See Correcting Entry Event Journal Errors.

> **Note**
>
> If these are subsystem journals with entry events, the Journal Edit process bypasses the entry event processes for these journals because they have already been through the entry event process in the subsystem.

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Creating Budget Adjustment Journal Entries Using the GLJEADJ Entry Event Process

To create and process an entry event journal that adjusts the Commitment Control budget:

1. Access the Create Journal Entries - Header page.
2. Select an actuals ledger group that linked to Commitment Control ledgers, and enter any other information relevant to the journal entry transactions.

   The ledger group in the predefined data is Recording.
3. Click the **Commitment Control** link.
4. Select one of the following Commitment Control amount types, and then click OK:
   - **Encumbrance**
   - **Pre-Encumbrance**
   - **Collected Revenue**
5. Access the Create Journal Entries- Lines page, and select the entry event code for the adjustment that you want to make.

   Only the adjustment entry event codes are available for selection.
6. Enter values for **Account, Alt. Acct., Amount,** and other relevant fields in the journal line.

   If the journal is a Commitment Control budget adjustment journal, the account and alternate account, if applicable, do not appear by default. You must enter the values.
7. Select *Edit Journal* to save and edit the journal entry as well as initiate the Budget Processor if commitment control is enabled.

   > **Note**
   >
   > The Journal Edit process does not run the Entry Event Processor for budget adjustment journals. You must run the Entry Event Processor separately after running the Budget Processor.
8. Correct any existing entry event journal errors.

   See Correcting Entry Event Journal Errors.
9. Run the Entry Event processor from the Process Journals - Entry Event Journals page.

   The processor updates or creates the accounting lines in the Adjustment Journal Accounting Line record.

   > **Note**
   >
   > Budget adjustment journals are processed using the same model as accounts payable, purchasing, and accounts receivable, where the entry event accounting transactions are written to a separate accounting line record and the journal is generated later. If a budget adjustment journal has been processed by the Entry Event Processor and subsequent changes are made to the journal, adjusting entries are created.

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10. Select **Subsystem Journals**, and then **Generate Journals** to create budgetary accounting journals from the adjustment journal accounting line record.
11. Select **Process Journals**, and then **Edit Journals**, and then **Mark Journals for Posting**, and then **and Post Journals** to post the journals to their appropriate ledgers.

> **Warning**
>
> If you change the Commitment Control amount type on the journal, the entry event lines are reversed for the previous amount type. For example, suppose that you select the Commitment Control amount type **Actuals and Recognized** to create a journal and run the Journal Edit process to generate the entry event lines and then you realize that you intended to create a budget adjustment journal for an encumbrance instead. If you attempt to select the Commitment Control amount type **Encumbrance,** this message appears:
>
> The CC Amount Type has been changed from 'Actuals and Recognized' to 'Encumbrance'.
>
> Because you changed the Commitment Control amount type, the entry event information that you entered is no longer appropriate. If you select **Cancel,** the Commitment Control amount type remains **Actuals and Recognized.** If you select **OK** to accept the change, the original journal entry's entry event codes are wiped out. When you enter the data and run the Journal Edit process for the new journal entry, any generated obsolete entry event lines are also deleted. Regardless of the Commitment Control amount type that you select, the original entry event codes are wiped out when you select **OK.**

Correcting Entry Event Journal Errors

When you correct an entry events journal, the effect on the entry event lines depends on the type of error that occurs.

This section discusses how to:

- Correct journal entry errors containing entry events with suspense option off.
- Correct journal entry errors containing entry events with suspense option on.

Correcting Journal Entry Errors Containing Entry Events with Suspense Option Off

To correct an error in a journal line when the journal amount or ChartField is incorrect and the entry event was processed successfully:

1. Correct the error, such as an incorrect amount or ChartField selection, in the journal line.
2. Run the Journal Edit process.

   The Journal Edit process edits the journal line; however, the Entry Event Processor does not run again.

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Correcting Journal Entry Errors Containing Entry Events with Suspense Option On

To correct errors for journals with entry events using suspense journal option, make sure that you indicate on the Journal Source - Journal Options page, the Ledgers For A Unit - Journal Edit Options page, or the General Ledger - Journal Options page that you want the system to generate a suspense journal line for each journal line with errors that can be suspended as well as the out-of-balance situation.

When you enter transactions with entry events that are set up to use suspense journals, if the original entry event journal line contains an error, its amount is set to 0 and the system creates a suspense line that inherits the entry event code to support intra/interunit entry event process steps. However, Entry Event Processor skips to process the original entry event journal line as well as its edit suspense line. For non-intra/interunit journal, since the original entry event journal is out-of-balance, the system also creates a balance suspense line. When a journal line with entry event goes to suspense, the entry event has no effect on this line.

The entry event field is a display-only field on the Journal Suspense Correction page. When you correct the suspense journal using this page, be sure to correct the amount or ChartField error on the lines with entry event codes, and put the entry event offset account and other ChartFields on the balance suspense line that doesn't have the entry event code. When you run the Journal Edit process on the correction journal, the Entry Event Processor does not run for this correction journal.

> **Note**
>
> If the error occurs when the Entry Event Processor runs, the journal header status indicates that an error occurred. This prevents journal processing until you resolve the entry event problem.

Related Topics

- Correcting Journal Errors
- Understanding Journal Processing
  PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.
- Application Fundamentals: Defining Common Journal Definitions
- Application Fundamentals: Linking Ledgers to a Ledger Group
- Reviewing Entry Event Accounting

Drilling Down to Entry Event Accounting

You can:

- Drill down to the entry event budget line details.
- Drill down to the entry event general ledger adjustment accounting line details.

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Related Topics

- Application Fundamentals: Journal Generator Template - Defaults Page
- Reviewing Entry Event Accounting

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Using OLAP Tools to Analyze General Ledger Data

Understanding OLAP Cubes

When you analyze PeopleSoft General Ledger data, you can look at it from several perspectives: by company, division or business unit, product line, or time. If you use the columns or rows on a typical spreadsheet to analyze PeopleSoft data, it is difficult to represent more than two dimensions (or attributes) at a time.

PeopleSoft provides the tools to build Essbase cubes using PeopleTools Cube Builder, with which you can use different combinations of dimensions to slice and dice the data. For example, you could examine ledger balances for all travel and expense accounts in the training department of the western region for the entire year. You could *slice* off part of the cube or *dice* it to access an individual cell or perhaps to view a single business unit. These multidimensional views of financial data can provide valuable information for effective data analysis, decision making, and forecasting.

PeopleSoft integrates Hyperion Essbase (three-dimensional reporting tool) with the PeopleSoft metadata using PeopleTools Cube Builder and leveraging Cube Builder features. PeopleSoft General Ledger also provides the ability to perform incremental updates of the transaction data in the Essbase ledger cube. This makes it possible to recognize material transactions in the cube results without having to build the cube from scratch.

Before you set up General Ledger for OLAP tools, you should be familiar with general OLAP concepts and terminology, as well as the use of PeopleSoft Query, Tree Manager, and Cube Builder.

See *PeopleSoft PeopleTools: PeopleSoft Cube Builder*.

See also *PeopleSoft PeopleTools: PeopleSoft Cube Builder*, Integrating with Oracle Smart View.

> **Note**
>
> All OLAP objects that are delivered with General Ledger are for demonstration purpose only. This includes queries, trees, dimensions, and other cube definitions. You must design your OLAP objects according to your business needs and should use the delivered sample objects only as a reference.

Understanding How to Plan the OLAP Database

Integrating OLAP tools with General Ledger data begins with a careful examination of the data that you want to report on and analyze by using OLAP. You must define specific goals and determine the results that you need from online data analysis.

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The following describes the process flow when building Essbase cubes using PeopleTools Cube Builder:

- Load initial and incremental cube metadata using trees and dimension queries.
- Load incremental transaction data, adding appropriate criteria (date time stamp) in the query.

See Preparing Trees and Queries.

See also, *PeopleTools PeopleBook: Designing Cube Metadata*

Preparing Trees and Queries

After defining goals, you must design the PeopleSoft trees and queries that are appropriate for creating both the structure and data of the Essbase cube that you plan to build.

You define queries to extract the data from the PeopleSoft database and load it to the cube.

General Ledger delivers sample queries and trees that you can use to design your own that adequately define the parameters for loading desired data to the Essbase cube:

Field or Control	Description
General Ledger Queries	OLAP_ACCOUNT_FLIPSIGN OLAP_ACCTREE_FLIPSIGN
General Ledger Trees	ACCTROLLUP PRODUCT DEPARTMENTS ACCOUNTING PERIOD

> **Note**
>
> For an incremental load, the queries must be based upon the GL_ESS_QRY_VW view to ensure that the ledger rows are selected correctly. Use the query, GL_ESS_LOAD_LEDGER, as a starting point and adjust or update it according to your specific requirements.

Defining and Building the Essbase Cube

Pages Used to Load Subsequent Data for Essbase Cubes

Page Name	Definition Name	Usage
Essbase Load Setup Options Page	GL_ESSBASE_SETUP	Specify the Outline Name, Essbase Connection ID, and other parameters of the Essbase cube for subsequent or incremental loading of cube data.

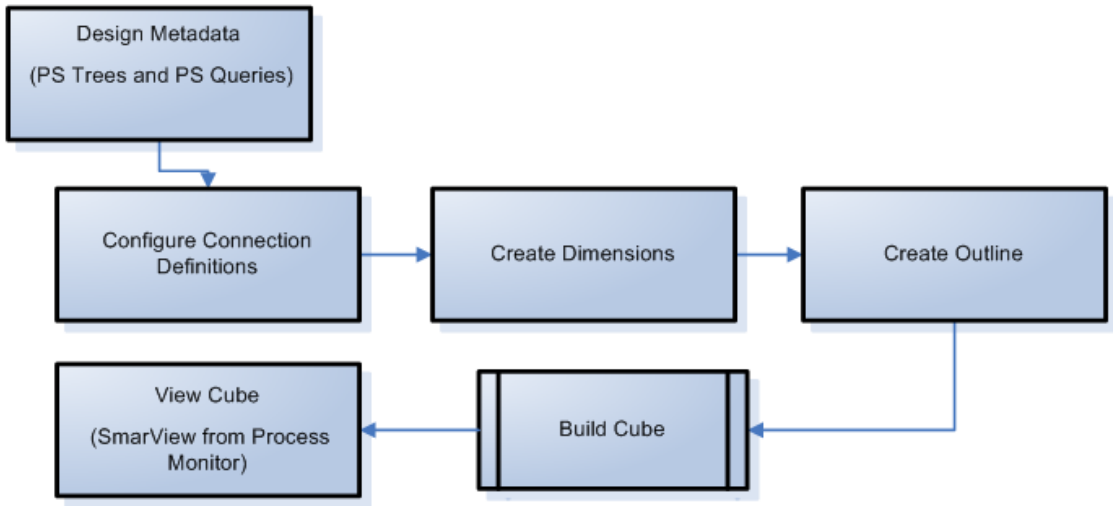
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Page Name	Definition Name	Usage
Essbase Load Request Page	GL_ESS_LOAD_REQ	Run the Essbase Load process for either incremental load or period load of ledger data to an Essbase cube.

Understanding the Process to Define and Build an Essbase Cube

This diagram illustrates the high-level Cube Builder process flow:

Building the Essbase Cube Process Flow



> **Note**
>
> Oracle Essbase, Smart View, and other Oracle Hyperion tools are not delivered as part of the PeopleSoft application; therefore, the PeopleSoft Cube Builder documentation does not include information regarding how to use Oracle Hyperion applications. It does, however, include a reference to the appropriate documentation.

After you define the queries and trees (metadata) to use with the cube, define the basic structure of the cube itself.

Use PeopleTools Cube Builder to build the initial Essbase cubes:

- Load cube metadata using Trees and dimension queries.
- Load incremental metadata from updated Trees and dimension queries.
- Load transaction data.
- Load incremental transaction data, adding appropriate criteria (DateTime stamp) in the query.

For more information, see *PeopleTools: PeopleSoft Cube Builder*, Cube Builder Implementation.

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PeopleSoft General Ledger provides the following for loading subsequent or incremental data for Essbase cubes:

- Essbase Load Setup Options page to define parameters for loading transaction data.
- Incremental transaction data load through the regular Journal Posting process.
- Essbase Load Request page to load transaction data incrementally or reload transactions.
- Recurring process can be scheduled for incremental load using parameters from the Essbase Load Setup page and log file.

The Post Journals Request Page includes an option to skip Essbase incremental load, if needed.

Defining the Cube

After you have defined the queries and trees (metadata) to use with the cube, define the basic structure of the cube itself and build the cube by using PeopleSoft Cube Builder.

PeopleSoft Cube Builder links the data source (a query or tree) and the dimensions of the OLAP cube that you are creating. You use PeopleSoft Cube Builder to specify how dimension data should roll up by using queries, trees, or both queries and trees. As needed, you can reuse and easily modify the design of the dimensions, cube definition, and cube instance definitions.

To define the cube:

1. Define the connectivity information (Owner ID - General Ledger). Access the Connections page (PeopleTools, Cube Builder, Connections, Connections).

   See PeopleTools: PeopleSoft Cube Builder, Defining Essbase Cube Builder Connections.

2. Define the dimensions of the cube. Access the Dimensions component (PeopleTools, Cube Builder, Dimensions, Dimension).

   Use the Dimension component to build the structure of each dimension that comprises the cube. You define the dimension type, object owner, and dimension structure (sources of data such as trees, queries, (or both trees and queries), and other settings for dimension data. You do not define any data for the cube at this point. You must create one entry for each dimension in the cube.

> **Note**
>
> PeopleSoft does not support duplicate member names when defining blank members. When assigning blank members in the dimension, the member name should be unique (not the same as the parent name), otherwise the data for the blank member is not loaded into the Essbase cubes.

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> **Note**
>
> Use caution when setting up Essbase using the default value for invalid members. Once information is loaded into the default values, it cannot be backed out from the GL load process once the invalid members are added in Essbase. This is because ledger data is loaded into cubes using the Replace aggregation option. This option only updates corresponding rows or inserts new rows in the cube. Once the invalid members are corrected, ledger data will be loaded into the cube and will not be able to replace the information in the default member. To correct this, you must manually reset the default member value.

Review some of the PeopleSoft delivered sample dimensions before creating your own, such as:

- GL_ESS_BUSUNIT
- GL_ESS_LEDGER
- GL_ESS_ACCOUNTS
- GL_ESS_DEPARTMENT
- GL_ESS_FC_PER
- GL_ESS_CURRENCY

> **Note**
>
> Be aware of set ID's when loading metadata and comparing between business units in Essbase. A ChartField value may be the same but if it has a different SetID, it is not a match.

See *PeopleSoft PeopleTools: PeopleSoft Cube Builder*, Creating Dimensions for Essbase Cubes.

3. Create a cube outline that defines the basic structure of the cube. Access the Cube Outline component (PeopleTools, Cube Builder, Outlines, Cube Outline).

   Select the dimensions and measures that make up the cube and the data source queries that populate the members and cube cells with data. Like dimensions, cube outlines are platform independent and can be reused.

   PeopleSoft delivers the sample cube outline GL_ESS_LEDGER to review as a model for building your own outline.

   See *PeopleSoft PeopleTools: PeopleSoft Cube Builder*, Defining Essbase Cube Outlines.

Defining the Essbase Load Setup Options

PeopleSoft delivers the Essbase Load Setup Options component to register the GL Essbase setup that stores the relationships between PeopleTools Cube Builder and General Ledger when loading data. Only one measure is supported by PeopleTools Cube Builder; therefore, cube outlines may be defined for the base amount measure and another cube outline for foreign amounts, if needed.

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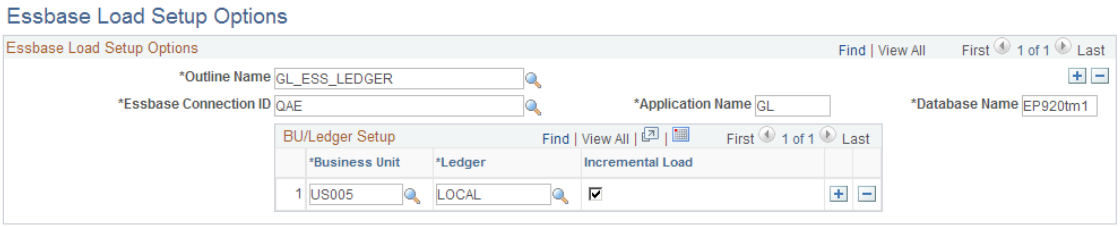
Essbase Load Setup Options Page

Use the Essbase Load Setup Options page (GL_ESSBASE_SETUP) to register the GL Essbase setup that stores the relationships between PeopleTools Cube Builder and General Ledger when loading data. Specify the Outline Name, Essbase Connection ID, and other parameters of the Essbase cube for subsequent or incremental loading of cube data.

Navigation:

General Ledger, and then **General Reports**, and then **Setup Essbase Load**

This example illustrates the fields and controls on the Essbase Load Setup Options page.



Field or Control	Description
Outline Name	Select the Essbase Cube Outline ID that you want to use for the data load. The outline defines the basic structure of the cube, including dimensions and data queries.
Essbase Connection ID	Select the Connection ID that you have established.
Application Name	Essbase application name where cube resides.
Database Name	Essbase database name to be used where cube resides.

BU Ledger Setup

Field or Control	Description
Incremental Load	Select this check box to load data incrementally. Deselect the check box for period load. **Note:** For the incremental load, queries must be based upon the GL_ESS_QRY_VW view to ensure that the ledger rows are selected correctly.

The query that is used when loading ledger data for the Fiscal Year and Accounting Period (when the Incremental Load check box is deselected) can be used to load initial ledger data as well as reloading data for the specified period.

Since requirements vary in every organization, you can use the provided sample query as a basis to build your own requirements.

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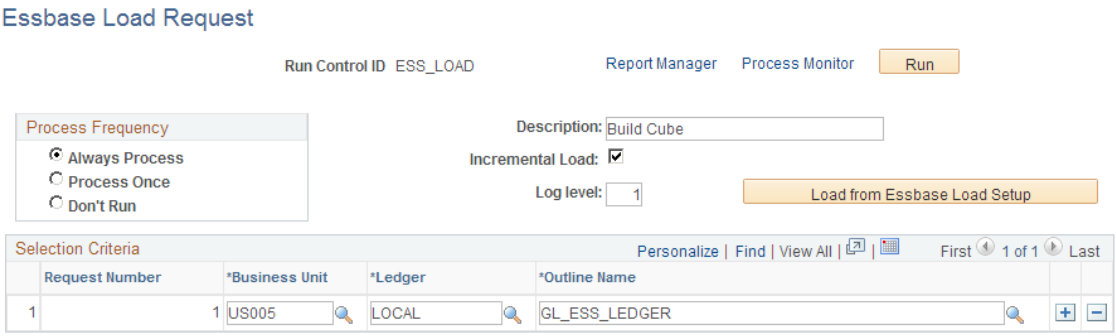
Essbase Load Request Page

Use the Essbase Load Request page (GL_ESS_LOAD_REQ) to run the Essbase Load process for either incremental load or period load of ledger data to an Essbase cube.

Navigation:

General Ledger, and then **General Reports**, and then **Essbase Load Request**, and then **Load Essbase Cube Data**

This example illustrates the fields and controls on the Essbase Load Request page.



The Essbase Load process performs either incremental load or period load of ledger data. This initiates a separate Create Cube process for every outline name in your Selection Criteria using parameter values from the run control as well as the Essbase Load Setup Options page.

You can also call this process from the Post Journals Request Page for incremental load.

Field or Control	Description
Incremental Load	Select to process an incremental load. Deselect to process a period load.
Log level	Enter the level of logging to be used while the build cube process is running. The default value is 1 for basic logging.
Load from Essbase Load Setup	Load all rows that are defined in the Essbase Load Setup Options page.

Incremental Load (check box selected)

For incremental load, the DateTime stamp at the start and end of the Journal Post process is logged for every business unit and ledger group of every corresponding business unit and ledger that is defined on the Essbase Load Setup Options page and designated as incremental. These DateTime values are used during incremental load to select the rows in the Ledger table. Succeeding incremental loads look at the earliest unprocessed DateTime in the Journal Post log to discern whether to process certain instances where Essbase Incremental load had been previously skipped during journal posting.

Period Load (Incremental Load check box deselected)

For period load, all rows in the Ledger table are loaded for the specified business unit, ledger and accounting period in the request. Because the Replace Aggregation load option in the

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PeopleTools Cube Builder is utilized, previous rows loaded for the same Essbase dimensions are overwritten.

Selection Criteria

Field or Control	Description
Request Number	This value is used when initiating the process to create cubes.
Business Unit and Ledger	Select a business unit and Ledger for processing. Only defined business unit values and defined combinations of ledger and business units from the Essbase Load Setup Options page are allowed.
Outline Name	Select the Essbase Cube outline. Only defined outline names from the Essbase Load Setup Options page are allowed.
Fiscal Year	This field appears only when the Incremental Load check box is deselected. Select the fiscal year for which to load data. This is used only for period load.
Accounting Period	This field appears only when the Incremental Load check box is deselected. Select the accounting period for which to load data. If blank, all accounting periods for the specified fiscal year are included. This is used only for period load. Prompting for this field includes detail periods, adjustment periods that are defined in the calendar, and periods 0 and 999 (used in the year end closing process).

> **Note**
>
> Be sure to run the period load first for all open periods to serve as the starting point for incremental loads. Use the GL Process request so that the DateTime stamp is logged correctly.

The following options can be used to load ledger data into Essbase cubes depending on your requirements or resources:

- Period load only and no incremental load, using the Essbase Load request page - A period load Essbase request can be scheduled daily, weekly, monthly, and so on.
- Incremental load only using the Essbase Load request page but run only once daily, weekly and/or monthly - Period load option is required to load initial data not covered when Journal Posting starts creating the logs .Because of the Cube Builder Replace Aggregation load option, the date and time covered can overlap between incremental and period load and the process always selects the latest update from the Ledger table.
- Incremental load only through Journal Posting - Period load option is required to load initial data not loaded from previous Journal Posting when Essbase incremental was first set up.
- Combination of incremental load and period load - Incremental load for certain business unit and ledger combinations when data needs to be current most of the time; and do period load for other business unit and ledger combinations that do not have the same

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immediate need and can wait until another period load request is initiated and processed either on demand or through a scheduled recurring process.

Note

Use the log file that was generated during the Create Cubes process to determine if ledger data was not loaded due to missing dimension members. You must update that metadata.

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Setting Up and Using Governmentwide Treasury Account Symbol (GTAS) Adjusted Trial Balance System

Understanding the GTAS Adjusted Trial Balance System

The Government-wide Treasury Account Symbol Adjusted Trial Balance System (GTAS) is used to report agency trial balance data. A single data collection system improves the quality of financial data by combining budgetary and proprietary trial balance reporting, enforcing the USSGL, and implementing new edits and validations. Additionally, GTAS paves the way for more consistent and complete financial data and allows for better analytical reporting.

GTAS accepts only bulk file transmission for the full budgetary and proprietary trial balance data and:

- Interfaces daily with GWA Central Accounting System for balance and transaction data.
- Is available for agency use 24 hours per day, seven days per week.
- Will produce the USSGL Treasury Financial Manual (TFM) starting in 2014. The 2014 TFM will include more detailed information, including the allowable domain values for each attribute-to-USSGL account relationship, new sections for validations and edits, SMAF, and bulk file format.
- Only accepts the component TAS, a 6-digit USSGL account, and a 3-digit Agency ID.

Related Topics

- Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements
  To define component TAS and BETC elements for U. S. Federal government reporting and IPAC transactions, use the Define Agency Identifier component (TAS_AGENCY_ID), the Define Main Account component (TAS_MAIN_ACCT_DFN), and the Treasury Account Symbol Definition component (TAS_DEFN).
- Understanding Federal Government and Statutory Reports
  This section discusses:
- Application Fundamentals: Defining Agency Location Codes

Common Terminology for Federal Reporting

This section provides a glossary of common terminology and a process flow of the setup and execution of the PeopleSoft federal government reporting.

Term	Definition
ATB	The Adjusted Trial Balance system reports budgetary and proprietary general ledger account balances.

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Term	Definition
BETC	Business Event Type Code. An eight-character code used in GWA Systems to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the TAS and the dollar amounts in order to classify the transaction against the Fund Balance With Treasury. The BETC in effect replaces the transaction codes and standard subclasses.
BOC	Budget Object Class represents the classification of funding for budgeting, revenue and spending.
CARS	Treasury's Central Accounting Reporting System
CGAC	Common Government-wide Accounting Classification structure now known as FADS.
DEFC	Disaster Emergency Fund Code
FR	Financial Report of the U.S. Government
GFRS	Government-wide Financial Report System. An application that captures each agency's closing package information; links the agencies' comparative, audited consolidated, department-level financial statements to the FR; and resolves material deficiencies that are identified by the Government Accountability Office (GAO).
GTAS	The Government-wide TAS ATB System is a system used by agencies to report budget execution information and proprietary financial reporting information to the Department of the Treasury.
GWA	Government-wide Accounting
MAF	Master Appropriation File
MAX	MAX is an integrated database for the collection, retrieval, manipulation, presentation, and publication of budget formulation and budget execution data, as well as other related data. GTAS data is to be provided to the Office of Management and Budget for use in MAX at least four times a year.
OMB	Office of Management and Budget
PARK	Program Activity Reporting Key.
PYA	Prior Year Adjustment
SAM	SAM is the Shared Accounting Module that verifies the TAS/BETC information attached to a Collection, Disbursement or IPAC transaction by the FPA is valid per GWA's Master Enterprise Reference TAS/BETC data.
SID	United States Standard General Ledger Interactive Database
SMAF	Super Master Account File contains the valid TAS balances and TAS attributes that are used for budgetary and proprietary ATB submissions.
TAS	Treasury Account Symbol
USSGL	The U.S. Standard General Ledger provides a uniform Chart of Accounts and technical guidance that is used in standardizing Federal agency accounting and improves the quality and consistency of data reported by agencies.
USSGL accounts versus (GL) agency accounts	USSGL accounts are the Treasury 6-digit required accounts used for reporting. The agency accounts are those accounts posted in the General Ledger that are translated to the USSGL accounts for Treasury reporting.

PeopleSoft Solution for Supporting GTAS Requirements

PeopleSoft General Ledger provides a configurable solution to accommodate the valid combinations of TAS and BETC. These combinations are downloaded from the Treasury SAM website. PeopleSoft's solution includes the following high-level steps for GTAS compliance:

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- Configure the GTAS ChartField data: Accounts, Funds, Budget Reference, ChartField Attributes, Trees, GTAS Attribute Assignment table, Attribute Exceptions, ChartField Preferences, and optionally, Validations and Edits.
- Enter transactions with GTAS attributes.
- Run GTAS Accumulation program to extract ledger data, associate it with attributes, and load the data to GTAS Workbench.
- Review data in the GTAS Workbench.
- (Optional) Run the GTAS Validation program, which runs against the GTAS Workbench table to perform specified Treasury or agency GTAS edits and validations. The Validation program runs a list of user-defined queries. The user-defined queries should include the GTAS Staging tables (although, you are able to include any table for the process).
- Run the GTAS Bulk File Creation program to create the GTAS bulk file which can then be submitted to Treasury.

Configuring the GTAS ChartField Data

This topic discusses the steps involved in configuring GTAS ChartField data:

1. Verify setup of the General Ledger business units.
2. (Optional) Implement the Separate Debit/Credit feature.
3. Verify the GTAS ChartField attributes.
4. Set up or modify accounts for USSGL rollup and link associated attributes.
5. Set up GTAS Fund Codes, Budget References, or other ChartFields and link associated attributes.

You can use the FUND_CF component interface to load data into the tables for the Fund Code component and the ACCOUNT_CF component interface to load data into the tables for the Account component.

For information on how to use the Microsoft Excel Spreadsheet to PeopleSoft Components Interface to enter ChartField data into PeopleSoft databases, see *PeopleTools: PeopleSoft Component Interfaces*.

> **Note**
>
> If you plan to configure your ChartFields (activating, inactivating, or renaming ChartFields using the ChartField Configuration component) after establishing your GTAS ChartField data, you should analyze your GTAS setup to determine if there may be any impact to the ChartField Preferences setup, ChartField Attributes setup, or ChartField Exceptions setup. PeopleSoft delivers system data for GTAS attributes with standard ChartFields as default mapping. If you have renamed a ChartField, please check that the field name in the GTAS_ELEMENT_CF record is updated accordingly.

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Pages Used to Set Up GTAS ChartField Data

Page Name	Definition Name	Usage
ChartField Attribute Page	CF_ATTRIBUTES	Enter the ChartField attributes and attribute values as required by the U.S. Treasury. See ChartField Attribute Page
Application Fundamentals: Account Page	GL_ACCOUNT	Add the required accounts (or use the ACCOUNT_CF component interface to load all accounts at once.)
Application Fundamentals: Fund Code Page	FUND_DEFINITION	Access the Fund Code ChartField that you want to associate with selected FUND_CODE ChartField attributes.
Application Fundamentals: Budget Reference Page	BUDREF_PNL	Access the Budget Reference ChartField that you want to associate with selected Budget Reference ChartField attributes. **Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **Design ChartFields**, and then **Define Values**, and then **ChartField Values**, and then **Budget Reference**
Application Fundamentals: ChartField Attributes Page	CF_ATTRIB_VALUES	Select ChartField attributes and attribute values to associate with the selected Fund Code, Account value, Budget Reference, or other ChartField value.

Verifying the Setup of the General Ledger Business Units

Verify that all of the PeopleSoft General Ledger business units and corresponding subsystem business units are established before proceeding with GTAS setup. Also, verify the Ledgers For A Unit component for each Business Unit and Ledger Group combination that you will be using.

See Defining General Ledger Business Units

See Application Fundamentals: Defining Ledgers for a Business Unit

(Optional) Implementing the Separate Debit and Credit Feature

GTAS does not require the use of the Separate Debit/Credit feature; however, you can still use the feature with GTAS if your organization requires it for other regulatory reporting.

For more information, see Using Separate Debit and Credit.

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Verifying the GTAS ChartField Attributes

Each required USSGL account must be associated with the attributes as defined by the U.S. Treasury. PeopleSoft delivers GTAS attributes in a sample data script.

> **Note**
>
> : PeopleSoft does not support any changes made to the required GTAS attributes. The delivered sample data script contains the Treasury attributes as of the time of this publication. Treasury attributes can change over time and each agency is responsible for keeping up with those changes.

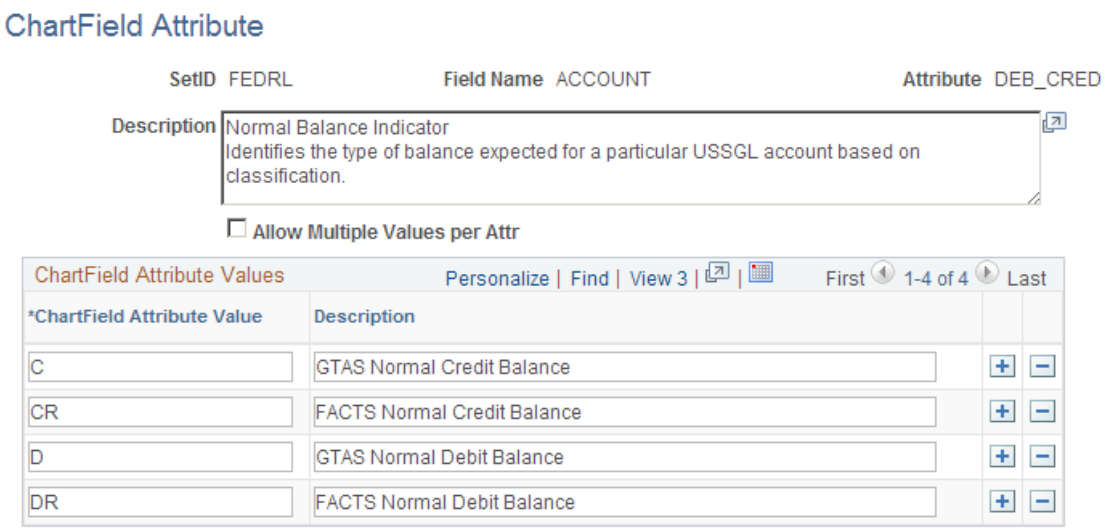
ChartField Attribute Page

Use the ChartField Attribute page (CF_ATTRIBUTES) to add or modify the ChartField attributes and attribute values as required by the U.S. Treasury.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Design ChartFields**, and then **Configure**, and then **Attributes**, and then **ChartField Attribute**

This example illustrates the fields and controls on the ChartField Attribute page.



Field or Control	Description
Field Name	Select the ChartField to which the attribute should be assigned.
Attribute	Enter a meaningful name for the attribute.
Description	Enter a description of the attribute. You can also add a detailed description of the purpose of this attribute.

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Field or Control	Description
Allow Multiple Values per Attr (allow multiple values per attribute)	Select if multiple values for the attribute are allowed for a unique ChartField value. (This is deselected for most of the attributes).
ChartField Attribute Value	Enter the domain values for the attribute as defined by Treasury.
Description	Enter a description of the domain values.

ChartField Attributes Table

The ChartField Attributes table below designates how each attribute is defined in PeopleSoft (ChartField Attribute, Attribute Exception, Ledger Attribute, or Tree translation).:

You can use the delivered sample data scripts that PeopleSoft provides as a guide to set up your ChartField attributes and link them to your agency's accounts and fund codes.

> **Note**
>
> In the sample data, the GTAS Attributes are located under the FEDRL SetID.

The ChartField Attributes table below lists the ChartField attributes that are required for GTAS at the time of this publication:

ChartField	Attribute (Attribute Name)	Description	Allow Multiple Values per Attr	ChartField Attribute Value / Description
ACCOUNT	BUDG_PROP (Budgetary Proprietary)	Indicates the type of USSGL account being reported.	**Note:** This check box should NOT be selected.	B -Budgetary P -Proprietary A - Both
ACCOUNT	BUDG_IMPACT (Budgetary Impact Indicator)	Indicates whether there is a budgetary impact.	**Note:** This check box should NOT be selected.	D -Budgetary E - Non Budgetary
ACCOUNT	ANTICIPATED (Anticipated)	Indicates that the transaction is anticipated to occur in the current fiscal year.	**Note:** This check box should NOT be selected.	Y - Yes N - No
ACCOUNT	BEGIN_END (Begin End Indicator)	Indicates whether the balance or an USSGL account/ attribute combination is at the start of the fiscal year or at the end of a period.	**Note:** This check box should NOT be selected.	B - Report Beginning Balance to Treasury E - Report Ending Balance to Treasury Y - Report both Beginning and Ending Balances to Treasury

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ChartField	Attribute (Attribute Name)	Description	Allow Multiple Values per Attr	ChartField Attribute Value / Description
ACCOUNT	AVAIL_TIME (Availability Time Indicator)	Indicates whether a budgetary resource is available for new obligations in the current period, or in a subsequent period within the current fiscal year or after being reapportioned in a future fiscal year.	**Note:** This check box should NOT be selected.	A - Available in the current period S - Available in the subsequent period
ACCOUNT	EXCHANGE (Exchange Nonexchange Code)	Indicates whether the gains or losses being reported are exchange revenue, nonexchange revenue, or exchange revenue with little or no associated costs.	**Note:** This check box should NOT be selected.	X - Exchange Rev T - Nonexchange Rev E - Exchange rev without associated costs
ACCOUNT	CUSTODIAL (Custodial Activity Indicator)	Indicates whether the reported balance is custodial or noncustodial and reported by the agency in a Statement of Custodial Activity (SCA) or in a separate footnote. Noncustodial amounts are not reported on the SCA or on the custodial footnote.	**Note:** This check box should NOT be selected.	S - Custodial A - Noncustodial

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ChartField	Attribute (Attribute Name)	Description	Allow Multiple Values per Attr	ChartField Attribute Value / Description
ACCOUNT	PY_ADJUST (Prior Year Adjustment Code)	Changes to obligated or unobligated balances that occurred in the previous fiscal year but were not recorded in the appropriate TAFS as of October 1 of the current fiscal year. Exclude upward and downward adjustments to current-year or prior-year obligations and most reclassifications from clearing accounts.	**Note:** This check box should NOT be selected.	B - Adjustments to prior-year reporting backdated in Treasury's Central Accounting system. P - Adjustments to prior-year reporting not backdated in Treasury's Central Accounting system. X - Not an adjustment to prior-year reporting.
ACCOUNT	AUTHORITY (Authority Type Code)	Used to distinguish among the types of budgetary resources, where it is not possible to do so by the USSGL account number. For example, the USSGL rescission accounts (USSGL accounts 4392 and 4393) do not distinguish between rescissions of appropriations or contract authority.	**Note:** This check box should NOT be selected.	B - Borrowing Authority C - Contract Authority D - Advance Appropriation E - Appropriations available in prior period F - Appropriations available from subsequent years P - Appropriation excluding advance funding R - Re-appropropriation S -Spending from Offsetting Collections

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ChartField	Attribute (Attribute Name)	Description	Allow Multiple Values per Attr	ChartField Attribute Value / Description
FUND_CODE **Note:** (See note 1 below)	CATEGORY (Apportionment Category)	Identifies OMB apportionments by quarters (Category A) or by other specified time periods, programs, activities, projects, objects, or combinations of these (Category B), or are not subject to apportionment (Category E).	**Note:** This check box should NOT be selected.	A - Category A, quarterly apportionments B - Category B, apportionments other than quarterly E - Category E - Exempt from apportionment
FUND_CODE or BUDGET_REF (These are recommended ChartFields but not mandated) (See note 1 below)	YEAR_OF_BA (Year of Budget Authority)	Identifies whether outlays are from new budget authority (NEW) or from budgetary authority carried forward from the prior year (BAL). Used for expenditure TAS that are not credit financing TAS.	**Note:** This check box should NOT be selected.	BAL - Outlay from balances that are brought forward from previous year NEW - Outlays from new Budget Authority
FUND_CODE (See note 1 below)	BEA (Budget Enforcement Act)	Indicates whether the Budget Enforcement Act (BEA) category is mandatory or discretionary.	**Note:** This check box should NOT be selected.	D - Discretionary M - Mandatory
FUND_CODE (See note 1 below)	BORROW (Fund Borrowing Source)	Indicates whether borrowing took place from the public, Treasury, or a federal financing bank. Required if authority type code is B (borrowing).	**Note:** This check box should NOT be selected.	P - Public T - Treasury F - Federal Financing Bank
FUND_CODE (See note 1 below)	REIMBURSE (Reimbursable Indicator)	Indicates whether amounts for goods or services and joint projects are financed by offsetting collections.	**Note:** This check box should NOT be selected.	D - Direct Authority R - Reimbursable Authority

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> **Note**
>
> 1 - Use a tree to determine the funds that require these values.

Ledger Attributes

This table lists the Ledger Attributes that are assigned at the transaction level for the ChartField that you select on the Attribute Assignment page.

ChartField	Attribute (Attribute Name)	Description	Allow Multiple Values per Attr	ChartField Attribute Value / Description
(Assign to ChartField on the Attribute Assignment page.) **Note:** See Note 2 below.	COHORTYR (Credit Cohort Year) **Note:** Use a tree to translate ChartField value to Treasury value.	Fiscal year when direct loans are obligated or guarantees committed by a program, even if disbursements occur in subsequent fiscal years.	**Note:** This check box should NOT be selected.	Define as a Ledger Attribute. Get value from Cohort Year field that is specified on the GTAS Ledger Attributes page.
(Assign to ChartField on the Attribute Assignment page.) **Note:** See Note 2 below.	GTAS_CATB_CD (Apportionment Category B Program Code) Can share the same ChartField as Program Report Category (like Fed Non Fed, Trading Partner, and Main Account)	Identifies the code representing the Category B program used on the apportionment. Apportionment Category B Program Code is a number from 00-99 that is required if Apportionment Category Code = B. Category B program is subject to the Anti-Deficiency Act.	**Note:** This check box should NOT be selected.	Define as a Ledger Attribute. Get value from Apportionment Category B Program Code field that is specified on the GTAS Ledger Attributes page.

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ChartField	Attribute (Attribute Name)	Description	Allow Multiple Values per Attr	ChartField Attribute Value / Description
(Assign to ChartField on the Attribute Assignment page.) **Note:** See Note 2 below.	GTAS_PROG_CD (Program Report Category Code)	Identifies a program report category that agencies use when reporting their obligations in detailed financial information. Agencies may use this code when reporting either Category A or Category B obligations. Unlike the Apportionment Category B Program Code, this code is NOT subject to the Anti-Deficiency Act.	**Note:** This check box should NOT be selected.	Define as a Ledger Attribute. Get value from Program Reporting Category field that is specified on the GTAS Ledger Attributes page.
(Assign to ChartField on the Attribute Assignment page.) **Note:** See Note 2 below.	FED_NONFED (Federal Non Federal Code)	Indicates the type of entity involved in transactions with the reporting entity: F - other Federal entities N - non-Federal entities such as private/local/state/ tribal/foreign governments E - exceptions for other non-Federal partners	**Note:** This check box should NOT be selected.	Define as a Ledger Attribute.
(Assign to ChartField on the Attribute Assignment page.) **Note:** See Note 2 below.	TRAD_PARTNER (Trading Partner Agency Identifier)	Represents the agency identifier of the other department, agency, or establishment of the US government involved in transactions with the reporting entity. Required if the Fed/Non-Federal Indicator = F.	**Note:** This check box should NOT be selected.	Define as a Ledger Attribute.

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ChartField	Attribute (Attribute Name)	Description	Allow Multiple Values per Attr	ChartField Attribute Value / Description
(Assign to ChartField on the Attribute Assignment page.) **Note:** See Note 2 below.	MAIN_ACCOUNT (Trading Partner Main Account Identifier)	Represents the treasury main account code of the other department, agency, or establishment of the US government involved in transactions with the reporting entity. Required if the Fed/Non-Federal Indicator = F.	**Note:** This check box should NOT be selected.	Define as a Ledger Attribute.
(Assign to ChartField on the Attribute Assignment page.) **Note:** See Note 2 below.	GTAS_DEFC (Disaster Emergency Fund Code)	Record and track funding under the Corona virus Aid, Relief, and Economic Security Act (CARES).	**Note:** This check box should NOT be selected.	Define as a Ledger Attribute.

Note

2 - Use a tree to translate the ledger value to the GTAS value.

Setting Up or Modifying Accounts for USSGL Rollup and Linking Associated Attributes

Use the Account page (GL_ACCOUNT) to set up or modify accounts to use as required by the U. S. Treasury. You can access a complete listing of the accounts required for GTAS reporting along with their required attributes as defined by Treasury on the Treasury's website.

PeopleSoft provides a translation account tree to enable agencies to record transactions using their agency GL accounts and report to GTAS using 6-digit GTAS USSGL accounts. Attributes are required for the accounts that are included in this tree for translation.

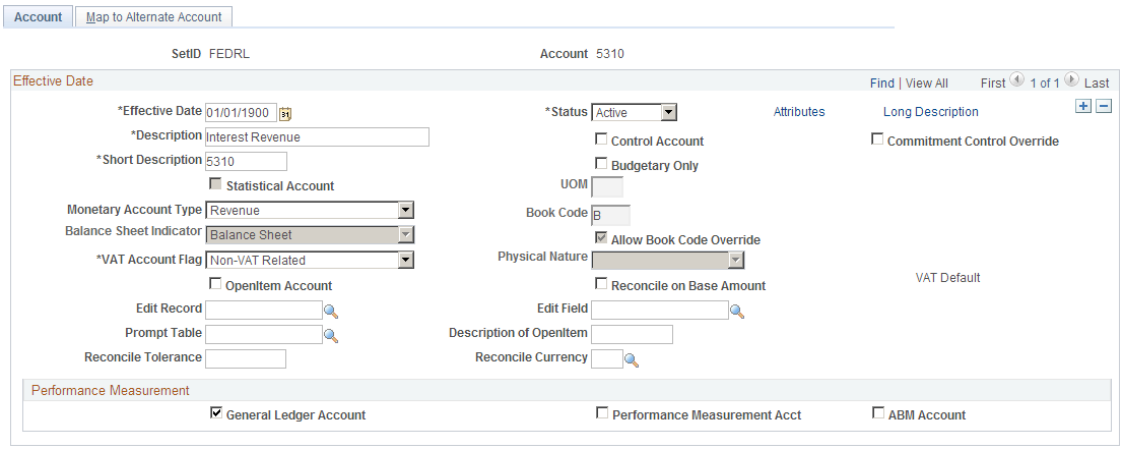
See Using Trees to Control Rollup of GTAS ChartField Data and Creating the GTAS Account Rollup Tree.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Design ChartFields**, and then **Define Values**, and then **ChartField Values**, and then **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.

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Field or Control	Description
Attributes	Click this link to associate the ChartField attributes that you set up for GTAS with the appropriate Account value (or Fund Code ChartField value on the Fund Code page or Budget Reference ChartField value on the Budget Reference page) that is required for GTAS reporting.

See Application Fundamentals: Adding and Mapping Accounts and Alternate Accounts.

For more information on setting up ChartFields (Accounts, Fund Codes, and so on), see Application Fundamentals: Understanding PeopleSoft ChartFields.

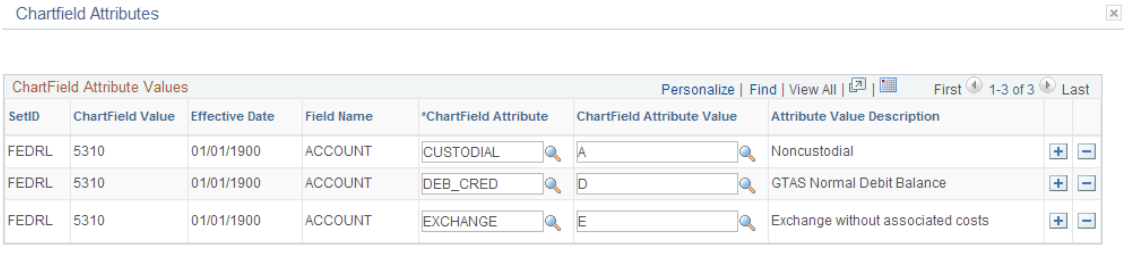
ChartField Attributes Page

Use the ChartField Attributes page (CF_ATTRIB_VALUES) to select ChartField attributes and attribute values to associate with the selected Fund Code, Account value, Budget Reference, or other ChartField value.

Navigation:

From the Account page (or other ChartField entry page), click the Attributes link.

This example illustrates the fields and controls on the ChartField Attributes page.



After clicking the Attributes link from the Account page, you are directed to the ChartField Attributes page for this ChartField value (Account 5310 in this example). You can click the Attributes link from any ChartField value page (Fund Code, for example) and associate Attributes and Attribute values to the ChartField value.

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Field or Control	Description
ChartField Attribute	Select the appropriate ChartField attribute(s) for this ChartField Value.
ChartField Attribute Value	Select the ChartField attribute domain value to be associated with the ChartField. This value is the default and can be overridden by values on the GTAS Attribute Exceptions page.

> **Note**
>
> If the attribute has values on the GTAS Attribute Exceptions page, the value specified on the ChartField Assignment page is a default and will be overridden for ChartField combinations that are specified on the Attribute Exceptions page.

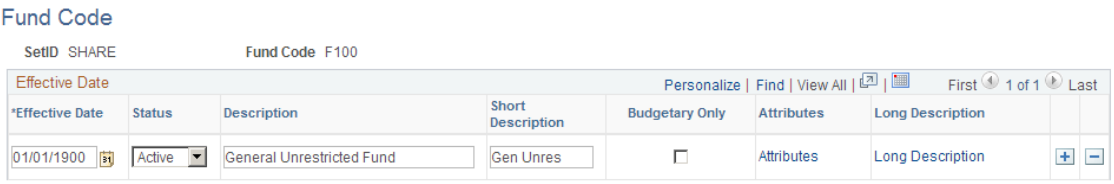
Setting up GTAS Fund Codes, Budget References, or Other ChartFields and Linking Associated Attributes

Use the Fund Code page (FUND_DEFINITION) to define values for all types of funds. Associate the Funds Codes with selected ChartField attributes.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Design ChartFields**, and then **Define Values**, and then **ChartField Values**, and then **Fund Code**

This example illustrates the fields and controls on the Fund Code page.



Add the necessary Fund Codes. Click the Attributes link to associate attributes and values with the Fund Code.

You can also use the FUND_CF component interface to load data into the tables for the Fund Code component

See Application Fundamentals: Fund Code Page

For more information on setting up ChartFields (Accounts, Fund Codes, and so on), see Application Fundamentals: Entering and Maintaining ChartField Values.

Setting Up GTAS Trees

This topic discusses:

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- Creating the Required GTAS Trees
- Using Trees to Control Rollup of GTAS ChartField Data
- Creating the GTAS Account Rollup Tree
- Creating the GTAS Accounts Requiring Attributes Tree
- Creating the GTAS Program Reporting Category Tree
- Creating the GTAS Apportionment Category B Program Code Tree
- Creating the GTAS Credit Cohort Year Tree
- Creating the GTAS Fed Non Fed Code Tree
- Creating the GTAS Trading Partner Tree
- Creating the GTAS Main Account Tree
- Creating the GTAS Disaster Emergency Fund Code Tree

Pages Used to Set Up GTAS Trees

Page Name	Definition Name	Usage
Tree Definition and Properties Page	PSTREEDEFN	Create a new tree, beginning with the tree definition to identify the tree name, related structure ID, SetID, and any other rules or characteristics of the tree. Upon clicking OK, you are directed to the Enter Root Node for Tree page where you define levels and root node. Once done, the OK button directs you to the Tree Manager page to build your tree.
Tree Manager Page	PSTREEMGR	Access an existing tree with options that enable you to access and modify the tree definition and properties, print, and configure tree display options.

Creating the Required GTAS Trees

This section discusses the tree setup needed to facilitate GTAS processing. Each of the listed trees must also be selected on the GTAS Attribute Trees page:

- Using Trees to Control rollup of ChartField data.
- Create the GTAS Account Rollup tree.
- Create the GTAS Accounts Requiring Attributes tree.
- Create the GTAS Program Reporting Category tree.
- Create the GTAS Apportionment Category B Program Code tree.
- Create a GTAS Credit Cohort Year tree.
- Create the GTAS Fed Non Fed Code tree.

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- Create the GTAS Trading Partner tree.
- Create a GTAS Main Account tree.
- Create a GTAS Disaster Emergency Fund Code tree.

Using Trees to Control Rollup of GTAS ChartField Data

Your organization's Account or other ChartField values may not match those specified by U.S. Treasury for reporting purposes. To accommodate these mandates, you must create trees that contain nodes representing the account or other ChartField values that are required by the U.S. Treasury for GTAS reporting. Under these nodes, you specify the actual detail values that are used in your ledgers, which roll up into the U.S. Treasury values for reporting. The GTAS Accumulation process looks for the GTAS trees (as specified on the GTAS Attribute Trees page) and finds the tree node names when it accumulates reporting data. The process then uses these names when it creates the reporting files. In general, the tree node names should follow the field specifications of the U.S. Treasury file.

The Tree Manager page translates your GL accounts to the 6-digit USSGL accounts that are required by Treasury for GTAS reporting as well as identifies GL accounts that will be reported for GTAS. Use PeopleSoft Tree Manager to create all trees. You can use the tree names, level names, and structure IDs that appear in the examples that follow, or you can create your own.

You can copy an existing tree structure or create a new one. For information on how to create PeopleSoft trees, see *PeopleTools: PeopleSoft Tree Manager*.

Creating the GTAS Account Rollup Tree

Before you create this tree, you must define your Account ChartField values and determine your detail structure. The GTAS Account Rollup tree stores the hierarchical relationship between USSGL accounts that you report to the U.S. Treasury for GTAS and your agency's posting accounts. It identifies the posting accounts to be selected from the ledger by the GTAS Accumulation process for GTAS reporting. The GTAS Accumulation process also uses this tree to roll up the posting account ChartField values into the USSGL account

Each agency may have a different combination of lower-level posting accounts that roll up to a USSGL account structure that is mandated by the U.S. Treasury for GTAS reporting. Determine the lowest level of detail that you need for your Account ChartField structure to capture all possible combinations of USSGL accounts and GTAS attributes, as well as additional agency-specific posting detail.

Use the Tree Manager page to create or update the GTAS Account Rollup tree.

Navigation:

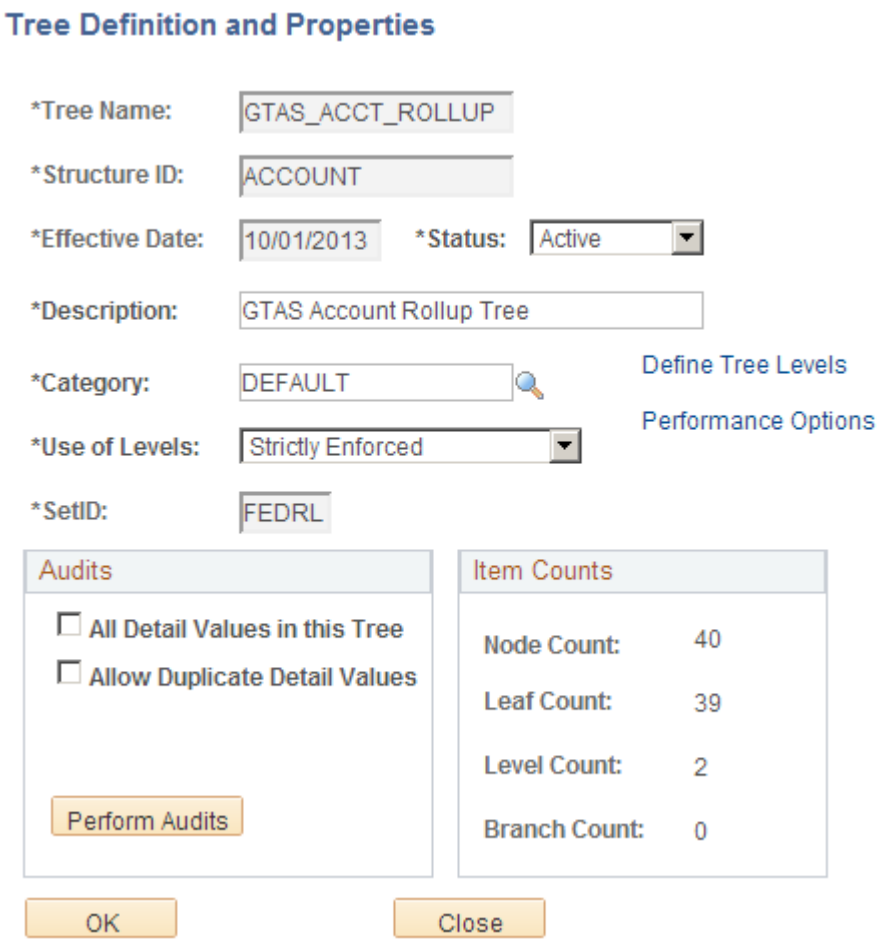
Tree Manager, and then **Tree Manager**, and then **Create New Tree**, and then **Tree Definition and Properties**

Enter the tree name, (GTAS_ACCT_ROLLUP, in this example) and click the Add button.

When adding a new tree, you are presented with the Tree Definition and Properties page. Be sure that this tree is based on the Account ChartField (select Structure ID = ACCOUNT):

This example illustrates the fields and controls on the GTAS Account Rollup Tree - Tree Definition and Properties page. You can find definitions for the fields and controls later on this page.

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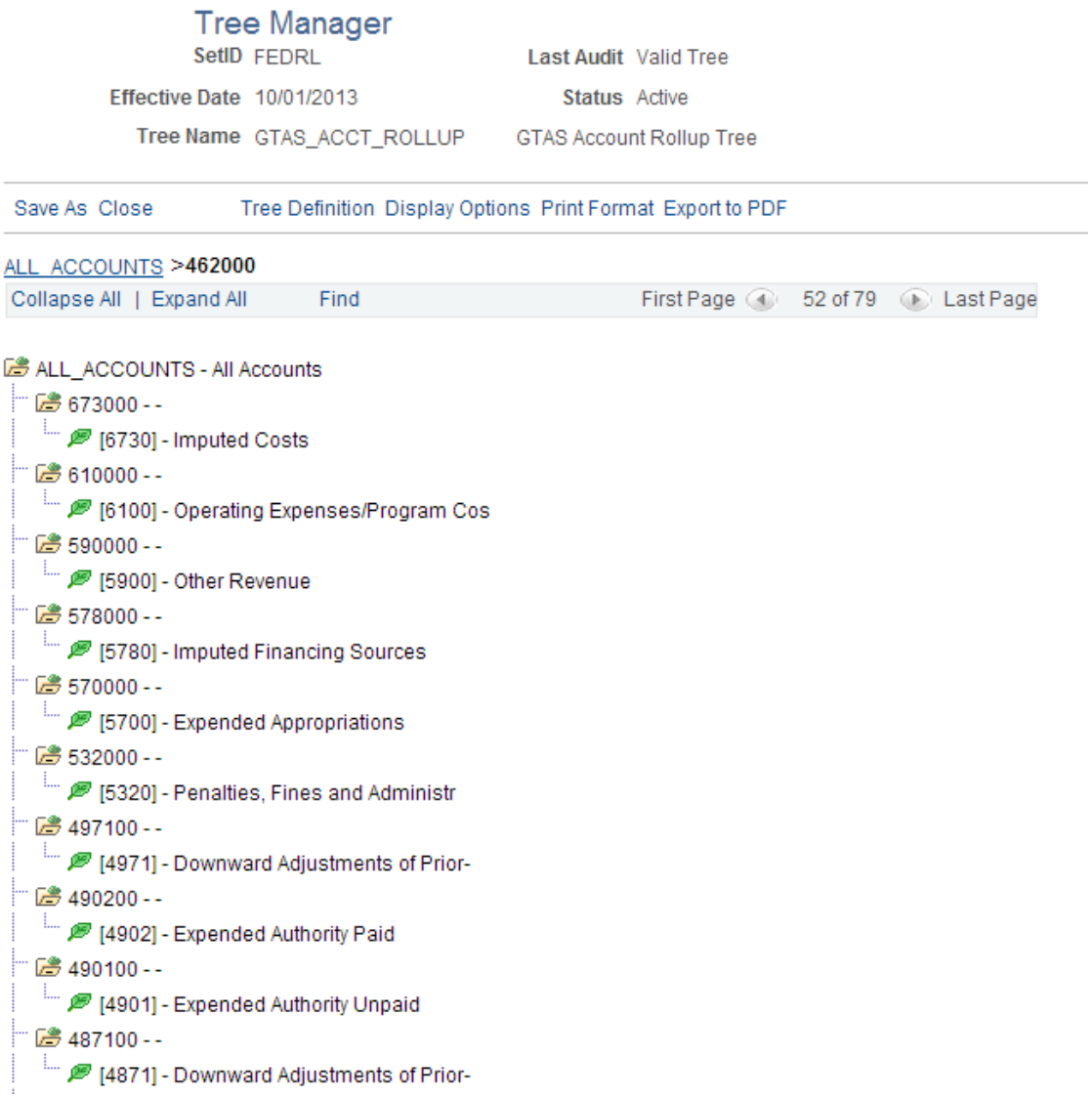


Once you have completed the definition and properties, you can build the tree, providing root node and levels. The nodes are the USSGL accounts and the detail values assigned to those nodes are the agency accounts that roll up to the corresponding USSGL account:

Example 35-1 Sample GTAS Account Rollup Tree

This example illustrates the fields and controls on the Sample GTAS Account Rollup Tree:

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Your agency can use any tree and level names as long as you specify these names on the GTAS Attribute Trees page. You must create the GTAS Account Rollup Tree to run the Accumulate GTAS Data process even if your agency uses the 6-digit USSGL accounts as the process uses this tree to determine which GL accounts are subject to GTAS reporting.

Creating the GTAS Accounts Requiring Attributes Tree

This tree denotes the agency accounts that are required for all attributes which are assigned by Fund, Ledger, or ChartField other than Account. The node names must match the attribute names exactly as defined on the GTAS Attribute Assignment page. All agency accounts (in General Ledger) that require the attributes must be included under the attribute node name in the tree. The following node names must be defined for this tree:

Tree Node	Tree Node Description
FED_NONFED	Fed Non Fed Code - List each USSGL account that requires a Fed Non Fed Code.

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Tree Node	Tree Node Description
TRAD_PARTNER	Trading Partner - List each USSGL account that requires a Trading Partner value.
MAIN_ACCOUNT	Main Account - List each USSGL account that requires a Main Account value.
GTAS_PROG_CD	Program Report Category
GTAS_CATB_CD	Apportionment Category B Program
CATEGORY	Apportionment Category
YEAR_OF_BA	Year of Budget Authority
BEA	BEA Category
BORROW	Borrowing Source
REIMBURSE	Reimbursable Indicator
COHORTYR	Credit Cohort Year
DEFC	Disaster Emergency Fund Code

Use the Tree Manager page to create or update the Accounts Requiring Attributes tree.

Navigation:

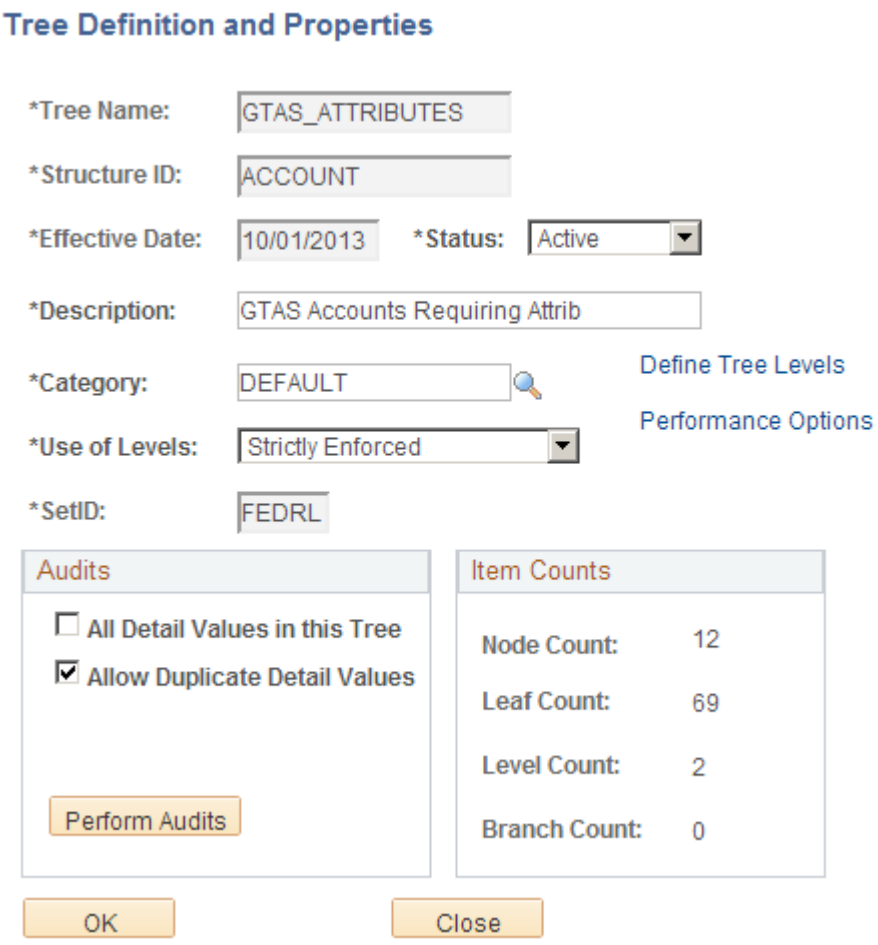
Tree Manager, and then **Tree Manager**, and then **Create New Tree**, and then **Tree Definition and Properties**

Enter the tree name, (GTAS_ATTRIBUTES, in this example) and click the Add button.

Enter a tree name and click the Add button. When adding a new tree, you are presented with the Tree Definition and Properties page: Be sure that this tree is based on the Account ChartField (select Structure ID = ACCOUNT) and select to allow duplicate detail values. Complete the page as follows:

This example illustrates the fields and controls on the Sample GTAS_ATTRIBUTES - Tree Definition and Properties page. You can find definitions for the fields and controls later on this page.

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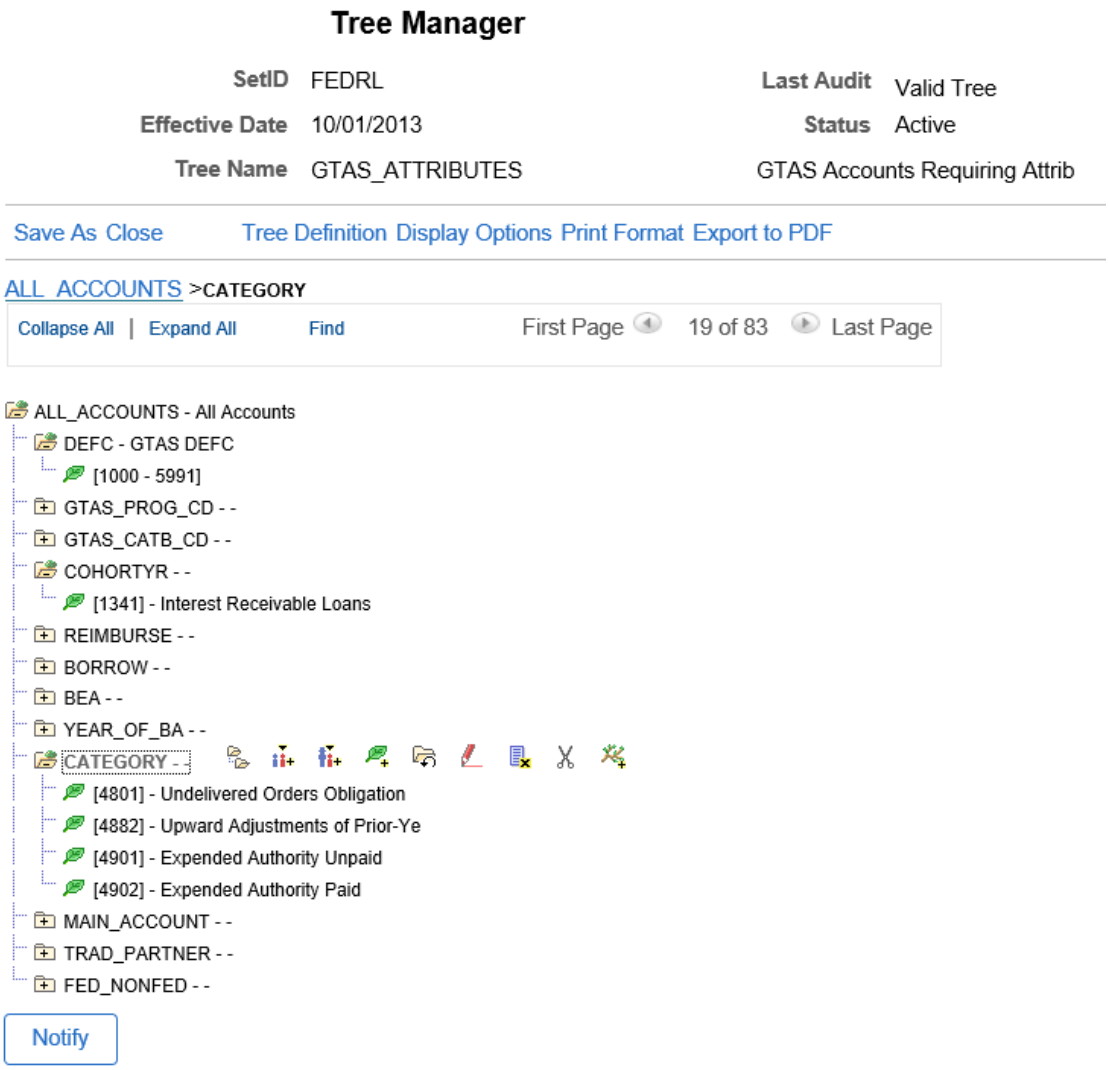


The following presents an example of the Accounts Requiring Attributes tree:

Example 35-2 Sample Accounts Requiring Attributes Tree

This example illustrates the fields and controls on the Sample Accounts Requiring Attributes Tree. You can find definitions for the fields and controls later on this page.

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The Accounts Requiring Attributes tree stores the relationship between the ChartField attributes that are required for GTAS processing and their associated USSGL accounts.

This tree filters out the attributes for accounts that do not require certain attributes to be reported. After the GTAS Accumulation process accumulates all the attribute data, it checks the accumulated attributes against this tree to determine whether they are required to be reported. If the attribute is not required, it is removed from the staging table and is not included in the GTAS file. To determine the attributes to be reported for any given account, the program takes the agency account from the ledger (such as 4119) and searches for the account in the GTAS_ATTRIBUTES tree. The account may appear under numerous nodes depending on which attributes are required for that specific agency account. Wherever the program finds the agency account in the tree, the attribute is considered as required for reporting. If the program has previously accumulated an attribute value for the account, but is unable to locate the account under that respective attribute's node, the accumulated attribute value will be excluded from the GTAS file.

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> **Note**
>
> The U.S. Treasury's USSGL Account Attributes Required for GTAS Reporting of Detailed Financial Information defines these rules. This information is available at the U.S. Treasury Department's website. Build this tree using agency accounts (not necessarily USSGL accounts).

Creating the GTAS Program Reporting Category Tree

The purpose of this tree is to translate the Program Reporting Code values (as indicated on the GTAS Attribute Assignment page) to the values required by Treasury. The PRC is a Ledger Attribute that is associated with a ChartField from which to determine its value using the GTAS Attribute Assignment page.

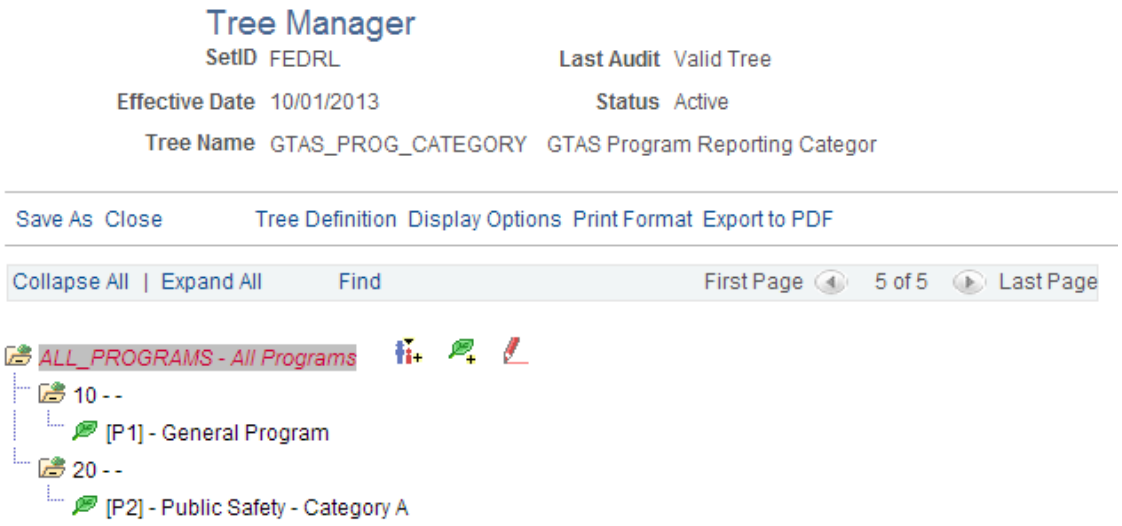
The Office of Management and Budgets (OMB) supplies and requires the input of Program Reporting Categories for apportioned funds when a USSGL account contains a Y in the Program Rpt Code (program reporting code) column of the Fiscal 20XX USSGL Account Attributes Required Table (http://www.fms.treas.gov/gtas/bulk-file.html). The OMB provides valid Program Reporting Categories from which Federal Program Agencies (FPAs) can choose. The OMB list of Program Reporting Categories serves as a control table or as a reference table for GTAS reporting. FPAs cannot use the OMB-supplied program reporting numbers with the FPA titles. The FPA is also restricted by GTAS from using the default program number and description, 99 All Programs, with other OMB program codes and descriptions or the custom program codes and descriptions of the FPA.

If OMB does not provide specific program reporting categories, then the FPA can use the default program reporting number (99) and description (All Programs). While an FPA can use numbers and descriptions for program reporting categories in addition to those that are supplied by the OMB, they cannot use the 99 All Programs program reporting category with any other codes. If the FPA attempts to add the 99 All Programs category to existing program reporting categories for obligation activity, the GTAS rejects that input because the 99 All Programs category can only be used by itself.

You can use any tree name and level name as long as you specify the desired tree name and level name on the GTAS Attribute Trees Page. This tree is required for the Accumulate GTAS Data process (GLS8302). Following is an example of the GTAS Program Reporting Category tree:

This example illustrates the fields and controls on the GTAS Program Reporting Category tree.

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Click the Tree Definition link to access the Trees Definition and Properties page. Verify that the Structure ID is the value you specify on the GTAS Attribute Assignment Page.

> **Note**
>
> Be sure you set up all the necessary Program ChartField values before creating the GTAS Program Reporting Category tree. For information on setting up ChartFields such as Accounts, Programs and so on, see Application Fundamentals: Entering and Maintaining ChartField Values.

Creating the GTAS Apportionment Category B Program Code Tree

The GTAS Apportionment Category B Program Code tree translates the ChartField that is associated with the Category B Program Code to the GTAS required value for the Category B Program Code.

The following is an example of the GTAS Category B Code Translation tree.

Access the Tree Definition and Properties page. The Structure ID in this example is PROGRAM and is the ChartField that is selected on the GTAS Attribute Assignment page.

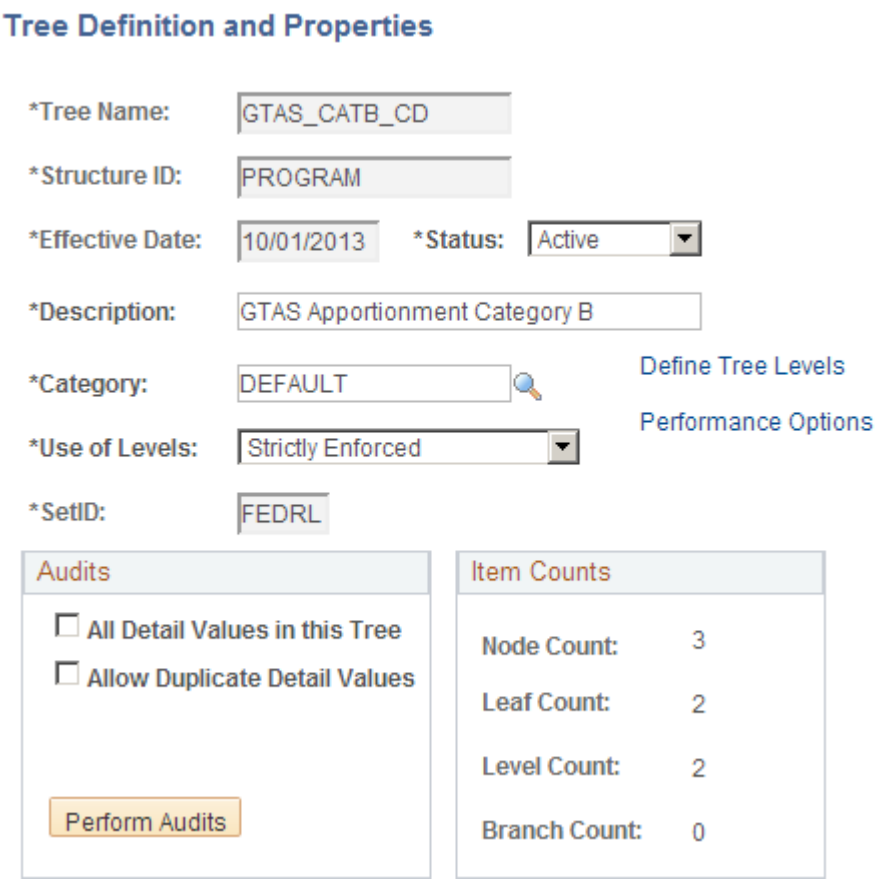
Navigation:

Tree Manager, and then **Tree Manager**, and then **Create New Tree**, and then **Tree Definition and Properties**

Enter the tree name, (GTAS_ATTRIBUTES, in this example) and click the Add button (if adding the tree).

This example illustrates the fields and controls on the GTAS Apportionment Category B Program Code Tree - Tree Definition and Properties page.

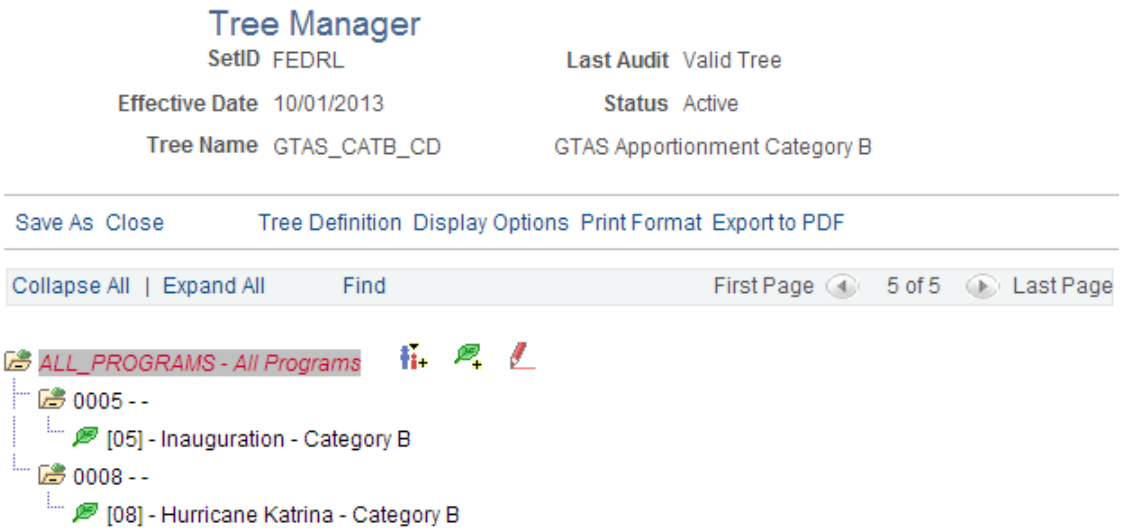
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Example 35-3 Sample GTAS Apportionment Category B Program Code Tree

The following tree is delivered in sample data:

This example illustrates the fields and controls on the GTAS Apportionment Category B Program Code Tree.



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Creating the GTAS Credit Cohort Year Tree

The Credit Cohort Year tree translates the Credit Cohort Year values (as indicated on the GTAS Attribute Assignment Page to the values required by Treasury. The Cohort Year is a Ledger Attribute that is associated with a ChartField from which to determine its value using the GTAS Attribute Assignment page.

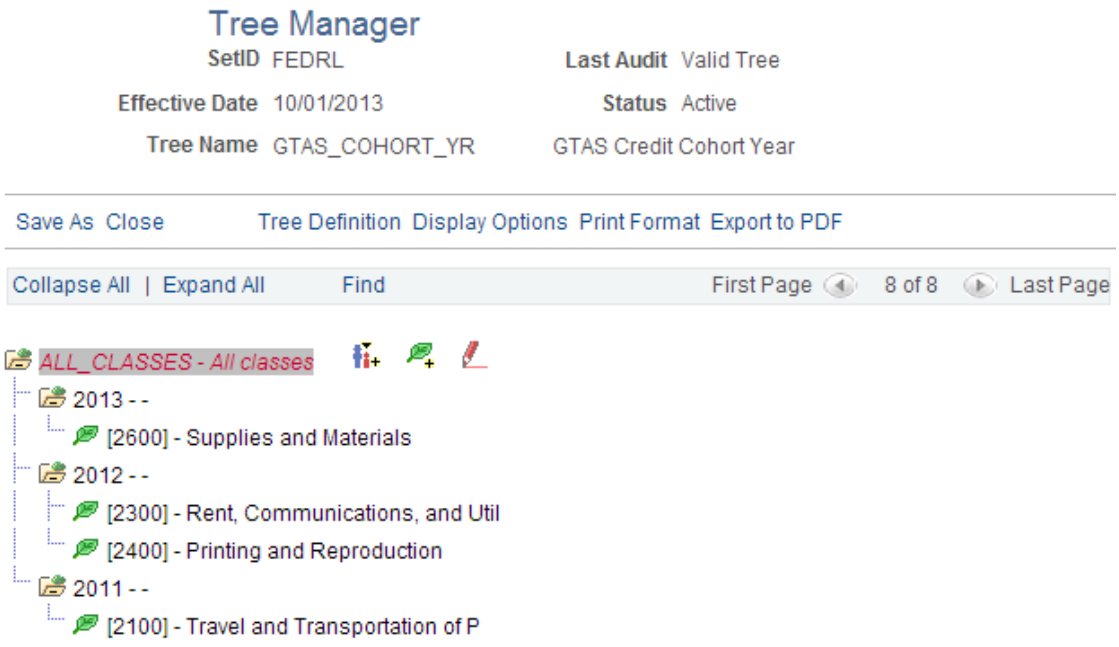
The following is an example of the GTAS Credit Cohort Year Tree. The Structure ID in this example is CLASS_DTL since the Class Field was selected on the GTAS Attribute Assignment page.

> **Note**
>
> Be sure that you have set up all the required ChartField values before you create this tree.

Example 35-4 Sample GTAS Credit Cohort Year Tree

Create a Cohort Year tree with the nodes for each cohort year based on the reporting needs of your agency. Enter the appropriate detail values that identify which ChartField values (loans) roll up to a particular cohort year. The GTAS bulk file requires a four-character Cohort Year.

This example illustrates the fields and controls on the Sample GTAS Credit Cohort Year Tree.



The Accumulate GTAS Data process uses this tree to identify ChartField values that represent loans associated with a cohort year for the production of the GTAS Treasury input file. You may also use a different configurable ChartField besides CLASS for this purpose. Because an agency may have projects that are not loans and are not associated with a cohort year, this tree is used to distinguish between the two types of project ChartField values. Each agency should determine the ChartField structure that it needs to satisfy its cohort year requirements.

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> **Note**
>
> If your agency does not use Cohort Year, do not create this tree and leave the tree name and level blank on the GTAS Attribute Trees page. See GTAS Attribute Trees Page.

Creating the GTAS Fed Non Fed Code Tree

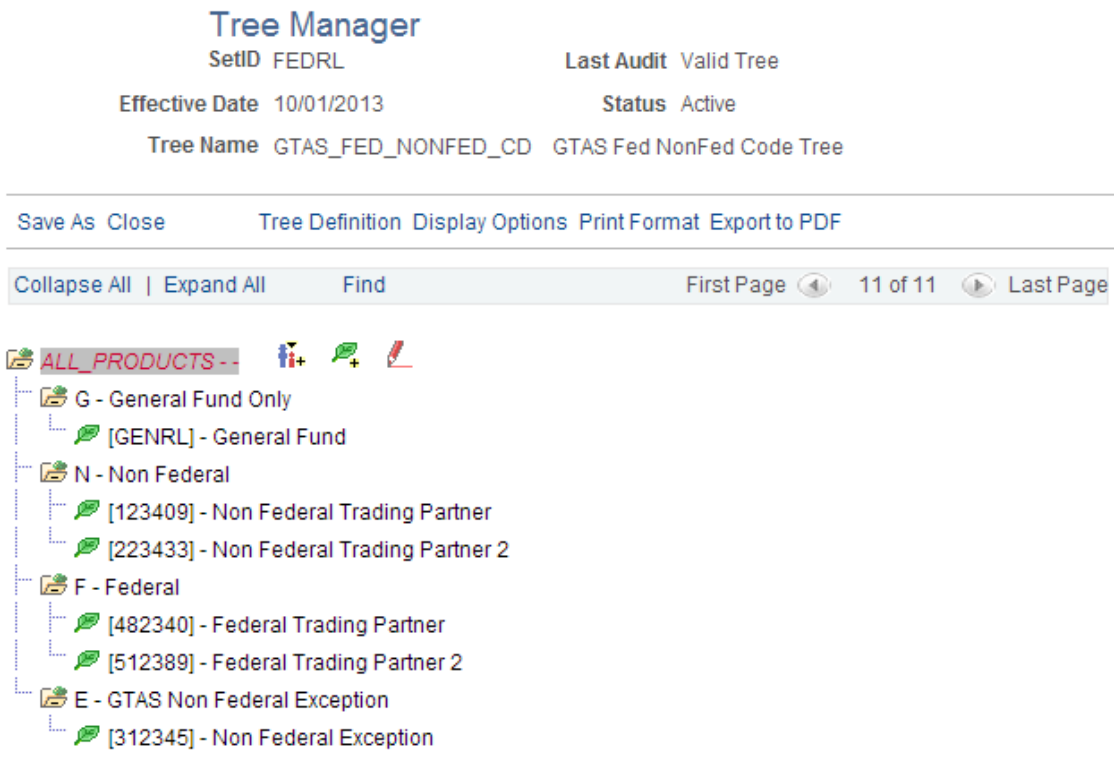
The purpose of this tree is to map the values in the field defined for Fed Non Fed Code (specified on the GTAS Attribute Assignment Page) to the values required for GTAS reporting for Fed Non Fed Code. The Fed Non Fed Code is a Ledger Attribute that is associated with a ChartField from which to determine its value using the GTAS Attribute Assignment page.

> **Note**
>
> This tree does *not* denote which accounts require Federal Non Federal Code as this is contained in the Creating the GTAS Accounts Requiring Attributes Tree topic.

The following is a partial example of a GTAS Fed Non Fed Code tree. For this example, this tree is based on the Product ChartField (Structure ID = PRODUCT on the Tree Definition and Properties page:

Example 35-5 Sample GTAS Fed Non Fed Code Tree

This example illustrates the fields and controls on the Sample GTAS Fed Non Fed Code Tree.



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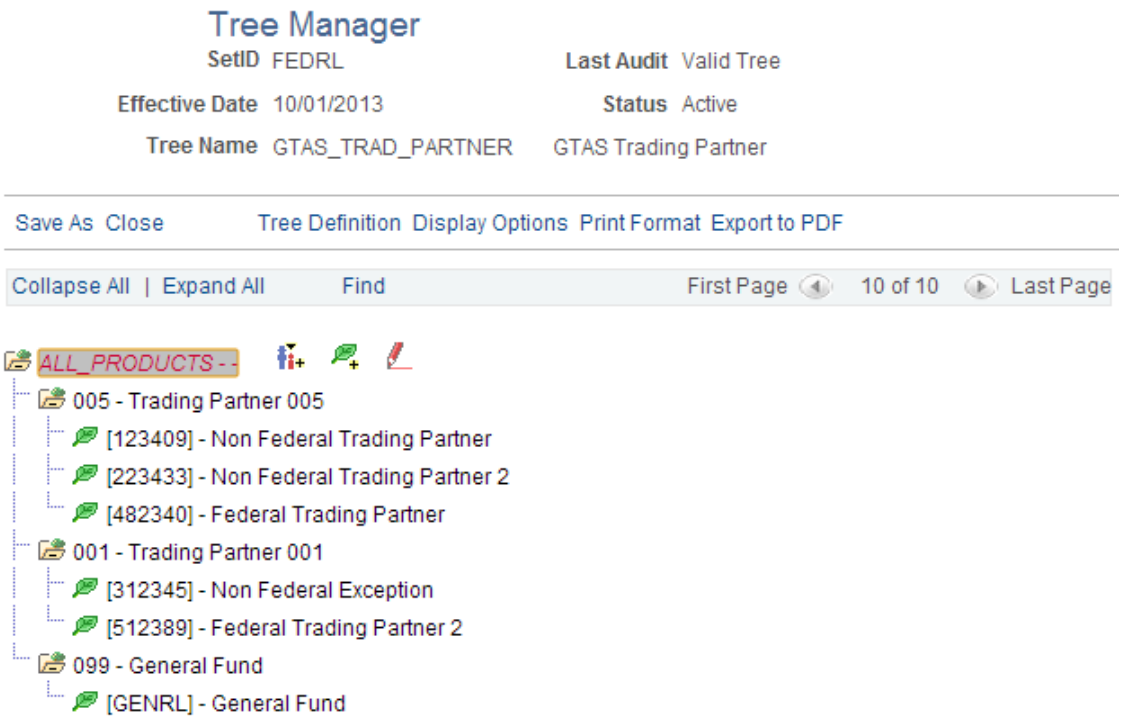
This tree translates Product into the appropriate Fed Non Fed Code for use on the GTAS bulk file. The ChartField used for Fed Non Fed Code can be the same as Trading Partner and Main Account. See Configuring GTAS Attribute Assignments.

Creating the GTAS Trading Partner Tree

This tree translates the values in the field defined for Trading Partner (specified on the GTAS Attribute Assignment Page to the values required for GTAS reporting for Trading Partner. Trading Partner is a Ledger Attribute that is associated with a ChartField from which to determine its value using the GTAS Attribute Assignment page.

> **Note**
>
> This tree does **not** denote which accounts require Trading Partner as this is contained in the GTAS Attribute Trees Page

This example illustrates the fields and controls on the Sample GTAS Trading Partner Tree.



Since the PeopleSoft ChartField that is designated for Trading Partner is the Product field in this example (as defined on the Attribute Assignment page), this tree is based on the Product ChartField for this example. Make sure that the Structure ID on the Tree Definition and Properties page is PRODUCT (or whatever ChartField that you defined on the Attribute Assignment page for the Trading Partner).

Creating the GTAS Main Account Tree

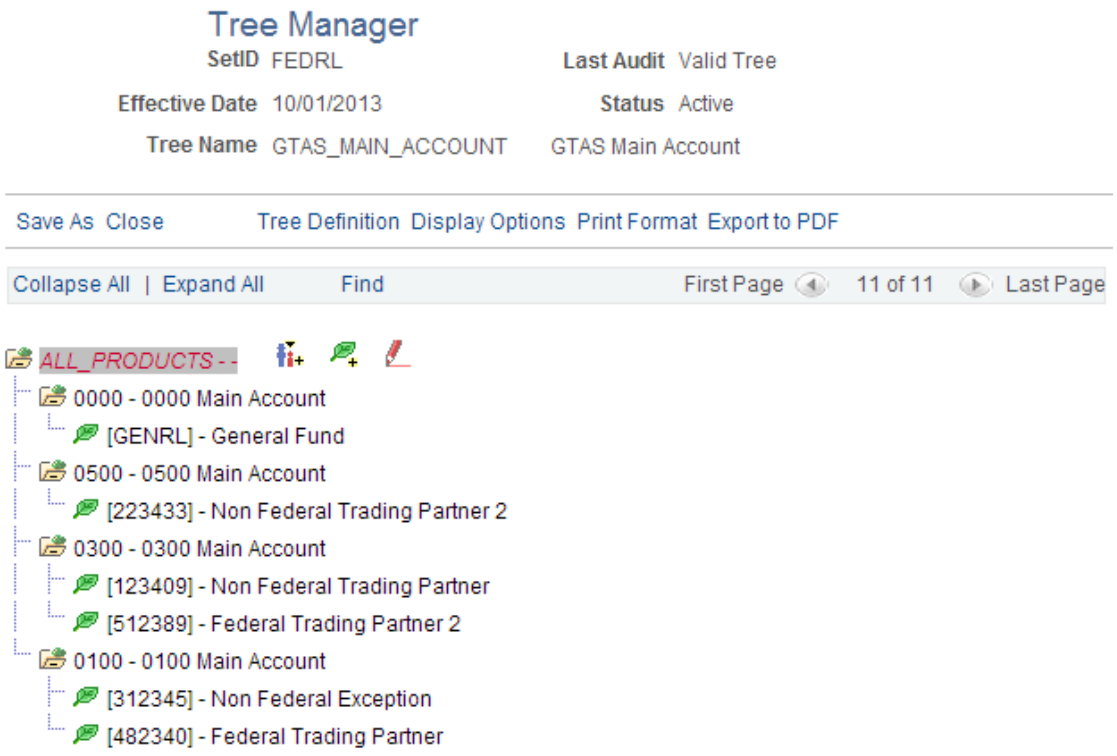
This tree translates the values in the field defined for Main Account (specified on the GTAS Attribute Assignment Page) to the values required for creating the GTAS bulk file and reporting

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for Main Account. The Main Account is a Ledger Attribute that is associated with a ChartField from which to determine its value using the GTAS Attribute Assignment page. It can be based on the same ChartField as the Fed Non Fed Code and Trading Partner.

> **Note**
>
> This tree does **not** denote which accounts require Main Account as this is contained in the Accounts Requiring Attributes tree.

This example illustrates the fields and controls on the Sample GTAS Main Account Tree.



Since the PeopleSoft ChartField designated for Main Account is the Product field for this example (as defined on the GTAS Attribute Assignment Page), this tree should be based on the Product ChartField. For this example make sure that the Structure ID on the Tree Definition and Properties page is PRODUCT.

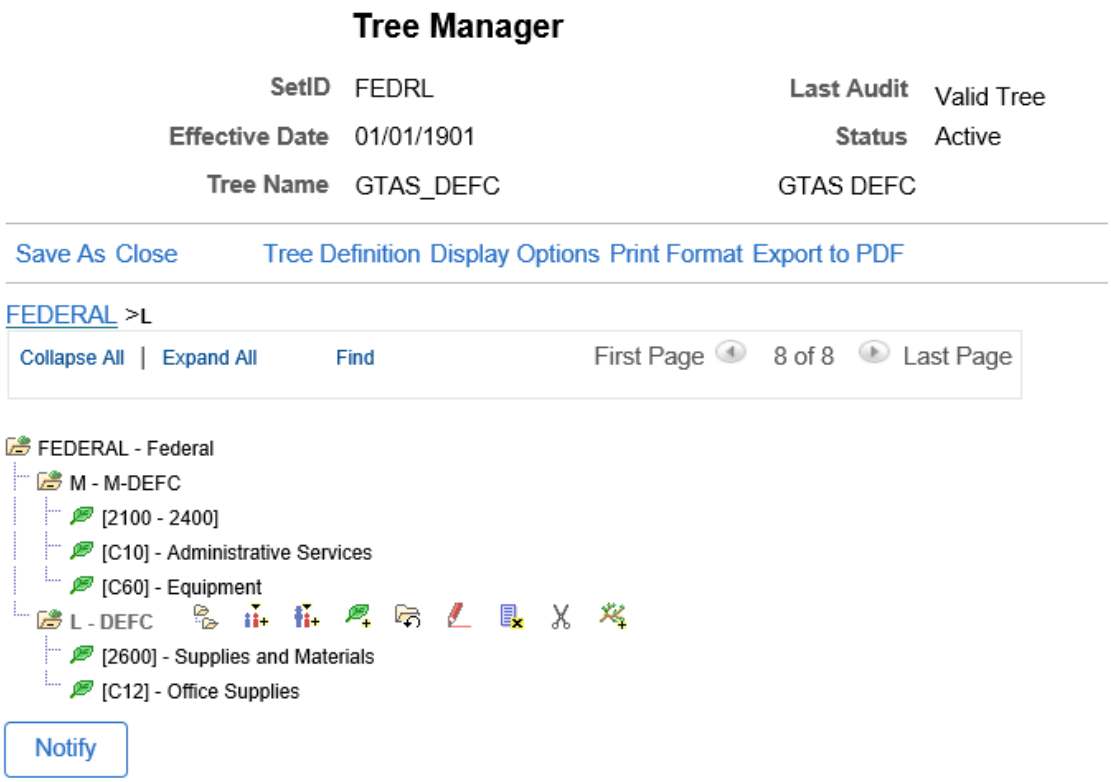
> **Note**
>
> If your agency is not using the Main Account (for example, in the first year), do not create this tree and leave the tree name and level blank on the GTAS Attribute Trees page. See GTAS Attribute Trees Page.

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Creating the GTAS Disaster Emergency Fund Code Tree

This tree translates the values in the field defined for Disaster Emergency Fund Code (specified in the GTAS Attribute Assignment Page to the values required for GTAS reporting for DEFC.

This example illustrates the fields and controls on the Sample GTAS DEFC Tree.



Configuring GTAS Attribute Data

Pages Used to Configure GTAS Attribute Data

Page Name	Definition Name	Usage
GTAS Attribute Assignment Page	GTAS_ATTR_XREF	Map a GTAS attribute to a PeopleSoft ChartField for those attributes defined as Ledger attributes as well as for attributes that could be associated with multiple ChartFields, such as Year of Budget Authority Indicator. Assign default values and change attribute names.

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Page Name	Definition Name	Usage
TableSet Control - Record Group Page	SET_CNTRL_TABLE1	Defines all the record groups based on a specific Set Control Value and their associated SetIDs. Also identifies the default SetID of the PeopleSoft General Ledger business unit.
TableSet Control - Tree Page	SET_CNTRL_TABLE2	Add your GTAS trees on this page if the Default SetID for your business unit (Set Control Value) does not match your tree SetID; otherwise, the trees are not available for selection within the GTAS setup pages.
GTAS Attribute Trees Page	GTAS_ATTR_ASSIGN	Define translation trees for ledger attributes as well as derivation trees for USSGL accounts.
GTAS Attribute Exceptions Page	GTAS_CF_EXCEP	Use this page to define exceptions to the default values that you established on the ChartField Attribute page. The attribute value that you assign here will override the default value for applicable transactions.
GTAS Edits Setup Page	GTAS_EDITS	Configure the GTAS Edits Setup page to run queries in support of the GTAS edits. PeopleSoft delivers eight sample queries.
GTAS ChartField Preferences Page	GTAS_STG_DTL_CF	Select the ChartFields to be included in the GTAS staging table (Workbench).

Configuring GTAS Attribute Assignments

The GTAS Attribute Assignments page provides the ability to:

- Map a GTAS attribute to a PeopleSoft ChartField for those attributes that are defined as Ledger attributes as well as for attributes that could be associated with multiple ChartFields, such as Year of Budget Authority Indicator.
- Associate an attribute name with a PeopleSoft attribute.
- Use the page as a reference to determine how each attribute is mapped since it contains all attributes, even if the assigned ChartField is not editable. Specify the ChartField name for all editable attribute rows.
- Assign default values and change attribute names.

GTAS Attribute Assignment Page

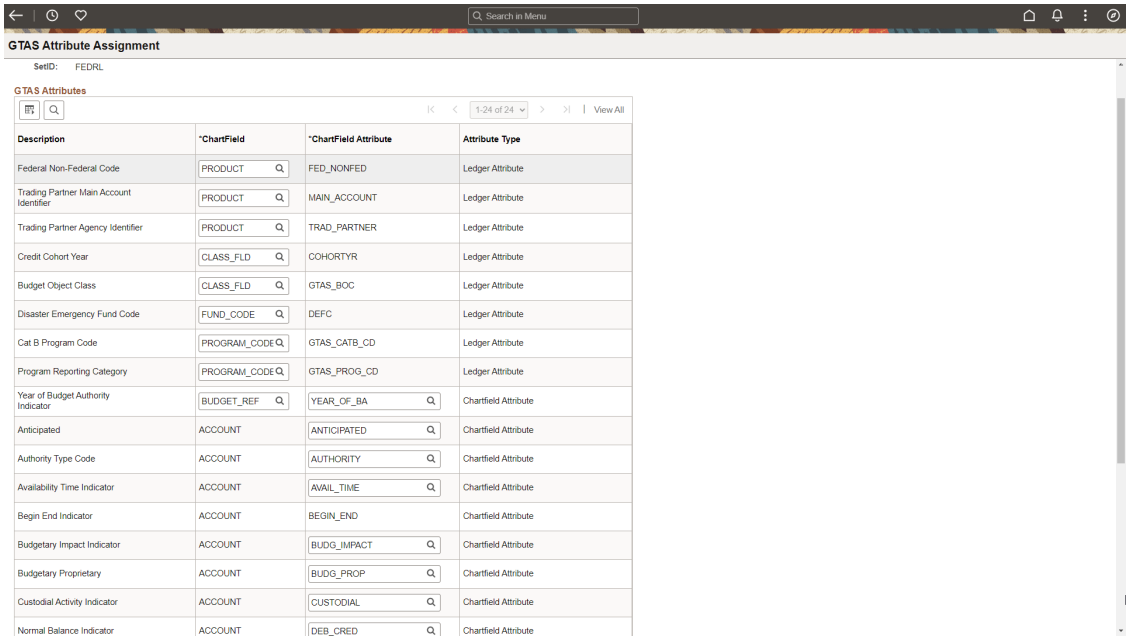
Use the GTAS Attribute Assignment page (GTAS_ATTR_XREF) to map a GTAS attributes that can be associated with multiple ChartFields such as Year of Budget Authority Indicator.

Navigation:

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General Ledger, and then **Federal Reports**, and then **GTAS Definition**, and then **Attribute Assignment**

This example illustrates the fields and controls on the GTAS Attribute Assignment page.



This page is also used to associate an attribute name with a PeopleSoft attribute. It contains all attributes even if the assigned ChartField is not editable. Specify the ChartField name for all editable attribute rows.

Field or Control	Description
Description	Description of the GTAS attribute (data element).
ChartField	Select a configurable ChartField to associate with each Ledger Attribute Type (only available for select ChartFields). See ChartField Attributes Table.
ChartField Attribute	Predefined attributes that GTAS collects as requirements of the U.S. Treasury. You may change the editable ChartField Attributes, if needed
Attribute Type	Denotes whether the attribute is assigned via a ChartField or Ledger.

Configuring TableSet Controls for GTAS Processing

Carefully choose the SetIDs to be used for the GTAS data, trees and processing. Configure the TableSet Control SetIDs accordingly. Incorrect configuration could result in the unavailability of tree names in prompt lists on pages, or the inability of the GTAS process to retrieve data.

If your organization has only one business unit and you use only one SetID to set up your ChartFields and trees, then your TableSet Control SetIDs should all be the same and do not need changing. (PeopleSoft sample data uses FEDRL SetID.) Also, if you use more than one business unit that uses the same default SetID, then the Control Tables should not need to be

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modified. However, check the TableSet Control pages for each business unit and SetID, using their values as the Set Control Values, to ensure that all tables and trees are using the same SetID. Note that all GTAS-related tables (pages) are in the GL_15 Federal Reports Record Group in the TableSet Control Record Group page.

Be sure to follow these steps when configuring your TableSet Controls for GTAS processing:

1. Set up your GTAS ChartFields and trees using the FEDRL SetID.
2. Configure the TableSet Control Record Group for GTAS.
3. Configure TableSet Tree Controls.
4. If you run GTAS processing on multiple business units, repeat these steps for each business unit.

TableSet Control - Record Group Page

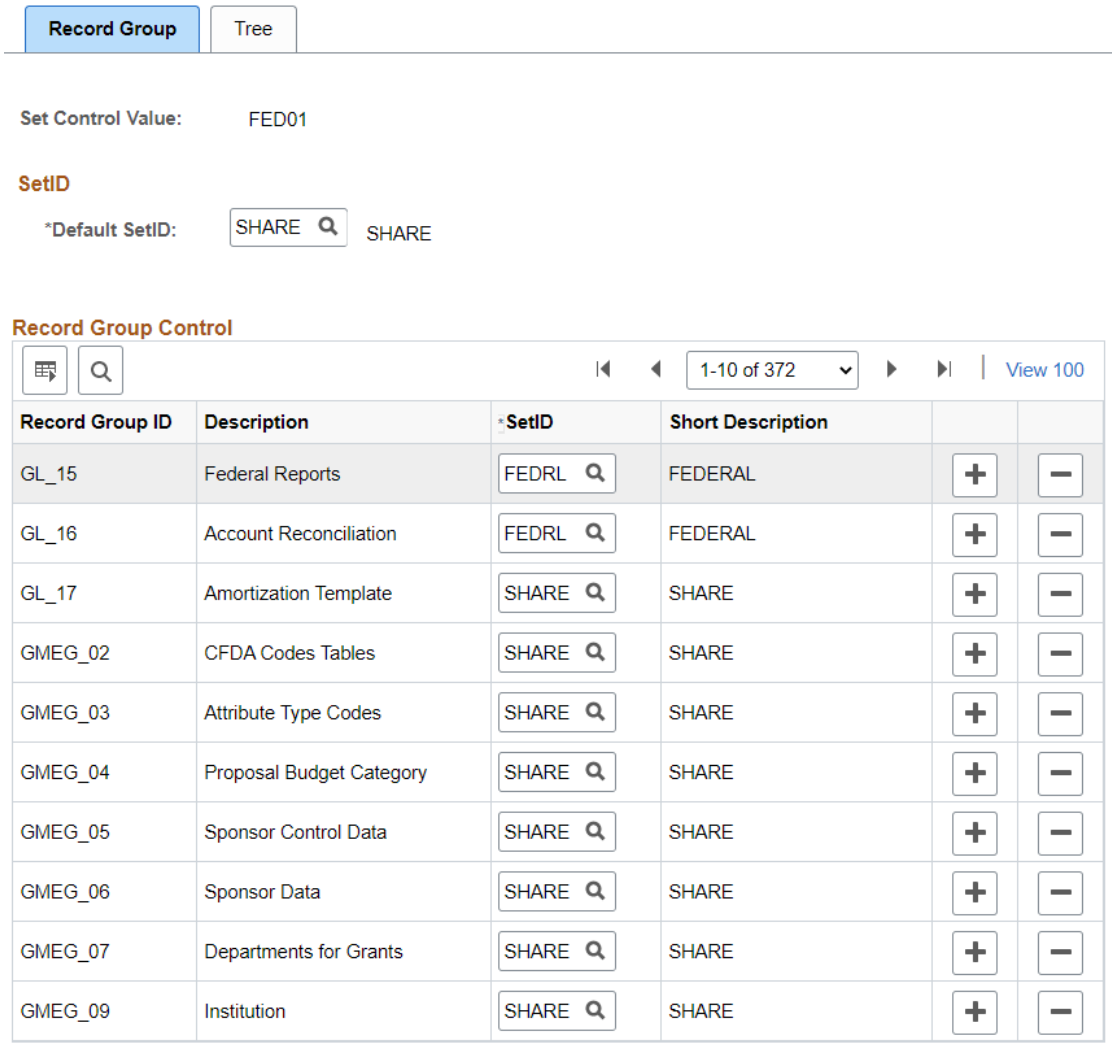
Use the Record Group page (SET_CNTRL_TABLE1) to properly configure the TableSet Controls for GTAS processing.(PeopleTools, Utilities, Administration, TableSet Control, Record Group). Identify the general ledger business unit (for example, FED01) that you want to use for GTAS processing. For this example, enter FED01 for the Set Control Value:

Navigation:

PeopleTools, and then **Utilities**, and then **Administration**, and then **Maintain TableSet Control**, and then **Record Group**

This example illustrates the fields and controls on the TableSet Control - Record Group page.

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Field or Control	Description
Set Control Value	To run the GTAS processes, you must enter a business unit. Select the Set Control Value that is the same as the business unit that you intend to use for processing.
Default SetID	This is the default SetID for the general ledger business unit that you intend to use for processing GTAS.
Record Group ID and **Description**	Find the *GL_15 Federal Reports* record group ID. This record group contains the GTAS related tables.
SetID	Select a SetID for this record group that matches the SetID that you use to configure your GTAS data. In this example, the value should be FEDRL.

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> **Note**
>
> You do not need to change anything on either of the TableSet Control pages if you use only one SetID as the default for the business unit that you intend to use for GTAS processing and for setting up your GTAS ChartFields and trees.

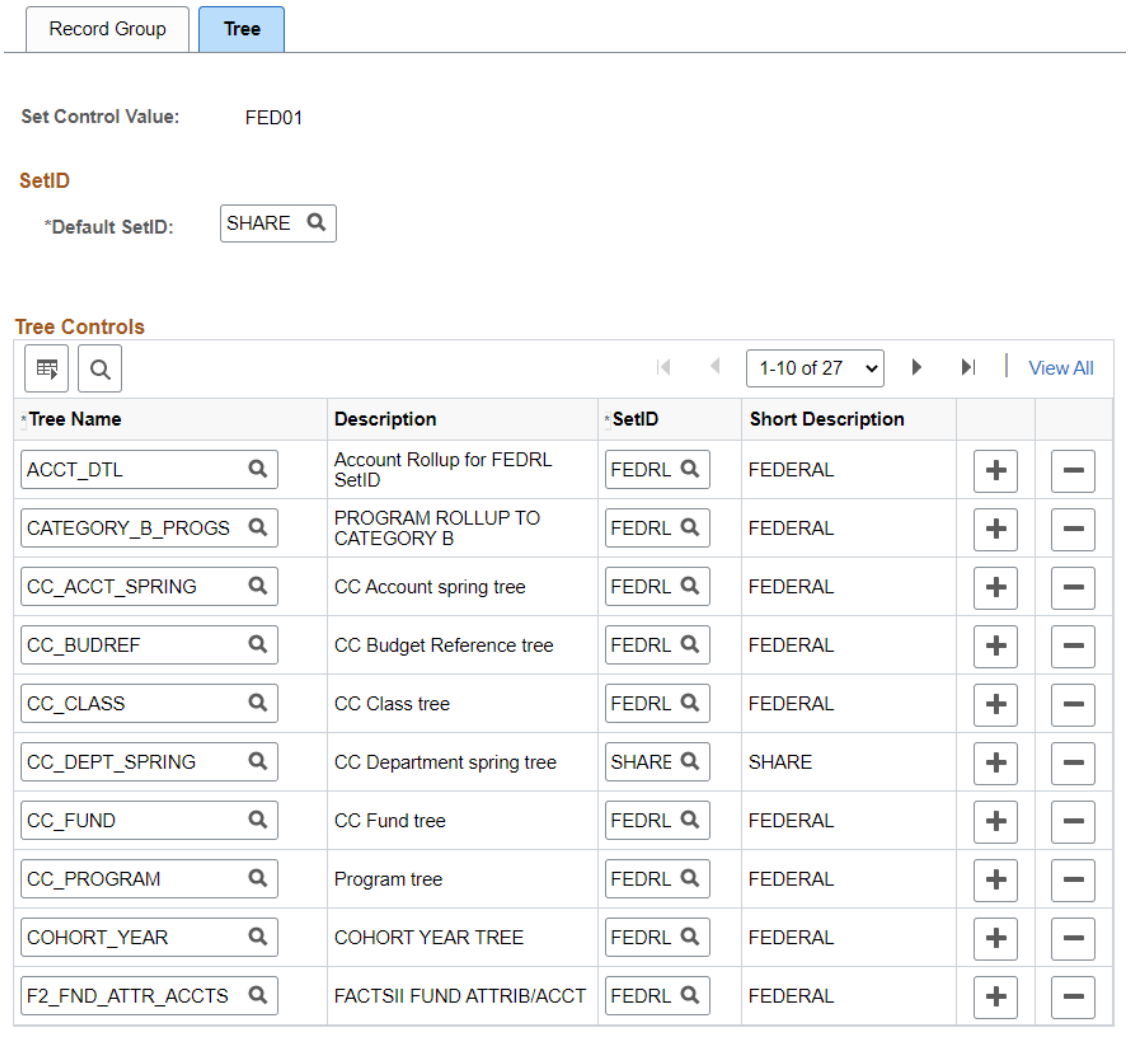
TableSet Control - Tree Page

Use the TableSet Control - Tree page (SET_CNTRL_TABLE2) to add your GTAS trees on this table if the Default SetID for your business unit (Set Control Value) does not match your tree SetID. If your tree SetID does not match the default SetID for the business unit and you do not add the trees on this page, they will not show up on the prompt list for selection in the GTAS setup pages.

Navigation:

PeopleTools, and then **Utilities**, and then **Administration**, and then **Maintain TableSet Control**, and then **Tree**

This example illustrates the fields and controls on the TableSet Control - Tree page for the business unit, FED01 (Set Control Value):



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Add your GTAS trees to this page so that they are available for selection for GTAS setup if the Default SetID for the Set Control Value is different than the SetID that was used to create the trees. This enables you to access the GTAS trees for selection on such pages as the GTAS Attribute Trees page and Accumulate GTAS Data page for processing.

In this example, since the Default SetID in the FED01 Set Control Value is SHARE, you must enter each GTAS tree on this page because all of the GTAS trees have a SetID of FEDRL.

> **Note**
>
> When adding new trees to this page, you must enter the SetID field first, and then place the cursor in the Tree Name field to select the tree. Otherwise, the prompt list uses a blank SetID by default and you will not see your tree in the list for selection.

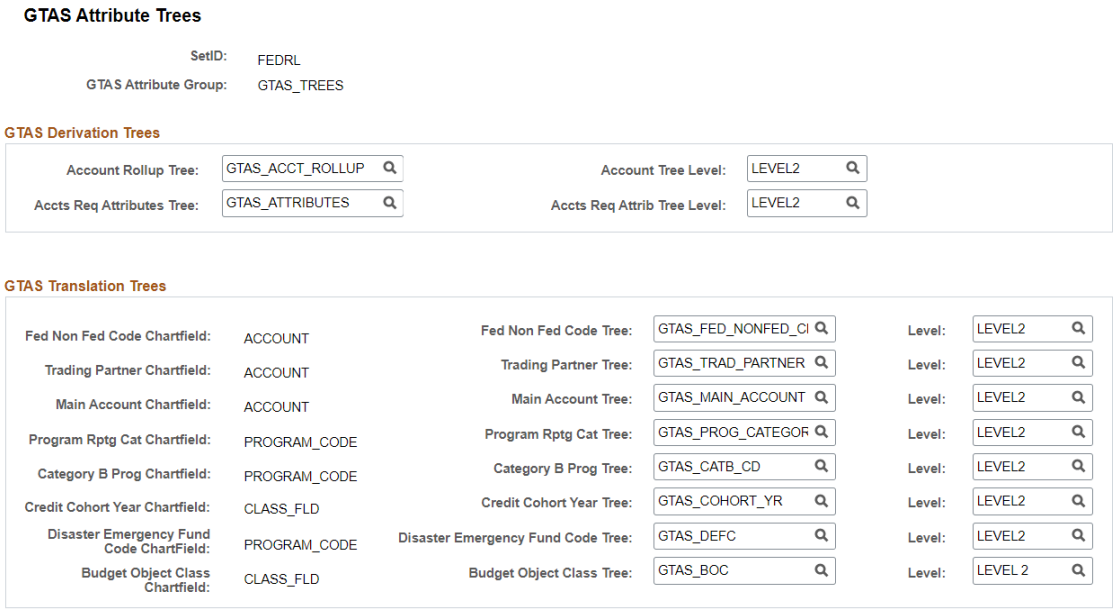
GTAS Attribute Trees Page

Use GTAS Attribute Trees page (GTAS_ATTR_ASSIGN) to define translation trees for ledger attributes as well as derivation trees for USSGL accounts. The tree level that you select should be the level of the values to be reported to the U.S. Treasury.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Definition**, and then **Attribute Trees**, and then **GTAS Attribute Trees**

This example illustrates the fields and controls on the GTAS Attribute Trees page.



GTAS Derivation Trees

The GTAS derivation trees are used to derive the required USSGL accounts for reporting and identify which USSGL accounts require attributes not assigned as PeopleSoft Account attributes (for example, Fund Attributes).

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Field or Control	Description
Account Rollup Tree and **Account Tree Level**	Select the GTAS Account Rollup Tree and Account Tree Level of the rollup nodes that you created for your organization. This enables agencies to continue to use 4-digit (or other length) accounts while translating them into the 6-digit USSGL accounts.
Accts Req Attributes Tree and **Accts Req Attrib Tree Level**	Select the GTAS Accounts Required for Attributes tree and associated Tree Level of the rollup nodes that you created for your organization.

> **Note**
>
> If you have not performed the Tree TableSet Control steps, you may not be able to see your trees in the prompt list. See Configuring TableSet Controls for GTAS Processing.

GTAS Translation Trees

Use this section to specify the trees to derive the GTAS attribute value using the ChartField value obtained from the ledger.

Field or Control	Description
(GTAS translation trees and associated tree levels)	Associate the appropriate tree names and the tree levels that you created for your organization with each of the GTAS attribute tree names. Note that the associated ChartField is derived from the GTAS Attribute Assignment Page.

> **Note**
>
> If you will not report one of the attributes listed on this page, leave the tree name and level blank.

GTAS Attribute Exceptions Page

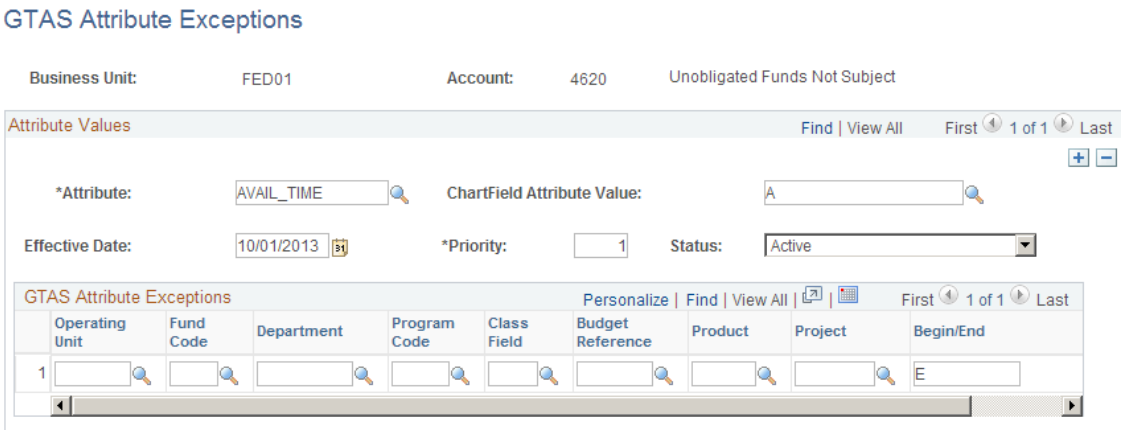
Use the GTAS Attribute Exceptions page (GTAS_CF_EXCEP) to derive attribute values by ChartField combination for the specified Account and Attribute. Define exceptions to the default values that you established on the GTAS ChartField Attribute page for Account, Fund, and Budget Reference. The values specified here override the defaults during processing as of the effective date. You can also use this page to override Ledger-assigned attributes.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Definition**, and then **Define Attribute Exception**

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



Field or Control	Description
Business Unit	From the Add/Search page, select the GL business unit for which GTAS is run within the ledger. This value determines the available prompt values from the corresponding TableSet Controls that are defined for the business unit (Set Control Value) for the ChartFields in the grid.
Account	From the Add/Search page, select the agency account for which to associate the attributes and mapping.
Attribute	Select the Attribute for which to define the exceptions. All attributes that are defined on the Attribute Assignment page appear in this list.
ChartField Attribute Value	Select the attribute value for which the mapping in the grid applies. For ChartField attributes, only attribute values set up in ChartField attribute configuration appear in the list. However, you may manually enter other attribute values in the field and save, even if they are not in the prompt list for selection.
Effective Date	Select a date for which the exception is effective for processing. The GTAS Accumulation process compares this date to the last day of the From Period on the GTAS Accumulation run control to see if the exception applies.
Priority	List the priority order in which the program should assign attributes. This ordering applies to all ChartField combinations in the grid as well as to all values for the attribute.
Status	Indicates whether the effective dated row is Active or Inactive

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GTAS Attribute Exceptions

Select the ChartField values that define the exception for this attribute value. You can enter a partial value using a wildcard (F1%, for Fund Code example) or leave the field blank to denote all values are selected.

The rows with the least amount of ChartFields are processed first, progressing to the most number of ChartFields (general to specific). The more specific rows override the more general rows. All attributes are available in the Attribute drop down list.

GTAS runs for one GL Business Unit at a time (specified on the run control) and as such will be used as part of the search key along with the Account for this page. The reason that GL Business Unit must be part of the key to this page is that each GL Business Unit could have different SetIDs for each of the ChartFields in the grid. The SetIDs defined in TableSet Control for the GL Business Unit are used to drive the prompts for all fields, including Account, on this page (see Configuring TableSet Controls for GTAS Processing.

The key fields are GL Business Unit, Account, Attribute, Effective Date, Status, and Attribute Value. When adding a new account on this page, you are prompted first for GL business unit, the selection of which will determine the SetID for Account as well as the other ChartFields in the grid based on TableSet Control.

Setting Up GTAS Validations and Edits

Data validations verify the integrity of the data file and that all attributes are submitted according to the attributes and domain value rules and exceptions as defined by the USSGL. In the Treasury's GTAS system, each validation has a corresponding error message that is displayed if the validation fails upon upload. The Treasury GTAS system will not run the accounting edits until the data passes all data validations. Any changes required to the file must be made by the preparer offline; there is no online data entry module in the Treasury GTAS system. All validations are run against an individual TAS.

Data validations are always Fatal in the Treasury GTAS system. The user cannot proceed until the data has been fixed on the bulk file and the validations have been passed.

Once the bulk file data has passed all data validations, the Treasury GTAS system automatically begins running the accounting edits against the bulk file. Edits are used to ensure the rules of accounting are followed. For example, an edit would check to confirm that a canceled TAS does not have a balance other than zero for USSGL account 101000, "Fund Balance with Treasury."

Use the GTAS Edits Setup page to include agency-defined queries in support of GTAS validations and edits. PeopleSoft delivers sample queries for this purpose but each agency is responsible for developing their own queries to support the desired GTAS edits and validations. The queries should be based on the GTAS Staging table and each TAS is run separately for each query by the GTAS validation process.

For more information regarding creating PeopleSoft queries, see *PeopleTools: PeopleSoft Query*.

Each edit or validation should be developed as a separate query with the results displaying staging table rows that are in error of the edit and validation that is being tested. You can create queries as desired for these edits and validations, configuring the PeopleSoft GTAS Edits Setup page to run them accordingly.

The list of required validations and edits can be found on Treasury's website at Financial Management Service: GTAS Edits and Validations.

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> **Note**
>
> Each query must have prompts for Business Unit, Report ID, and TAS.

GTAS Edits Setup Page

Use the GTAS Edits Setup page (GTAS_EDITS) to configure the GTAS Edits for running queries in support of the GTAS edits. PeopleSoft delivers eight sample queries.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Definition**, and then **Validation Edits**, and then **GTAS Edits Setup**

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



Field or Control	Description
Business Unit (GL)	From the Add/Search page, select the General Ledger business unit for which to associate the entered edits and validations.
Edit #	Automatically assigned sequential number.
Query Name	Select the name of the query that is associated with the edit or validation.
Category	Select whether the edit is required by **Treasury** or by **Agency** (translate values).
Status	Indicates whether the edit is **Active** or **Inactive.** If the edit is inactive, the GTAS Validate Data process does not run the edit.
Error Message	Enter a free form text error message to display on the error report.
Description	Enter a description of the edit or validation.
+ or −	Click to add a new row or delete the existing row.

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Field or Control	Description
Query Manager	Click this link to edit the query in Query Manager.

The following are tips for creating queries for edits and validations:

- Queries should include the GTAS Staging Detail record.
- Each query must prompt for fields on the run control record (Business Unit, Report ID, and GWA TAS).
- Query results should display the errors.
- Queries may be written to determine if accounts are missing required attributes assigned to the Account ChartField.

Example 35-6 Sample Query GTAS_ACCTS_MISSING_BORROW

The following presents a sample query, GTAS_ACCTS_MISSING_BORROW. The *A* record is GTAS_STG_DTL:

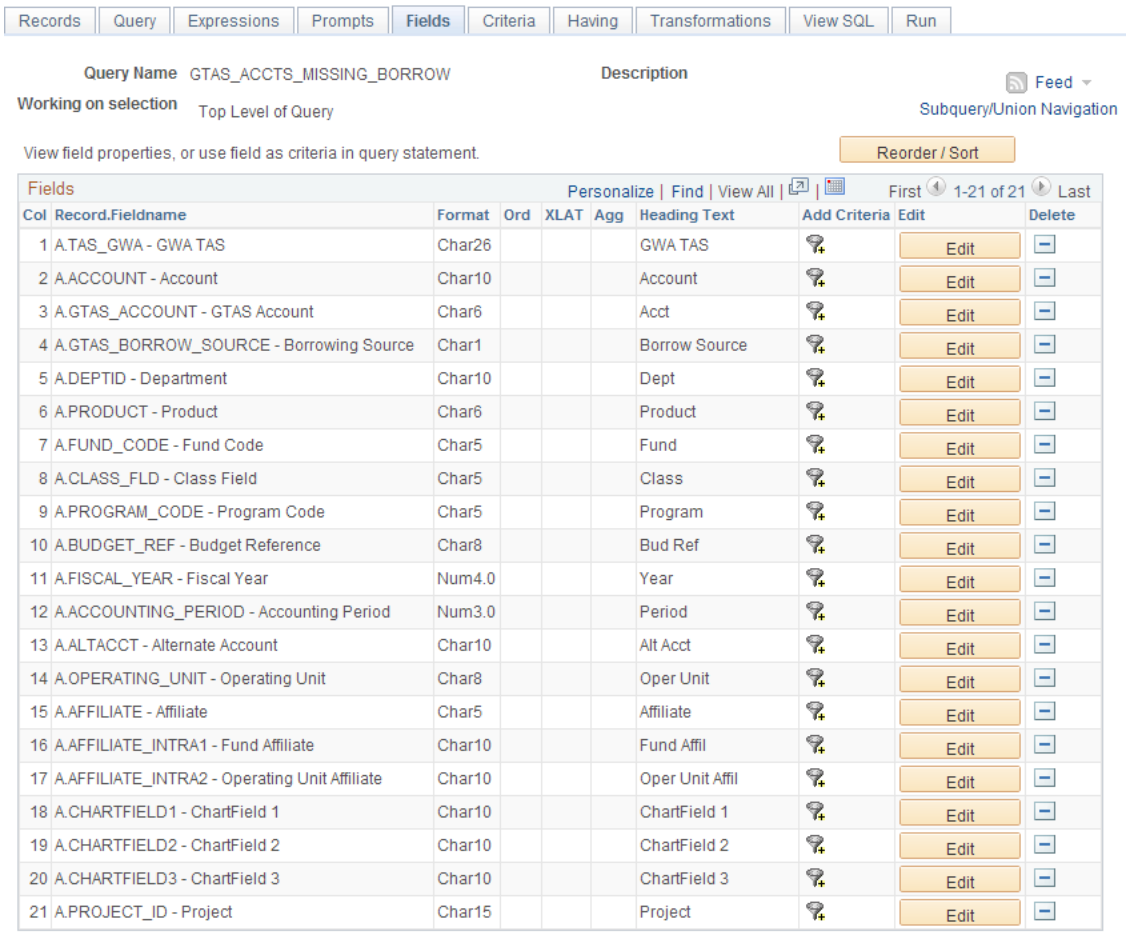
Navigation:

Reporting Tools, and then **Query**, and then **Query Manager**

Search for the GTAS_ACCTS_MISSING_BORROW query and select the Fields tab.

This example illustrates the fields and controls on the Sample Query GTAS_ACCTS_MISSING_BORROW.

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Records | Query | Expressions | Prompts | Fields | Criteria | Having | Transformations | View SQL | Run

Query Name GTAS_ACCTS_MISSING_BORROW Description

Working on selection Top Level of Query

Feed

Subquery/Union Navigation

View field properties, or use field as criteria in query statement.

Reorder / Sort

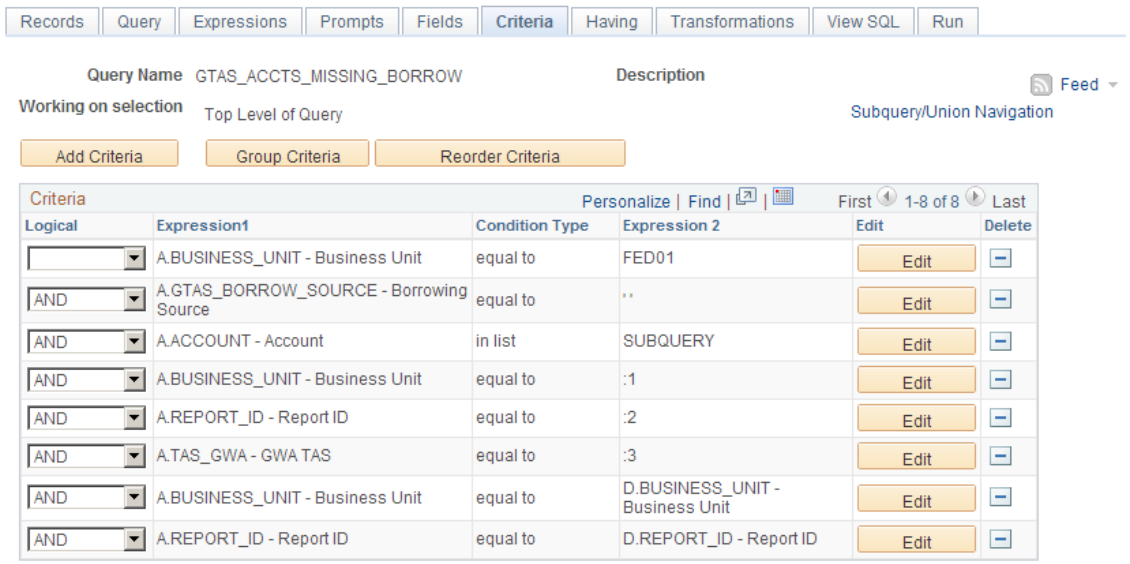
Fields

Personalize | Find | View All | First 1-21 of 21 Last

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.TAS_GWA - GWA TAS	Char26				GWA TAS		Edit	
2	A.ACCOUNT - Account	Char10				Account		Edit	
3	A.GTAS_ACCOUNT - GTAS Account	Char6				Acct		Edit	
4	A.GTAS_BORROW_SOURCE - Borrowing Source	Char1				Borrow Source		Edit	
5	A.DEPTID - Department	Char10				Dept		Edit	
6	A.PRODUCT - Product	Char6				Product		Edit	
7	A.FUND_CODE - Fund Code	Char5				Fund		Edit	
8	A.CLASS_FLD - Class Field	Char5				Class		Edit	
9	A.PROGRAM_CODE - Program Code	Char5				Program		Edit	
10	A.BUDGET_REF - Budget Reference	Char8				Bud Ref		Edit	
11	A.FISCAL_YEAR - Fiscal Year	Num4.0				Year		Edit	
12	A.ACCOUNTING_PERIOD - Accounting Period	Num3.0				Period		Edit	
13	A.ALTACCT - Alternate Account	Char10				Alt Acct		Edit	
14	A.OPERATING_UNIT - Operating Unit	Char8				Oper Unit		Edit	
15	A.AFFILIATE - Affiliate	Char5				Affiliate		Edit	
16	A.AFFILIATE_INTRA1 - Fund Affiliate	Char10				Fund Affil		Edit	
17	A.AFFILIATE_INTRA2 - Operating Unit Affiliate	Char10				Oper Unit Affil		Edit	
18	A.CHARTFIELD1 - ChartField 1	Char10				ChartField 1		Edit	
19	A.CHARTFIELD2 - ChartField 2	Char10				ChartField 2		Edit	
20	A.CHARTFIELD3 - ChartField 3	Char10				ChartField 3		Edit	
21	A.PROJECT_ID - Project	Char15				Project		Edit	

The sample query uses the GTAS_STG_DETAIL record, which contains the fields as pictured. Select the Criteria tab to view the selection criteria for the query:

This example illustrates the fields and controls on the Sample GTAS_ACCTS_MISSING_BORROW Query - Criteria.



Records | Query | Expressions | Prompts | Fields | Criteria | Having | Transformations | View SQL | Run

Query Name GTAS_ACCTS_MISSING_BORROW Description

Working on selection Top Level of Query

Feed

Subquery/Union Navigation

Add Criteria | Group Criteria | Reorder Criteria

Criteria

Personalize | Find | First 1-8 of 8 Last

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.BUSINESS_UNIT - Business Unit	equal to	FED01	Edit	
AND	A.GTAS_BORROW_SOURCE - Borrowing Source	equal to	''	Edit	
AND	A.ACCOUNT - Account	in list	SUBQUERY	Edit	
AND	A.BUSINESS_UNIT - Business Unit	equal to	:1	Edit	
AND	A.REPORT_ID - Report ID	equal to	:2	Edit	
AND	A.TAS_GWA - GWA TAS	equal to	:3	Edit	
AND	A.BUSINESS_UNIT - Business Unit	equal to	D.BUSINESS_UNIT - Business Unit	Edit	
AND	A.REPORT_ID - Report ID	equal to	D.REPORT_ID - Report ID	Edit	

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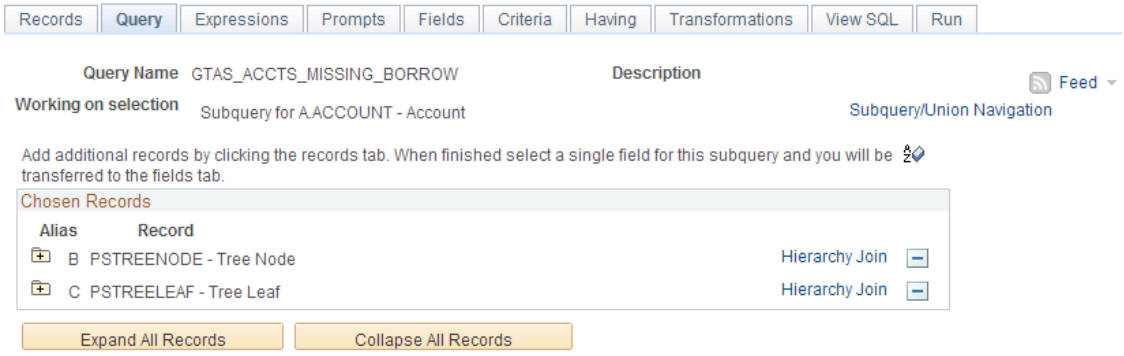
Field or Control	Description
Subquery/Union Navigation	Click this link to access the delivered subquery (or create one) to join additional records for field selection. Select **Subquery for Account.**

The following presents the Subquery for Account for the GTAS_ACCTS_MISSING_BORROW query. The subquery includes additional records (B and C) that are joined to the main record for the query for additional field selection.

Navigation:

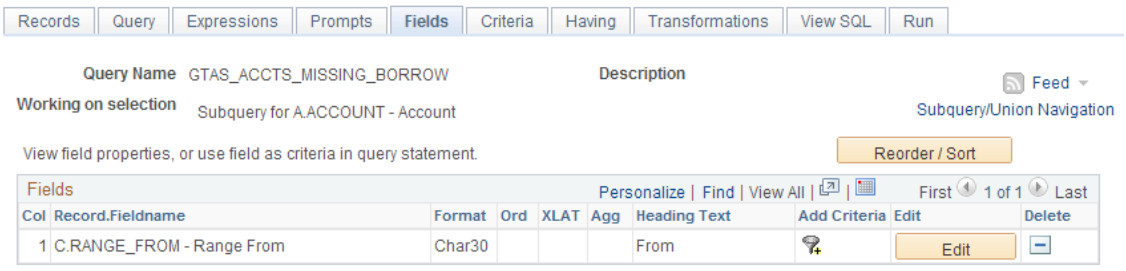
Click the **Subquery/Union Navigation** link from the Query and select Subquery for Account.

This example illustrates the fields and controls on the Sample GTAS_ACCTS_MISSING_BORROW - Subquery for the Account field.



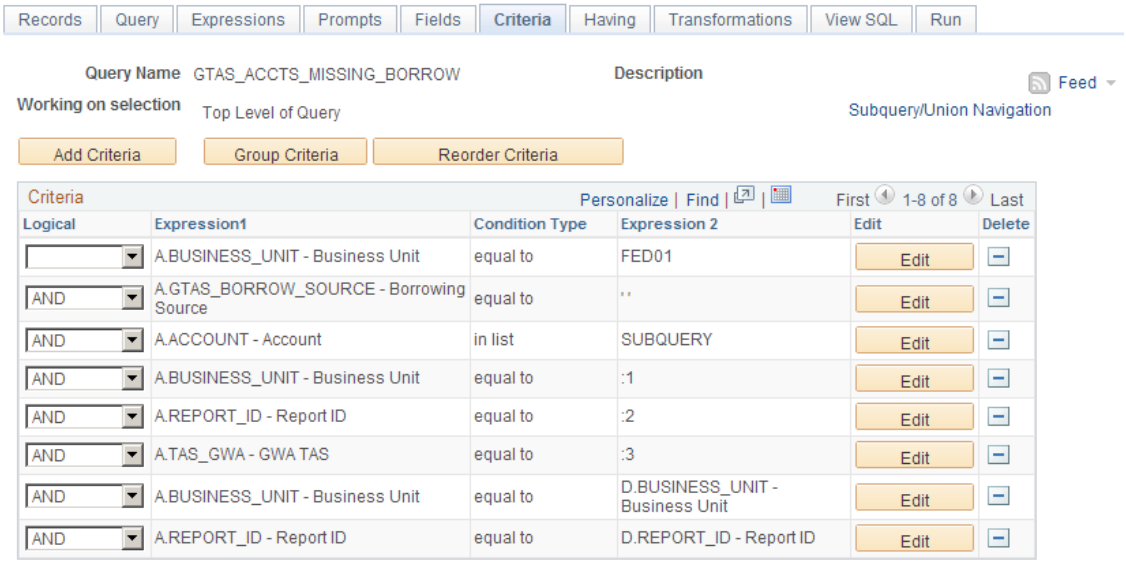
Click the Fields tab to view the field that was added from the joined record(s) for the subquery:

This example illustrates the additional record (record C) and fieldname (RANGE_FROM) and controls on the Sample GTAS_ACCTS_MISSING_BORROW - Subquery for the Account field - Fields page.



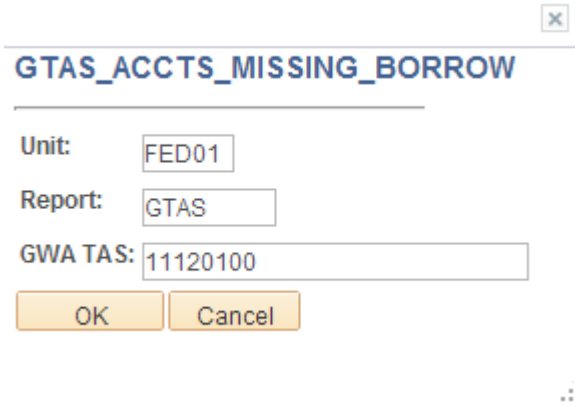
This example illustrates the joined fields and controls on the Sample GTAS_ACCTS_MISSING_BORROW - Subquery for the Account - Criteria page. View or edit the subquery criteria as needed:

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Click the Run tab to run the query and supply the required parameters for the prompts:

This example illustrates the fields and controls on the Sample Query - prompt upon clicking the Run tab.



Supply the prompt values and click OK for the query results:

This example illustrates the fields and controls on the GTAS Sample Query Result.



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GTAS ChartField Preferences Page

The GTAS ChartField Preferences page stores an agency's preferences that determine which ChartFields are populated on the GTAS Staging Detail Table when the GTAS Accumulation process is run.

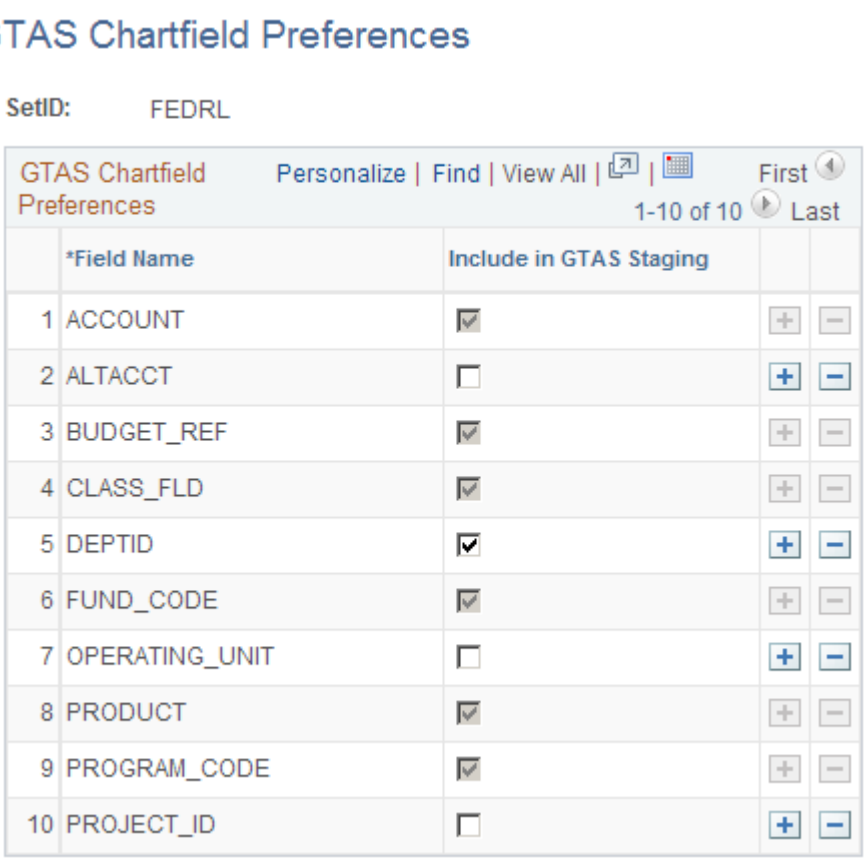
Use the GTAS ChartField Preferences page (GTAS_STG_DTL_CF) select the ChartFields to be included in the GTAS staging table (Workbench).

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Definition**, and then **Define GTAS CF Preferences**

The ChartField Configuration processes (Standard and Advanced) affect the ChartFields that appear on this page.

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



The ChartFields that you have defined within the GTAS Attribute Assignment Page are automatically selected and inactivated (required) on the GTAS ChartField Preferences page. Use this page to select any additional ChartFields to be populated in the GTAS staging detail table during the GTAS Accumulation process.

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Field or Control	Description
SetID	This is the SetID that is associated with the GTAS ChartField Configuration preferences. This field appears on the search pages with a magnifying glass to facilitate searching.
Field Name	ChartFields that can optionally be populated on the GTAS staging detail table during the GTAS Accumulation process.
Include in GTAS Staging	Select this check box to indicate that the ChartField should be populated on the GTAS Staging Detail table.
 and 	Use to add and remove ChartFields for this page. This feature is useful after running ChartField Configuration since this page is not updated based on that process.

Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements

To define component TAS and BETC elements for U. S. Federal government reporting and IPAC transactions, use the Define Agency Identifier component (TAS_AGENCY_ID), the Define Main Account component (TAS_MAIN_ACCT_DFN), and the Treasury Account Symbol Definition component (TAS_DEFN).

Pages Used to Define TAS and BETC Component Elements

Page Name	Definition Name	Usage
Define Agency Identifier Page	TAS_AGENCY_ID	Enter the three-digit Agency Identifier code and description.
Define Main Account Page	TAS_MAIN_ACCOUNT	Enter the Main Account and description.
Treasury Account Symbol Definition Page	TAS_DEFN	Define the Treasury Account Symbol (TAS), which is identified by selecting its component key field values, Agency Identifier and Main Account. Associate its components and attributes, such as BETC, Fund Code, and TAS Formats.
Business Event Type Code Page	BETC_DEFN	Enter associated BETC codes and related information for the Treasury Account Symbol.
Fund Code Page	FUND_CODE_DEFN	Enter associated Fund Codes by SetID for the Treasury Account Symbol.
TAS Formats Page	TAS_FORMAT_DEFN	Displays the various derived TAS formats that are used as follows: String, GWA TAS, and Partial 224.

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Understanding TAS and BETC Requirements

Federal agencies are required to use valid combinations of the current Treasury Account Symbols (TAS) and Business Event Type Codes (BETC) as published by the U. S. Department of Treasury for cash transactions when entering and reporting IPAC transactions. The Treasury has adopted a componentized TAS and BETC.

Federal Agencies are required to begin using new formats for the Treasury Account Symbol (TAS) when reporting cash transactions through the FMS 224 Reports and IPAC transactions. Component TAS elements provide federal agencies and Treasury the ability to sort, filter, and analyze data based on each independent piece of the component TAS.

PeopleSoft GL provides a configurable solution to accommodate the valid combinations of TAS and BETC for reporting and when entering and reporting IPAC transactions to the Department of Treasury. This configuration also anticipates the handling of valid TAS and BETC combinations to be downloaded from the Treasury SAM website when the U S Treasury makes the information available.

PeopleSoft Financials supports the following for IPAC transactions:

- CGAC (Common Government-wide Accounting Classification)-compliant Sender TAS for GWA reporters.
- CGAC-compliant Receiver TAS for GWA reporters.
- Sender BETC default.
- Receiver BETC default.

The system also supports STAR string TAS for non-GWA Reporters.

See also Application Fundamentals: Defining Agency Location Codes

Define Agency Identifier Page

Use the Define Agency Identifier page (TAS_AGENCY_ID) to enter the three-digit Agency Identifier code and description.

Navigation:

General Ledger, and then **Federal Reports**, and then **TAS/BETC**, and then **Define Agency ID**

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



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Field or Control	Description
Agency Identifier and **Description**	Enter an agency identifier (three-digit numeric value) and description. This is one of two key fields (along with the Main Account) that identifies the Treasury Account Symbol (TAS). Valid values are 000 through 999. If you enter fewer than three digits, the system supplies leading zeros (left). This value populates the TAS_AGENCY record.

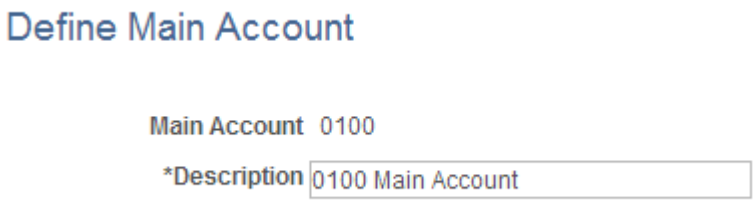
Define Main Account Page

Use the Define Main Account page (TAS_MAIN_ACCOUNT) to enter the Main Account and description.

Navigation:

General Ledger, and then **Federal Reports**, and then **TAS/BETC**, and then **Define Main Accounts**

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



Field or Control	Description
Main Account and **Description**	Enter a main account (four-digit numeric value) and description. This is one of two key fields (along with the Agency Identifier) that identifies the Treasury Account Symbol (TAS). Valid values are 0000 through 9999 and you must enter all four digits. This value populates the TAS_MAIN_ACCT record.

Treasury Account Symbol Definition Page

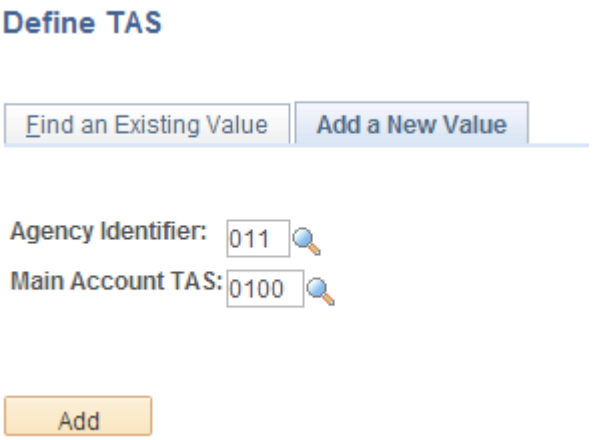
Use the Treasury Account Symbol Definition page (TAS_DEFN) to define the Treasury Account Symbol (TAS), which is identified by selecting its component key field values, Agency Identifier and Main Account. Associate its components and attributes, such as BETC, Fund Code, and TAS Formats.

Navigation:

General Ledger, and then **Federal Reports**, and then **TAS/BETC**, and then **Define TAS**, and then **Treasury Account Symbol Definition**

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

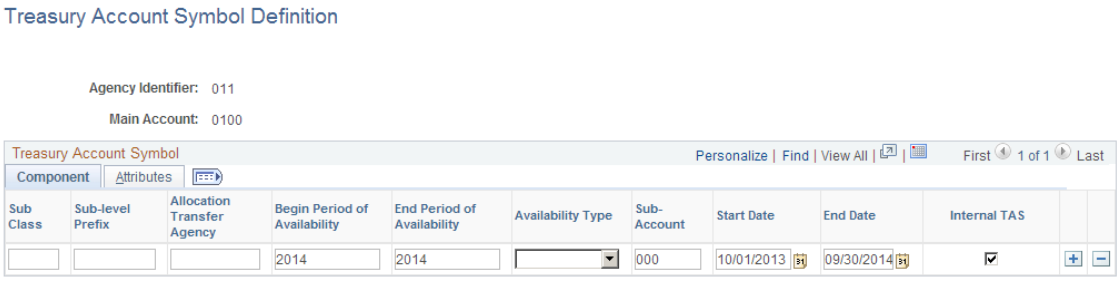


To find an existing value or add a new Treasury Account Symbol, select an **Agency Identifier** and a **Main Account TAS** that serve as key fields to identify the TAS.

Field or Control	Description
Add	Click to add a new TAS after selecting the agency identifier and main account. Upon adding, or after searching for an existing value, you are directed to the Components tab.

Access the Treasury Account Symbol Definition page - Component tab (click the Add button on the Define TAS search page).

This example illustrates the fields and controls on the Treasury Account Symbol Definition page - Component tab. You can find definitions for the fields and controls later on this page.



Supply components information for the Treasury Account Symbol.

Field or Control	Description
Sub Class (government online accounting link system file type)	Enter a two-digit numeric sub class value or leave blank if not applicable. Valid values are 00 through 99.

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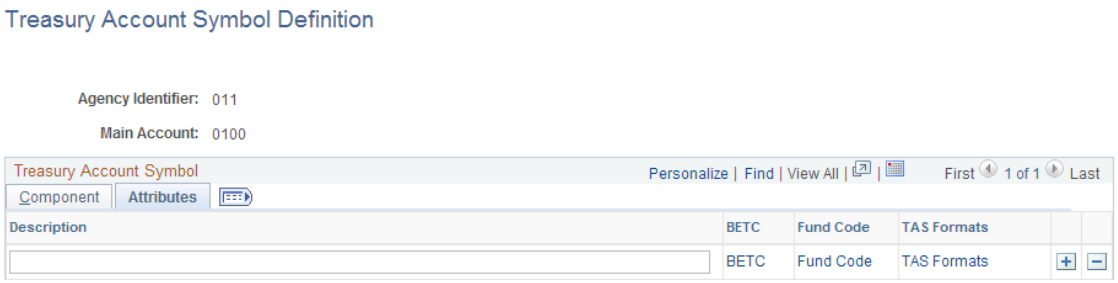
Field or Control	Description
Sub-level Prefix	Enter a two-digit numeric sub-level prefix value or leave blank if not applicable. Valid values are 00 through 99.
Allocation Transfer Agency (government online accounting link system file type)	Enter a three-digit numeric allocation transfer agency identifier value or leave blank if not applicable. Valid values are 000 through 999. You can enter only one digit and the system fills in leading zeros.

Field or Control	Description
Begin Period of Availability and **End Period of Availability**	Enter a four-digit year for beginning and ending availability.
Availability Type	Select the availability type value if you do not select a period of availability. Values are: • *A* - treasury central summary general ledger account. • *F* - clearing or suspense account. • *M* - merged surplus account. • *X* - no year account. • *(blank)* - annual or multiyear account.
Sub Account	If you select this check box, you must configure an associated Fund Code for the TAS.
Start Date and **End Date**	Select a start and end date for future use.
Internal TAS (internal Treasury Account Symbol)	If you select this check box, you must configure an associated Fund Code for the TAS. This field is required for IPAC transactions.

Associating Treasury Account Symbol Attributes

Use the Treasury Account Symbol Definition page - Attributes tab.

This example illustrates the fields and controls on the Treasury Account Symbol Definition page - Attributes tab. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Treasury Account Symbol Description	Enter up to a sixty-character componentized TAS description.

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Field or Control	Description
BETC (business event type code)	Click this link to access the BETC page where you associate BETC codes with the TAS.
Fund Code	Click this link to access the Fund Code page where you associate fund codes with the TAS.
TAS Formats	Click this link to access the Fund Code page where you associate fund codes with the TAS.

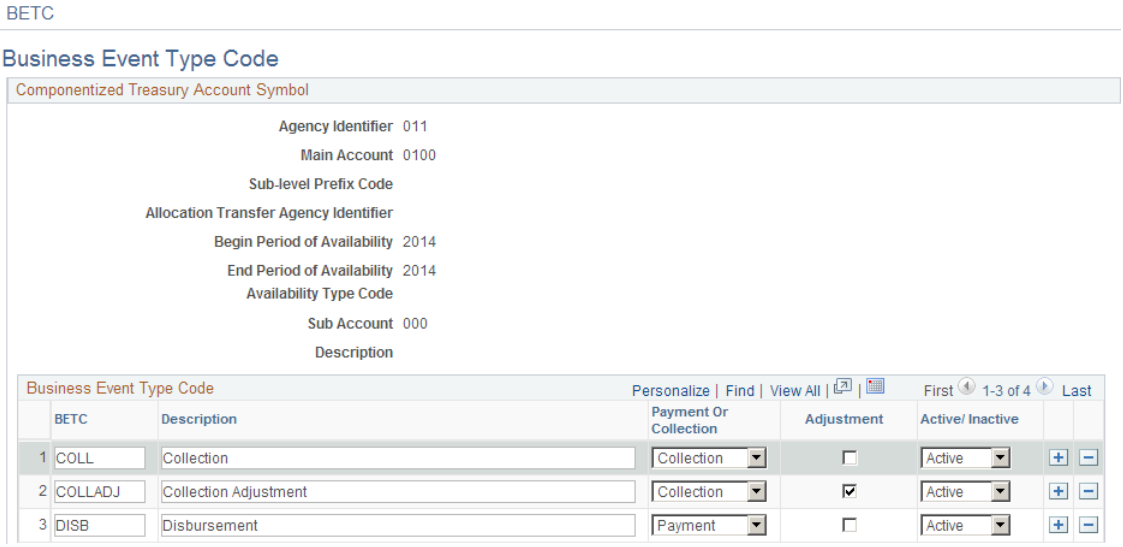
Business Event Type Code Page

Use the Business Event Type Code page (BETC_DEFN) to enter associated BETC codes and related information for the Treasury Account Symbol.

Navigation:

Select the Attributes tab from the Treasury Account Symbol Definition page and click the BETC link.

This example illustrates the fields and controls on the Business Event Type Code page. You can find definitions for the fields and controls later on this page.



Use this page to configure the Business Event Type Code information associated with the componentized TAS.

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Field or Control	Description
BETC (business event type code)	Enter up to an eight-character BETC code. The selected TAS determines the available BETC codes. Most TAS will have the following four BETC codes: • *DISB* = Payables disbursement. • *DISBAJ* = Payables disbursement adjustment. • *COLL* = Receivables collection. • *COLLAJ* = Receivables collection adjustment.
Description	Enter up to a 50-character description of the BETC code.
Payment Or Collection	Select either *Payment* or *Collection* to designate the nature of the associated business event type code.
Adjustment	Select this check box to designate this BETC code as an adjustment.
Active/Inactive	Select *Active* or *Inactive* to indicate whether this BETC code is currently applicable.

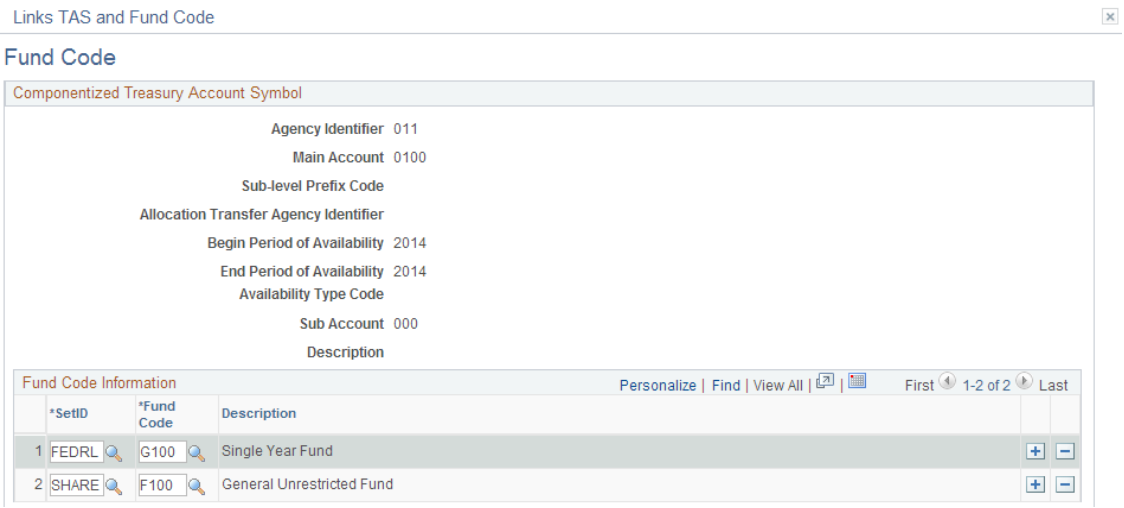
Fund Code Page

Use the Fund Code page (FUND_CODE_DEFN) to enter associated Fund Codes by setID for the Treasury Account Symbol.

Navigation:

Select the Attributes tab from the Treasury Account Symbol Definition page and click the Fund Code link.

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.



Use this page to associate fund codes for the componentized internal TAS. Select a Fund Code by SetID.

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> **Note**
>
> You can link more than one Fund Code to each componentized TAS (provided each Fund Code has a different setID); however, a Fund Code can be related to only one componentized TAS. You will receive the following error messages if your setup is incorrect: "Set ID xxxx has been entered" or "Fund Code xxxx has already been used".

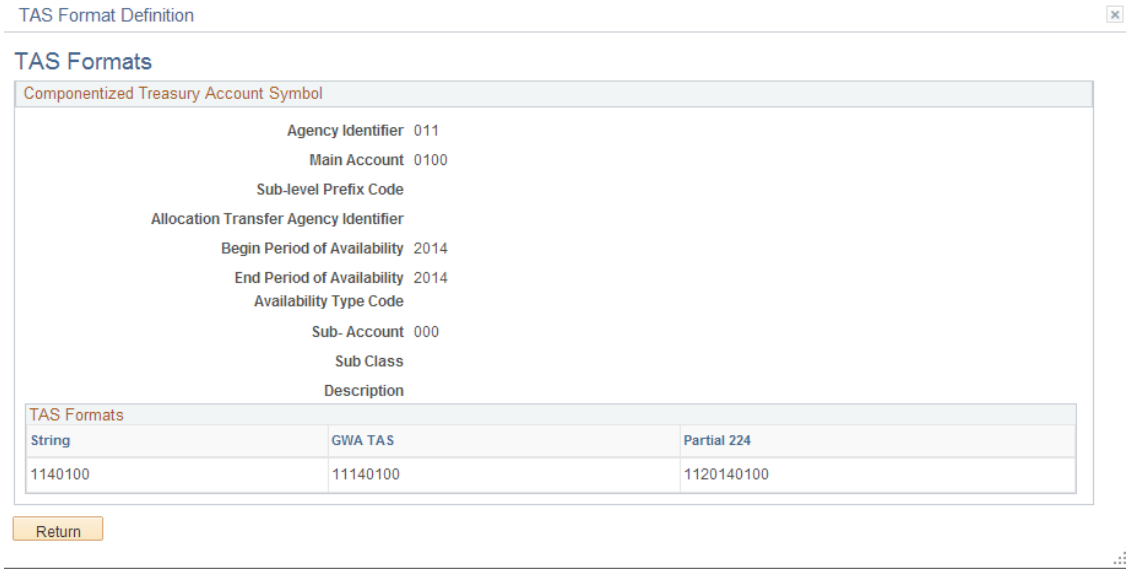
TAS Formats Page

Use the TAS Formats page (TAS_FORMAT_DEFN) to displays the various derived TAS formats that are used as follows: String, GWA TAS, and Partial 224.

Navigation:

Select the Attributes tab from the Treasury Account Symbol Definition page and click the TAS Formats link.

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



This page displays the various TAS formats that are required to accommodate the U.S. Treasury's componentized TAS. This allows for the reporting of the TAS that is required when reporting cash transactions, using valid combinations of TAS/BETC that the Department of Treasury publishes when entering and reporting IPAC transactions.

Field or Control	Description
String	Displays the TAS format that is required for the current FMS 224 report. The TAS/BETC setup allows only one componentized TAS to be defined for a unique setID and Fund Code combination, which comprises the string.

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Field or Control	Description
GWA TAS (Governmentwide Accounting and Reporting Modernization Project)	Displays the component-based GWA TAS representing the agency appropriation in GWA.
Partial 224	Displays the expanded 27 character concatenated string format that is required for Partial 224 reporting.

Processing and Generating a GTAS Bulk File

Pages Used to Process and Generate a GTAS Bulk FIle

Page Name	Definition Name	Usage
Load SMAF Data Page	GTAS_RUN_SMAF	Run the process that loads SMAF data from U.S. Treasury to PeopleSoft GL. Data contains the valid Treasury Account Symbol balances and attributes for each TAS used for budgetary and proprietary adjusted trial balance submissions.
Review GTAS SMAF Data Page	GTAS_SMAF_REVIEW	Review the SMAF data from Treasury that was loaded using the Load SMAF Data process. The Review SMAF Data page is display-only. Search for and view resulting data by GWA TAS before running the Accumulate GTAS Data process.
Ledger with GTAS Attributes Report	GTAS_RUN_LEDRPT	Run this report to show GTAS data that will be selected for processing along with associated attributes prior to running the Accumulate GTAS data process. You should run this report throughout the month to correct errors.
GTAS Federal Transaction Register Page	GTAS_FEDREG	Run this BI Publisher report that displays totals and transaction detail at the fund, department, and TAS levels for each accounting period. It also displays attributes and attribute values for each journal.
Accumulate GTAS Data Page	GTAS_RUN_EXTRACT	Run the process that combines data from the Ledger with Attributes and populates this data to a workbench (staging) table for review before creating the GTAS bulk file.

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Page Name	Definition Name	Usage
GTAS Workbench - Header Page	GTAS_STG_HDR	Review the staged GTAS data. Search by GL Business Unit, GWA TAS, and/or Report ID.
GTAS Workbench - Detail Page	GTAS_STG_DTL	Review the staged GTAS data by selected ledger line balances detail.
GTAS Workbench – ChartField Attributes Page	GTAS_STG_DTL_ATTR	Review the assigned attributes and attribute values associated with specific ChartFields based on the criteria entered on the GTAS Workbench Header page.
Validate GTAS Data Page	GTAS_RUN_EDITS	Runs edits against the accumulated data. The program calls each query that is identified on the GTAS Edits and Validations page in the order specified and runs once for each TAS.
Create GTAS File Page	GTAS_CREATE_FILE	Select the criteria necessary for PeopleSoft to generate the GTAS bulk file to upload to the U.S. Treasury.

Loading and Reviewing SMAF Data

The Super Master Account File (SMAF) is supplied by Treasury daily and contains the valid Treasury Account Symbol balances and attributes for each TAS used for budgetary and proprietary adjusted trial balance submissions. Changes made in Treasury's Central Accounting and Reporting System (CARS) will be reflected in the SMAF after the daily update from CARS.

Data in the SMAF file can be used to validate and edit trial balances in PeopleSoft. PeopleSoft will also load and display the file. The keys to the PeopleSoft SMAF table are the componentized TAS, so each time the SMAF Load is run, the data will be overlaid. The .csv file format should be used.

Load SMAF Data Page

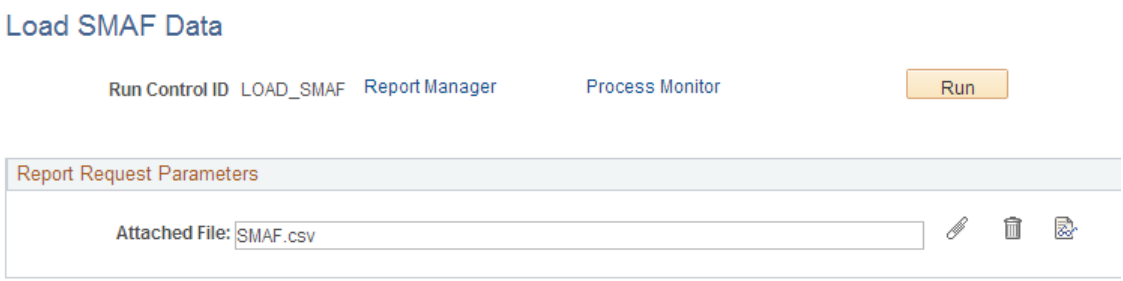
Use the Load SMAF Data page (GTAS_RUN_SMAF) to run the process that loads SMAF data from U.S. Treasury to PeopleSoft GL. Data contains the valid Treasury Account Symbol balances and attributes for each TAS used for budgetary and proprietary adjusted trial balance submissions.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Processes**, and then **Load SMAF Data**, and then **Load SMAF Data**

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

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Field or Control	Description
Attached File	Displays the location and file name of the SMAF file after you click the Add Attachment button; or enter the location of the selected file, for example: C:\temp\<filename>. This file is sent by the U.S. Treasury to PeopleSoft General Ledger. This data is loaded into database tables for later use when you run the validation. These files are available for download from the U.S. Treasury.
	Click the Add Attachment button to attach the SMAF file that you want to load.
	Click to delete the attached file in the Attached File field. This action deletes only the file attachment. If you have already clicked this button to upload the file, clicking this button does not delete the data from the database table.
	Click to open and review the contents of an attached SMAF file.
Run	Select to access the Process Scheduler Request page and run the GTAS_SMAF Application Engine load process.

Review GTAS SMAF Data Page

Use the Review GTAS SMAF Data page (GTAS_SMAF_ REVIEW) to review the resulting SMAF data from Treasury that was loaded using the Load SMAF Data process. This page provides read-only access to the SMAF data by TAS.

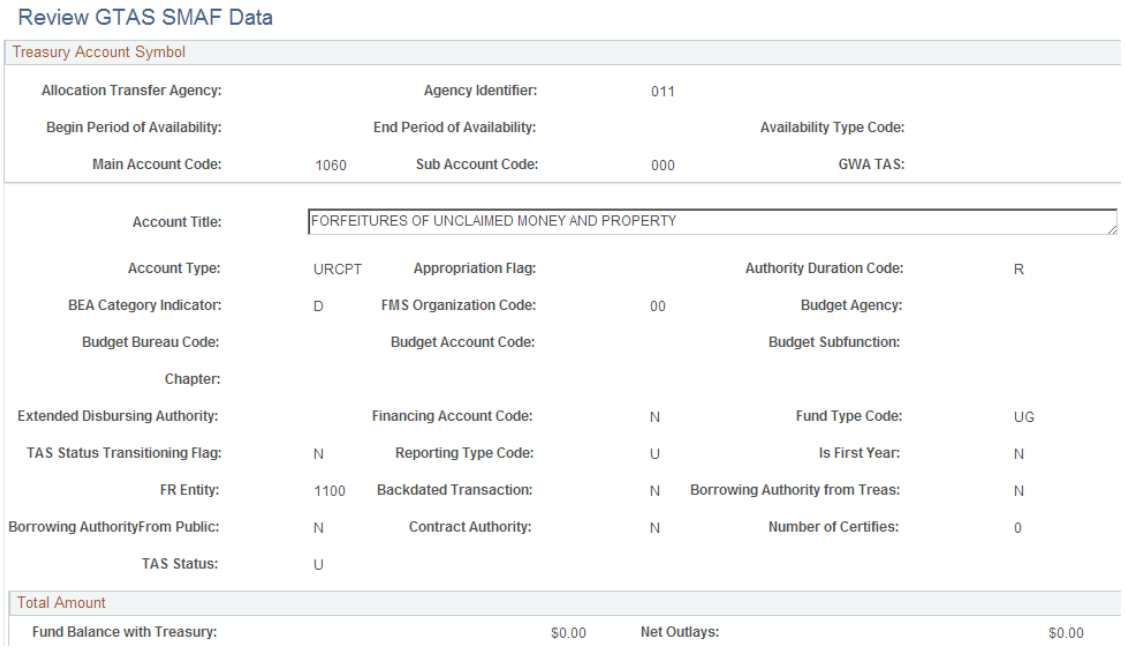
Search for and view resulting data by GWA TAS before running the Accumulate GTAS Data process.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Review**, and then **Review SMAF Data**, and then **Review GTAS SMAF Data**

This example illustrates the fields and controls on the Review GTAS SMAF Data page. You can find definitions for the fields and controls later on this page.

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Review GTAS SMAF Data

Treasury Account Symbol

Allocation Transfer Agency:		Agency Identifier:	011		
Begin Period of Availability:		End Period of Availability:		Availability Type Code:	
Main Account Code:	1060	Sub Account Code:	000	GWA TAS:	
Account Title:	FORFEITURES OF UNCLAIMED MONEY AND PROPERTY				
Account Type:	URCPT	Appropriation Flag:		Authority Duration Code:	R
BEA Category Indicator:	D	FMS Organization Code:	00	Budget Agency:	
Budget Bureau Code:		Budget Account Code:		Budget Subfunction:	
Chapter:					
Extended Disbursing Authority:		Financing Account Code:	N	Fund Type Code:	UG
TAS Status Transitioning Flag:	N	Reporting Type Code:	U	Is First Year:	N
FR Entity:	1100	Backdated Transaction:	N	Borrowing Authority from Treas:	N
Borrowing AuthorityFrom Public:	N	Contract Authority:	N	Number of Certifies:	0
TAS Status:	U				

Total Amount

Fund Balance with Treasury:	$0.00	Net Outlays:	$0.00

The SMAF Load process writes the Treasury data to the SMAF record. Use this page to review the data that is stored in the SMAF record. The PeopleSoft SMAF table holds one row for each TAS. Search by GWA TAS to view the details of each row. Each time you run the SMAF Load process, the data is replaced for each TAS that is contained in the file. To update the GWA TAS field, the TAS must be set up in the Treasury Account Symbol Definition page. If the GWA TAS is missing, you must first set up the TAS and then rerun the SMAF Load process.

> **Note**
>
> The SMAF record includes the GWA TAS field so that when you create validation and edit queries against it, there is only one field to join to the TAS_FUND_CD_TBL to retrieve the Fund.

Ledger with GTAS Attributes Report

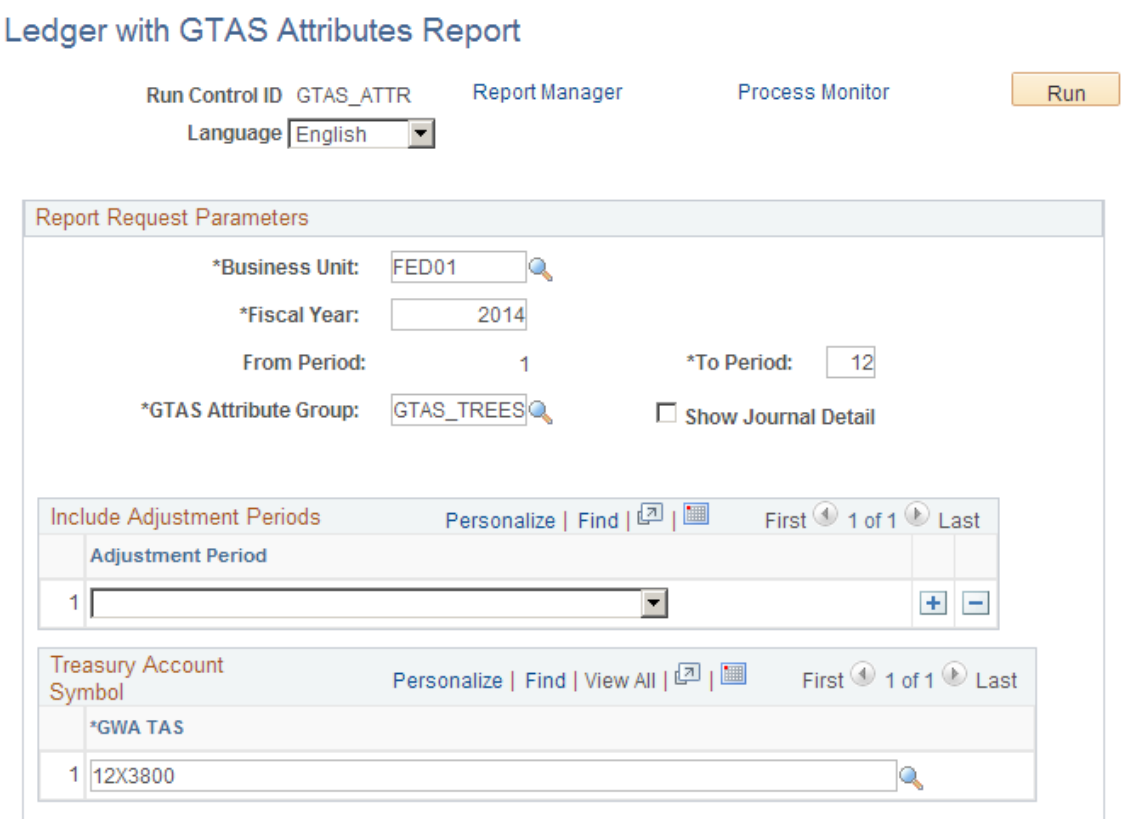
Use the Ledger with GTAS Attributes report (GTAS_RUN_LEDRPT) to run the report for GTAS data that will be selected for processing along with associated attributes prior to running the Accumulate GTAS data process.

Navigation:

- **General Ledger**, and then **Federal Reports**, and then **GTAS Review**, and then **Ledger w/ GTAS Attributes Rpt**
- Click the Ledger With Attributes Report link from the GTAS Workbench - Header page.

This example illustrates the fields and controls on the Ledger with GTAS Attributes Report run control page. You can find definitions for the fields and controls later on this page.

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The purpose of the Ledger with GTAS Attributes Report is to show GTAS data that will be selected for processing, along with associated attributes, prior to running the Accumulate GTAS data process. You can run this report throughout the month to correct errors.

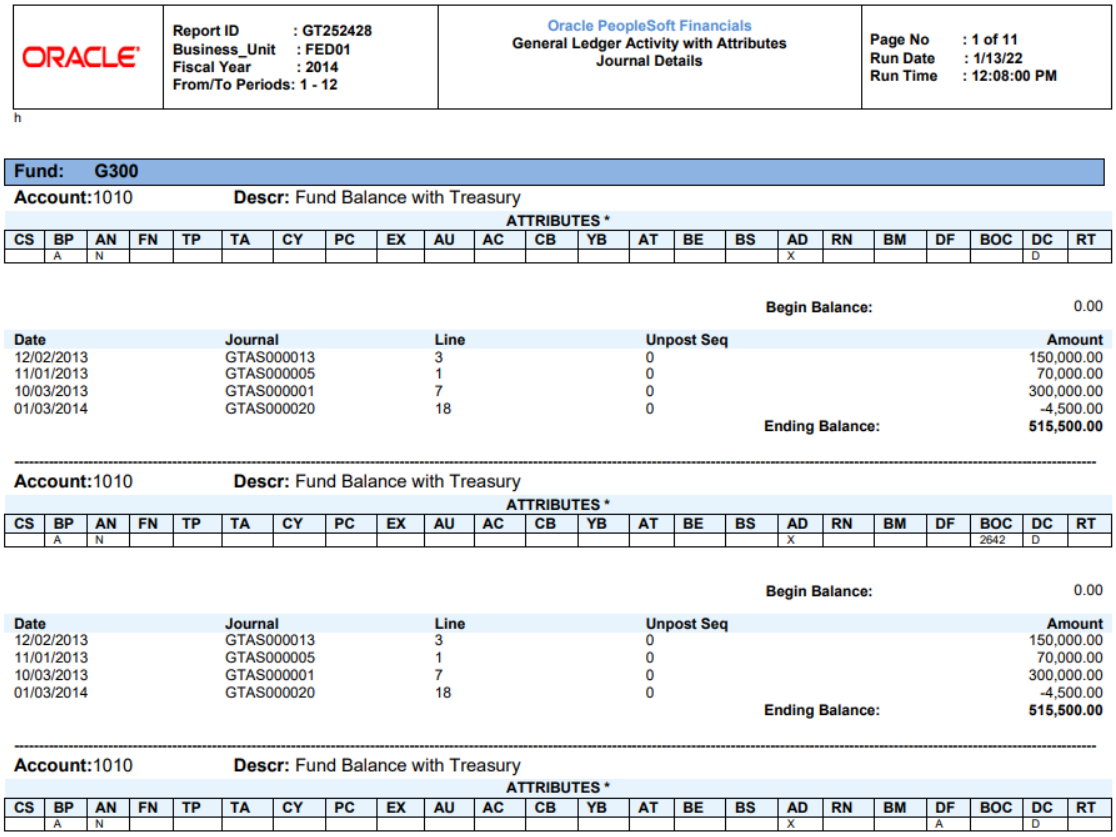
Supply the Report Request Parameters and run the report. Like GTAS, this report reflects the data from the primary ledger of the ledger group that is associated with the selected business unit. Click the Process Monitor link to view the process status. Click the Report Manager link to view the completed report. Supply only one GWA TAS in the Treasury Account Symbol section to improve report performance.

Field or Control	Description
Show Journal Detail	Select this check box to create the General Ledger Activity with Attributes report with Journal Details. If this check box is deselected, the process generates the summary version of the report.
Run	Click to generate the Ledger Activity report (GLX7017) containing the specified business unit ledger's fund and account attributes for the specified fiscal year and period range. This report can include journal detail and follows the same logic for deriving attributes as the Accumulation process.

The fields on the resulting report reflect the fields as they are in the GTAS Workbench record.

This example illustrates the fields and controls on the General Ledger Activity with Attributes - Journal Details.

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ORACLE

Report ID : GT252428
Business_Unit : FED01
Fiscal Year : 2014
From/To Periods: 1 - 12

Oracle PeopleSoft Financials
General Ledger Activity with Attributes
Journal Details

Page No : 1 of 11
Run Date : 1/13/22
Run Time : 12:08:00 PM

h

Fund: G300

Account:1010 **Descr:** Fund Balance with Treasury

ATTRIBUTES *

CS	BP	AN	FN	TP	TA	CY	PC	EX	AU	AC	CB	YB	AT	BE	BS	AD	RN	BM	DF	BOC	DC	RT
	A	N														X					D	

Begin Balance: 0.00

Date	Journal	Line	Unpost Seq	Amount
12/02/2013	GTAS000013	3	0	150,000.00
11/01/2013	GTAS000005	1	0	70,000.00
10/03/2013	GTAS000001	7	0	300,000.00
01/03/2014	GTAS000020	18	0	-4,500.00
			Ending Balance:	**515,500.00**

Account:1010 **Descr:** Fund Balance with Treasury

ATTRIBUTES *

CS	BP	AN	FN	TP	TA	CY	PC	EX	AU	AC	CB	YB	AT	BE	BS	AD	RN	BM	DF	BOC	DC	RT
	A	N														X				2642	D	

Begin Balance: 0.00

Date	Journal	Line	Unpost Seq	Amount
12/02/2013	GTAS000013	3	0	150,000.00
11/01/2013	GTAS000005	1	0	70,000.00
10/03/2013	GTAS000001	7	0	300,000.00
01/03/2014	GTAS000020	18	0	-4,500.00
			Ending Balance:	**515,500.00**

Account:1010 **Descr:** Fund Balance with Treasury

ATTRIBUTES *

CS	BP	AN	FN	TP	TA	CY	PC	EX	AU	AC	CB	YB	AT	BE	BS	AD	RN	BM	DF	BOC	DC	RT
	A	N														X			A		D	

The following table lists the attribute abbreviations that appear on the report along with the corresponding attribute:

Attribute Abbreviation	Attribute
BP	BUDG_PROP
AN	ANTICIPATED
FN	Fed NonFed
TP	TRAD_PARTNER
TA	Trading Partner Main Account
CY	COHORTYR
PC	GTAS_PROG_CD
EX	EXCHANGE
AU	AUTHORITY
AC	Apportionment Category Code
CB	Category B Code
YB	Year of Budget Authority
AT	AVAIL_TIME
BE	BEA Category Indicator
BS	Borrowing Source
AD	PY_ADJUST
RN	Reimbursement Indicator

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Attribute Abbreviation	Attribute
BM	Budgetary Impact
DF	Disaster Emergency Fund Code
BOC	Budget Object Class
DC	Debit Credit
RT	Reduction Type Code

Running the GTAS Federal Transaction Register Report

Run the GTAS Federal Transaction Register (BI Publisher) report, (GTAS_FEDREG), that displays the journal line data along with GTAS attributes. You can select which ChartFields display and in what order as well as how to subtotal the data.

You can select to run the report as an Excel spreadsheet or in PDF format, among others.

GTAS Federal Transaction Register Page

Use the GTAS Federal Transaction Register page (GTAS_FEDREG) to run the GTAS Federal Transaction Register report.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Review**, and then **Review Federal Txn Register**

For more information, see My Oracle Support, Document ID 1504697.1.

Accumulating GTAS Data

The Accumulate GTAS Data program combines data from the ledger with associated attributes and populates this data to a workbench table where you can review before creating the GTAS bulk file.

Accumulate GTAS Data Page

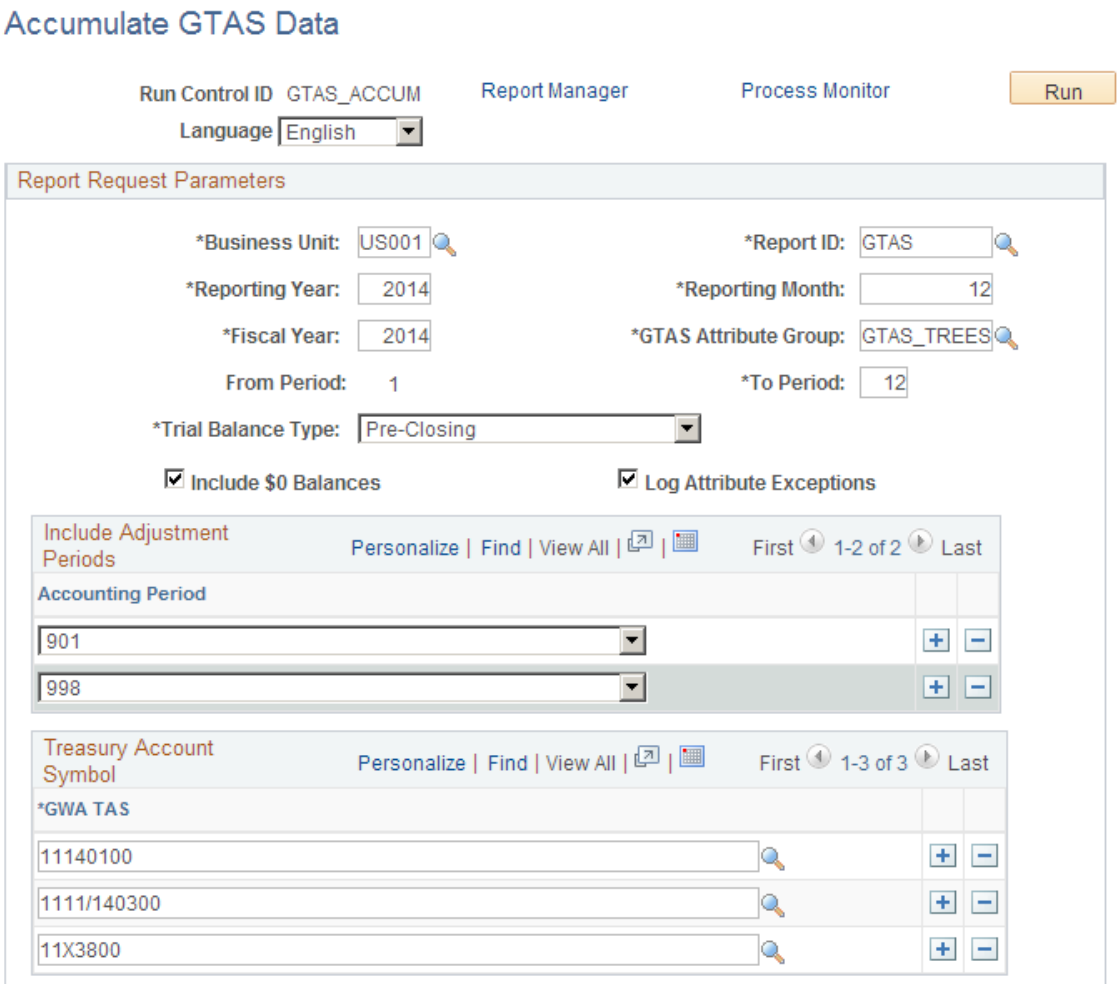
Use the Accumulate GTAS Data page (GTAS_RUN_EXTRACT) to run the process that combines data from the Ledger with Attributes and populates this data to a workbench (staging) table for review before creating the GTAS bulk file.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Processes**, and then **Accumulate GTAS Data**

This example illustrates the fields and controls on the Accumulate GTAS Data Page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Language	Select the language for this GTAS report (only if the language is other than English).
Business Unit	Select the business unit for which to run the Accumulate GTAS Data process.
Report ID	Select a free form Report ID to identify the dataset for the program run. **Note:** The Report ID is a unique identifier and as such, when the Accumulate process is run with the same Report ID, any prior data with a previously used Report ID is overwritten.
Reporting Year and **Reporting Month**	Enter the reporting year and reporting month of this report which will be reported on the bulk file.
Fiscal Year	Enter the fiscal year that applies to this report for selecting data from the Ledger.
GTAS Attribute Group	Select the GTAS Attribute Group for GTAS attributes and tree derivation.
From Period and **To Period**	Enter the begin and end accounting period range that applies to this report for selecting data from the Ledger. These fields are required.

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Field or Control	Description
Trial Balance	Select whether to include closing adjustments and balances in the GTAS data: • *Closing* - reflects balances after the close of the fiscal year. Includes adjustment period 999. • *Pre-Closing* - reflects remaining appropriation balances prior to the close of the fiscal year. • *Pre-Closing, Adjustments Only* - reflects remaining appropriation balances that are recorded in the selected adjustment periods only. These are the balances prior to the close of the fiscal year.
Includes $0 Balances	Select to include accounts with zero balances in the GTAS Workbench (staging table).
Log Attribute Exceptions	Select to create a log that details the attributes that were assigned by exception rules **Note:** The ChartField Exception report does not dynamically address affects of the ChartField Configuration process. The report template and definition may be impacted if you have configured ChartFields. Make changes accordingly.
Include Adjustment Periods - Accounting Period	Select the adjustment periods to include in the output file. You can add more than one row. In order for the correct adjustment periods to be available for selection, you must set up your Application Fundamentals: User Preferences - Overall Preferences Page with the corresponding General Ledger business unit and SetID as that of the Open Period Update page where the adjustment periods are defined for a ledger and business unit).
Treasury Account Symbol - GWA TAS	Select the GWA String TAS(s) that are associated with the funds that you want to report for GTAS. See Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements.

Reviewing the GTAS Workbench

The GTAS Workbench component pages (Header, Details, and Attributes pages) are updated during the GTAS Accumulation program. Use this component (GTAS_WORKBENCH) to review the results of the Accumulation program prior to running validations and edits or creating the GTAS bulk file.

GTAS Workbench - Header Page

Use the GTAS Workbench - Header page (GTAS_STG_HDR) to review the staged GTAS data. Search by GL Business Unit, GWA TAS, and/or Report ID.

Navigation:

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General Ledger, and then **Federal Reports**, and then **GTAS Review**, and then **Review GTAS Workbench**, and then **Header**

This example illustrates the fields and controls on the GTAS Workbench - Header page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Business Unit	Select the GL Business Unit for which the Accumulation program was run.
GWA TAS	Select the GWA TAS for which the Accumulation program was run.
Report ID	Select the Report ID for which the Accumulation program was run.

Additional Requirements

The Validate and Create programs run for the entire business unit and TAS that you specify for the report.

Field or Control	Description
Validate	Select to run the Validate GTAS Data process using the parameters that you specified within the GTAS Workbench.
Create	Select to run the Create the GTAS Bulk File process using the parameters that you specified within the GTAS Workbench.
Ledger with Attributes Report	Select to run the Ledger With Attributes Report. You are prompted to supply required parameters on the run control page.

Additional Information

This section within the Workbench displays the parameters that were last used in the Accumulation process.

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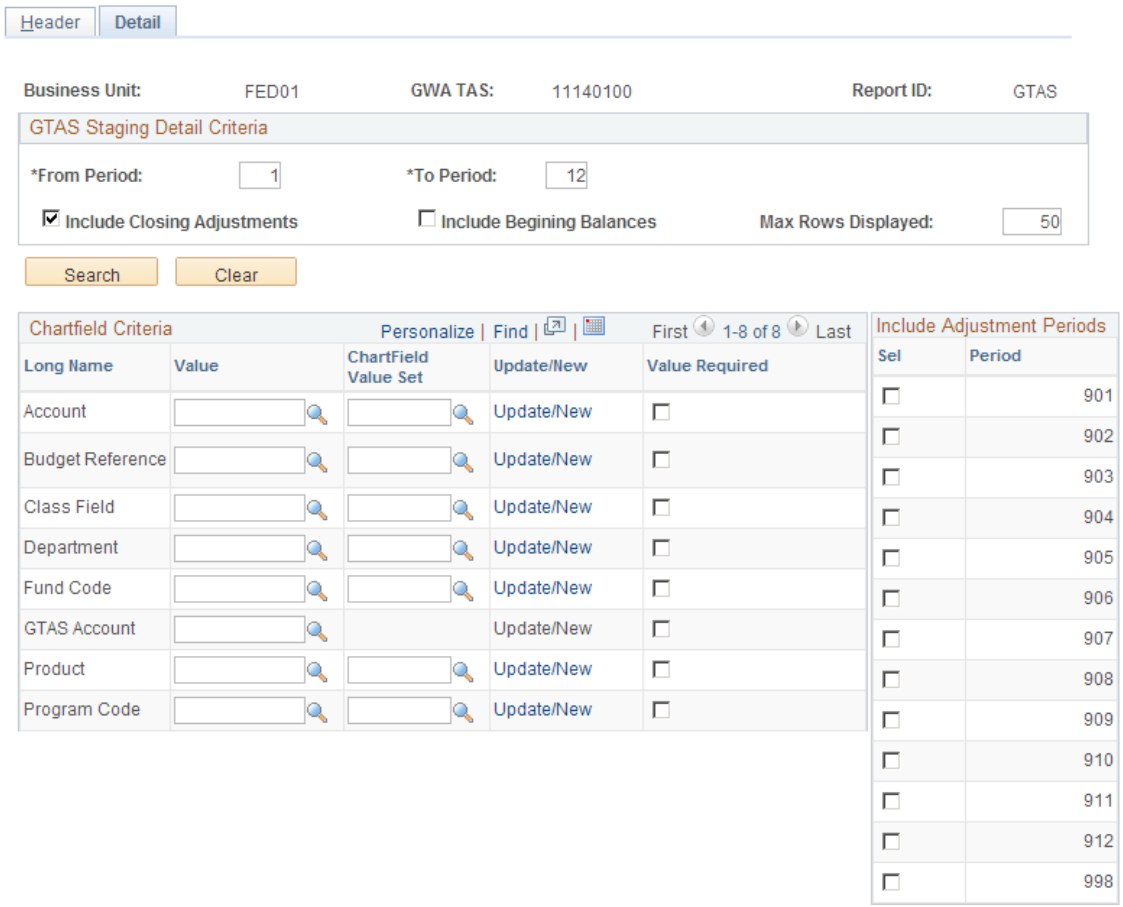
GTAS Workbench - Detail Page

Use the GTAS Workbench - Detail page (GTAS_STG_DTL) to review the staged GTAS data by selected ledger line balances detail.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Review**, and then **Review GTAS Workbench**, and then **Detail**

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



> **Note**
>
> It is recommended that you provide some criteria for the Account ChartField, at least, to avoid potential performance issues from excessive data volume.

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Field or Control	Description
From Period	Enter the accounting period FROM which you'd like to display staging data. Valid values are 1-12.
To Period	Enter the accounting period TO which you'd like to display staging data. Valid values are 1-12.
Include Closing Adjustments	Select this option to include closing adjustments (period 999) along with the current open period amounts.
Include Beginning Balances	Select this option to include beginning balances (period 0) along with the current open period amounts.
Max Ledger Rows	You can override the default of *50* with any number <=300 rows of data that you can display in a scroll area.
Search	Click to display the Staging Detail results.
Clear	Select to clear the criteria and enter new criteria.
ChartField Value	Select a ChartField value for one or more ChartFields to review specific data in a ledger. Only ChartFields that are selected on the GTAS ChartField Preferences page are available for selection. Other ChartFields should be unavailable.
ChartField Value Set	Select a predefined set of selection criteria for a given ChartField.
Update/New	Click this link to update an existing ChartField value set or create a new ChartField value set.
Value Required	Select this check box to filter out ChartFields with blank values.
Adjustments - Sel	Select specific adjustment periods by selecting its check box from the list of adjustment periods that are available based on the selected Ledger associated with the Report ID and Fiscal Year. Only adjustment periods that are applicable to the fiscal year are available.
Adjustments - Period	Adjustment periods are displayed based on those available for the selected ledger associated with the Report ID and fiscal year. For example, depending on the periods set up for the fiscal year, there might be 901 through 912 or if set up, 913. You can also use the common adjustment period 998.

Note

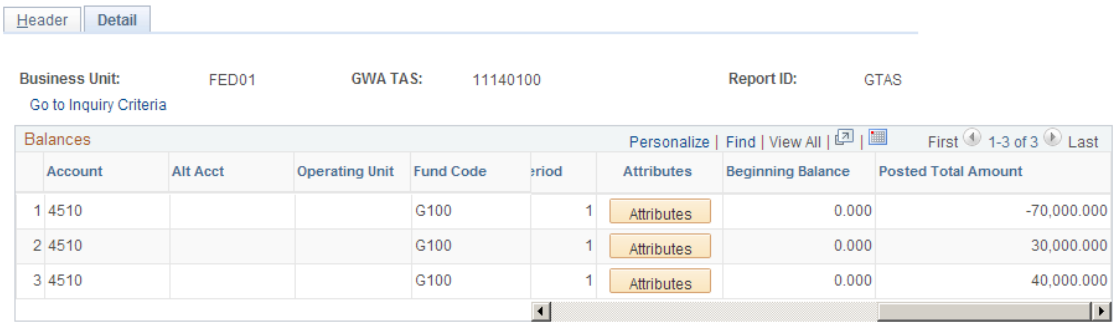
User Preferences – Overall Preferences page must be set to the correct Business Unit to display Adjustment Periods.

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GTAS Workbench Detail - Search Results

Supply the values shown in the above table and click the Search button:

This example illustrates the fields and controls on the GTAS Workbench - Staging Details Results page. You can find definitions for the fields and controls later on this page.



The fields that appear on the Workbench details layout represent the fields as they are in the GTAS Workbench record layout. You can download this page to an Excel spreadsheet by clicking the Download (to Excel) button. You can also customize the columns that appear by clicking the Personalize link.

Field or Control	Description
Attributes	Click to access the ChartField Attributes modal page to view the attributes associated with each line balance.

GTAS Workbench – ChartField Attributes Page

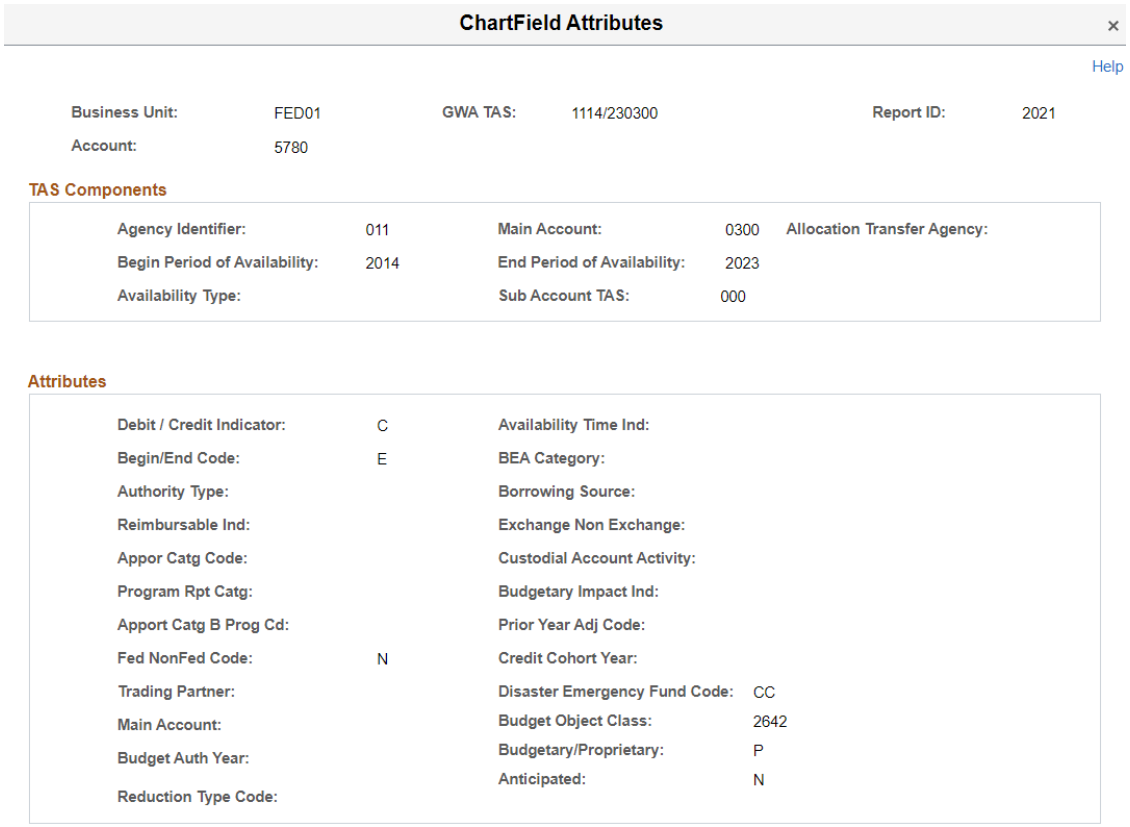
Use the GTAS Workbench - ChartField Attributes page to review the assigned attributes and attribute values associated with specific ChartFields based on the criteria entered on the GTAS Staging Header page. All fields on this modal page are display only.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Review**, and then **Review GTAS Workbench**, and then **Detail**. Perform a search. From the GTAS Workbench - Detail search results page, Balances grid, scroll to the right and select the **Attributes** button.

This example illustrates the fields and controls on the GTAS Staging Detail – ChartField Attributes page.

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Validating the GTAS Data

The Validate GTAS Data program runs edits against the accumulated data. The program calls each query that is identified on the GTAS Edits and Validations page in the order specified and runs once for each TAS. If any query returns results (results are considered errors), an Excel file is created for each query along with the resulting output report Access the Process Monitor for the Excel file. Access the Report Manager for the error output report.

Validate GTAS Data Page

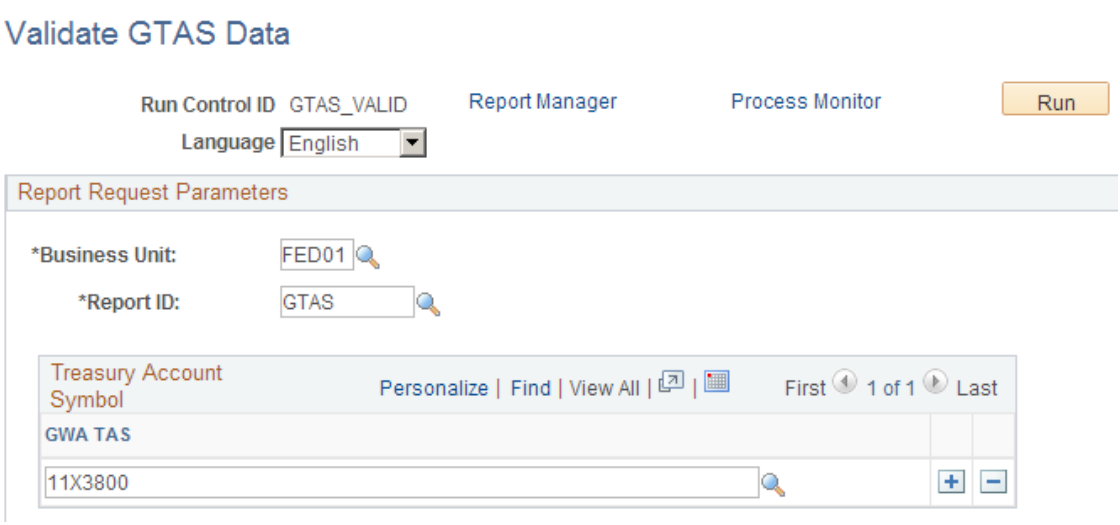
Use the Validate GTAS Data page to runs edits against the accumulated data. The program calls each query that is identified on the GTAS Edits and Validations page in the order specified and runs once for each TAS.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Processes**, and then **Validate GTAS Data**, and then **Validate GTAS Data**

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

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Field or Control	Description
Business Unit	Select the GL business unit for which to run the Validate GTAS Data process. This GL business unit is used to run each query.
Report ID	Enter the Report ID that you created when accumulating the GTAS data.
GWA TAS	Select the GWA String TAS that is associated with the funds that are being reported for GTAS. The combination must be valid on the TAS/BETC table and the corresponding funds are retrieved and passed as a parameter to each query. Each query runs separately for each combination of Agency Identifier and Main Account TAS for each GWA TAS. The validation process performs edits against the account balances that are generated by the accumulation process and generates a report that indicates a pass or fail for each edit. If this field is blank, the process runs for all TAS.
Report Manager	Click to check status of process and to retrieve the generated Edit and Validations error report.
Process Monitor	Click to retrieve generated .csv error reports from each query in error.

The following is a sample of the resulting report:

This example illustrates the fields and controls on the Sample of the GTAS Edits and Validations Report. You can find definitions for the fields and controls later on this page.

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ORACLE	Business_Unit : FED01 Report ID : GTAS	Oracle PeopleSoft Financials GTAS Edits And Validations Report	Page No : 1 of 2 Run Date : 2/26/13 Run Time : 4:14:38 AM

TAS GWA : 1111/140300

Edit #	Edit Category	Description	Query Name	Error Message	Pass / Fail	File Name
1	Agency	Missing BORROW attribute on Fund.	GTAS_ACCTS_MISSING_BORROW	The accounts are missing Borrow attribute on associated Fund.	Pass	NA

Edit #	Edit Category	Description	Query Name	Error Message	Pass / Fail	File Name
2	Treasury	GTAS_EDIT3	GTAS_EDIT3	The sum of the beginning balance of USSGL 4000-series accounts must equal zero for each reported TAS.	Pass	NA

Edit #	Edit Category	Description	Query Name	Error Message	Pass / Fail	File Name
3	Treasury	GTAS_EDIT_22	GTAS_EDIT_22	The sum of the beginning balances for the proprietary USSGL accounts must equal zero for each reported TAS.	Pass	NA

Edit #	Edit Category	Description	Query Name	Error Message	Pass / Fail	File Name
4	Treasury	GTAS_EDIT31	GTAS_EDIT_31	The sum of USSGL accounts 578000 and 673000 must equal zero.	Pass	NA

Edit #	Edit Category	Description	Query Name	Error Message	Pass / Fail	File Name
5	Treasury	GTAS_VAL_23	GTAS_VAL_23	USSGLs 412000, 439100 and 439700 can not be reported for this TAS because the Appropriation Flag is not I (Indefinite).	Pass	NA

Edit #	Edit Category	Description	Query Name	Error Message	Pass / Fail	File Name
6	Treasury	GTAS_VAL_25	GTAS_VAL_25	If Financing Account Code for the TAS is D (Direct) or G (Guaranteed) and the account is budgetary, then the Credit Cohort Year is required. Otherwise, Credit Cohort Year should be null.	Pass	NA

Create GTAS File Page

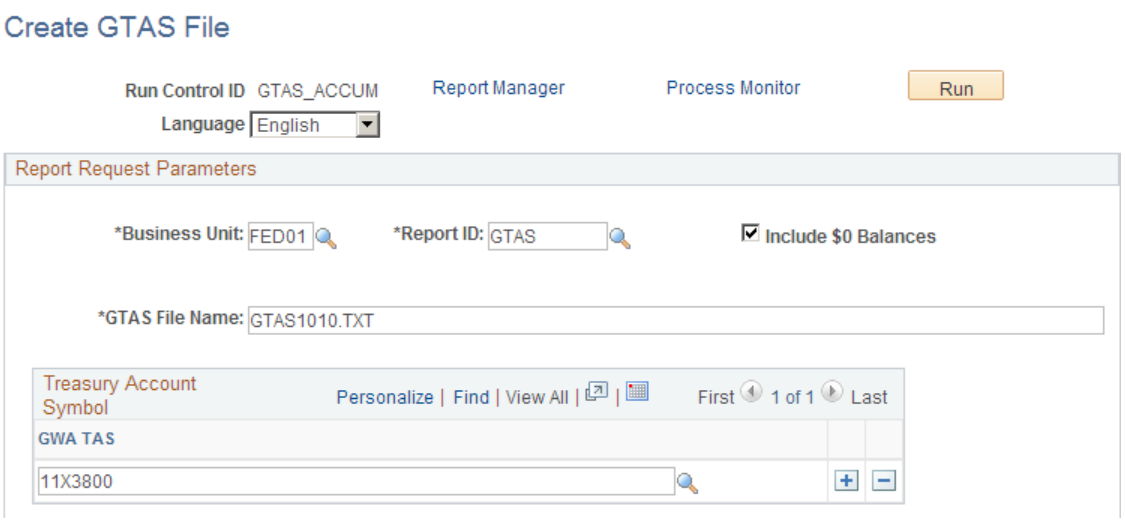
Use the Create GTAS File page to select the criteria necessary for PeopleSoft to generate the GTAS bulk file to upload to the U.S. Treasury.

Navigation:

General Ledger, and then **Federal Reports**, and then **GTAS Processes**, and then **Create GTAS Bulk FIle**, and then **Create GTAS File**

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

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Field or Control	Description
Business Unit	Select the GL Business Unit for which to run the Create GTAS File process.
Report ID	Select the Report ID created during the Accumulate GTAS Data process.
Include $0 Balances	Select to include $0 balances in the GTAS file. Treasury does not require $0 balances to be reported; however, if they are reported, the attributes must be included and correct.
GTAS File Name	Enter the name for the GTAS flat file. You must use a .TXT file extension. Do not enter a path.
GWA TAS (Government-wide Accounting Treasury Account Symbol)	Select the GWA String TAS that is associated with the funds being reported for GTAS. If GWA TAS is not specified, this process runs for all TAS within the specified Business Unit/Report ID.
Process Monitor	Click to check the status of a process.
Report Manager	Click to retrieve generated GTAS bulk file to be used for submission to the Treasury.

Setting Up Attribute Exceptions with Varying Complexity

This topic presents the following examples of Attribute Exceptions ranging from simple to complex:

1. Simple attribute exception.
2. Processing priority.
3. Treasury validation 13 exception.
4. Complex attribute exception.

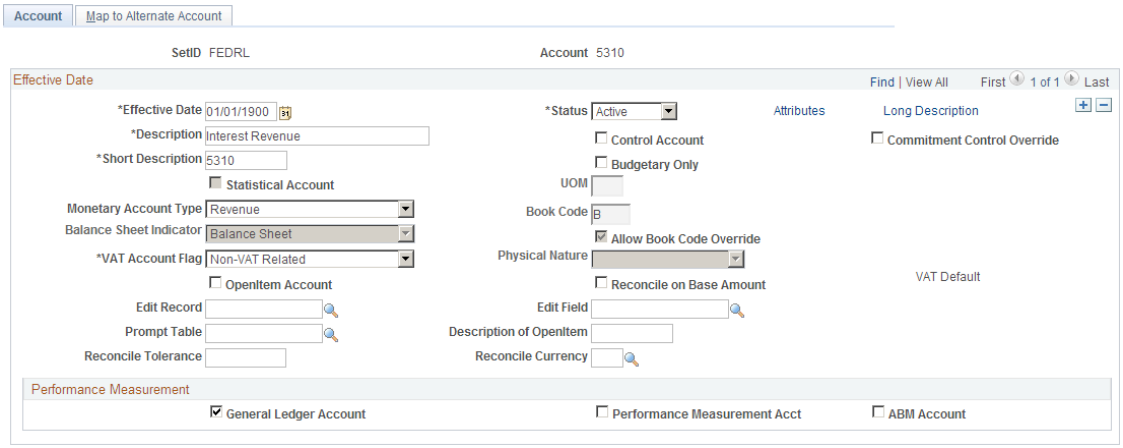
Example 35-7 Example 1: Simple Attribute Exception

This example shows account 5310 where a default value of T is set on the EXCHANGE ChartField Attribute and a simple exception overrides the default.

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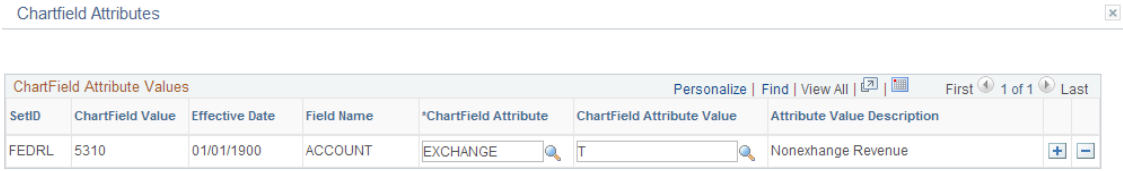
Access the Account page for account 5310. Click the Attributes link to access the associated ChartField Attributes page.

For detailed information about fields on the Account page, see Application Fundamentals: Account Page.



Click the Attributes link to access the associated ChartField Attributes page:

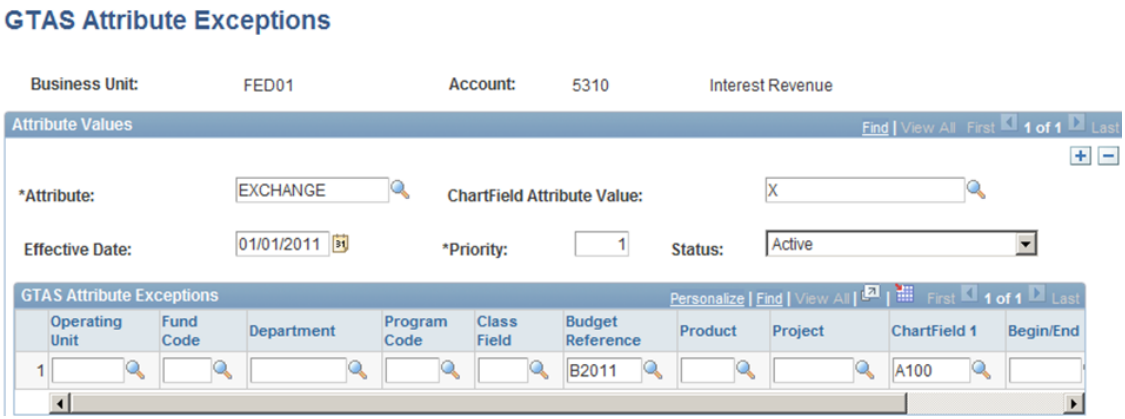
This example illustrates the fields and controls on the ChartField Attribute Values page - Account 5310.



Notice that *T* is the default value for the Exchange attribute for account 5310 on the corresponding Chartfield Attributes page.

Use the GTAS Attributes Exceptions page to set up the following exceptions:

This example illustrates the fields and controls on the GTAS Attributes Exceptions page - Account 5310 - Exchange Attribute.



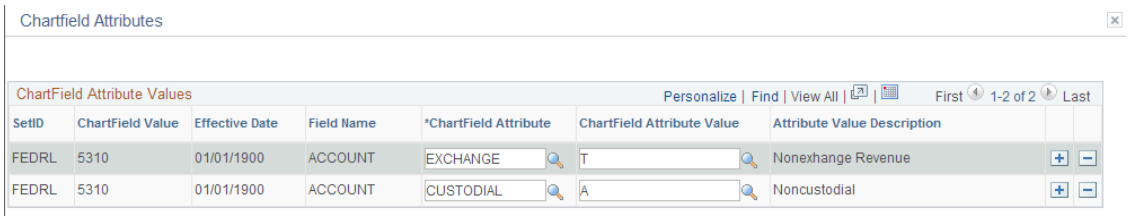
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The GTAS Attribute Exceptions page for Account 5310 (above) is set up for the following exception: For all transactions with a transaction date of 1/1/2011 and beyond and an account of 5310, Budget Reference of B2011, and ChartField1 of A100, the default Exchange attribute of *T* will be overridden with an *X* value.

Example 35-8 Example 2: Processing Priority

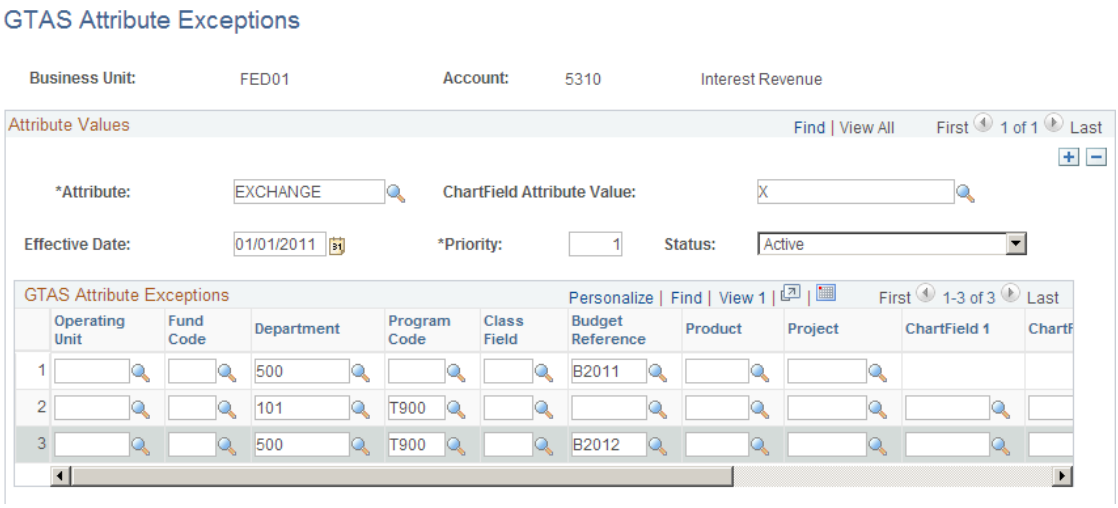
This example shows an exception with multiple ChartField combinations in the Exceptions grid for account 5310 and the attribute, EXCHANGE. Access the Account page for account 5310 and click the Attributes link:

This example illustrates the fields and controls on the Chartfield Attributes page - Account 5310.



Similar to Example 1, *T* is the default value for the EXCHANGE attribute for account 5310. The default value of *T* is overridden for transactions that meet the criteria below:

This example illustrates the fields and controls on the GTAS Attribute Exceptions page - Account 5310 - Exchange Attribute - Priority 1.

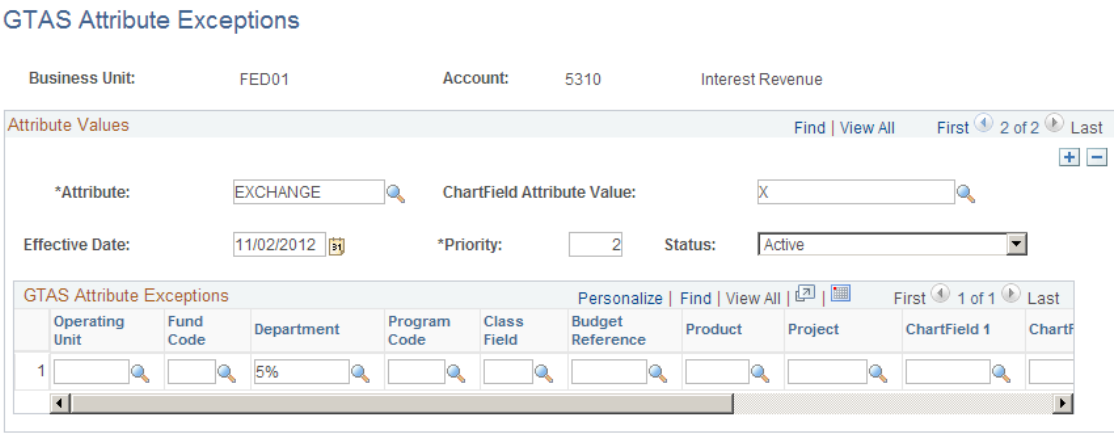


When processing these exceptions, the program first processes rows 1 and 2 since they have the least number of ChartFields. Then the program processes row 3. This exception is given priority over the other exceptions for the Account 5310 and the EXCHANGE attribute since the Priority = 1.

The following exceptions for Account 5310 and the EXCHANGE attribute are given a priority of 2. Transactions that meet the criteria for this attribute value (E) AND the attribute value (X) shown above will be assigned the attribute value of X due to the Priority Order.

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This example illustrates the fields and controls on the GTAS Attribute Exceptions page - Account 5310 - Exchange Attribute - Priority 2.

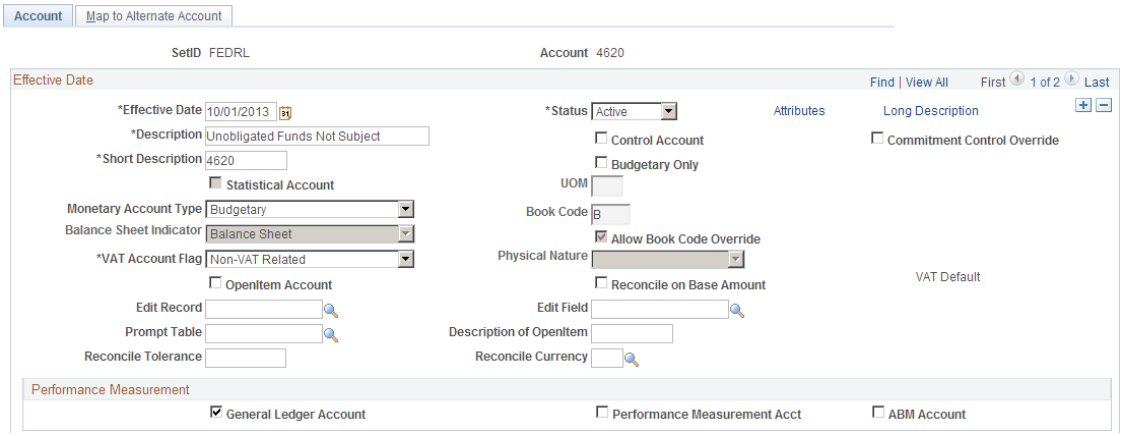


Example 35-9 Example 3 - Treasury Validation 13 Exception

The default for Availability Time Indicator for account 46200 is ‘A.’ The Treasury Validation 13 Exception states “If Begin End Indicator is B (beginning) for USSGL 462000, then the Availability Time Indicator must be null. If the Begin End Indicator is E (ending) for USSGL 462000, then Availability Time Indicator is ‘A.

Access the Account page for account 4620 (since Account 4620 rolls up to USSGL 462000):

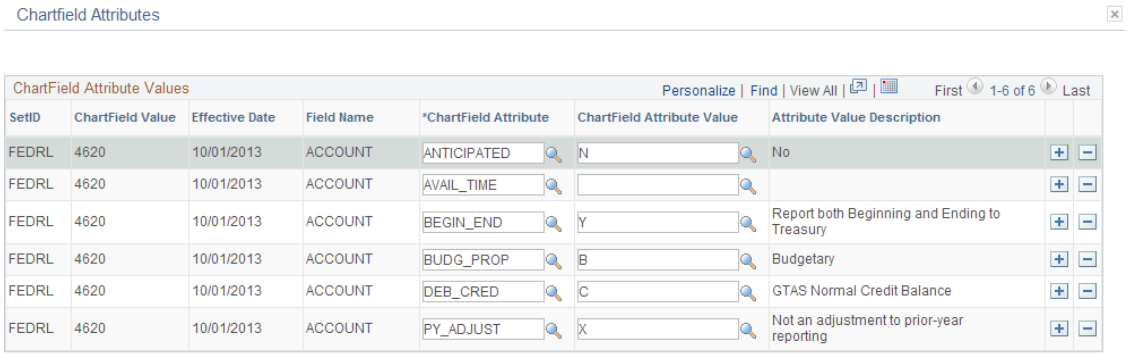
This example illustrates the fields and controls on the Account 4620.



Click the Attributes link . The following are the attribute values for account 4620:

This example illustrates the fields and controls on the ChartField Attribute Values page - Account 4620.

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Chartfield Attributes

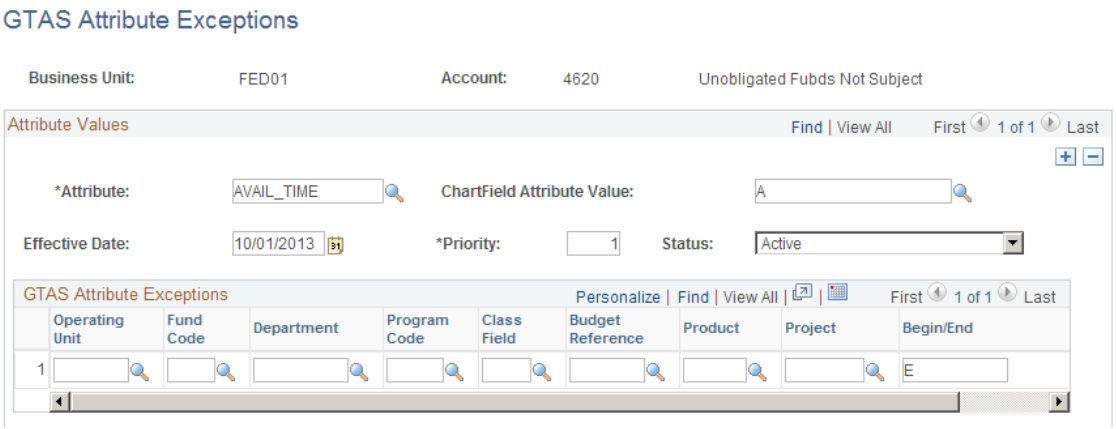
ChartField Attribute Values — Personalize | Find | View All | First 1-6 of 6 Last

SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description
FEDRL	4620	10/01/2013	ACCOUNT	ANTICIPATED	N	No
FEDRL	4620	10/01/2013	ACCOUNT	AVAIL_TIME		
FEDRL	4620	10/01/2013	ACCOUNT	BEGIN_END	Y	Report both Beginning and Ending to Treasury
FEDRL	4620	10/01/2013	ACCOUNT	BUDG_PROP	B	Budgetary
FEDRL	4620	10/01/2013	ACCOUNT	DEB_CRED	C	GTAS Normal Credit Balance
FEDRL	4620	10/01/2013	ACCOUNT	PY_ADJUST	X	Not an adjustment to prior-year reporting

The default for the Availability Time Indicator is set to null for Account 4620 on the Account Attributes page. This covers the statement that all transactions with account 4620 and Begin End Indicator of ‘B’ have AVAIL_TIME equal to null.

Also, for all transactions with account of 4620 and a Begin End Indicator of ‘E,’ the default AVAIL_TIME attribute is **A.** For this, set up the GTAS Attribute Exceptions page for Account 4620, Attribute AVAIL_TIME as follows:

This example illustrates the fields and controls on the GTAS Attribute Exceptions page - Account 4620- AVAIL_TIME Attribute.


GTAS Attribute Exceptions

Business Unit: FED01 Account: 4620 Unobligated Fubds Not Subject

Attribute Values — Find | View All First 1 of 1 Last

*Attribute: AVAIL_TIME ChartField Attribute Value: A

Effective Date: 10/01/2013 *Priority: 1 Status: Active

GTAS Attribute Exceptions — Personalize | Find | View All | First 1 of 1 Last

	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	Begin/End
1									E

> **Note**
>
> When a value is entered in the Begin End exception field, the Accumulation process creates two rows on the Staging Table if both beginning and ending balances must be reported to accommodate the differing attributes. Additionally, only 1 row with a value in the Begin End exception field should be entered for each Attribute/Attribute Value combination.

Example 35-10 Example 4 - Complex Exception

The attribute value of Non-Exchange (T) is the default for all accounts except the two listed below. The following USSGL accounts will report the attribute value of exchange (X) representing the sale of Federal assets for a gain or loss:

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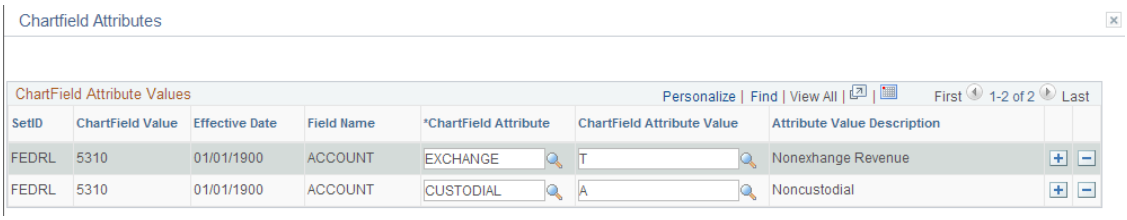
- 7110 Gains on Disposition of Assets - Other
- 7210 Losses on Disposition of Assets – Other

If the USSGL accounts listed below include balances for Funds 007, 119, or 127, report the attribute of Exchange (X), aggregated by TAS, by Fund and then by USSGL. If the USSGL accounts listed below include balances for regular type Federal Funds, other than Funds 007, 119, or 127, report the attribute of Non-Exchange (T), aggregated by TAS, by Federal Fund and then by USSGL.

- USSGL 5310 Interest Revenue - Other
- USSGL 5900 Other Revenue
- USSGL 5909 Contra Revenue for Other Revenue
- USSGL 7190 Other Gains
- USSGL 7290 Other Losses

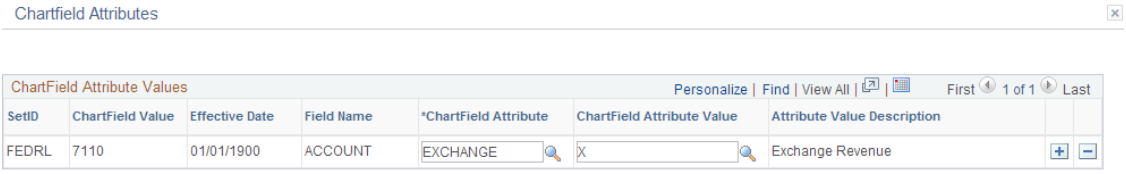
First the attribute value of **T** ' is established as a default on the ChartField Attribute Assignment page for accounts 5310, 5900, 5909, 7190, and 7290. Click the Attributes link from the Account page (only account 5310 is shown):

This example illustrates the fields and controls on the Chartfield Attributes page - Account 5310.



Then accounts 7110 and 7210 are given the 'X' exchange default: (only the Account 7110 Attribute value shown below):

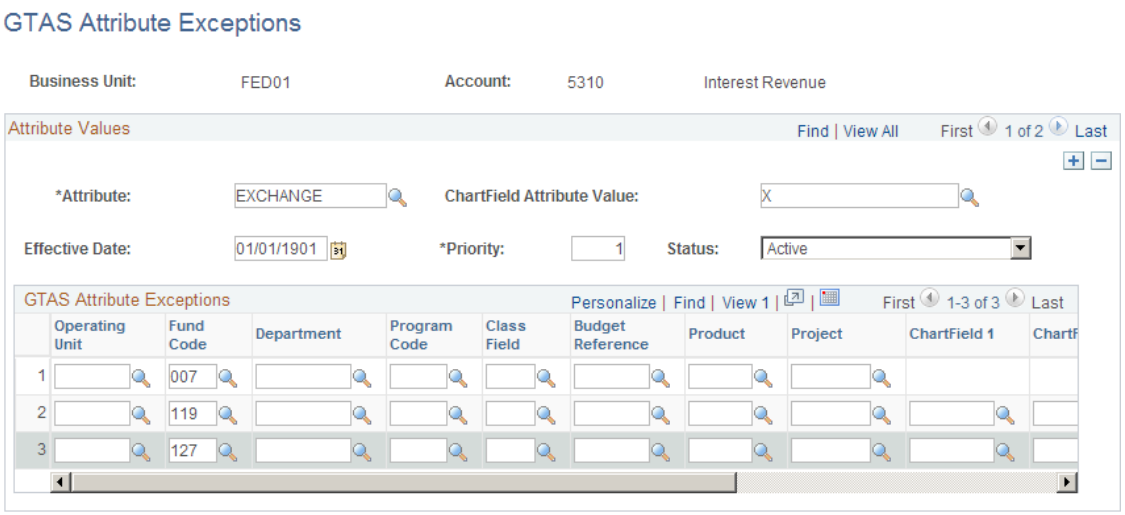
This example illustrates the fields and controls on the ChartField Attribute Values page - Account 7110.



Next, the attribute exceptions are set up for accounts 5310, 5900, 5909, 7190, and 7290 and funds 007, 119, and 127.

This example illustrates the fields and controls on the GTAS Attribute Exceptions page (only Account 5310 is shown):

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These exceptions override the defaults set on the GTAS Attribute Assignment Page.

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Setting Up and Using U.S. Federal Digital Accountability and Transparency Act Reporting

Understanding Federal DATA Act Reporting

The Digital Accountability and Transparency Act (DATA Act) is the first open data law for the U.S. Federal Government to improve data transparency. The DATA Act requires agencies to standardize the data elements used to record procurement and financial assistance transactions across the federal government.

PeopleSoft produces DATA Act files A, B, and C with data extracted from these sources:

- General Ledger Recording Ledger Data:
  - File A - Appropriations Account Data
  - File B - Object Class and Program Activity
- Purchase Order, Receipt Accrual, Payables Voucher, and General Ledger Journal Transaction Data - File C - Award Financial (Procurement and Grants).

The interface files are submitted to the governments DATA Act Broker for validation and certification of monthly financial data to report to USAspending.gov.

PeopleSoft's Solution to Support DATA Act Reporting

PeopleSoft provides a configurable solution to capture necessary transaction data and generate DATA Act Files A, B, and C. The solution includes these high-level steps:

1. Configure Federal Installation options, DATA Act Definition, Federal Program Activity Mapping Page, DATA Act Trees, DATA Act Balance Fields, Data Act Balance Fields Sequencing, and Run Controls for Files A, B, and C.
2. Enter transactions with DATA Act attributes.

> **Note**
>
> Note that File C extracts data from Purchase Order, Receipt Accrual, AP Vouchers, and General Ledger Journals. This is necessary since the PIID, Parent PIID, FAIN, and URI are derived based on the source transactions.

3. Run the DATA Act interface for Files A and B.
4. Run the DATA Act interface for File C, which is a separate run control.

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Related Topics

- Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements
  To define component TAS and BETC elements for U. S. Federal government reporting and IPAC transactions, use the Define Agency Identifier component (TAS_AGENCY_ID), the Define Main Account component (TAS_MAIN_ACCT_DFN), and the Treasury Account Symbol Definition component (TAS_DEFN).
- Understanding Federal Government and Statutory Reports
  This section discusses:

Setting Up Trees for DATA Act Reports

This topic discusses how to set up PeopleSoft Trees for DATA Act reports.

Pages Used to Set Up Trees for DATA Act Reports

Page Name	Definition Name	Usage
Tree Manager Page	PSTREEMGR	Set up Account Rollup, Object Class, and Disaster Emergency Fund Code trees For general information about trees in PeopleSoft, see the product documentation for *PeopleTools: Tree Manager*.

Tree Manager Page

Use the Tree Manager page (PSTREEMGR) to set up Account Rollup, Object Class, and Disaster Emergency Fund Code trees.

Navigation:

Tree Manager, and then **Tree Manager**

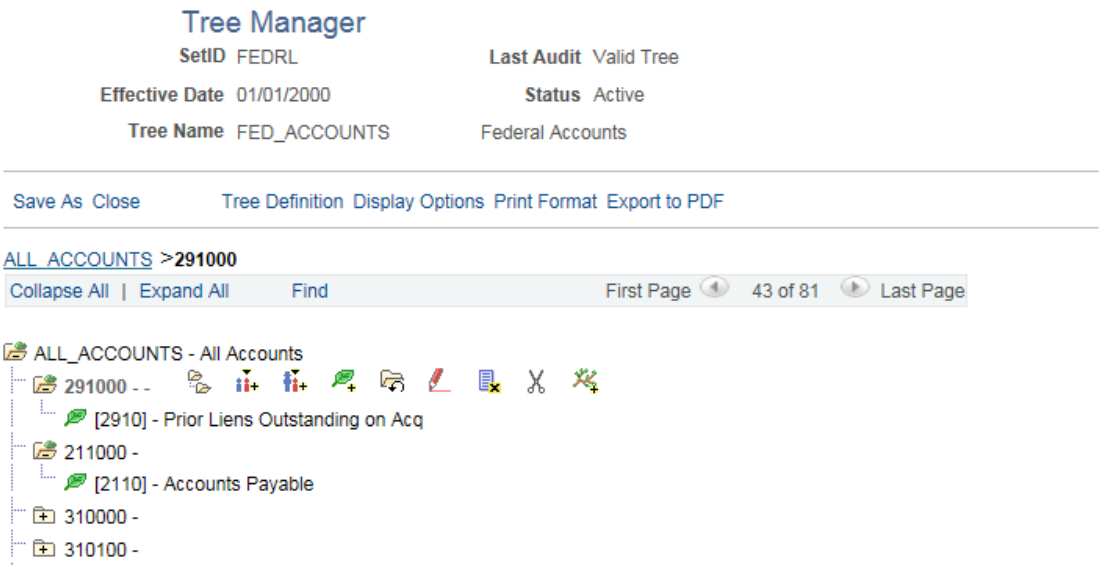
Account Rollup Tree

The following example shows the Account Rollup Tree on the Tree Manager page. This tree translates GL accounts to the 6-digit USSGL account values required by Treasury. In addition, this tree specifies all accounts that are reportable.

> **Note**
>
> This tree is required even if your agency currently uses 6-digit General Ledger accounts.

This example illustrates the fields and controls on the Tree Manager page for the Account Rollup Tree.

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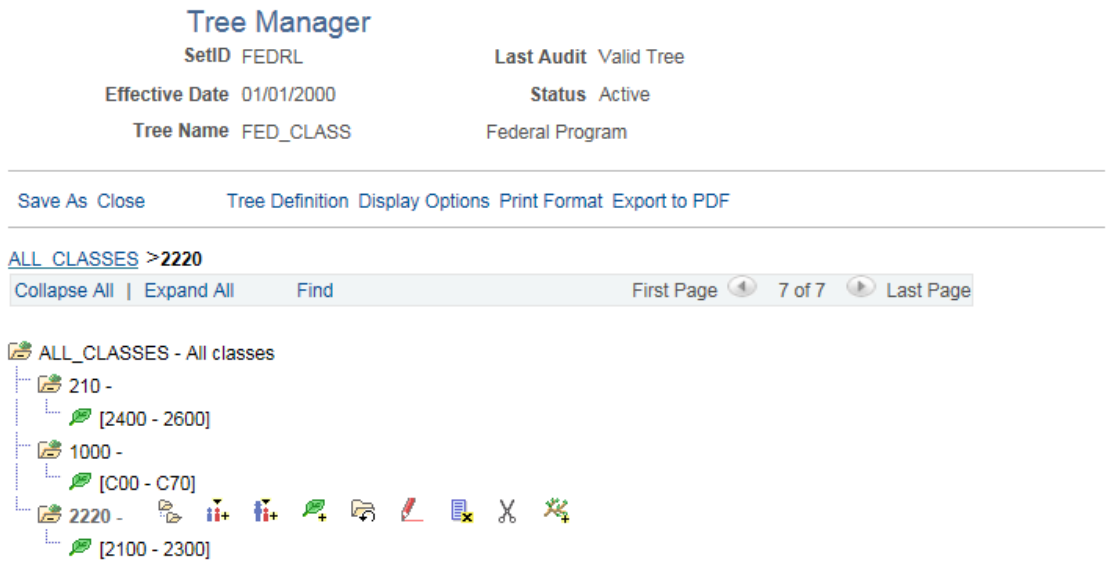


Object Class Tree

This example shows a partial Object Class tree. Because the PeopleSoft ChartField designated for Object Class is *Class* (as defined on the Federal Object and Program Trees page), this tree is based on the Class ChartField. This tree translates *Class* into the appropriate Federal Object Class code for use on the bulk file and identifies which Object Classes are reportable.

> **Note**
>
> This tree is required even if no translation is necessary.

This example illustrates the fields and controls on the Tree Manager page for the Object Class Tree.



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Disaster Emergency Fund Code Tree

This tree translates the values in the field defined for Disaster Emergency Fund Code.

This example illustrates the fields and controls on the Tree Manager page for the Disaster Emergency Fund Code Tree.



Setting Up DATA Act Reports

The Digital Accountability and Transparency Act (DATA Act) is the first open data law for the U.S. Federal Government to improve data transparency.

Pages Used to Set Up DATA Act Reports

Page Name	Definition Name	Usage
Application Fundamentals: Installation Options - Federal Processing Options Page	INSTALLATION_FD	Enable federal award data for procurement and financial assistance fields and to define these fields to generate DATA Act File C.
DATA Act Definition Page	FOMB_ATTR_XREF	Map an attribute from file C to a PeopleSoft ChartField for those attributes defined as ChartFields.
Federal Program Activity Mapping Page	FOMB_PRJACT_MAP	Map a Federal Program Activity Code to a PeopleSoft ChartField value or range of values for one or multiple ChartFields.

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Page Name	Definition Name	Usage
DATA Act Trees Page	FOMB_PRJTREES	Specify translation and derivation trees for Federal Object Class and USSGL accounts.
DATA Act Balance Fields Page	DATA_ACT_BALANCE	Determine the General Ledger accounts that comprise the calculations for selected balance fields in Files A, B, and C.
DATA Act Balance Fields Sequencing Page	DATA_ACT_BAL_SEQ	Define the order in which balance fields should be sequenced.
Run DATA Act Interface Page	FOMB_RUNCNTL	Run processes that extract data to the staging tables and create the output bulk file for DATA Act files A & B.
Run Data Act File C Page	DATA_C_RUNCNTL	Run processes that extract data to the staging tables and create the output bulk file for DATA Act File C.

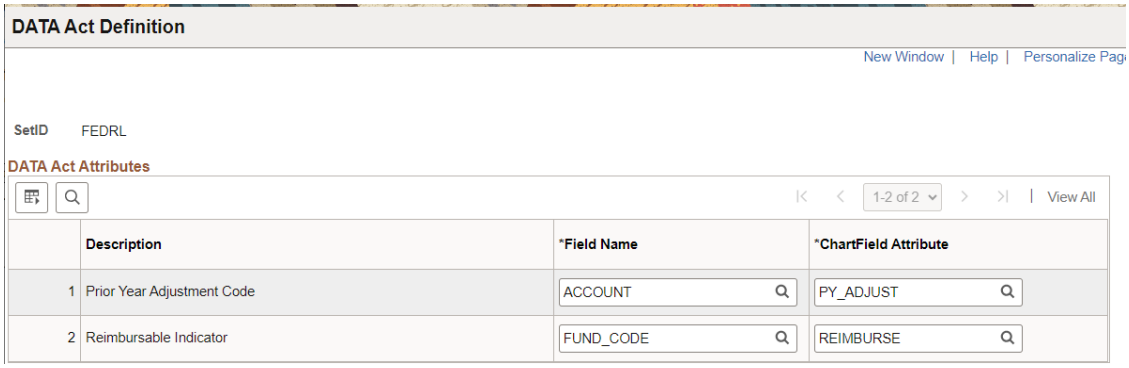
DATA Act Definition Page

Use the Data ACT Definition page (FOMB_ATTR_XREF) to map an attribute from file C to a PeopleSoft ChartField for those attributes defined as ChartFields.

Navigation:

General Ledger, and then **Federal Reports**, and then **DATA Act**, and then **Definition**, and then **DATA Act Definition**

This example illustrates the fields and controls on the DATA Act Definition page.



> **Note**
>
> These attributes can be shared with the GTAS attributes with the same name.

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Field or Control	Description
Description	Displays a description of the Data Element or attribute.
Field Name	Select the ChartField with which the attribute is associated. **Note:** The field name for *Prior Year Adjustment Code* is hard coded and protected to derive the PYA field from the general ledger account.
ChartField Attribute	Select the attribute associated with the ChartField that contains values required for reporting to Treasury.

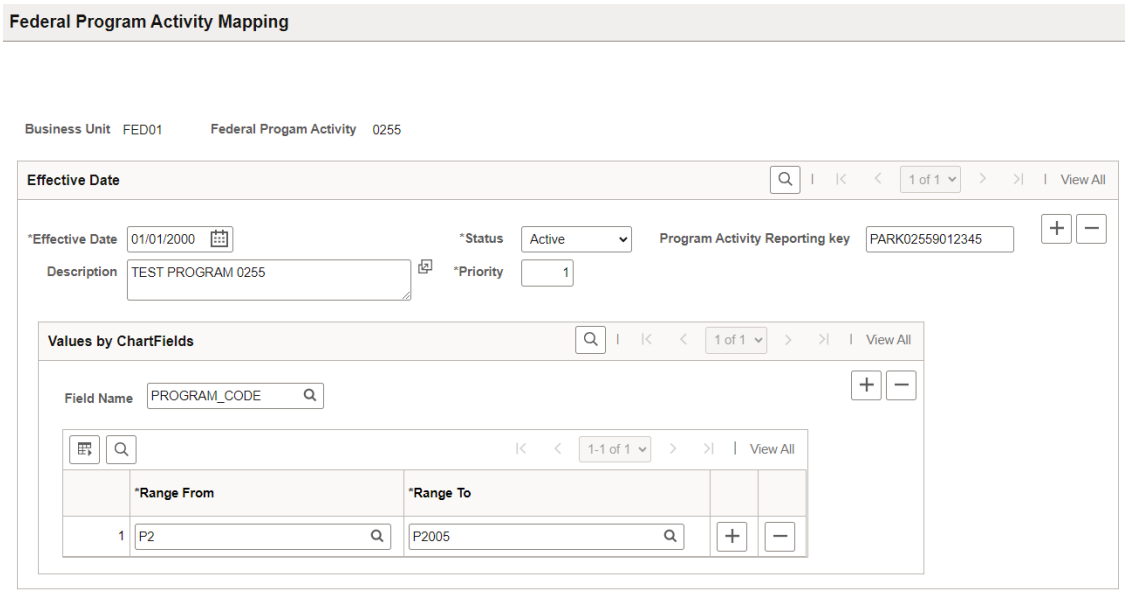
Federal Program Activity Mapping Page

Use the Federal Program Activity Mapping page (FOMB_PRJACT_MAP) to map a Federal Program Activity Code to a PeopleSoft ChartField value or range of values for one or multiple ChartFields.

Navigation:

General Ledger, and then **Federal Reports**, and then **Federal Reports**, and then **Definition**, and then **Map DATA Program Activity**

This example illustrates the fields and controls on the Federal Program Activity Mapping page.



Field or Control	Description
Effective Dates	Select a date from which the mapping is effective.
Status	Indicates whether the effective-dated row is Active or Inactive.

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Field or Control	Description
Priority	Enter the priority order in which Federal Program should be assigned in the event that there are ChartField values in the **Values by ChartFields** section that overlap across one or more Programs. This priority is applied across all Federal Program Codes under the same Business Unit.
Description	Enter a description of the Federal Program Activity.
Program Activity Reporting key	Enter the 15-character Program Activity Reporting Key (FED_PARK). This value is pulled into the Data Act Files B and C reporting, outbound file reporting, and summarization. This field is optional and is not edited by the system.
Field Name	Select ChartField combinations to use in mapping Federal Programs. The ChartFields that appear in this link are dependent on ChartField configuration. For more information, see Application Fundamentals: Using Standard ChartField Configuration.
Range From and **Range To**	Enter a From and to value for the selected ChartField.

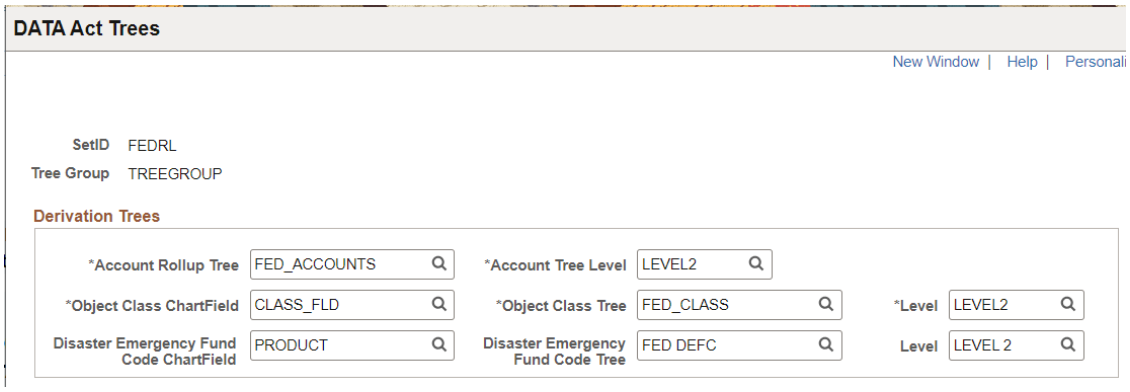
DATA Act Trees Page

Use the DATA Act Trees page (FOMB_PRJTREES) to specify translation and derivation trees for Account Rollup, Object Class and Disaster Emergency Fund Code.

Navigation:

General Ledger, and then **Federal Reports**, and then **DATA Act**, and then **Definition**, and then **DATA Act Trees**

This example illustrates the fields and controls on the DATA Act Trees page.



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Field or Control	Description
Tree Group	Enter an identifier for the tree group. This identifier is used on the DATA Act File C Interface Run Control page.
Account Rollup Tree and **Account Tree Level**	Select the tree created for account rollup. The account rollup tree is used to translate General Ledger accounts to the six-digit USSGL account values required by the U.S. Treasury, and to denote which USSGL accounts are required for reporting. Select the Account Rollup tree level to be used for reporting.
Object Class ChartField, **Object Class Tree**, and **Level**	Select the ChartField that is used to derive Federal Object Class. Select the tree created for Object Class. The Object Class tree is used to derive the Federal Object Class from the ChartField value in the ledger as well as to specify which Object Classes should be included in the report. Select the Object Class tree level to be used for reporting.
Disaster Emergency Fund Code ChartField, **Disaster Emergency Fund Code Tree**, and **Level**	Select the ChartField that is used to derive the Disaster Emergency Fund Code. Select the tree for the Disaster Emergency Fund Code (DEFC). The tree is used to derive the DEFC from the ChartField value and to specify what to include in reports. Select the Disaster Emergency Fund Code tree level to use for reporting. **Note:** These fields are optional. However, if the ChartField is populated, then the Tree and Level fields are required.

DATA Act Balance Fields Page

Use the DATA Act Balance Fields page (DATA_ACT_BALANCE) to determine the General Ledger accounts that comprise the calculations for selected balance fields in Files A, B, and C.

Navigation:

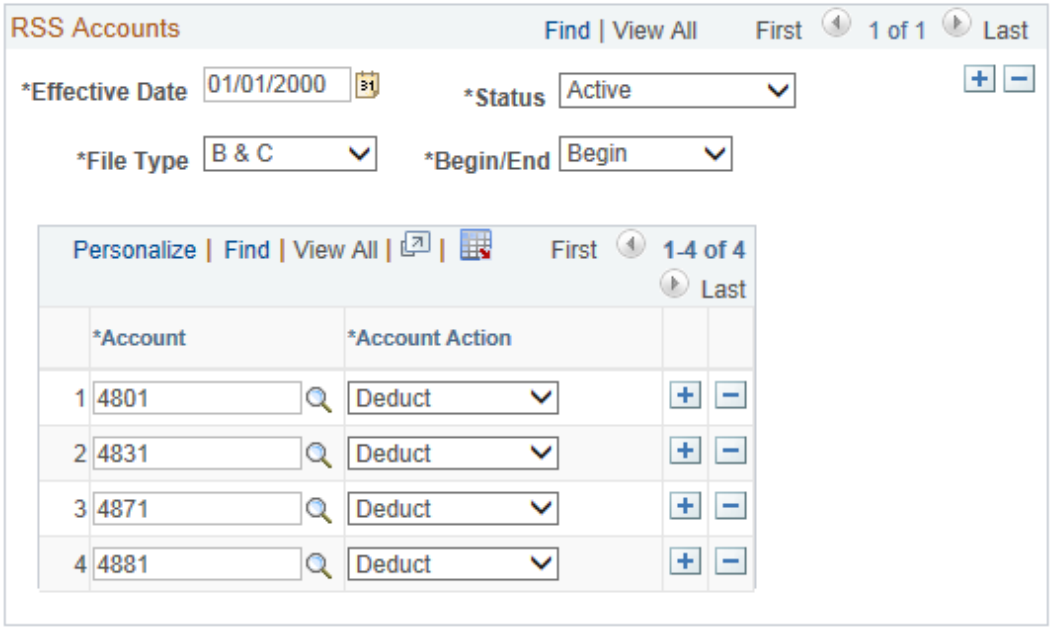
General Ledger, and then **Federal Reports**, and then **DATA Act**, and then **Definition**, and then **DATA Act Balance Fields**

This example illustrates the fields and controls on the DATA Act Balance Fields page.

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DATA Act Balance Fields

SetID FEDRL **Balance Field Name** USSGL480100_UndeliveredOrdersObligationsUnpaid_FYB



Field or Control	Description
Balance Field Name	Enter the balance field name for which accounts and account actions are to be defined. These fields are used when reporting to the U.S. Treasury and the values much match the Treasury's pre-defined values.
File Type	Select from these values: • *File A* • *File B* • *File B and C* • **File C**
Begin/End	Select and option to indicate whether the reporting period beginning or ending balance is reportable in the file. Options are: • *Begin*: reporting beginning balance. • *End*: reporting ending balance.
Account	Select the Account ChartField value that applies to the calculation for the selected balance field.
Account Action	Select an option to indicate whether the amount should be added or subtracted from the balance total. Options are: • *Add* • **Deduct**

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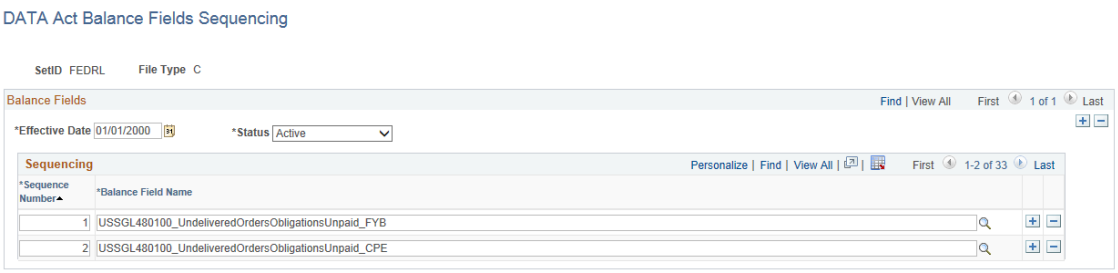
DATA Act Balance Fields Sequencing Page

Use the Data Act Balance Fields Sequencing page (DATA_ACT_BAL_SEQ) to define the order in which balance fields should be sequenced. This flexibility accommodates future Treasury changes to file specifications.

Navigation:

General Ledger, and then **Federal Reports**, and then **DATA Act**, and then **Definition**, and then **DATA Act Balance Fields Sequencing**

This example illustrates the fields and controls on the DATA Act Balance Fields Sequencing page.



Field or Control	Description
Sequence Number	Enter a sequence number (1-999) for determining the order in the file.
Balance Field Name	Select the balance field name for each sequence. Only balance fields that have been created for the selected file type using the DATA Act Balance Fields Page are available for selection.

Run DATA Act Interface Page

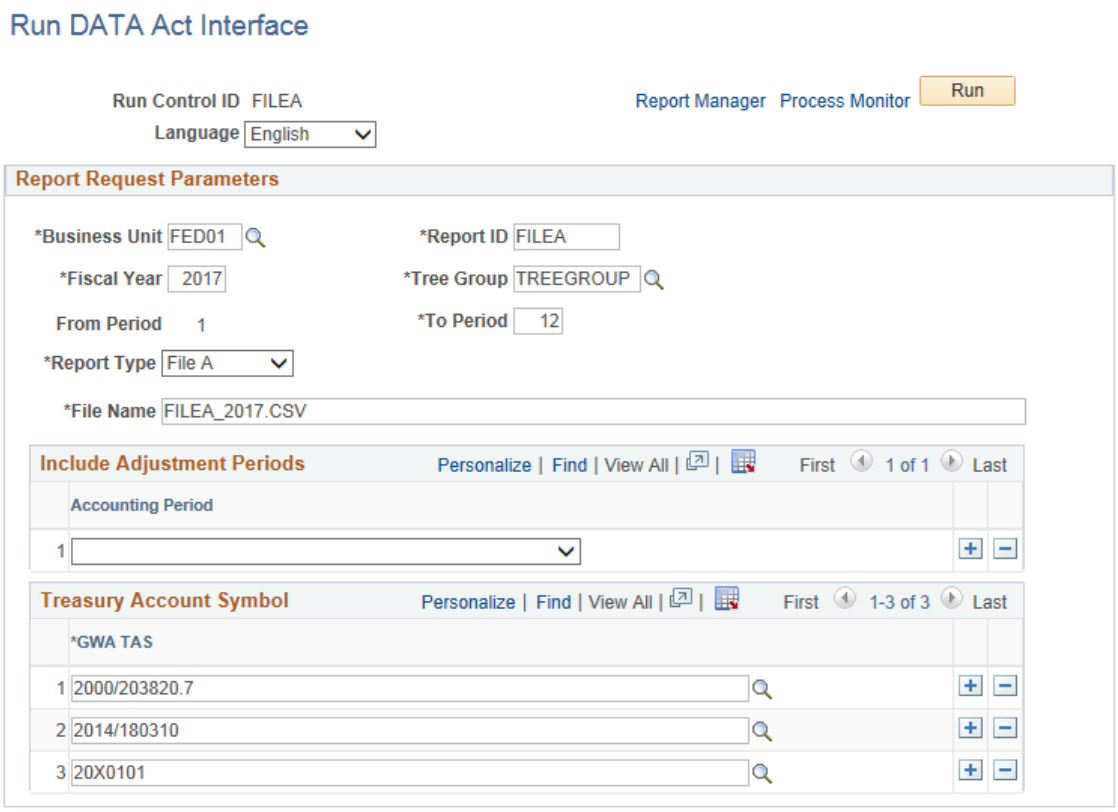
Use the Run DATA Act Interface page (FOMB_RUNCNTL) to run processes that extract data to the staging tables and create the output bulk file for DATA Act files A & B.

Navigation:

General Ledger, and then **Federal Reports**, and then **DATA Act**, and then **Files A and B**, and then **Run DATA Act Interface A & B**

This example illustrates the fields and controls on the Run DATA Act Interface page.

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Run Data Act File C Page

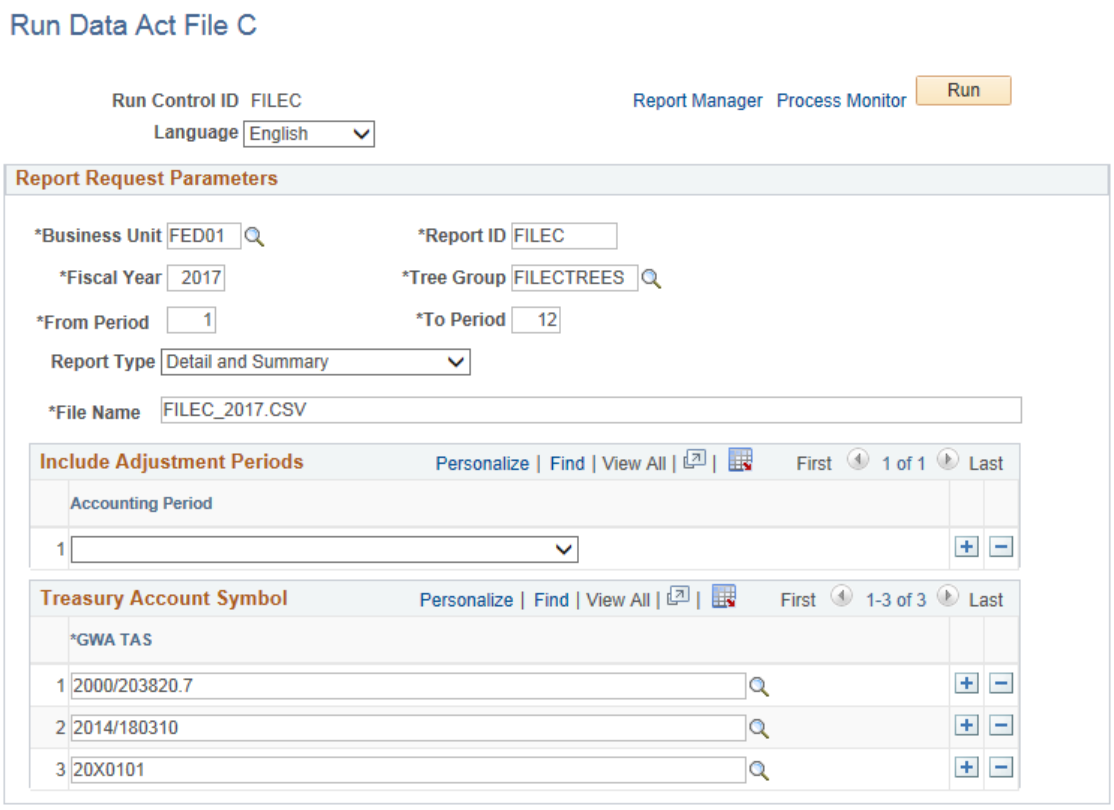
Use the Run Control page (DATA_C_RUNCNTL) to run processes that extract data to the staging tables and create the output bulk file for file C.

Navigation:

General Ledger, and then **Federal Reports**, and then **DATA Act**, and then **File C**, and then **Run DATA Act Interface**

This example illustrates the fields and controls on the Run Data Act File C page.

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> **Note**
>
> Before creating File C, you should check the Report Type (*Detail* or *Detail and Summary*) on the Run Control page. When the Report Type selected is *Detail*, File C is created with detailed transactions between the **From** and **To** periods defined on the run control. When the Report Type selected is *Detail and Summary*, File C is created with detailed transactions between the **From** and **To** periods defined on the Run Control and cumulative summary balances.

Field or Control	Description
Business Unit	Select the business unit for which you want to run the DATA Act File C interface.
Report ID	Select a free-form Report ID to identify the dataset for the program run.
Tree Group	Select the Tree Group for attributes and tree derivation.
Fiscal Year	Enter the fiscal year for which to select data.
From Period	Enter the accounting period from which to select data for the detail data reporting. Summary reporting always uses a From Period of 1 for cumulative reporting.
To Period	Enter the accounting period from which to select data in the fiscal year entered.

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Field or Control	Description
Report Type	Select one of these options: • *Detail and Summary*: select to create File C with detailed transactions and summary balances. • *Detail*: select to create File C with detailed transactions.
File Name	Enter the name for the bulk file. You must use a .csv file extension. Do not enter a path.
Accounting Period	Select adjustment accounting period(s) to be included as part of the ending balance.
TAS	Select one or more TAS that are associated with the funds being reported. This is a required field.

DATA Act File C Product and Source Table Data

File C provides obligation and expenditures for PIID, Parent PIID, FAIN and URI data. The following is a list of the products and source tables where data is extracted.

Product	Source Table
Purchasing	EE_PO_ACCTG_LN
Purchasing Receipts	RECV_LN_ACCTG
	EE_RCV_ACCTG_LN
Payables	VCHR_ACCTG_LINE
	EE_VCH_ACCTG_LN
General Ledger	JRNL_LN
	JRNL_LN_FED
	JRNL_HEADER
	EE_JAD_ACCTG_LN

Description	Staging Table	Comments
Header	DATA_C_STG_HDR	Contains high level run control information for File C.
Detail	DATA_C_STG_DTL	Contains transactions selected from the source tables, including PIID, Parent PIID, FAIN, URI, Federal Program, and Federal Object Class, for reporting in File C.
Balance	DATA_C_STG_BAL	Contains summarized transactions for the purpose of maintaining fiscal year beginning account balances by PIID, Parent PIID, FAIN, URI, Federal Program, and Federal Class.

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Description	Staging Table	Comments
Beginning Balance	DATA_C_BAL_TBL	Contains calculated future beginning balance for GL accounts broken out by PIID, Parent PIID, FAIN, and URI for the next fiscal year.

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Using PeopleSoft General Ledger Reporting

Understanding PeopleSoft General Ledger Reporting

Overview

The PeopleSoft General Ledger Reporting feature provides prepackaged Oracle Business Intelligence Enterprise Edition (OBIEE) metadata to help you analyze financial information and determine if you are on track to meet financial goals. With the provided metadata you can create dashboards and reports. Dashboards and reports provide an interactive way to look at the data in the form of charts, graphs, and grids. Security rules ensure that personalized content is generated for specific users. Row-level security is delivered to control access to specific data rows using existing PeopleSoft row-level security & ChartField security setup.

PeopleSoft General Ledger Reporting is built on a single prebuilt metadata repository file (**FSCM92_GL_REPORTING.rpd**) that consists of physical, business mapping, and presentation metadata layers, which contain common definitions of metrics, hierarchies, and calculations against data stored in PeopleSoft General Ledger. Subject areas are delivered in General Ledger Reporting, which is described in the Presentation Layer topic.

The servers, programs, and tools in OBIEE provide the infrastructure foundation for PeopleSoft General Ledger Reporting. The content of the delivered metadata repository file are objects in OBIEE. Oracle BI Analysis, and Interactive Dashboards are used to create the dashboards and reports. The powerful metadata content that PeopleSoft delivers helps eliminate the need for you to have to create complex mappings and templates for your PeopleSoft General Ledger reporting.

> **Note**
>
> PeopleSoft General Ledger Reporting currently supports only PeopleSoft Base language.

For technical information about setting up and using General Ledger Reporting, see *Oracle Red Paper - General Ledger Reporting* on My Oracle Support.

Prerequisites

Prerequisites to using the PeopleSoft General Ledger Reporting feature are:

- OBIEE 11.1.1.7 or higher
- PeopleSoft FSCM 9.2.00
- PeopleSoft PeopleTools 8.53 or higher

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> **Note**
>
> You must have a separate license for OBIEE. See Licensing Notes for Financials & Supply Chain Mgt. 9.2, which can be found on the PeopleSoft Financials and Supply Chain Management 9.2 Documentation Home Page on My Oracle Support, Note 1495413.1.

Setting Up PeopleSoft General Ledger Reporting

Page Used to Set up PeopleSoft General Ledger Reporting

Page Name	Definition Name	Usage
Application Fundamentals: Installation Options - Overall Page	INSTALLATION_FS1	Configure installation information and indicate how you want to use cross-application features. Two fields on this page are used when flattening data for General Ledger Reporting.

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.

Navigation:

Setup Financials/Supply Chain, and then **Install**, and then **Installation Options**, and then **Overall**

These fields are used to flatten data for General Ledger Reporting:

Field or Control	Description
Use Flatten Tree Data	Click this link to access the Tree Flattener Options page where you can select these options: *General Ledger Reporting*: Select to populate flattened tree data in a format that is usable by General Ledger Reporting. This check box must be selected if you are using General Ledger Reporting feature. *Detail List*: Select so that GL batch processes use the flattened tree data to improve performance.
Maintain Chartfield EDR Data	Select this check box to indicate that ChartField effective date range data is to be maintained by Online ChartField components. This option is required if the Use Flatten Tree Data option is selected.

For technical information about setting up and using General Ledger Reporting, see *Oracle Red Paper - General Ledger Reporting* on My Oracle Support.

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Flattening Data for General Ledger Reporting

Follow these steps to flatten data for General Ledger Reporting:

1. Submit the Business Unit SetID mapping request process.
2. Submit the Date Flattener request process.
3. Submit the Period Flattener Request process.
4. Submit the Materialized View Maintenance Request process.

> **Note**
>
> This step is only applicable if you are using PeopleTools 8.54 or higher.

5. Configure the default Tree Setup.

For technical information about setting up and using General Ledger Reporting, see *Oracle Red Paper - General Ledger Reporting* on My Oracle Support.

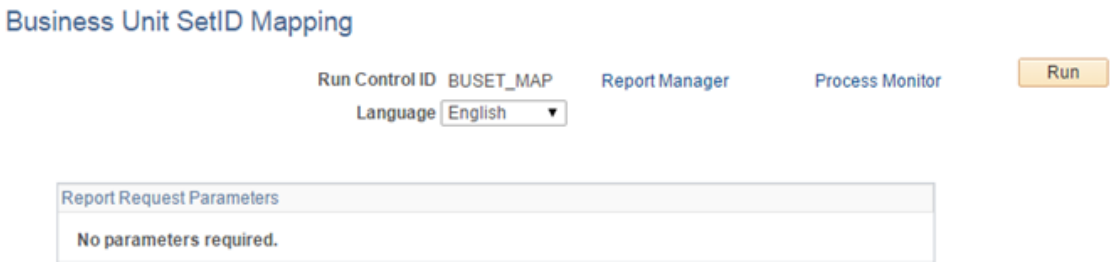
Submitting the Business Unit SetID Mapping Request Process

Use the Business Unit SetID Mapping page to submit the business unit SetID mapping request process. This process determines and stores the correct SetID to be used for each ChartField so this does not need to be determined at run time which should improve performance.

Navigation:

Set Up Financials/Supply Chain, and then **Operational Reporting**, and then **Request to Map BU and SetID**

This example illustrates the fields and controls on the Business Unit SetID Mapping page.



> **Note**
>
> As this process also performs Business Unit SetID Mapping for Trees associated with additional SetIDs, it needs to be executed whenever a new tree definition is flattened in Tree Flattener that needs to be used in PeopleSoft General Ledger Reporting

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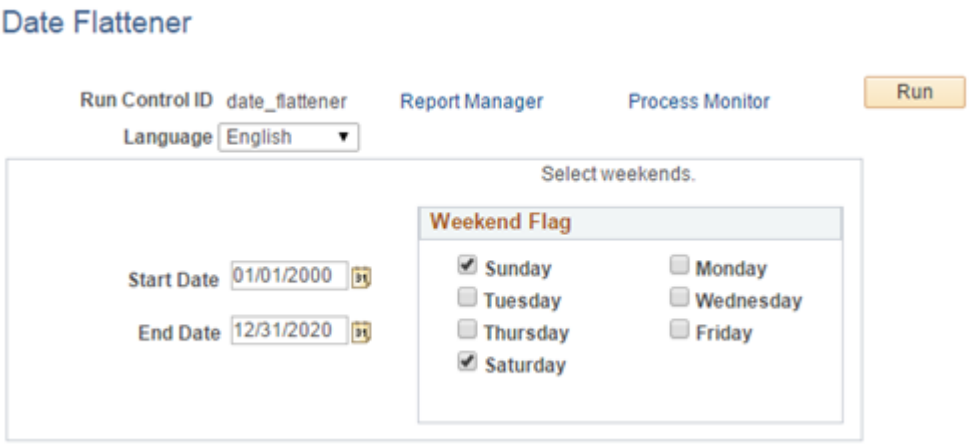
Submitting the Date Flattener Request Process

Use the Date Flattener page to submit the Date Flattener Request process.

Navigation:

Set Up Financials/Supply Chain, and then **Operational Reporting**, and then **Calendar Flattener**, and then **Date Flattener**

This example illustrates the fields and controls on the Date Flattener page.



Submitting the Period Flattener Request Process

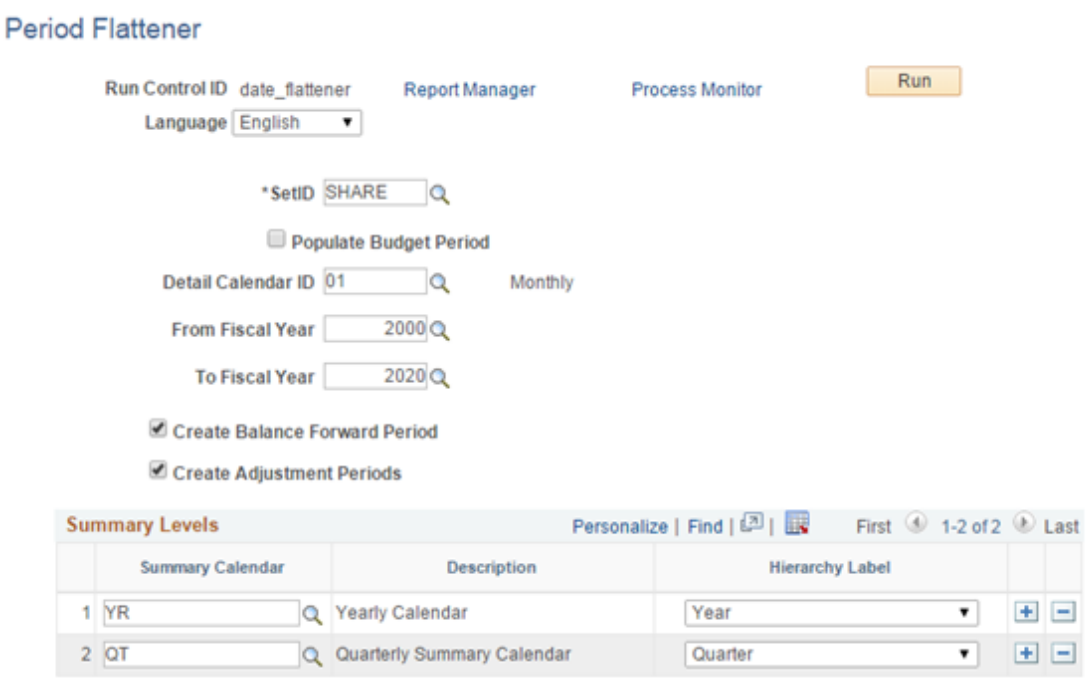
Use the Period Flattener page to submit the Period Flattener Request process. This process uses the calendar provided to determine the content and hierarchy of the Accounting Period dimension.

Navigation:

Set Up Financials/Supply Chain, and then **Operational Reporting**, and then **Calendar Flattener**, and then **Period Flattener**

This example illustrates the fields and controls on the Period Flattener page.

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Be sure to:

- Select the Create Balance Forward Period check box.
- Select the Create Adjustment Periods check box.
- Enter your yearly calendar and quarterly summary calendar in the Summary Levels section.

> **Note**
>
> Summary Calendars are a pre-requisite to running this process. Therefore, define the summary calendars for the selected Fiscal Year range before running the process.

Submitting the Materialized View Maintenance Request Process

Use the Materialized View Maintenance page to submit the Materialized View Maintenance Request process.

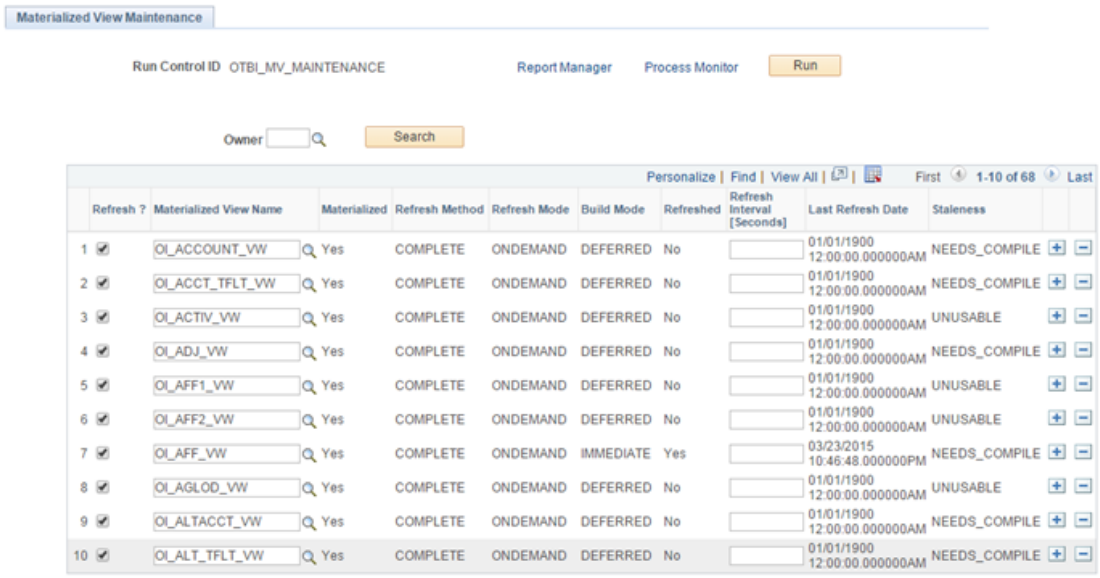
> **Note**
>
> This step is only applicable if you are using PeopleTools 8.54 or higher. It is recommended to build the General Ledger Reporting SQL Views to Materialized Views to achieve best performance. Information about list of records & recommended settings are available in the *Oracle Red Paper - General Ledger Reporting for Update Image 18*, “PeopleSoft General Ledger Reporting Performance Recommendation using Materialized Views” topic. This step is required only when you converted PeopleSoft General Ledger Reporting SQL Views to Materialized Views.

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Navigation:

PeopleTools, and then **Utilities**, and then **Administration**, and then **Oracle Materialized Views**, and then **Materialized View Maintenance**

This example illustrates the fields and controls on the Materialized View Maintenance page.



See *PeopleTools: Data Management*, Administering PeopleSoft Databases on Oracle, Using Materialized Views.

> **Note**
>
> Prior to running this process, you must submit the Build Chartfield EDR Request process for all ChartFields as well as the Tree Flattener Request process for all trees that you want to configure with GL Reporting.
>
> See Application Fundamentals: Using Tree Flattener.

Select the Refresh check box for all the Materialized View Names that begin with “OI”.

Configuring the Default Tree Setup

Use the Default Tree Setup for ChartFields page to configure the default trees for ChartFields. These trees are used as the default tree when the Tree Name field is added to a report or dashboard for a ChartField.

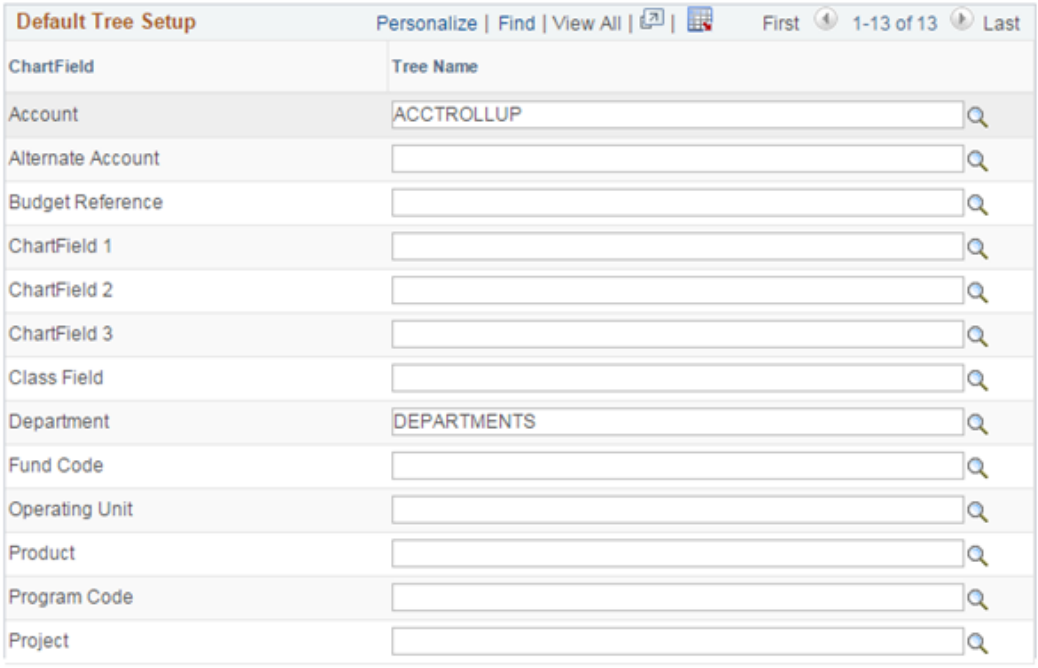
Navigation:

Set Up Financials/Supply Chain, and then **Operational Reporting**, and then **Setup Default Tree for CF**

This example illustrates the fields and controls on the Default Tree Setup for ChartFields page.

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Default Tree Setup for ChartFields



Note

Tree Name prompt shows only the tree names that are flattened through Tree Flattener process.

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Setting Up and Generating Federal Government and Statutory Reports

Understanding Federal Government and Statutory Reports

This section discusses:

- PeopleSoft federal government reporting.
- PeopleSoft solution for Treasury Account Symbol (TAS) format transition.
- PeopleSoft statutory reporting.

PeopleSoft Federal Government Reporting

Federal agencies can produce these reports:

- FACTS I reports
  - FACTS I Validation Report - GLS8310

    This report is generated when you run the FACTS I Validation process. It describes any outstanding issues for each FACTS I edit that is run for your FACTS I accumulated data.
  - FACTS I Online Trial Balance - GLS8311

    This report displays the status of the general ledger account balances along with the corresponding USSGL account attributes based on each treasury symbol. The data for this report is based on the FACTS I staging tables.
- FACTS II reports
  - FACTS II Validation Report - GLS8303

    This report is generated when you run the FACTS II Validation process. It describes any outstanding issues for each FACTS II edit that is run for your FACTS II accumulated data.
  - Ledger with Attributes report - GLS7017

    Use this report to verify the ledger activity for a specific business unit, ledger, fiscal year, period range, adjustment period information, and FACTS tree group.
  - FACTS II Online Trial Balance - GLS8312

    This report enables you to view the status of the general ledger account balances along with the corresponding USSGL account attributes for a specific accounting period. The data for this report is based on the FACTS II staging tables.
- Federal Transaction Register - GLS8501

  This online report displays values at the fund, department, and TAS/TAFS levels for each accounting period. It also displays attributes and attribute values for each ChartField.
- Federal Trial Balance - GLS8500

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This summary trial balance report displays a beginning balance, the total amount of debits and credits, and an ending balance. The data is generated for the specified ChartField combination for the fiscal year, accounting periods, and adjustment periods.

- Reconciliation by Source Report - FIN5001
- Reconciliation by ChartField - FIN5005
- Fund Balance Reconciliation Report - GLS9500

  Run this report following the Fund Balance Reconciliation process, which compares account activity and trial balance data imported from the U.S. Treasury to a federal agency's cash activity. It contains the differences between the federal agency data and the U.S. Treasury data.

- SF224 - Statement of Cash Transactions report

  This monthly report sent to the U.S. Treasury identifies the dollar amounts of confirmed U.S. disbursements and collections for an agency by agency location code and fiscal month. This report is used to ensure agreement between the agency's records of disbursement and collections and those of the U.S. Treasury.

- SF224 - Statement of Cash Transaction Detail report

  This report includes the detail transactions that make up the totals on the SF224 - Statement of Cash Transactions and the Partial 224 report, and may be used internally for reconciliation purposes.

- Partial 224 report - Statement of Cash Transactions report

  The Partial 224 report is part of a project of the U.S. Treasury to ultimately phase out the SF224 report over the next several years by having agencies report collection and disbursement activity using the Business Event Type Code (BETC). The Partial 224 report functionality accommodates the implementation of the BETC by excluding disbursements and collections activity that includes the BETC code. When an agency reports cash activity by the BETC codes, the agency will report only non-BETC-coded cash activity and cash reclassifications using the Partial 224 report.

  > **Note**
  >
  > The Partial 224 report will not be available for use until the U.S. Treasury implements BETC. Contact the U.S. Treasury Financial Management Service (FMS) for its schedule for implementation of the BETC. Until such time as the BETC is implemented by the FMS, continue to produce the SF224 - Statement of Cash Transactions report.

  > **Note**
  >
  > The U.S. Treasury is requiring federal agencies to begin using new formats for the Treasury Account Symbol (TAS) when reporting cash transactions through the FMS 224 Reports and IPAC transactions.

  See PeopleSoft Statutory Reporting.

  See Generate Reconciliation Report Page.

- SF1219 - Statement of Accountability report

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This report is used to determine the accountability of disbursing officers for funds that are held outside the Department of Treasury (cash on hand) by U.S. Treasury Regional Finance Centers (RFCs) and other nonmilitary agencies that do not do their own disbursing.

- SF1220 - Statement of Transactions According to Appropriations, Funds, and Receipt Amounts

  This report provides the U.S. Treasury with a monthly statement of payments and collections that are performed by departments and agencies that do their own disbursing.

- SF132 Apportionment and Reapportionment Schedule Report

  This report defines the apportionment and reapportionment of each appropriation or fund account that is subject to apportionment. The PeopleSoft application provides a template that enables government to design PS/nVision reports that adhere to the guidelines for this report. This report can be prepared and printed for submission to the Office of Management and Budget (OMB).

- SF133 Quarterly Report on Budget Execution and Budgetary Resources

  This report defines whether the budgetary resources are available for obligations, whether the budgetary resources have been obligated and, if obligated, whether the obligated amounts have been spent. The PeopleSoft application provides a template that enables government to design PS/nVision reports that adhere to the guidelines for these reports. This report is available in hard copy.

- Federal Agency Financial Statements

  Federal agencies must submit the following financial statements to the U.S. Congress and the OMB. The PeopleSoft-designed templates work with PS/nVision and can be modified to create these financial statements based on your agency's requirements.

  - Balance Sheet presents, as of a specific time, the amounts of future economic benefits that are owned or managed by the reporting entity exclusive of items that are subject to stewardship reporting (assets), amounts owed by the entity (liabilities), and amounts that comprise the difference (net position).
  - Statement of Net Cost reports the gross cost that is incurred by the reporting agency less any exchange revenue earned from its activities.
  - Statement of Changes in Net Position reports the changes in net position for the reporting period. Net position is affected by changes in two components, cumulative results of operations and unexpended appropriations.
  - Statement of Budgetary Resources reports how budgetary resources were made available, as well as their status at the end of the period.
  - Statement of Financing reports the relationship between net obligations that are derived from an entity's budgetary accounts and net cost of operations that are derived from an entity's proprietary accounts by identifying and explaining key differences between the two accounts.
  - Statement of Custodial Activity is required for agencies that collect non-exchange revenue for the General Fund of the Treasury, a trust fund, or other recipient activities. The collecting agencies do not recognize as revenue those collections that have been or should be transferred as revenue to others. Rather, they account for sources and disposition of the collections as custodial activity on this statement.

- FUND_STATUS PeopleSoft/nVision Report

  The U. S. federal government must comply with the Antideficiency Act, which prohibits any federal employee from entering into contracts that exceed the enacted appropriations for the year or purchasing services and merchandise before appropriations are enacted. This

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report provides funding information for informed management decisions. This nVision template can be modified for your agency's requirements.

See Configuring the FUND_STATUS PS/nVision Report.

- Federal Reimbursable Agreements

  Federal agencies and the Department of Defense (DoD) often use reimbursable funding to perform work on behalf of others and then are reimbursed for the work. A reimbursement ID is created based upon an agreement between agencies or an outside organization. This agreement is negotiated before acceptance. Agencies may bill back only the prenegotiated reimbursable amount, which makes it imperative that they can track reimbursable agreements separately from other types of funding, as well as access the current status of the reimbursable amount, billing limit, amount expended against the agreement, and the amounts collected against the agreement.

> **Note**
>
> Navigation paths, descriptions, and examples of most of these reports are in *Oracle's PeopleSoft General Ledger Reports A to Z.*

PeopleSoft Solution for Treasury Account Symbol (TAS) Format Transition

Federal Agencies are required to begin using new formats for the Treasury Account Symbol (TAS) when reporting cash transactions through the FMS 224 Reports and IPAC transactions. Component TAS elements will provide federal agencies and Treasury the ability to sort, filter, and analyze data based on each independent piece of the component TAS. The Treasury has adopted a phased approach to the transition from 20-character to 28- character componentized TAS and Business Event Type Codes (BETC).

PeopleSoft GL provides a configurable solution to accommodate the valid combinations of TAS and BETC for FMS 224 reports and when entering and reporting IPAC transactions to the Department of Treasury. This configuration also anticipates the handling of valid TAS and BETC combinations to be downloaded in the future from the Treasury SAM website when the U S Treasury is ready to make the information available.

See Generate Reconciliation Report Page.

PeopleSoft Statutory Reporting

Government Accounting Standards Board (GASB) statements 34 and 35 require state and local governments and public colleges and universities to submit basic financial statements. The PeopleSoft application provides a template that enables local and state governments and public colleges and universities to design PS/nVision reports that adhere to GASB 34/35 guidelines.

Setting Up FACTS I Data

Use the FUND_CF component interface to load data into the tables for the Fund Code component. Use the ACCOUNT_CF component interface to load data into the tables for the Account component.

This section provides an overview of FACTS I reporting, lists prerequisites, and discusses:

- Setting Up FACTS I ChartField Attributes.

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- Setting Up Miscellaneous ChartFields for FACTS I.

> **Note**
>
> The setup of miscellaneous ChartFields applies to both FACTS I and FACTS II.

Pages Used to Set Up FACTS I Data

Page Name	Definition Name	Usage
ChartField Attribute Page	CF_ATTRIBUTES	Enter the ChartField attributes and attribute values that are listed in the Attributes table.
Account Page	GL_ACCOUNT	Access the Account ChartField that you want to associate with selected ACCOUNT ChartField attributes on the ChartField Attributes page. See Setting Up or Modifying Accounts for USSGL Rollup and Linking Associated Attributes
Application Fundamentals: Fund Code Page	FUND_DEFINITION	Access the Fund Code ChartField that you want to associate with selected FUND_CODE ChartField attributes.
ChartField Attributes Page	CF_ATTRIB_VALUES	Select a ChartField attribute and attribute value that applies to either the selected Fund Group or selected Account ChartField. See Setting Up or Modifying Accounts for USSGL Rollup and Linking Associated Attributes
Miscellaneous ChartFields Page	F2_ELEMENT_CF1	Set up ChartFields for Federal or NonFederal Partner, and Transfer Agency. See Miscellaneous ChartFields Page

See *PeopleTools documentation: PeopleSoft Tree Manager, "Using PeopleSoft Tree Manager"*

Understanding FACTS I Reporting

FACTS I is a federal government electronic reporting feature that federal government agencies use to report the proprietary account balances of the agency, including assets, liabilities, net position, revenues, and expenses in a pre-closing Adjusted Trial Balance (ATB) format. Agencies submit this data to the U.S. Treasury in flat file format for preparation of U.S. Audited Consolidated Financial Statements. The ATB is a list of Standard General Ledger (SGL) accounts in numerical order with pre-closing adjusted balances that are prepared on a specified date and are transmitted by fund group. The total sum of the debit balances must

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equal the total sum of the credit balances in an ATB. These account balances may include both governmental and nongovernmental totals and are normally stated separately.

Overview of FACTS I Setup

After you set up your U.S. SGL Account ChartFields, Fund Code ChartFields, and any other ChartFields that are used by your agency, FACTS I requires that you set up and associate the following ChartField attributes with your accounts and fund codes, as well as miscellaneous ChartFields:

- Exchange ChartField Attribute - Account ChartField.
- Custodial ChartField Attribute - Account ChartField.
- Budget Subfunction Attribute - Fund Code ChartField.

The FACTS I ChartFields are determined during implementation.

See Setting Up FACTS I Data.

Overview of FACTS I Trees

You also must set up FACTS I trees. These trees determine how the posting level ChartField values roll up to the detail values that are mandated by the U.S. Treasury for FACTS I reporting. After you set up your FACTS I trees, you add them to a FACTS tree group. When you are ready to process your FACTS I data, you identify this FACTS tree group on the Generate FACTS I, Validation Report, and Trial Balance page. The FACTS I trees are:

- Transfer Agency Tree (Common to FACTS I and FACTS II).

  This tree consists of transfer agency levels that contain associated Transfer Agency ChartField ranges where the sum of the accounts roll up into a total amount for each transfer agency to report. Note that the Transfer Agency ChartField is specified on the Miscellaneous ChartFields page under FACTS II Definition. The totals for each transfer agency can also roll up into a total for all the agencies and their associated accounts at a summary level for reporting purposes. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Bureau tree.

  This tree consists of a hierarchy of bureau levels with the ledger values that roll up into them. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Department tree.

  This tree consists of a hierarchy of department levels with the ledger values that roll up into them. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Fund Group tree.

  This tree consists of Fund Group levels with the fund ChartField values that roll up into them. All of these fund group levels and associated fund values roll up to a summary level for reporting purposes. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Account tree.

  This tree consists of levels of Account Types (Assets, Liabilities, and so on) where the totals of associated Account ChartField values roll up into one total for each level, which in turn can roll up into a larger total. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

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- Exchange/Account tree.

  This tree is used to perform the FACTS I validation edits 30 through 33. The tree identifies accounts that require the Exchange attribute value.

- Custodial/Account tree.

  This tree is used to perform the FACTS I validation edits 40 through 43. The tree identifies accounts that require the Custodial attribute value.

- Budget SubFunction/Account tree.

  This tree is used to perform the FACTS I validation edits 52 and 53. The tree identifies accounts that require the Budget Subfunction attribute value.

- FACTS I Transaction Partner tree.

  This tree has levels that represent the categories of transaction partners (federal (F) and non-federal (N) and the breakdown of those categories, such as X for Non-Federal and E for Non-Federal Exception. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Transaction Partner/Account tree.

  This tree is used to perform the FACTS I validation edits 20 through 23. The tree identifies accounts that require the Transaction Partner attribute value.

- Accts. Req. Attributes (accounts requiring attributes) tree.

  The levels of this tree indicate the U.S. Treasury attributes that are required for FACTS I and their associated accounts.

> **Note**
>
> The use of the FACTS I Trading Partner tree is basically equivalent to the use of the FACTS II Transfer Agency tree.

See Setting Up FACTS I Trees.

Overview of FACTS I Processing

After you set up your data and trees, perform these steps to load the Master Appropriation File (MAF) data and generate a FACTS I flat file to send to the U.S. Treasury.

1. Import the U.S. Treasury MAF, FACTS I SGL account, and Trading Partner data.
2. Run the GL_FACTS I application engine to:
   - Generate and store the FACTS I data.
   - Validate the generated FACTS I data and note any errors.
   - Create the FACTS I flat file, provided the validation is free of errors.
3. Print the FACTS I Validation report.
4. If necessary, correct any validation errors and repeat the cycle until the validation is error-free.

See Processing and Generating a FACTS I Flat File.

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Prerequisites

Before setting up FACTS I data or regulatory reporting data, complete these procedures:

- Set up FACTS I business units.
- Set up FACTS I SGL accounts.
- Define ChartFields.

Related Topics

- Application Fundamentals: Defining and Using Account Types and Attributes

Setting Up FACTS I ChartField Attributes

The following table describes two account attributes and one fund code attribute. You can use the predefined data that the PeopleSoft application provides in the sample database as a guide to set up your ChartField attributes and link them to your agency's appropriate accounts and fund codes.

Access the ChartField Attribute page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attribute).

> **Note**
>
> In the sample data, these Attributes are located under the FEDRL SetID.

Field Name	ChartField Attribute Name	Description	Allow Multiple Values per Attr	ChartField Attribute Value (Description)
ACCOUNT	EXCHANGE	Indicates whether the revenue balance that is reported is exchange revenue or non-exchange revenue.	**Note:** This check box should NOT be selected.	X (Exchange Revenue) T (Nonexchange Revenue)
ACCOUNT	CUSTODIAL	Indicates whether the reported balance is custodial or noncustodial and reported by the agency in a Statement of Custodial Activity or in a separate footnote of a custodial activity.	**Note:** This check box should NOT be selected.	S (Custodial) A (Noncustodial)

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Field Name	ChartField Attribute Name	Description	Allow Multiple Values per Attr	ChartField Attribute Value (Description)
FUND_CODE	BUDGET_ SUBFUNC	Subfunctions used in the classification of data according to major purpose served (for example, income, security, or national defense).	**Note:** This check box should NOT be selected.	Three-digit budget functional classification subfunction. Each 3-digit budget subfunction code that is contained in the MAF represents a subfunction that is grouped under one of 19 functions.

See also *PeopleTools: PeopleSoft Tree Manager, "Creating Trees"*

Related Topics

- Application Fundamentals: Understanding ChartField Summarization with Trees

Setting Up Miscellaneous ChartFields for FACTS I

The two fields that you set up for FACTS I in Miscellaneous ChartFields are **Federal or Non Federal Partner** and **Transfer Agency.** The setup of these two fields applies to both FACTS I and FACTS II.

You can change delivered ChartField specifications to any configurable ChartField. For example, you can associate the FACTS I Data Element Transfer Agency with ChartField 2 or any of the configurable ChartFields.

Access the Miscellaneous ChartField page (General Ledger, Federal Reports, FACTS II Definition, Miscellaneous ChartFields).

See Miscellaneous ChartFields Page.

Setting Up FACTS I Trees

To set up FACTS I trees, use the following components:

- Tree Manager (PSTREEMGR)
- FACTS Tree Group (FACTS_TREE_GRP)
- TableSet Control (SET_CNTRL_TABLE1)

This section discusses:

- Setting Up a FACTS I (FACTS II) Transfer Agency Tree.
- Setting Up a FACTS I Bureau Tree.
- Setting Up a FACTS I Fund Group Tree.
- Setting Up a FACTS I Department Tree.
- Setting Up a FACTS I Account Tree.
- Setting Up a FACTS I Exchange / Acct Tree.

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- Setting Up a FACTS I Custodial / Acct Tree.
- Setting Up a FACTS I Budget Subfunction / Acct Tree.
- Setting Up a FACTS I (FACTS II) Transaction Partner Tree.
- Setting Up a FACTS I Transaction Partner / Acct Tree.
- Setting Up a FACTS I Accounts Requiring Attributes Tree.
- Configuring TableSet Controls for FACTS I Processing.
- Configuring TableSet Control Trees for FACTS I.

Pages Used to Set Up FACTS I Trees

Page Name	Definition Name	Usage
Tree Definition and Properties Page	PSTREEDEFN	Create a new tree, beginning with the tree definition to identify the tree name, related structure ID, SetID, and any other rules or characteristics of the tree. Upon clicking OK, you are directed to the Enter Root Node for Tree page where you define levels and root node. Once done, the OK button directs you to the Tree Manager page to build your tree.
Tree Manager Page	PSTREEMGR	Access an existing tree with options that enable you to access and modify the tree definition and properties, print, and configure tree display options.
FACTS Tree Group Page	FACTS_TREE_GRP	Contains all of the FACTS I trees and the rollup level. This page is identified on the run control page for FACTS I reporting and processing.
TableSet Control - Record Group Page	SET_CNTRL_TABLE1	Defines all the record groups based on a specific Set Control Value and their associated SetIDs. Also identifies the default SetID of the PeopleSoft General Ledger business unit.
TableSet Control - Tree Page	SET_CNTRL_TABLE2	Set up tree values on this table if your SetID for your business units do not match your default SetID. See Configuring TableSet Control Trees for FACTS I

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Setting Up a FACTS I (FACTS II) Transfer Agency Tree

Use the Tree Definition and Properties page (PSTREEDEFN) to create a new tree, beginning with the tree definition to identify the tree name, related structure ID, SetID, and any other rules or characteristics of the tree.

Upon clicking OK, you are directed to the Enter Root Node for Tree page where you define levels and root node. Once done, the OK button directs you to the Tree Manager page to build your tree.

Navigation:

Tree Manager, and then **Tree Manager**, and then **Create New Tree**, and then **Tree Definition and Properties**

Enter a tree name and click the **Add** button.

Use the Tree Manager page (PSTREEMGR) to access an existing tree with options that enable you to access and modify the tree definition and properties, print, and configure tree display options.

Navigation:

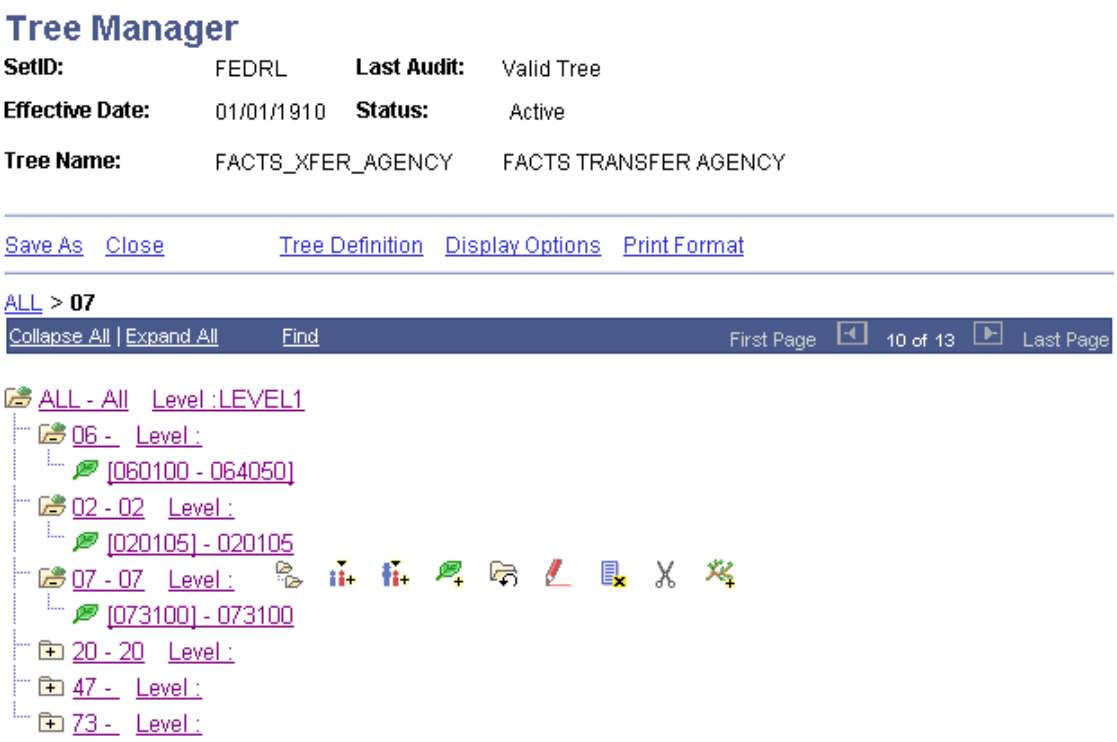
Tree Manager, and then **Tree Manager**, and then **Find an Existing Tree**

Create the Transfer Agency tree using PeopleSoft Tree Manager based on the following example.

This tree contains nodes for each of the transfer agencies and is used by both FACTS I and FACTS II. If you have decided to use the same ChartField for both Transfer Agency and Transfer Account, then the values in your ledger for that ChartField will represent both Transfer Agency and Transfer Account at the same time. The tree will allow the program to translate the combination Transfer Agency/Account value of the ledger to the Transfer Agency value that is required by U.S. Treasury.

This example illustrates the fields and controls on the FACTS Transfer Agency tree - Tree Manager page. You can find definitions for the fields and controls later on this page.

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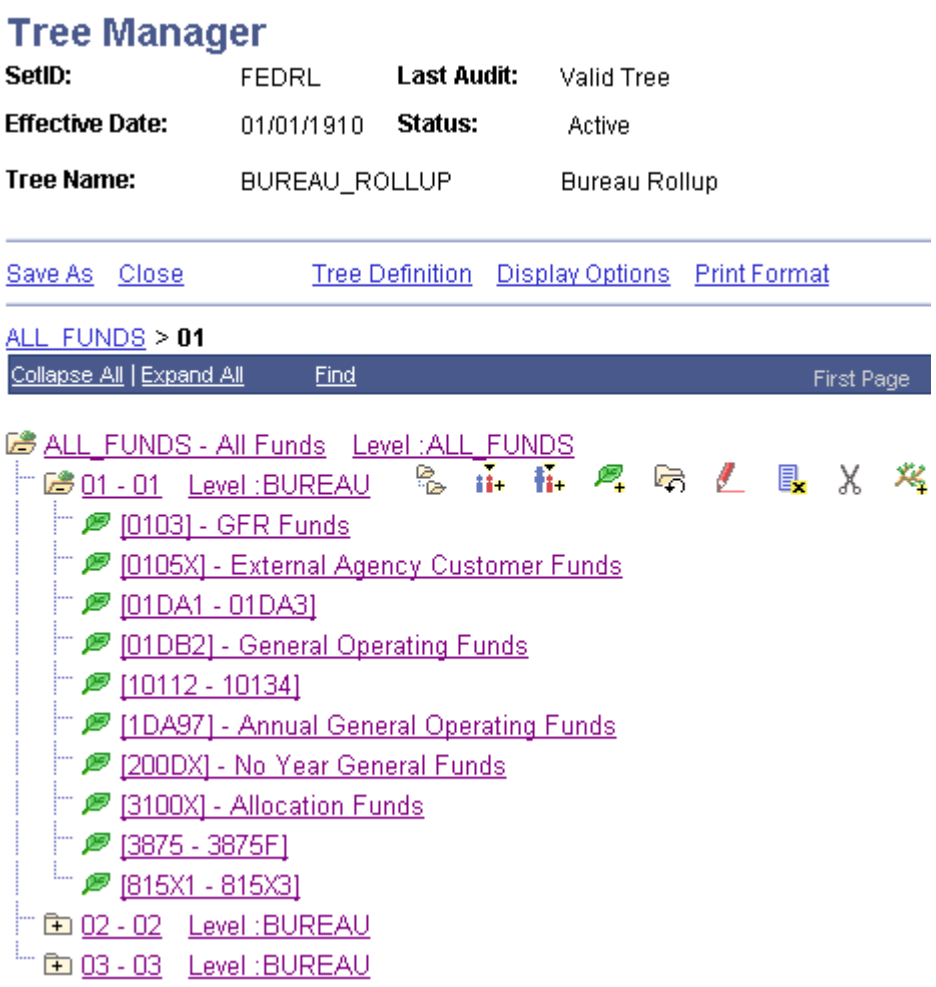


Setting Up a FACTS I Bureau Tree

Using PeopleSoft Tree Manager, set up a FACTS I Bureau tree similar to this example for your organization.

This example illustrates the fields and controls on the FACTS I Bureau Tree Manager page. You can find definitions for the fields and controls later on this page.

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The node values at one level of the tree represent the values that the U.S. Treasury is expecting in the FACTS I flat file. You select this level on the FACTS Tree Group page.

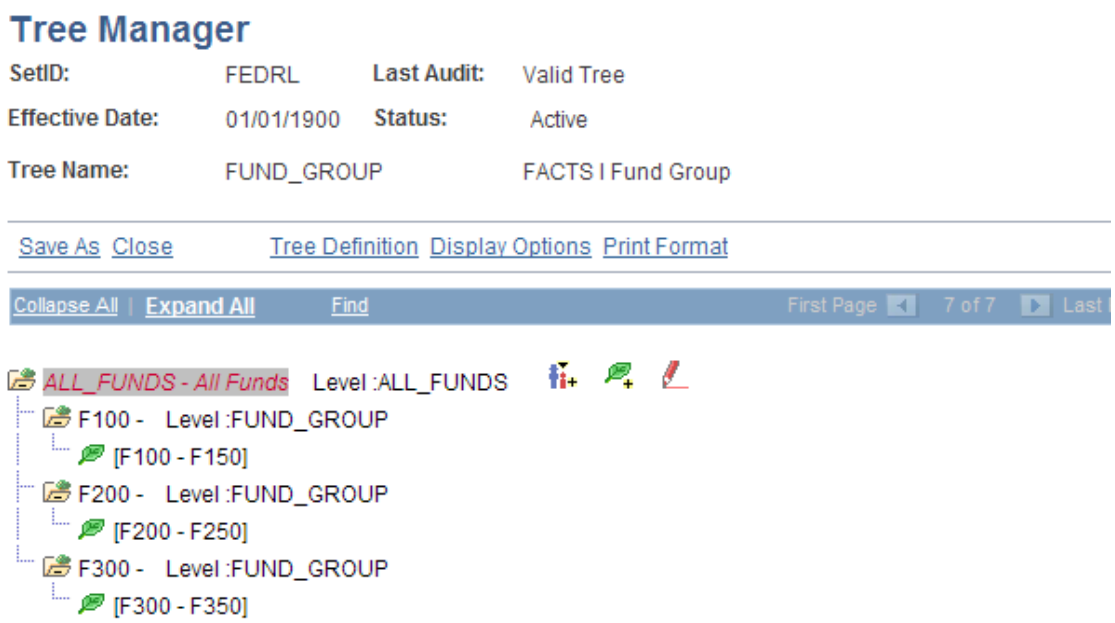
See also *PeopleTools documentation: PeopleSoft Tree Manager, "Introduction to PeopleSoft Tree Manager"*

Setting Up a FACTS I Fund Group Tree

Using PeopleSoft Tree Manager, set up a Fund Group tree similar to this example for your organization.

This example illustrates the fields and controls on the Tree Manager page - FACTS I Fund Group tree. You can find definitions for the fields and controls later on this page.

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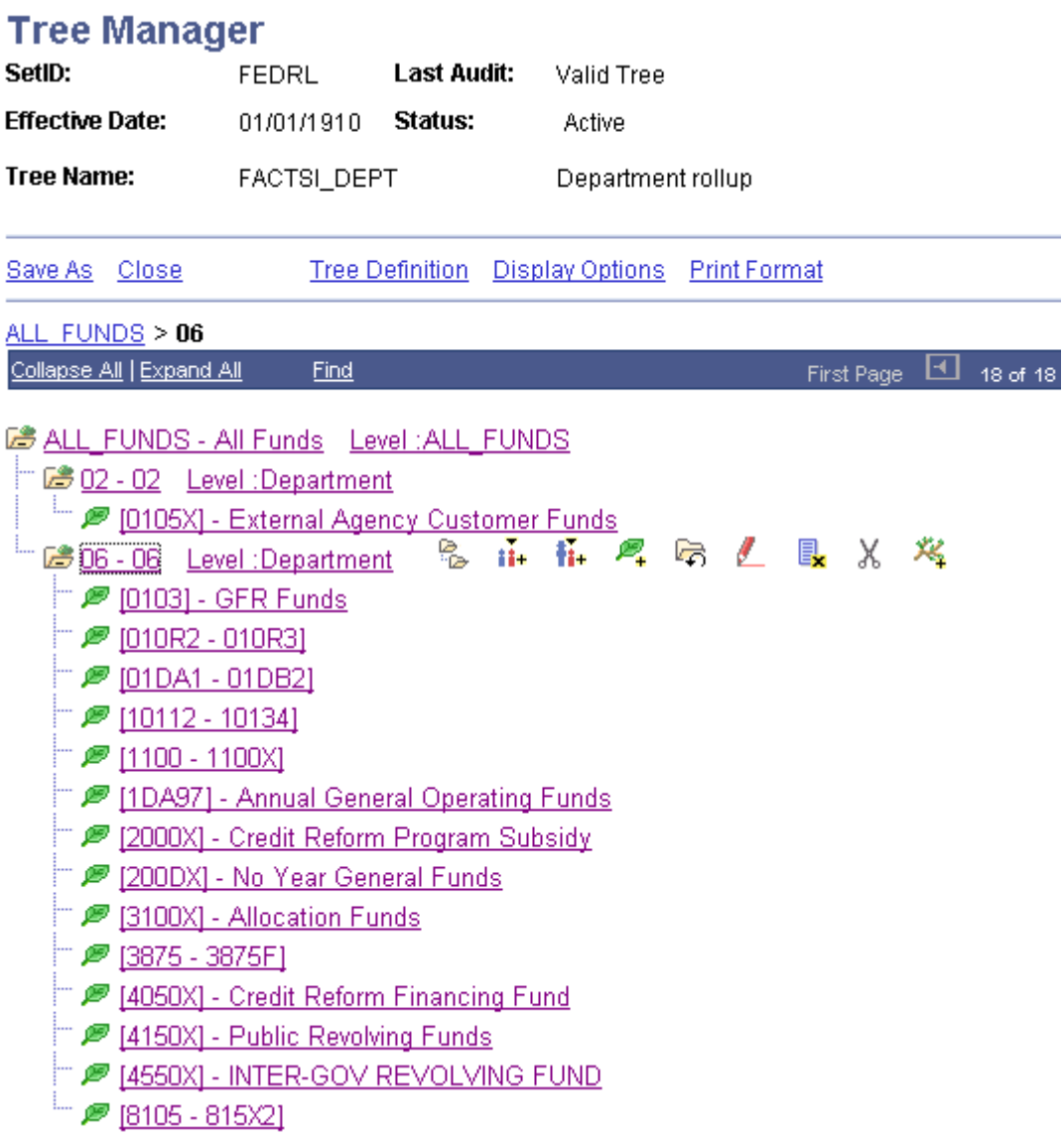


Setting Up a FACTS I Department Tree

Using PeopleSoft Tree Manager, set up a Department tree similar to this example for your organization.

This example illustrates the fields and controls on the FACTS I Department Tree page. You can find definitions for the fields and controls later on this page.

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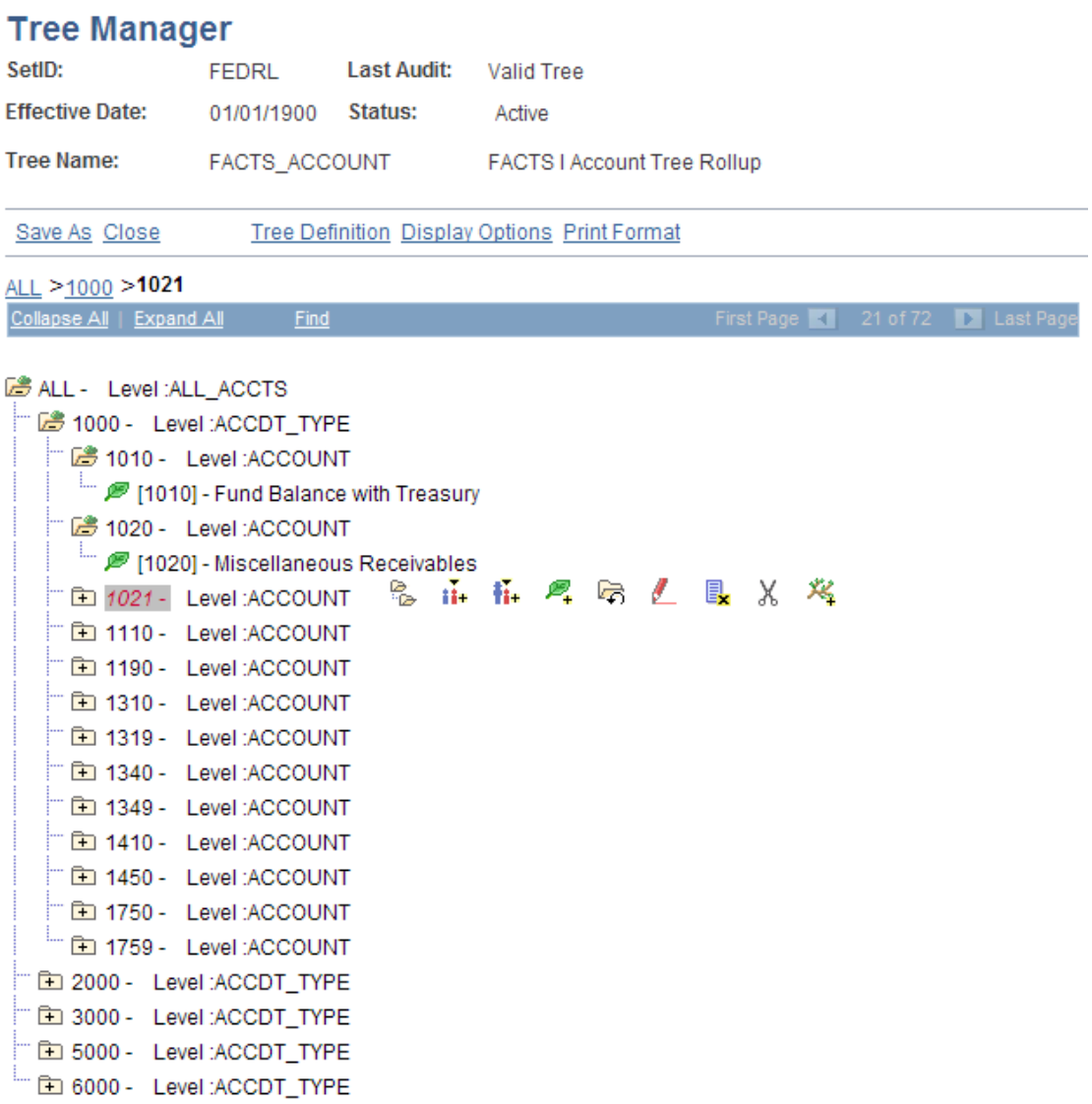
This tree consists of a hierarchy of department levels with the ledger values that roll up into them. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

Setting Up a FACTS I Account Tree

Using PeopleSoft Tree Manager, set up an Account tree similar to this example for your organization.

This example illustrates the fields and controls on the Tree Manager page - FACTS I Account tree. You can find definitions for the fields and controls later on this page.

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For FACTS I reporting, the Account value is four characters; the node value is 1000 at the ACCDT_TYPE level in the FACTS_ACCOUNT tree.

> **Note**
>
> To display tree levels on the tree, click the Display Options link and select the Display Levels check box. Click the Update button.

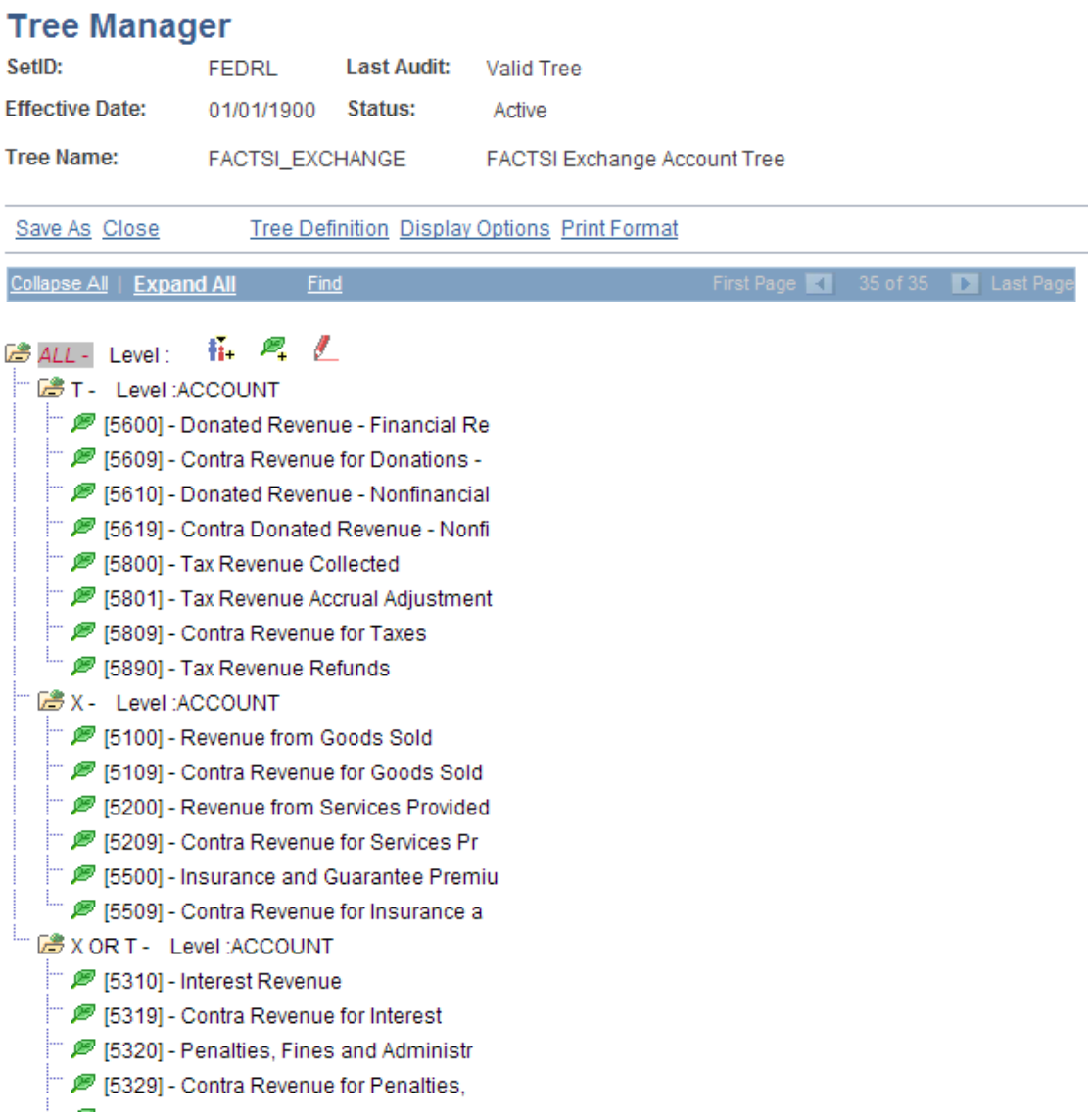
Setting Up a FACTS I Exchange / Acct Tree

Using PeopleSoft Tree Manager, set up an Exchange/Account tree similar to this example.

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> **Note**
>
> The FACTS I Exchange / Acct tree requires three nodes: T, X, and X OR T. The node names must be named exactly as specified.

This example illustrates the fields and controls on the Tree Manager page - FACTS I Exchange Account tree. You can find definitions for the fields and controls later on this page.



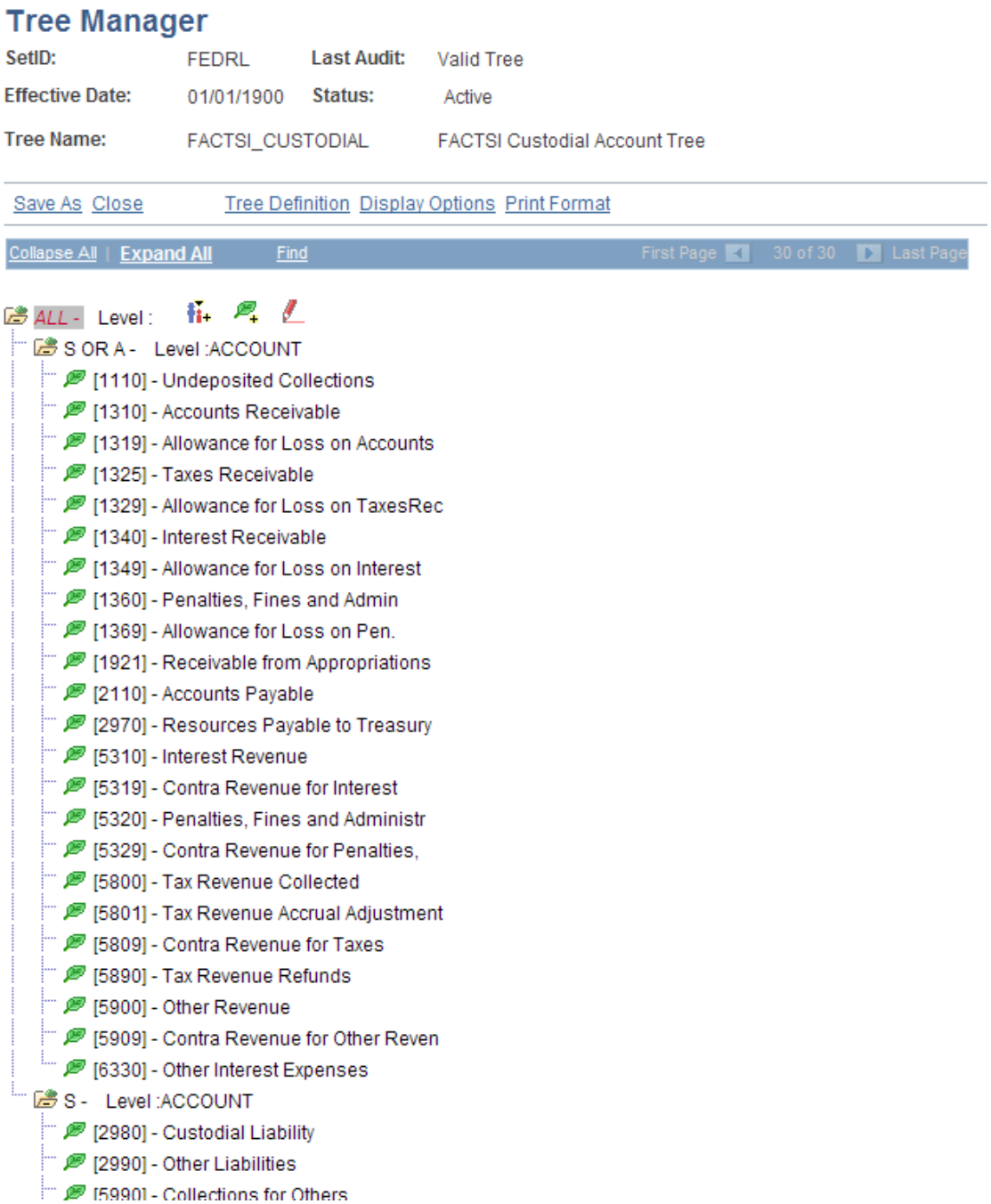
Setting Up a FACTS I Custodial / Acct Tree

Using PeopleSoft Tree Manager, set up a Custodial/Acct tree similar to this example.

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> **Note**
>
> The FACTS I Custodial / Acct tree requires three nodes: S, A, and S OR A. The node names must be named exactly as specified.

This example illustrates the fields and controls on the Tree Manager page - FACTS I Custodial/ Acct tree. You can find definitions for the fields and controls later on this page.



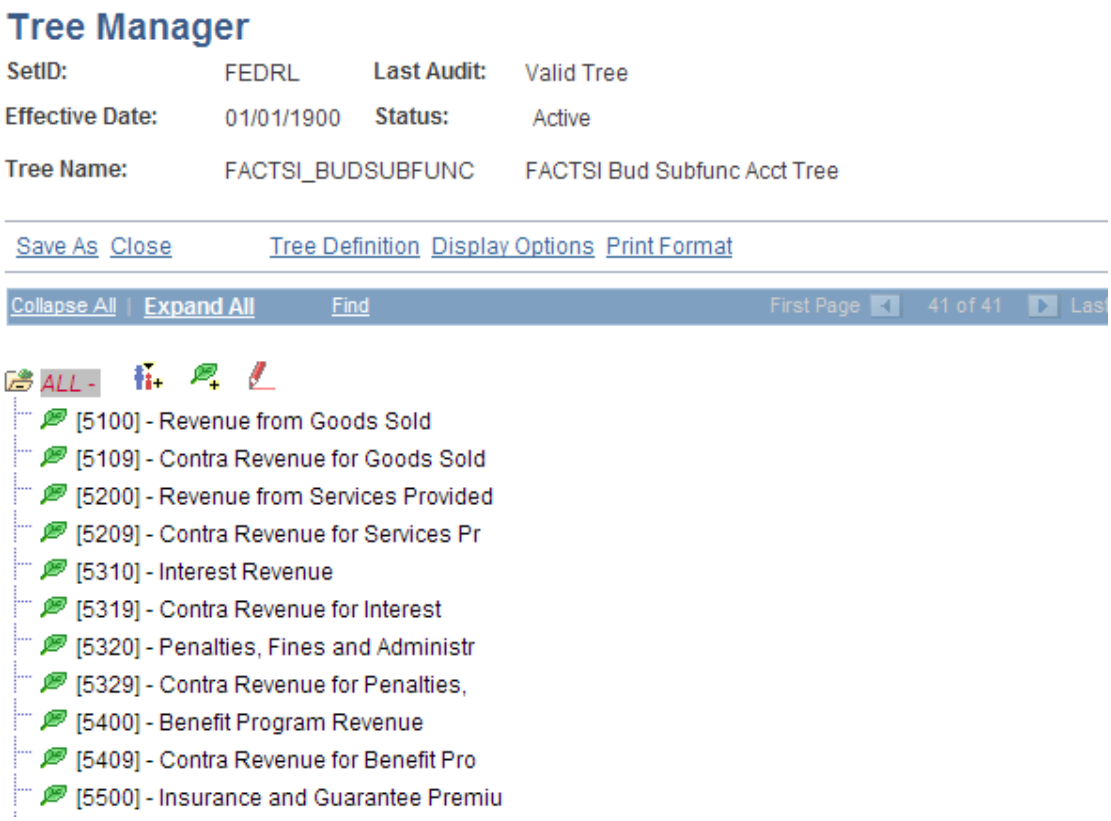
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Setting Up a FACTS I Budget Subfunction / Acct Tree

Using PeopleSoft Tree Manager, set up a Budget Subfunction tree similar to this example.

> **Note**
>
> The FACTS I Budget Sunfunction / Acct tree requires no specific node name. This tree has to list only those accounts that require this attribute to be reported.

This example illustrates the fields and controls on the Tree Manager page - FACTS I Budget Subfunction / Account tree. You can find definitions for the fields and controls later on this page.

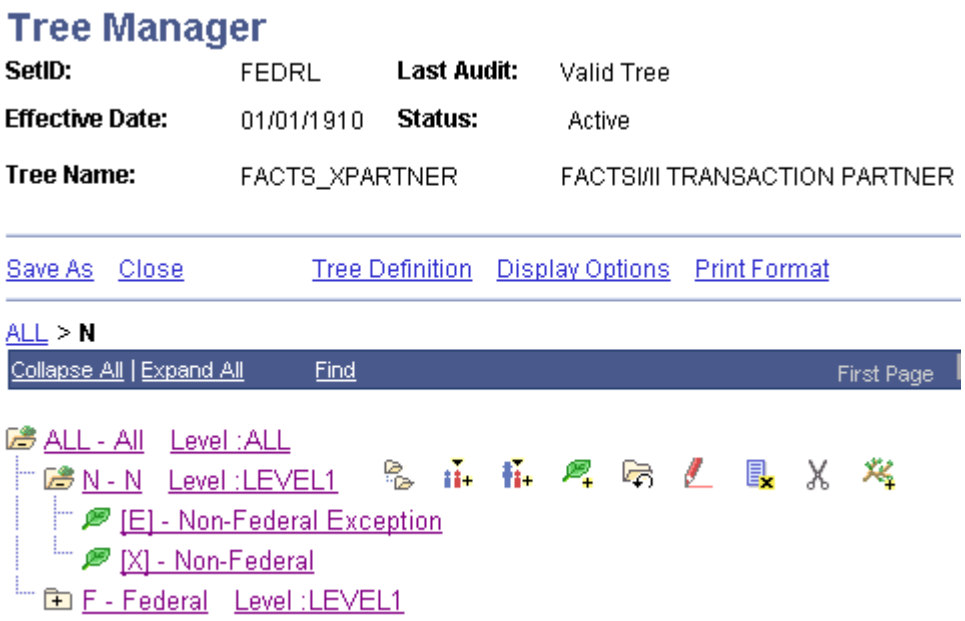


Setting Up a FACTS I (FACTS II) Transaction Partner Tree

Using PeopleSoft Tree Manager, set up a FACTS I Tran Partner tree similar to this example.

This example illustrates the fields and controls on the FACTS I/II Transaction Partner Tree Manager page. You can find definitions for the fields and controls later on this page.

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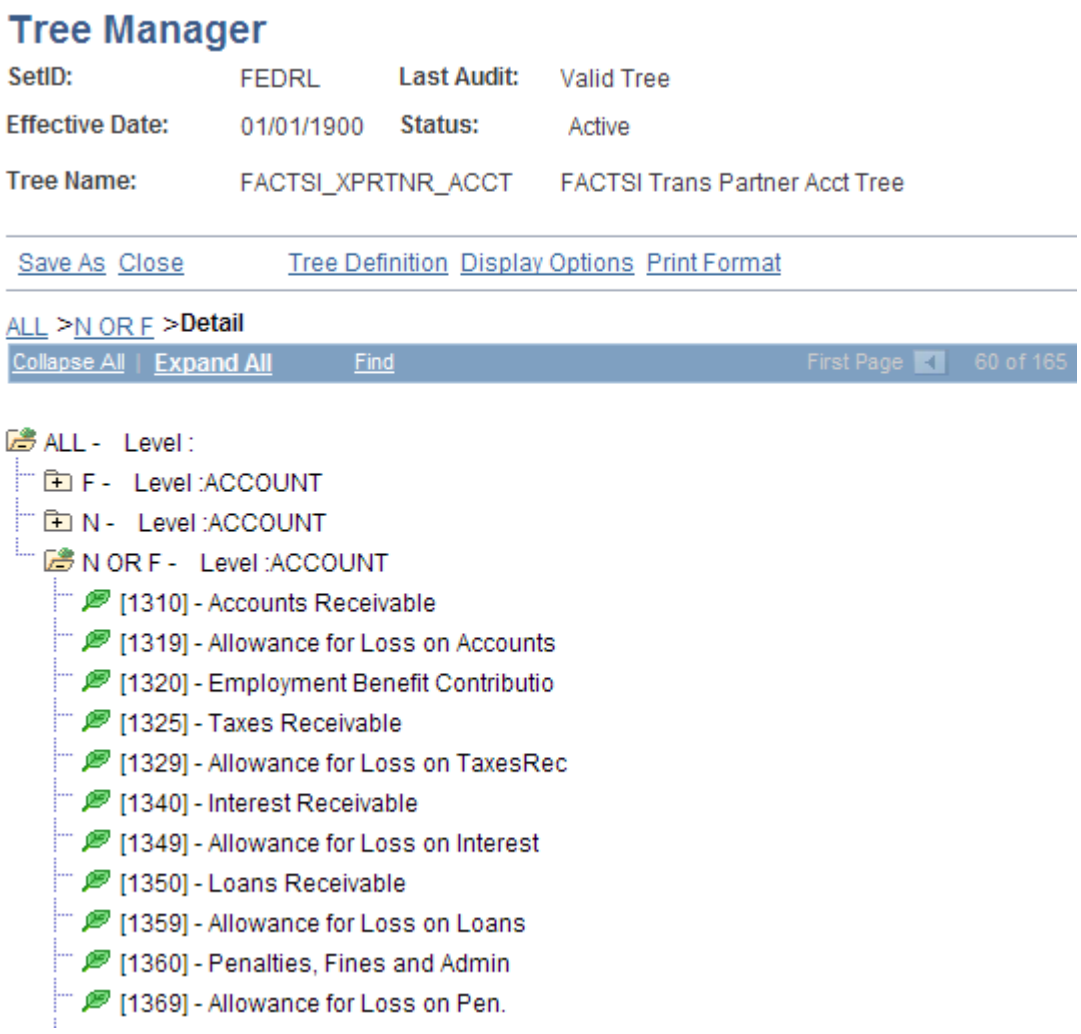
Setting Up a FACTS I Transaction Partner / Acct Tree

Using PeopleSoft Tree Manager, set up a Transaction Partner / Acct. tree similar to this example.

> **Note**
>
> The FACTS I Transaction Partner / Acct tree requires three nodes: N, F, and N OR F. The node names must be named exactly as specified.

This example illustrates the fields and controls on the FACTS I Transaction Partner/Acct Tree Manager page. You can find definitions for the fields and controls later on this page.

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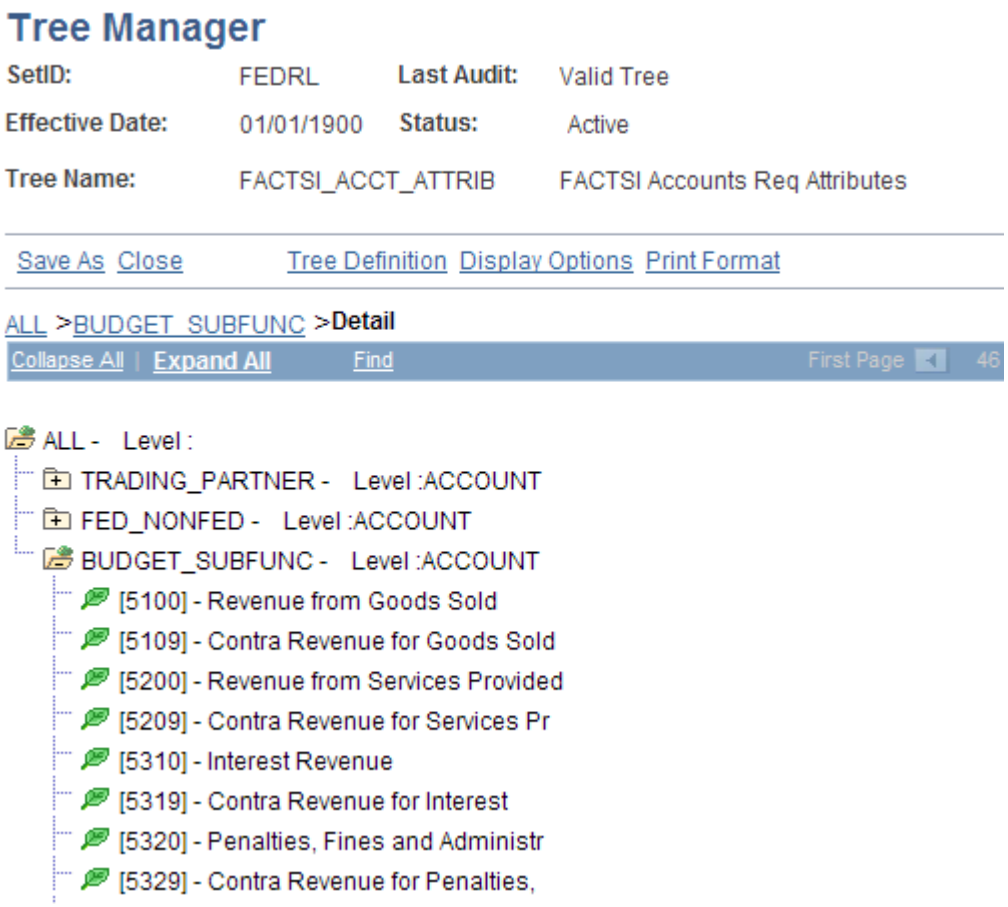


Setting Up a FACTS I Accounts Requiring Attributes Tree

Using PeopleSoft Tree Manager, set up a FACTS I Accounts Req Attributes tree similar to this example.

This example illustrates the fields and controls on the Tree Manager page - FACTS I Accounts Req Attributes (accounts requiring attributes) . You can find definitions for the fields and controls later on this page.

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> **Note**
>
> The FACTS I Account Req Attributes tree differs from the FACTS II tree of the same name in that it requires only three nodes: TRADING_ PARTNER, FED_NONFED, and BUDGET_SUBFUNC. The node names must be named exactly as specified.

FACTS Tree Group Page

Use the FACTS Tree Group page (FACTS_TREE_GRP) to associate all of the FACTS I trees and the rollup levels for processing.

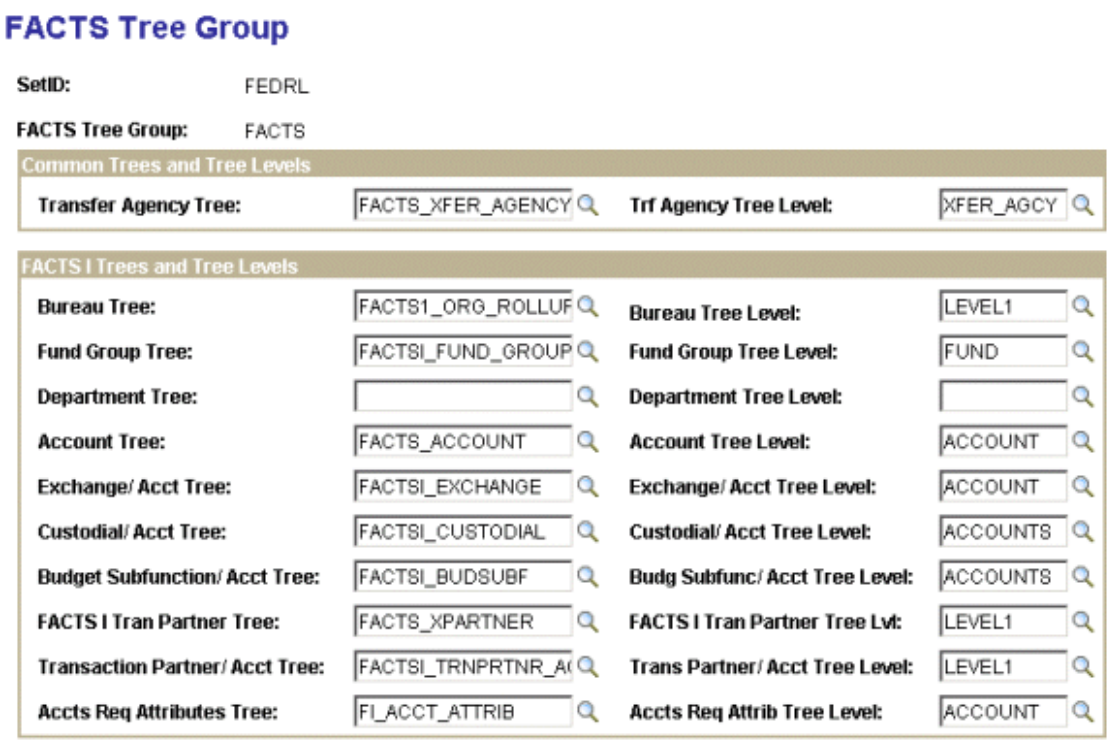
This page is identified on the run control page for FACTS I reporting and processing.

Navigation:

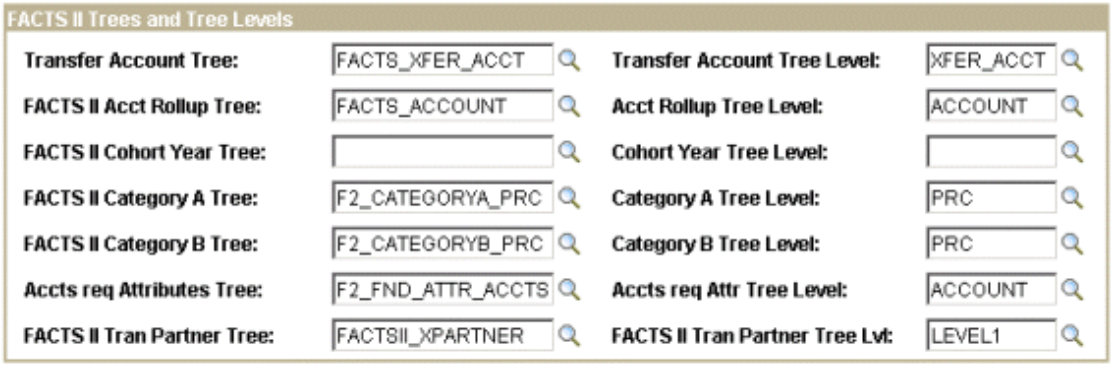
General Ledger, and then **Federal Reports**, and then **Define FACTS Tree Group**, and then **FACTS Tree Group**

This example illustrates the fields and controls on the FACTS Tree Group 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 FACTS Tree Group page (2 of 2). You can find definitions for the fields and controls later on this page.



Field or Control	Description
Common Trees and Tree Levels	Select the **Transfer Agency Tree** name and the Tree Level that you created for your organization. This tree is used by both FACTS I and FACTS II.
FACTS I Trees and Tree Levels	Associate the appropriate tree names and the tree levels that you created for your organization with each of the PeopleSoft tree names. These are FACTS I trees only.
FACTS II Trees and Tree Levels	Associate the appropriate tree names and the tree levels that you created for your organization with each of the PeopleSoft tree names. These are FACTS II trees only.

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Configuring TableSet Controls for FACTS I Processing

Carefully choose the SetIDs to be used for the FACTS Tree Group and the FACTS I Trees and configure the TableSet Control SetIDs accordingly. Incorrect configuration could result in the unavailability of tree group names or tree names in prompt lists on pages, or in the inability of the FACTS I process to retrieve data.

If your organization has only one business unit and you use only one SetID to set up your ChartFields, trees, and tree groups, then your TablesSet Control SetIDs should all be the same and do not need changing. Also, if you use more than one business unit that uses the same default SetID, then the Control Tables should not need to be modified. However, check the TableSet Control pages for each business unit and SetID, using their values as the Set Control Values, to ensure that all tables and trees are using the same SetID. Note that the Tree Group table is in the GL_15 Federal Reports Record Group in the TableSet Control Record Group page.

If you use more than one SetID in your organization for setting up your ChartFields, trees, and tree groups, then you must make sure that each SetID that you use is set up correctly in TableSet Controls. The SetIDs used in the following steps are only examples:

1. Set up your FACTS I ChartFields, trees, and tree group using the FEDRL SetID.
2. Identify the general ledger business unit (for example, FED01) that you want to use for FACTS I processing.

   Access the SetControl Value (FED01) in TableSet Control - Record Group page. The Default SetID designated at the top of this page is the default SetID that you set up for the general ledger business unit.
3. Find the GL_15 Federal Reports Record Group and select the SetID (FEDRL) for GL_15 to match the SetID (FEDRL) that you used to create your tree group.

   The FACTS Tree Group table is a part of the GL_15 Record Group and must have the same SetID. This selection enables the **Tree Group** list box to appear on the Accumulate FACTS I Data page so that you can select a FACTS Tree Group to process.
4. Verify whether the Default SetID (SHARE) on the TableSet Control Record Group page is the same (YES) or not the same (NO) as the SetID that you used to set up your trees.

   The FACTS I processes normally refer to the Default SetID in the TableSet Control Record Group page and uses the default SetIDs to retrieve the FACTS I tree.
5. If YES, save and exit TableSet Control.
6. If NO, you must enter each tree on the TableSet Control - Tree page that has a SetID that is different from the Default SetID on the TableSet Control - Record Group page.
7. If you run FACTS I processing on multiple business units, repeat these steps.

TableSet Control - Record Group Page

Use the TableSet Control - Record Group page (SET_CNTRL_TABLE1) to defines all the record groups based on a specific Set Control Value and their associated SetIDs.

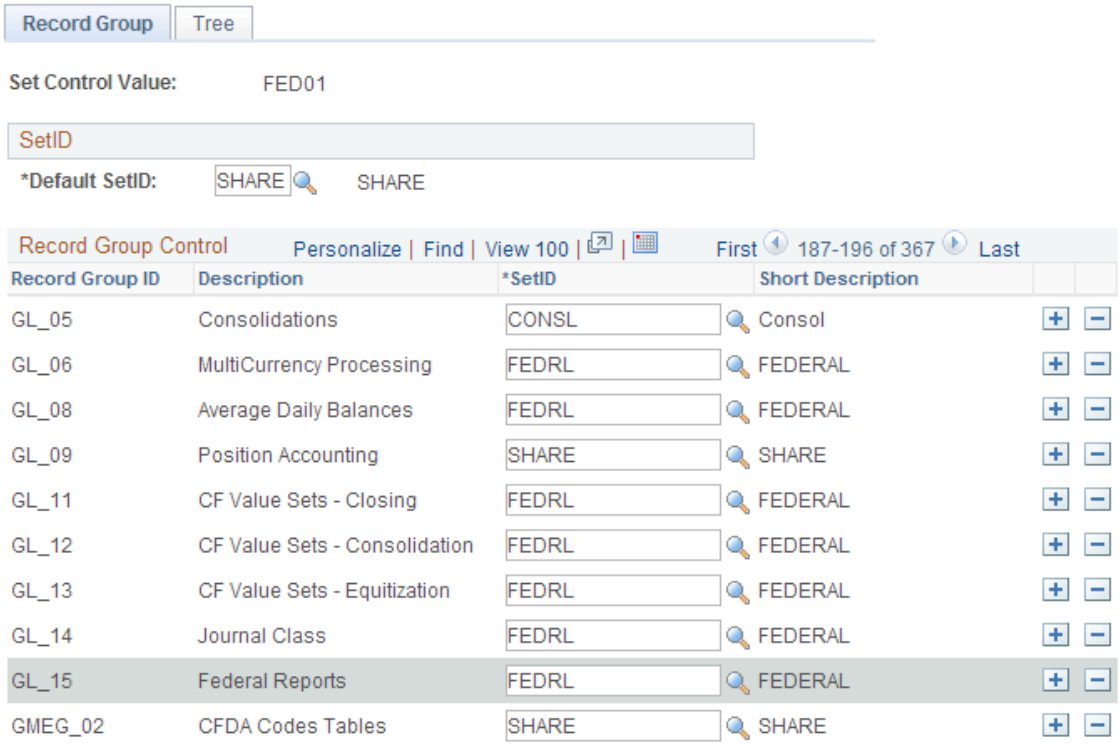
Also identifies the default SetID of the PeopleSoft General Ledger business unit.

Navigation:

PeopleTools, and then **Utilities**, and then **Administration**, and then **TableSet Control**, and then **Record Group**

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This example illustrates the fields and controls on the TableSet Control - Record Group page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Set Control Value	To run the FACTS I Accumulation and Validation processes, you must enter a business unit. The business unit that you use is the set control value that you select to ensure that the FACTS I tree group and trees are accessible during FACTS I processing.
Default SetID	This is the default SetID for the general ledger business unit that you intend to use for processing FACTS I.
Record Group ID and **Description**	Find the *GL_15 Federal Reports* record group ID. This record group contains the FACTS Tree Group table.

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Field or Control	Description
SetID	Select a SetID for this record group that matches the SetID that you used to set up the FACTS Tree Group to use in the Accumulate FACTS I Data process. The selected SetID enables you to display a list of FACTS Tree Groups and to select the Tree Group name on the Accumulate FACTS Data page that you want the FACTS I process to access. **Note:** You do not need to change anything on either of the TableSet Control pages if you use only one SetID as the default for the business unit that you intend to use for FACTS I processing and for setting up your FACTS I ChartFields, trees, and tree group.

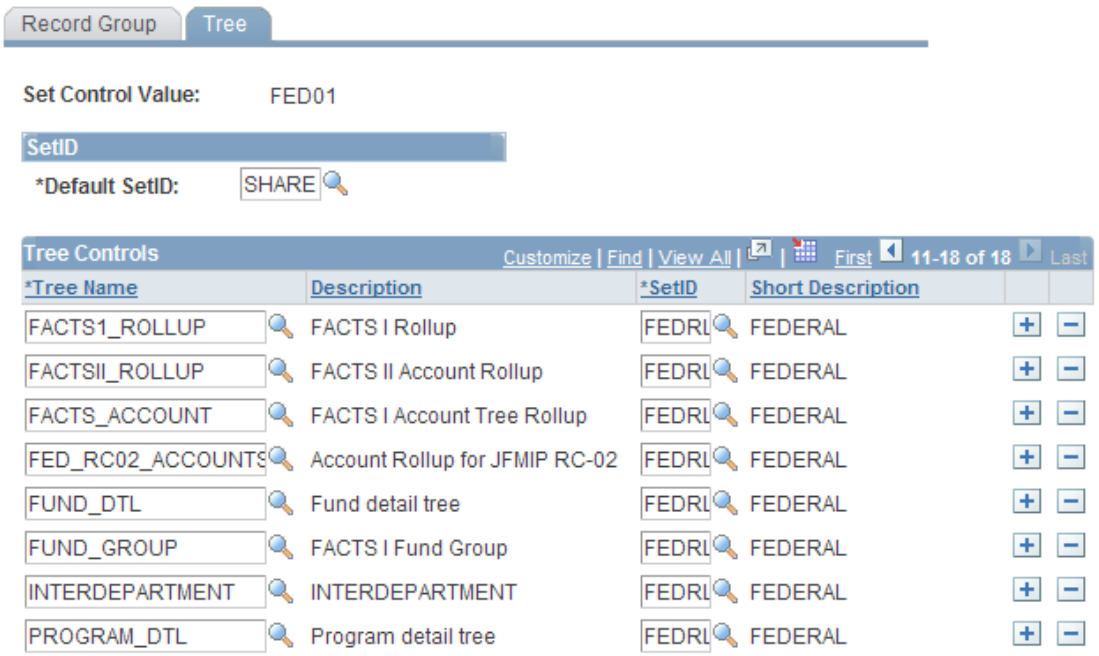
Configuring TableSet Control Trees for FACTS I

Use the TableSet Control - Tree page (SET_CNTRL_TABLE2) to set up tree values on this table if your SetID for your business units do not match your default SetID.

Navigation:

PeopleTools, and then **Utilities**, and then **Administration**, and then **TableSet Control**, and then **Tree**

This example illustrates the fields and controls on the TableSet Control - Tree page. You can find definitions for the fields and controls later on this page.



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> **Note**
>
> PeopleSoft General Ledger uses the Default SetID on the TableSet Controls page to determine which trees a business unit can access. If a business unit's Default SetID is different from the SetID under which a tree is built, you must list each of those trees separately on this page so that they are accessible by the business unit for processing and reporting.

Processing and Generating a FACTS I Flat File

Pages Used to Process and Generate a FACTS I Flat File

Page Name	Definition Name	Usage
Load FACTS I Data Pagea	RUN_FACTSI_MAF	Loads MAF data, SGL Accounts, or Trading Partner data into the PeopleSoft General Ledger databases.
Review FACTS I MAF Page	REVIEW_FACTSI_MAF	Review data for a selected ATB Treasury MAF file.
Generate FACTS I File, Validation Report and Trial Balance Page	RUN_CNTL_FACTSI	Select the criteria that are necessary for PeopleSoft Application Engine to generate a FACTS I flat file to upload to the U.S. Treasury's Government Online Accounting Link System (GOALS) and run a FACTS I Validation Report and a FACTS I Trial Balance.

Load FACTS I Data Page

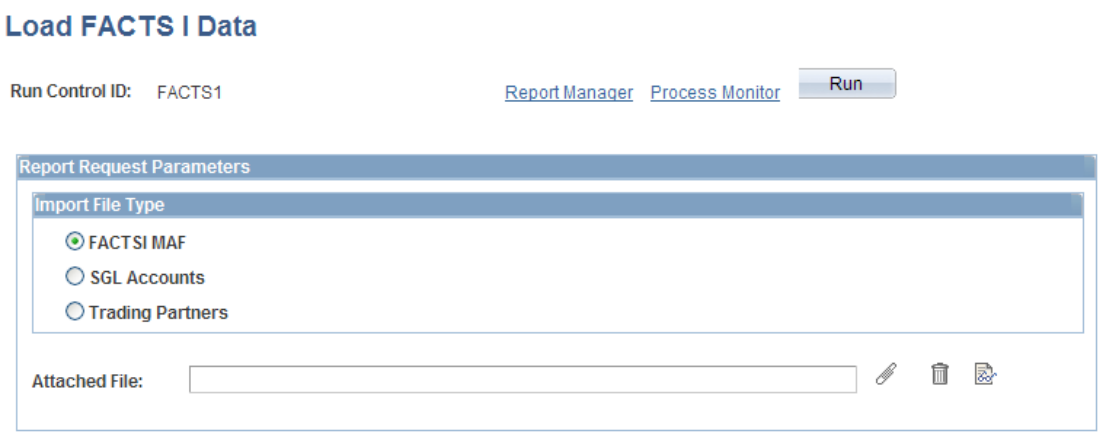
Use the Load Facts I Data page (RUN_FACTSI_MAF) to loads MAF data, SGL Accounts, or Trading Partner data into the PeopleSoft General Ledger databases.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS I**, and then **Load Facts I Data**

This example illustrates the fields and controls on the Load FACTS I Data page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
FACTS I MAF, **SGL Accounts**, and **Trading Partners**	Select one of these options to load the FACTS I MAF, SGL Accounts, or Trading Partner data from a file sent by the U.S. Treasury to general ledger. This data is loaded into database tables for later use when you run the validation. These files are available for download from the U.S. Treasury.
Attached File	Enter the location of the selected file, for example: C:\temp\<filename>.
	Click to attach the FACTS I file that you want to load.
	Click to delete the attached file in the **Attached File** field. This action deletes only the file attachment. If you have already clicked this button to upload the file, clicking this button does not delete the data from the database table.
	Click to open and review the contents of an attached FACTS I file.
Run	Select to access the Process Scheduler Request page and run the GL_FACTSIMAF Application Engine process.

Review FACTS I MAF Page

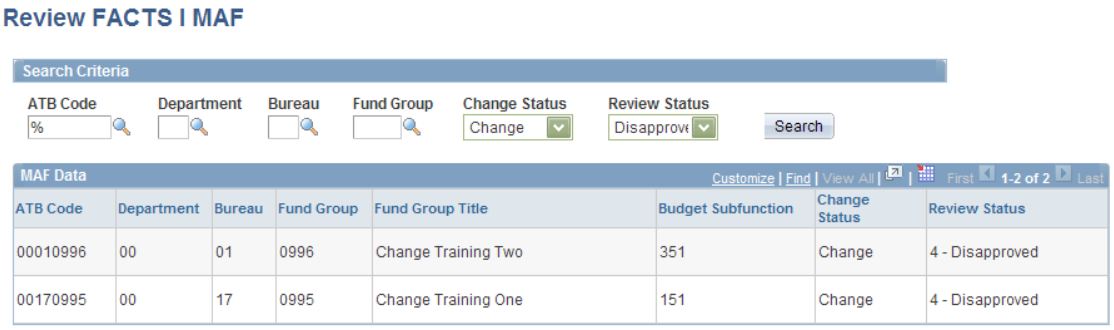
Use the Review FACTS I MAF page (REVIEW_FACTSI_MAF) to review data for a selected ATB Treasury MAF file.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS I**, and then **Review FACTS I MAF**

This example illustrates the fields and controls on the Review FACTS I MAF page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
ATB Code	Select a U.S. Treasury code that is associated with a MAF file.
Department	Select if you want to narrow your search to MAF data for a specific department.
Bureau	Select if you want to narrow your search to MAF data for a specific bureau.
Fund Group	Select if you want to narrow your search to MAF data for a specific fund group.
Change Status	Select one of these values: • *Add* • *Change* • *Delete* • *No Change*
Review Status	Select one of these values: • *Disapprove* • *In Process* • *Review* • *Submitted*
Search	Click this button after you enter the FACTS I MAF criteria.

Generate FACTS I File, Validation Report and Trial Balance Page

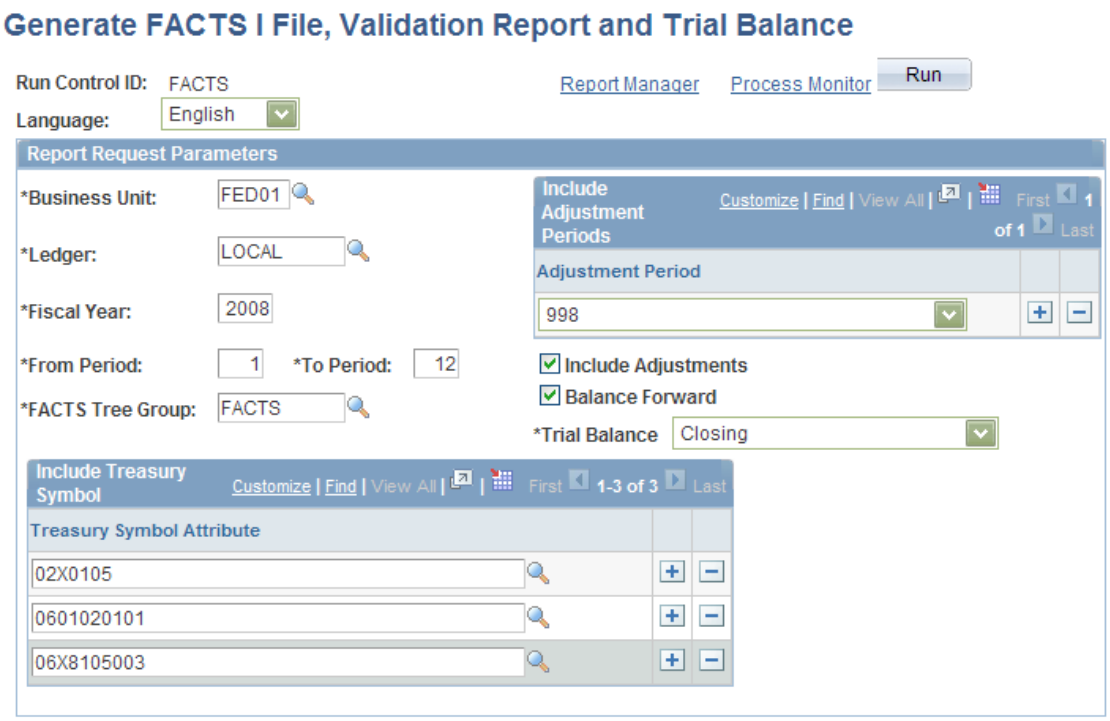
Use the Generate FACTS I File, Validation Report and Trial Balance page (RUN_CNTL_FACTSI) to select the criteria that are necessary to generate a FACTS I flat file to upload to the U. S. Treasury's Government Online Accounting Link System (GOALS) and run a FACTS I Validation Report and a FACTS I Trial Balance.

Navigation:

General Ledger, and then **Federal Reports**, and then **Generate FACTS I**, and then **Generate FACTS I File**, and then **Validation Report and Trial Balance**

This example illustrates the fields and controls on the Generate FACTS I File, Validation Report and Trial Balance page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Language	Select the language for this FACTS I report (only if the language is other than English).
Business Unit	Select the business unit.
Ledger	Select the ledger that applies to this report and is associated with this business unit.
Fiscal Year	Enter the fiscal year that applies to this FACTS I report.
From Period and **To Period**	Enter the begin and end accounting period range that applies to this FACTS I report. These fields are required.
FACTS Tree Group	Select the FACTS tree group that is associated with your FACTS I trees and tree levels.
Adjustment Period	Select the adjustment periods to include in the output file and select the **Include Adjustments** check box. You can add more than one row.
Include Adjustments	Select to include adjustment amounts in the output file.
Balance Forward	Select to include beginning balances in the output file.
Trial Balance	• *Closing* - reflects balances after the close of the fiscal year. • *Pre-Closing* - reflects remaining appropriation balances prior to the close of the fiscal year. • *Pre-Closing, Adjustments Only* - reflects remaining appropriation balances prior to the close of the fiscal year, but includes adjusting entries.

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Field or Control	Description
Treasury Symbol Attribute	Select the Treasury Symbol attributes to include in the output file.

Setting Up FACTS II Data

To set up FACTS II data, use the following components:

- Contact Information (F2_CONTACT)
- ChartField Attributes (CF_ATTRIBUTES)
- Fund Code (FUND_DEFINITION)
- Account (GL_ACCOUNT)
- Miscellaneous ChartFields (F2_ELEMENT_CF)
- FACTS II Attribute Cross Reference (F2_ATTRIB_XREF)
- Treasury Symbol Cross Ref (F2_TSYM_XREF)

Use the FUND_CF component interface to load data into the tables for the Fund Code component. Use the ACCOUNT_CF component interface to load data into the tables for the Account component.

Pages Used to Set Up FACTS II Data

Page Name	Definition Name	Usage
FACTS II Contact Information	F2_CONTACT_INFO	Contains contact information about the person or persons who are responsible for preparing and certifying FACTS II data for each of the appropriations and sending it to the U.S. Treasury in the Preparer file. Only preparers may change an appropriation symbol's SGL accounts or other related information.
Create Preparer File Page	F2_RUN_CONTACT	Runs the Application Engine GL_F2 CONTACT, which creates the Contact Information Record and Contact Information Record Trailer (Input) record in the indicated input file and creates an output flat file to send to the U.S. Treasury.
ChartField Attribute Page	CF_ATTRIBUTES	Enter the Fund Code and Account ChartField attributes and attribute values.
Fund Code Page	FUND_DEFINITION	Access the Fund Code ChartField to associate with FUND_CODE ChartField attributes.

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Page Name	Definition Name	Usage
ChartField Values - Account Page	GL_ACCOUNT	Access the Account ChartField to associate with ACCOUNT ChartField attributes.
ChartField Attributes Page	CF_ATTRIB_VALUES	Select the ChartField attributes to associate with the selected ChartField value.
Miscellaneous ChartFields Page	F2_ELEMENT_CF1	Select ChartFields to use for recording Program Reporting Category, Cohort Year, Transfer Agency, Transfer Account, and Transaction Partner information.
Program Reporting Category Page	F2_PROG_RPT_CAT	Maintain PRC codes by MAF Treasury Symbol. Identify the origin of the PRCs as either resulting from user-defined values or values downloaded from a MAF file.
Attribute Cross Reference Page	F2_ATTR_XREF	Enables each agency to decide on the names of the fund and account attributes to be used in FACTS II processing. Each agency can either create its own names or use the names that are presented in this documentation.
Accounting Edits Page	F2_ATTR_XREF_EDIT	Specify the ChartField Attributes and Attribute values that are applicable to the accounting edits.
Load MAF Data Page	F2_RUN_MAF	Load the MAF data from a file that is sent by the U.S. Treasury to the government agency to review in PeopleSoft General Ledger.
Review the MAF Data Page	F2_MAF_INQUIRY	Review the MAF data that is sent by the U.S. Treasury based on a selected MAF Treasury Symbol. Add, review, and MAF data.
Review FACTS II Data - Header Information Page	F2_STAGE_HDR	Enter the criteria to display the appropriate FACTS II data on the remaining pages for review. Click the Header Information tab if the page does not appear.
Review FACTS II Data - Detail Balances Page	F2_STAGE_DTL1	Displays the FACTS II detail account balances based on the selected business unit and the criteria that is entered on the Header Information page.

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Page Name	Definition Name	Usage
Review FACTS II Data - Detail Attributes Page	F2_STAGE_DTL2	Displays the ChartField attributes associated with specific ChartFields based on the criteria that is entered on the Header Information page.
Review FACTS II Data - Footnotes Page	F2_STAGE_FTNT	Displays the FACTS II footnote information that is associated with the selected business unit and the criteria that is specified on the Header Information page.
Treasury Symbol Cross References Page	F2_TSYM_XREF	Select the Treasury Symbol attribute that corresponds to the Treasury Symbol that is included in the MAF.

Understanding FACTS II Reporting

FACTS II is a federal government electronic reporting of budgetary account data that is used for quarterly reporting to the U.S. Treasury. It must:

- Record financial transactions with the required attributes.
- Import data from the U.S. Treasury MAF for use in FACTS II processing.
- Accumulate fund, account, and other relevant data.
- Perform accounting edits on the FACTS II input files.
- Produce a FACTS II Accounting Edit Validation report.
- Generate a FACTS II flat file to send to the U.S. Treasury as input to GOALS.

> **Note**
>
> FACTS I is a separate feature that produces proprietary accounting data in the FACTS I file format for the U.S. Treasury.

See PeopleSoft Federal Government Reporting.

Overview of FACTS II Setup

To set up FACTS II data:

1. Enter the FACTS II contact data.
2. Create the preparer file and send it to the U.S. Treasury.
3. Set up the Account and Fund Code ChartField attributes and attribute values.
4. Associate the appropriate attribute values with the Fund Code and Account ChartField values.
5. Specify the Miscellaneous ChartFields for PRC, Cohort Year, Federal or Non-Federal Partner, Transfer Account, and Transfer Agency.
6. Set up the attribute cross-reference data.

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7. Review your ChartField attributes for accuracy.
8. Load the MAF data that was obtained from the U.S. Treasury with any associated PRC codes.
9. Review the MAF data containing Treasury Symbols.
10. Set up the Treasury Symbol cross-reference data.
11. Review and maintain the PRC codes.

Overview of FACTS II Trees

You must set up these FACTS II trees and a FACTS tree group:

1. FACTS II Acct Rollup tree.

   This tree enables an agency's posting accounts to roll up to the SGL account structure that is required for FACTS II reporting.

2. FACTS II Cohort Year tree.

   This tree enables any agency's cohort year ChartField values to roll up to a cohort year structure for FACTS II reporting.

3. FACTS II Category A tree.

   This tree represents the Category Program ChartField values, the three-digit program sequence number, and the Category A program descriptions that are required by the FACTS II Treasury input file.

4. FACTS II Category B tree.

   This tree represents the Category Program ChartField values, the three-digit program sequence number, and the Category B program descriptions that are required by the FACTS II Treasury input file.

5. Accounts Requiring Attributes tree.

   This tree represents the U.S. Treasury attributes and their associated accounts.

6. Transfer Agency tree.

   This tree represents the U.S. Treasury department's three-digit federal transfer agency codes and the ledger values that are translated to these codes.

7. Transfer Account tree.

   This tree represents the Treasury department's four-digit federal transfer account codes and the ledger values that are translated to these codes.

8. Transaction Partner tree.

   This tree represents the three types of transaction partners—Federal, Non Federal, and Non Federal Exceptions—that are translated to these codes.

9. Set up the FACTS tree group using the appropriate tree names and levels for the trees listed previously.

Overview of FACTS II Processing

To generate and process FACTS II data:

1. Run the GLS8302 process to accumulate the FACTS II data.
2. Review the accumulated FACTS II data for accuracy.
3. Run the GLS8303 process to validate the FACTS II data.

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4. Review the validation results and, if necessary, correct configuration or other data, and repeat steps 1 through 3.
5. Create the FACTS II flat file to send to the U.S. Treasury.
6. Run GLS7017 Ledger with Attributes Report to verify the accuracy of the data.
7. Send FACTS II file to the U.S. Treasury.

> **Note**
>
> These rules are defined in the U.S. Treasury's SGL Account Attributes Required for FACTS II Reporting of Detailed Financial Information on the U.S. Treasury's website.

Prerequisites

Before setting up FACTS II data or regulatory reporting data, complete these procedures:

- Set up FACTS II business units.
- Set up FACTS II SGL accounts.
- Define ChartFields.

Related Topics

- Application Fundamentals: Understanding PeopleSoft ChartFields

FACTS II Contact Information

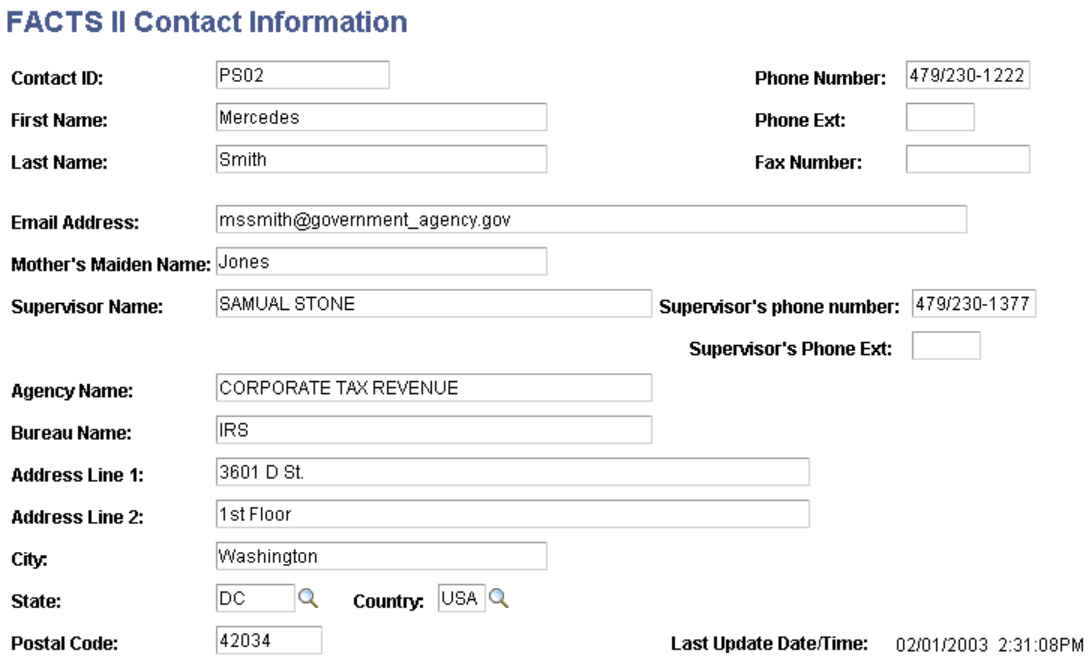
Use the FACTS II Contact Information page (F2_CONTACT_INFO) to contains contact information about the person or persons who are responsible for preparing and certifying FACTS II data for each of the appropriations and sending it to the U. S. Treasury in the Preparer file. Only preparers may change an appropriation symbol's SGL accounts or other related information.

Navigation:

General Ledger, Federal Reports, FACTS II Definition, FACTS II Contact Information, FACTS II Contact Information

This example illustrates the fields and controls on the FACTS II Contact Information page . You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Contact ID	Enter a U.S. Treasury ID number to add or modify information about your agency's FACTS II contact personnel.
First Name and **Last Name**	Enter the first and last names of the FACTS II preparer.
Phone Number, Phone Ext, Fax Number, and **Email Address**	Enter the telephone number, phone extension, fax number, and email address of the preparer.
Mother's Maiden Name	For security purposes, enter the maiden name of the preparer's mother.
Supervisor Name, Supervisor's phone number, and **Supervisor's Phone Ext.**	Enter the name, phone number, and phone extension of the preparer's supervisor.
Agency Name	Enter the name of the agency that is responsible for submitting FACTS II data.
Bureau Name	If the FACTS II data represents a bureau or division of the agency, enter that name.
Address Line 1, Address Line 2, City, State, Country, and **Postal Code**	Enter the agency's street address (the second line is for information such as building or suite number), city, state, country, and postal code.
Last Update Date/Time	Each time you save this record, this field is updated.

Create Preparer File Page

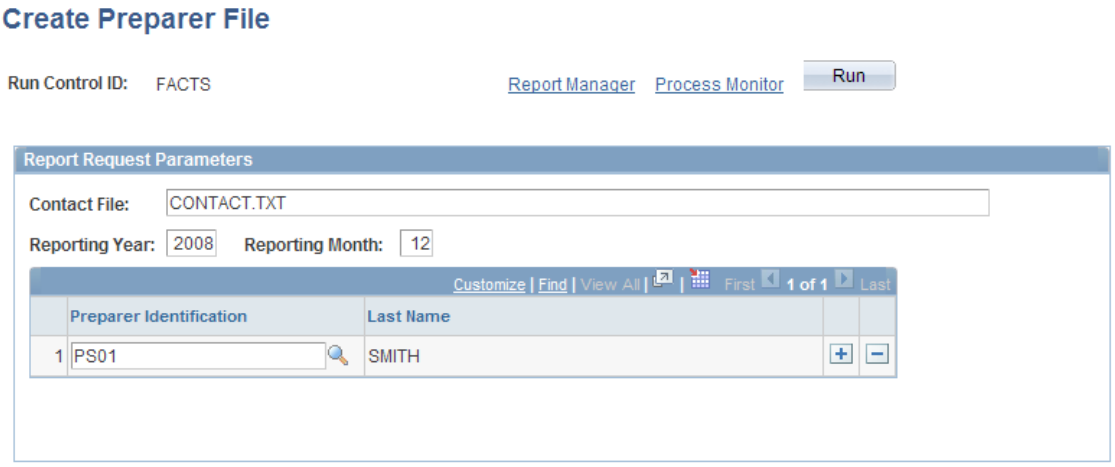
Use the Create Preparer File page (F2_RUN_CONTACT) to runs the Application Engine GL_F2 CONTACT, which creates the Contact Information Record and Contact Information Record Trailer (Input) record in the indicated input file and creates an output flat file to send to the U. S. Treasury.

Navigation:

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General Ledger, and then **Federal Reports**, and then **FACTS II Creation**, and then **Create Preparer File**

This example illustrates the fields and controls on the FACTS II - Create Preparer File page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Contact File	Enter a contact file name with a .TXT extension. Do not enter the entire path.
Reporting Year and **Reporting Month**	Enter the year and month for this FACT II submission.
Preparer Identification	Select the preparer's identification number. You can select more than one.
Run	Click to access the Process Scheduler Request page to run the Create FACTS Preparer File process (GL_F2CONTACT).

ChartField Attribute Page

Use the Attributes - ChartField Attribute page (CF_ATTRIBUTES) to enter the Fund Code and Account ChartField attributes and attribute values.

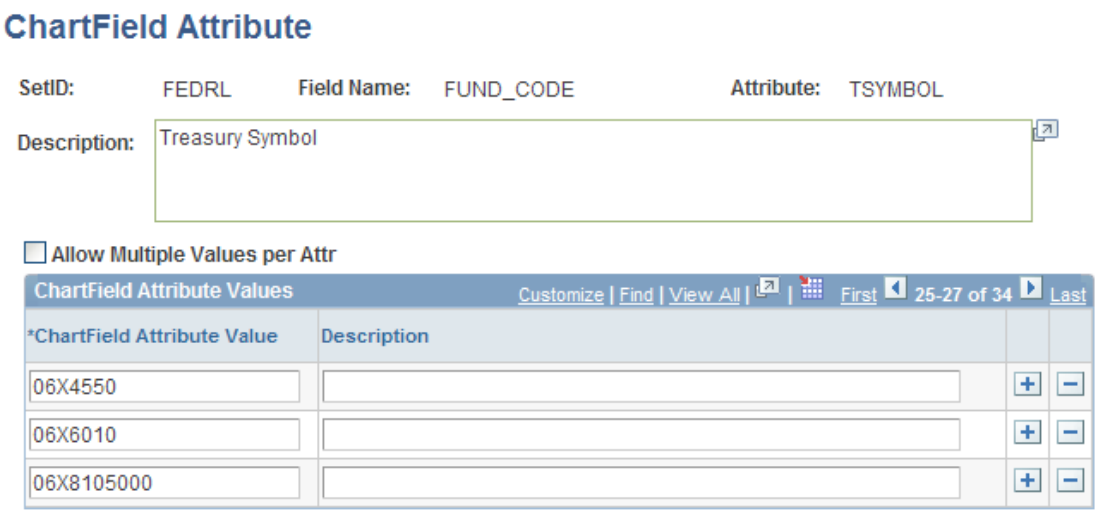
Navigation:

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attributes, ChartField Attribute

> **Note**
>
> You can also use ChartField Attributes for non-FACTS II purposes.

This example illustrates the fields and controls on the Attributes - ChartField Attribute page. You can find definitions for the fields and controls later on this page.

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Most field values on this page are based on the ChartField Attributes table that follows the field descriptions for this page.

Important

FACTS I and FACTS II rely on only one attribute being associated with each respective ChartField. The option to allow multiple values per attribute should not be used with FACTS I and FACTS II attributes.

Field or Control	Description
SetID	Displays the SetID that is set up for your FACTS II data. ChartField attributes are based on a SetID so that they can be associated with more than one ChartField.
Field Name	Enter the type of ChartField that each ChartField attribute applies to. Values are *FUND_CODE* and *ACCOUNT* and are based on the ChartField Attribute table.
Attribute	Enter a ChartField attribute from the ChartField table or define your own attribute names for your organization. These names and values are associated with the ChartField names and values that are required by the U.S. Treasury on the Attribute Cross Reference page.
Description	Enter the description of this ChartField attribute from the ChartField Attributes table or create your own description.
Allow Multiple Values per Attr (allow multiple values per attribute)	**Note:** Do not select this check box for FACTS I or FACTS II ChartField attributes.
ChartField Attribute Value	Enter each attribute value from the ChartField Attributes table or define your own values.

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Field or Control	Description
Description	Enter the description of each attribute value from the ChartField Attributes table or create your own description.

ChartField Attributes Table

The ChartField Attributes table lists the ChartField attributes that you must set up for FACTS II:

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
FUND_CODE	BEA	Budget Enforcement Act	This check box should NOT be selected.	D (Discretionary) M (Mandatory) **Note:** These are Treasury values.
FUND_CODE	BORROW	Fund borrowing source	This check box should NOT be selected.	P (Public) T (Treasury) F (Federal Financing Bank) **Note:** These are Treasury values.
FUND_CODE	CATEGORY	Apportionment category code	This check box should NOT be selected.	A (Category A) B (Category B) C (Category C - Not subject to apportionment.) **Note:** These are Treasury values.
FUND_CODE	EX_UNEXP	Expired or unexpired authority	This check box should NOT be selected.	E (Expired Authority) U (Unexpired Authority) **Note:** These are Treasury values.
FUND_CODE	REIMBURSE	Funding authority indicator	This check box should NOT be selected.	D (Direct Authority) R (Reimbursable Authority) **Note:** These are Treasury values.
FUND_CODE	TSYMBOL	Treasury Symbol	This check box should NOT be selected.	Each agency enters its own Treasury Symbol values and descriptions. Example: 19X0192 (No Year Revolving Fund) 19X0202 (No-Year Fund)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
BUDGET_REF	YR_OF_BA	Year of Budget Authority	This check box should NOT be selected.	BAL (Outlay from balances that are brought forward from previous year.) NEW (Outlays from new Budget Authority.)
ACCOUNT	ADV_FLAG	Advance Flag	This check box should NOT be selected.	F (Advance in Future Year) P (Advance in Prior Year) X (Not Applicable)
ACCOUNT	AUTHORITY	Authority type	This check box should NOT be selected.	B (Borrowing Authority) C (Contract Authority) P (Appropriation) S (Spending from Offsetting Collections) D (Advance Appropriation) L (Proceeds of Loan Asset Sales with Recourse)
ACCOUNT	AVAIL_TIME	Budget resource availability	This check box should NOT be selected.	A (Available in the current period.) E (Available in the subsequent period.)
ACCOUNT	BEGIN_END	Begin or end balance code	This check box should NOT be selected.	B (Report Beginning Balance to Treasury) E (Report Ending Balance to Treasury) Y (Report both Beginning and Ending Balances to Treasury.)
ACCOUNT	DEB_CRED	Debit/Credit indicator	This check box should NOT be selected.	CR (Normal Credit Balance) DR (Normal Debit Balance)
ACCOUNT	DEF_INDEF	Definite/Indefinite flag	This check box should NOT be selected.	D (Definite) I (Indefinite)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	FACTSII	FACTS II SGL account indicator	This check box should NOT be selected.	Y (FACTS II Account)
ACCOUNT	FUNCTION	OMB Function Code	This check box should NOT be selected.	D (Defense) NND (Non-Defense)
ACCOUNT	IGN_ON_EXP	Ignore on expiration.	This check box should NOT be selected.	Y (Yes, ignore on expiration.) N (No, do not ignore on expiration.)
ACCOUNT	RT7	Record type 7 This attribute indicates the RT7 value for a specific account. This edit is used in the processing logic for the PreEdit and Edit 6 in the FACTS II Validation process.	This check box SHOULD BE selected.	911 (Discount on Investments) 921 (Imprest Fund) 941 (Contract Authority) 951 (Authority to Borrow from Treasury) 961 (Exchange Stabilization Fund) 962 (Authority to Borrow from the Public) 971 (Investments in Public Debt Securities) 972 (Investments in Agency Securities)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	PRE-EDIT	Pre-edit Identifies the valid RT7 values for a specific account. Some accounts may have multiple RT7 values.	This check box should NOT be selected.	911 (Discount on Investments) 921 (Imprest Fund) 941 (Contract Authority) 951 (Authority to Borrow from Treasury) 961 (Exchange Stabilization Fund) 962 (Authority to Borrow from the Public) 971 (Investments in Public Debt Securities) 972 (Investments in Agency Securities)
ACCOUNT	EDIT1	Edit 1 Validates that the ending DR balances of budgetary accounts within a fund equal the ending CR balance of budgetary accounts within a fund.	This check box should NOT be selected.	EXCLUDE (Exclude form Accounting Edit 1 DR-CR Valuation.)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT2	Status of Funds and Total Resources Balances. This edit simulates the calculation of Lines 7 and 11 from SF133.	This check box should NOT be selected.	ST_BEGIN (Status of Funds, Beginning Balance) ST_CURRENT (Status of Funds, Current Indicator) ST_ENDING (Status of Funds, Ending Balance) ST_CR_TO_DR (4060, 4070, 4210, and 4310, ST or TO Indicator) TO_BEGIN (Total Resources, Beginning Balance) TO_CURRENT (Total Resources, Current Balance) TO_ENDING (Total Resources, Ending Balance)
ACCOUNT	EDIT3	Resources ChartField less Obligation ChartField Resources ChartField less Obligation ChartField. This edit validates that the beginning balance budgetary debits equal the beginning balance credits.	This check box should NOT be selected.	S1 (Resources Carried Forward less Obligations Carried Forward) S2 (Equal Unobligated Status Carried Forward)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT4	Zero balance by Quarter 4 for accounts Budgetary accounts that are related to anticipated items are not allowed to have balances at the end of the 4th quarter. This edit checks that each of the accounts with an EDIT4 account attribute have a balance that is equal to zero.	This check box should NOT be selected.	ZEROBYQ4 (Zero Balance by the Fourth Quarter for Anticipated Accounts)
ACCOUNT	EDIT5	Fund Equity and Fund Resources Balances This edit checks that the sum of the fund resources accounts must equal the sum of the equity accounts for each appropriation symbol.	This check box should NOT be selected.	FE_END (Fund Equity, Ending Balance) FR_BEGIN (Fund Resources, Beginning Balance) FR_END (Fund Resources, Ending Balance) FR_END_BC (Fund Resources, Ending Balance, Authority B or C)
ACCOUNT	EDIT6	Beginning and Ending Balances This edit will find the sum of either the beginning or ending balance for each account that has a like RT7 value and compare it with the pre-closing balance from the Treasury MAF.	This check box should NOT be selected.	BEGIN (Beginning Balance) END (Ending Balance)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT7	Edit fund balance with Treasury calculation. This edit compares the ending balance of accounts 1010, 4350, and 4391 for each non-RT7 appropriation symbol with the pre-closing balance on the MAF file.	This check box should NOT be selected.	FBWT_CALC (Fund Balance with. Treasury)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT8	Perform balance checks of disbursements versus collections as determined by an outlay formula and the disbursement and collections reported in the SF-133 Report on Budget Execution.	Y An account can have multiple EDIT8 attribute values based on the formula.	L12_1 (Line 12 Beg Bal) L12_2 (Line 12 Beg Bal, Gov Code E/F) L13_1 (Line 13 End Bal) L13_2 (Line 13 End Bal, Gov Code E) L14A_1 (Line 14A End Bal) L14A_2 (Line 14A End Bal, Gov Code E) L14A_3 (Line 14A End Bal, Gov Code E/F) L14B_1 (Line 14B End Bal, Gov Code E) L14B_2 (Line 14B End Bal, Gov Code E/F) L14C_1 (Line 14C End Bal) L14D_1 (Line 14D End Bal) L15A_1 (Line 15A End Bal) L15A_2 (Line 15A Beg/End Bal) L15B_1 (Line 15B End Bal) L15B_2 (Line 15B Beg/End Bal) L3A1_1 (Line 3A1 End Bal) L3A2_1 (Line 3A2 Beg/End Bal) L3A2_2 (Line 3A2 Beg/End Bal, Gov Code E/F)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT, *continued*	EDIT8, *continued*	Perform balance checks of disbursements versus collections as determined by an outlay formula and the disbursement and collections reported in the SF-133 Report on Budget Execution.	Y An account can have multiple EDIT8 attribute values based on the formula.	L3B1_1 (Line 3B1 Beg/End Bal) L3B2_1 (Line 3B2 Beg/End Bal, Gov Code E/F) L3D1_1 (Line 3D1 End Bal) L3D2_1 (Line 3D2 End Bal) L3D2_2 (Line 3D2 Beg/End Bal) L4A_1 (Line 4A End Bal) L8A1_1 (Line 8A1 End Bal, Reimb D, Cat A) L8A1_2 (Line 8A1 Beg/End Bal, Reimb D, Cat A) L8A2_1 (Line 8A2 End Bal, Reimb D, Cat B) L8A2_2 (Line 8A2 Beg/End Bal, Reimb D, Cat B) L8A3_1 (Line 8A3 End Bal, Reimb D, Cat C) L8A3_2 (Line 8A3 Beg/End Bal, Reimb D, Cat C)
ACCOUNT ,*continued*	EDIT8, *continued*	Perform balance checks of disbursements versus collections as determined by an outlay formula and the disbursement and collections reported in the SF-133 Report on Budget Execution.	Y An account can have multiple EDIT8 attribute values based on the formula.	L8B1_1 (Line 8B1 End Bal, Reimb R, Cat A) L8B1_2 (Line 8B1 Beg/End Bal, Reimb R, Cat A) L8B2_1 (Line 8B2 End Bal, Reimb R, Cat B) L8B2_2 (Line 8B2 Beg/End Bal, Reimb R, Cat B) L8B3_1 (Line 8B3 End Bal, Reimb R, Cat C) L8B3_2 (Line 8B3 Beg/End Bal, Reimb R, Cat C)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT10	Cancellation Edit This edit is used for all cancelling Treasury Appropriation/ Fund Symbols (TAFS). It checks for zero balances in reimbursable orders, receivables, obligations, payables, and unobligated balances. A footnote is required if any of the columns 7, 8, 9, 10, or 11 are negative.	This check box should NOT be selected.	GROUP1 (Group 1 [2108 Column 7] must be 0) GROUP2 (Group 2 [2108 Column 9] must be 0) GROUP3 (Group 3 [2108 Column 10] must be 0) GROUP4 (Group 4 [2108 Column 11] must be 0.)
ACCOUNT	EDIT11	This edit validates that the sum of certain accounts has a normal Debit or Credit balance.	This check box should NOT be selected.	GROUP1 (Group 1 [2108 Column 7] Normal DR Balance) GROUP2 (Group 2 [2108 Column 9] Normal DR Balance) GROUP3 (Group 3 [2108 Column 10] Normal CR Balance) GROUP4 (Group 4 [2108 Column 11] Normal CR Balance) GROUP5 (Footnote is always required.)

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Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT12	Collections and Disbursements Accounts (Outlay Edit) This edit compares the sum of the EDIT12 accounts for the from and to period that is specified on the Accumulate FACTS II Data run control panel, with the Treasury supplied Outlay Amount.	This check box should NOT be selected.	COLLECTIONS (Collections Account) DISBURSEMENTS (Disbursements Account)

ChartField Values - Account Page

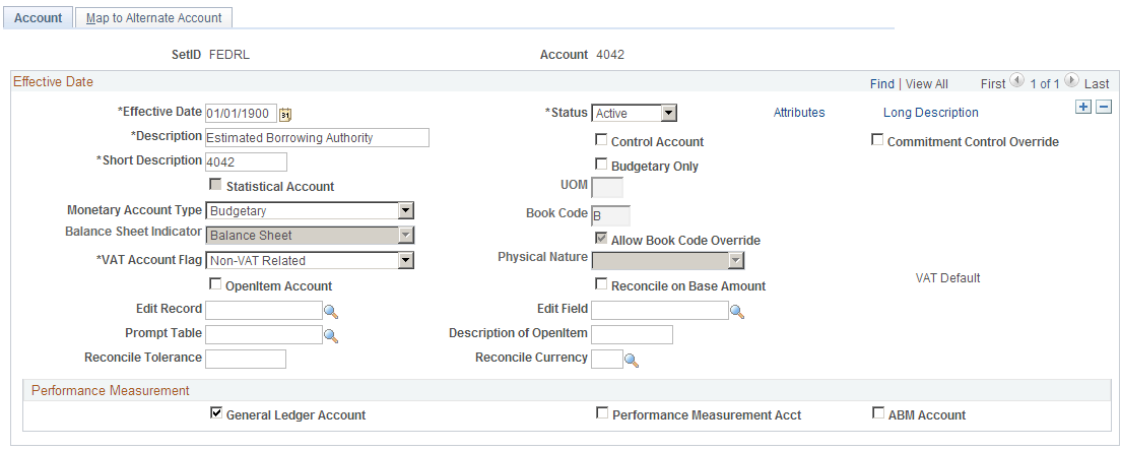
Use the ChartField Values - Account page (GL_ACCOUNT), for example, to access the Account ChartField to associate with ACCOUNT ChartField attributes.

Use a ChartField such as Account, Fund Code, or Budget Reference that requires attributes.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Design ChartFields**, and then **Define Values**, and then **ChartField Values**, and then **Account**

This example illustrates the fields and controls on the ChartField Values - Account page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Attributes	Click this link to associate the ChartField attributes that you set up for FACTS II with the appropriate Account value (or Fund Code ChartField value on the Fund Code page or Budget Reference ChartField value on the Budget Reference page) that is required for FACTS II reporting.

ChartField Attributes Page

Use the ChartField Attributes page (CF_ATTRIB_VALUES) to select the ChartField attributes to associate with the selected ChartField value.

Navigation:

Click the **Attributes** link on an Account or Fund Code 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.

Chartfield Attributes

ChartField Attribute Values — Customize | Find | View All | First 1-3 of 3 Last

SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description
FEDRL	4042	07/01/2009	ACCOUNT	DEB_CRED	CR	Normal Credit Balance
FEDRL	4042	01/01/1900	ACCOUNT	EDIT4	ZEROBYQ4	Zero Balance by the 4th Qtr for Anticipated Accounts
FEDRL	4042	01/01/1900	ACCOUNT	PRE-EDIT	951	Authority to Borrow from Treasury

After selecting the **Attributes** link, a row that contains values for **SetID, ChartField Value, Effective Date,** and **Field Name** appears.

Field or Control	Description
ChartField Attribute	Select the appropriate ChartField attribute for this ChartField Value.
ChartField Attribute Value	Select the ChartField attribute value for this ChartField attribute. You can add as many rows as needed of ChartField attributes and ChartField attribute values for the selected ChartField value (in this example, Account 4042).

Related Topics

- Application Fundamentals: Fund Code Page

Miscellaneous ChartFields Page

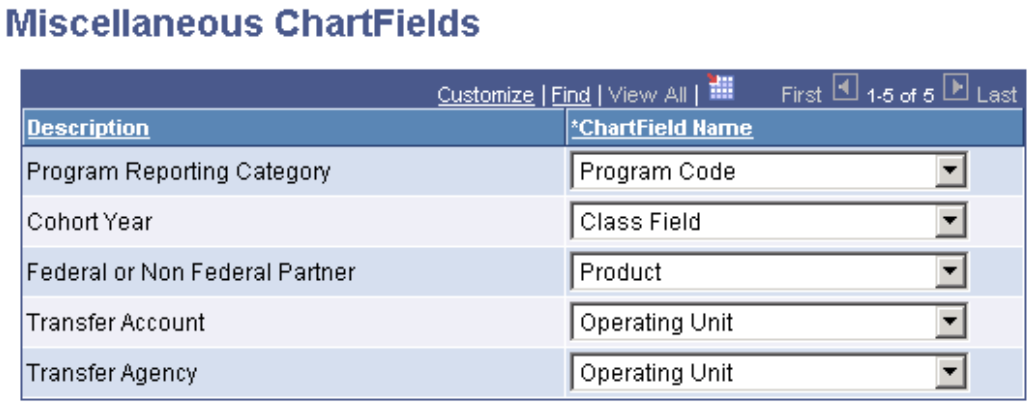
Use the Miscellaneous ChartFields page (F2_ELEMENT_CF1) to select ChartFields to use for recording Program Reporting Category, Cohort Year, Transfer Agency, Transfer Account, and Transaction Partner information.

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Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Definition**, and then **Define FACTS II Misc CF**

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



Note

You can change the delivered ChartField specifications to any configurable ChartField. For example, the FACTS II Data Element FED_NONFED is associated with Transaction Partner. You can change this to any other configurable ChartField. However, you must use different ChartFields for each of the FACTS II Data Elements. The exceptions to this rule are the ChartFields for Transfer Account and Transfer Agency. They can use the same configurable ChartField or two different ChartFields. In this example, Trading Partner is associated with both of these FACTS II Data Elements. Your decision to use either a single ChartField for Transfer Agency and Transfer Account or separate ChartFields has an effect on how you will enter data into your ledger. Some of these ChartField names are the result of a ChartField configuration.

Field or Control	Description
Description	The PeopleSoft application predefines the*Program Reporting Category Cohort year, Federal or Non Federal Partner, Transfer Account,* and *Transfer Agency* data elements and descriptions.
ChartField Name	Select a configurable ChartField for each **FACTS II Data Element.** Because *Transfer Agency* and *Transfer Account* are related, you can assign the same configurable ChartField to them, if you want, or set them up with separate configurable ChartFields. All other FACTS II data elements must be associated with different configurable ChartFields.

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Related Topics

- Application Fundamentals: Fund Code Page
- Application Fundamentals: Account Page

Program Reporting Category Page

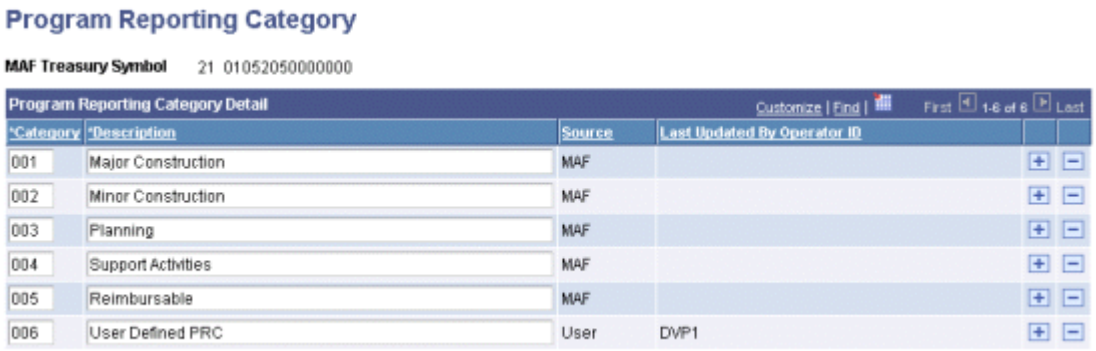
Use the Program Reporting Category page (F2_PROG_RPT_CAT) to maintain PRC codes by MAF Treasury Symbol.

Identify the origin of the PRCs as either resulting from user-defined values or values downloaded from a MAF file.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Definition**, and then **Program Reporting Category**, and then **Program Reporting Category**

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



Maintain PRC codes by MAF Treasury Symbol.

Enter a MAF Treasury Symbol and view its existing PRC codes and the descriptions that you downloaded from a MAF or that you manually entered using this page.

Field or Control	Description
Category	Valid PRC values are 001 to 999.

Field or Control	Description
Description	The description can vary for a Category depending on the MAF Treasury Symbol.

Field or Control	Description
Source	Identifies the origin of a FACTS II Program Reporting Category as user-defined values or as values downloaded from a MAF file.

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Field or Control	Description
Last Updated By Operator ID	Identifies the operator ID that last manually entered or modified a PRC code value or description.

Attribute Cross Reference Page

Use the Attribute Cross Reference page (F2_ATTR_XREF) to enables each agency to decide on the names of the fund and account attributes to be used in FACTS II processing.

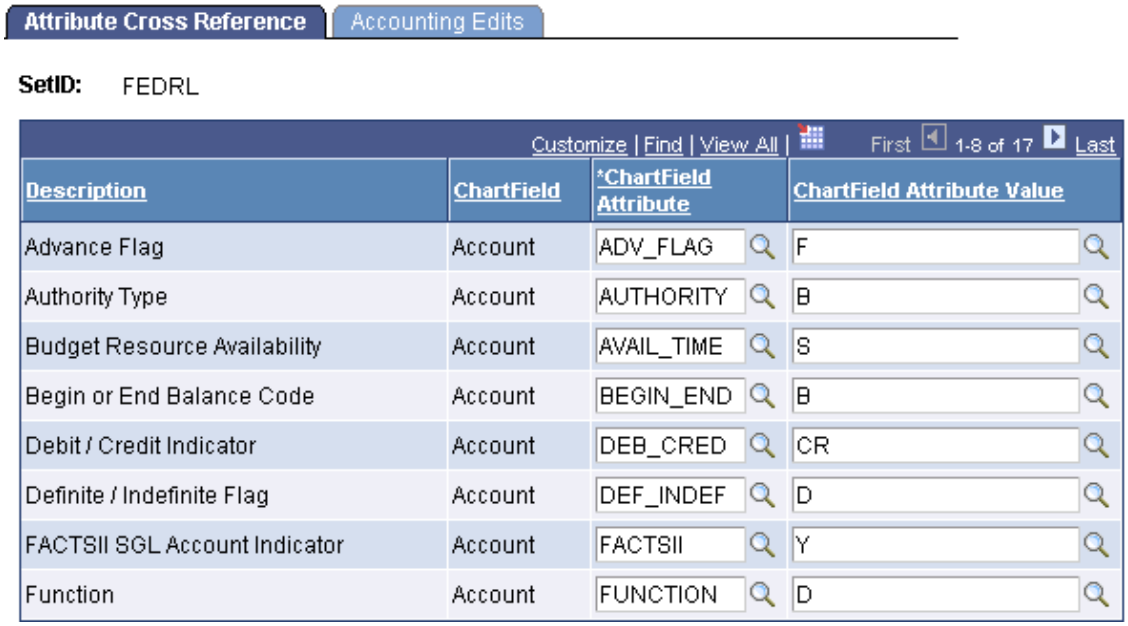
Each agency can either create its own names or use the names that are presented in this documentation.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Definition**, and then **Attribute Cross Reference**, and then **Attribute Cross Reference**

> **Note**
>
> Existing customers who are implementing this enhancement should reopen the Attribute Cross Reference and Accounting Edits pages and enter the ChartField Attribute names for the new data elements that are introduced by this enhancement.

This example illustrates the fields and controls on the FACTS II - Attribute Cross Reference page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Description	These are the predefined attributes that the FACTS II processes requirements of the U.S. Treasury.
ChartField	The PeopleSoft application predefines the **Field Name** for *ACCOUNT*, *FUND_CODE*. and *BUDGET_REF*.
ChartField Attribute and **ChartField Attribute Value**	Select the ChartField attributes and attribute values that you defined as cross-references to each data element. **Note:** The values selected are only examples.

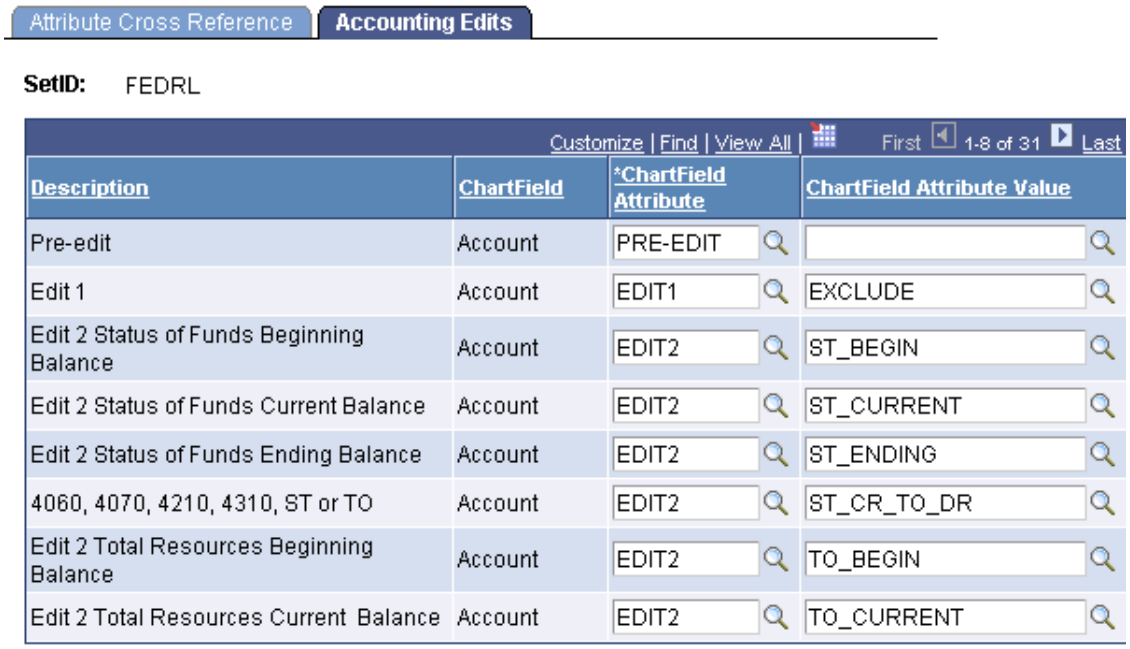
Accounting Edits Page

Use the Accounting Edits page (F2_ATTR_XREF_EDIT) to specify the ChartField Attributes and Attribute values that are applicable to the accounting edits.

Navigation:

Click the Accounting Edits tab on the Attributes Cross Reference page.

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



Field or Control	Description
ChartField Attribute and **ChartField Attribute Value**	Select the attributes and attribute values that you defined to cross-reference each of the predefined data elements that is listed on this page.

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> **Note**
>
> Refer to Review FACT II Data, Detail Attributes to review attributes for each ChartField value for a selected business unit and period.

Load MAF Data Page

Use the Load MAF Data (load master account file data) page (F2_RUN_MAF) to load the MAF data from a file that is sent by the U. S. Treasury to the government agency to review in PeopleSoft General Ledger.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Creation**, and then **Load MAF Data**

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



Field or Control	Description
	Click the **Add Attachment** button and type the path and file name, or click the **Browse** button to navigate to the MAF location. Click the **Upload** button to store the file as an attachment. The file name appears in the **Attached File** field. At the beginning of each fiscal year, the U.S. Treasury sends a MAF containing the U.S. Treasury account fund symbols (TAFS) for a specific agency along with the preparer and certifier IDs for each symbol. With this data, the U.S. Treasury sends a spreadsheet containing the attributes for each SGL account. You can use this spreadsheet to validate that your data is set up correctly.
Run	Click to upload the file using the PS/GL MAF Load (F2_MAF_LOAD) process. This process loads the date from the file to the appropriate database table.

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> **Note**
>
> The **Add, Delete,** and **View Attachment** buttons work the same way as they do for FACTS I.

See Load FACTS I Data Page.

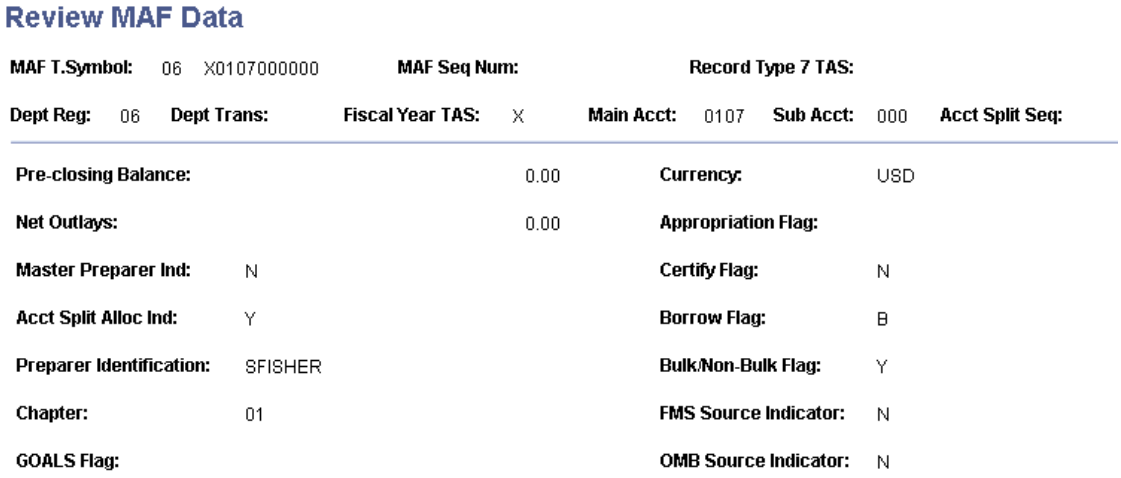
Review the MAF Data Page

Use the Review MAF Data page (F2_MAF_INQUIRY) to review the MAF data that is sent by the U. S. Treasury based on a selected MAF Treasury Symbol. Add, review, and MAF data.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Review**, and then **Review MAF Data**

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



Field or Control	Description
MAF T.Symbol (master accounting file treasury symbol)	Stores the Treasury Symbol in the format that is defined by the U.S. Treasury for FACTS II processing. This Treasury Symbol is different from the Treasury Symbol format that is required by most other U.S. Treasury reporting.
MAF Seq Num (master accounting file sequence number)	The U.S. Treasury supplies this number. If the U.S. Treasury sends the agency a new MAF file, this number is increased incrementally.

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Field or Control	Description
Record Type 7 TAS (record type 7 treasury appropriation fund symbol)	The application displays a three-digit numeric code that is attached to the end of the Treasury Appropriation Fund Symbol. This code identifies the type of fund resources, such as Fund Held Outside of the Treasury, Authority to Borrow from the Treasury, and Unrealized Discounts.
Dept Reg (department regular)	Displays a regular (versus a transfer) department number that is associated with this MAF Treasury Symbol.
Dept Trans (department transfer)	Displays a transfer (versus a regular) department number that is associated with this MAF Treasury Symbol.
Fiscal Year TAS (fiscal year treasury appropriation fund symbol)	Displays the funding period of the appropriation that applies to this MAF Treasury Symbol.
Main Acct (main account)	Displays the main account that is used for this MAF Treasury Symbol.
Sub Acct (sub account)	Displays a sub account that is used for this MAF Treasury Symbol.
Acct Split Seq (account split sequence)	Displays the account split that is provided by the Office of Management and Budget interface file. Any number that is greater than 000 is an account split.
Pre-closing Balance	Displays the remaining appropriation balance for this department prior to the close of the fiscal year.
Net Outlays	Displays the net collections and disbursements that are reported to date to the U.S. Treasury by this department for the current fiscal year.
Master Preparer Ind (master preparer indicator)	Identifies whether a master preparer is required. This value is only necessary if an account split applies to this account.
Acct Split Alloc Ind (account split allocation indicator)	Indicates whether the master preparer divided the account balance among the members of an account split.
Preparer Identification	Displays the FACTS II preparer's name for this department.
Chapter	Displays the chapter number that is used in the U.S. Treasury's Annual Report.
GOALS Flag (Government Online Accounting Link System flag)	Indicates that the FACTS II file can be imported to the Government Online Accounting Link System (GOALS).
Appropriation Flag	Indicates that an appropriation is associated with this MAF Treasury Symbol.
Certify Flag	Indicates whether this MAF Treasury Symbol is required by the Budget Reports Branch of the Financial Management Service.
Borrow Flag	Indicates whether a borrowing source is required for this MAF Treasury Symbol.

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Field or Control	Description
Bulk/Non-Bulk Flag	*Y* indicates that you want to send the FACTS II information in a bulk transfer file. *N* indicates that you want to send the FACTS II information in a non-bulk transfer file.
FMS Source Indicator (Financial Management Services source indicator)	The FMS interface indicator.
OMB Source Indicator (Office of Management and Budget source indicator)	The OMB interface indicator.

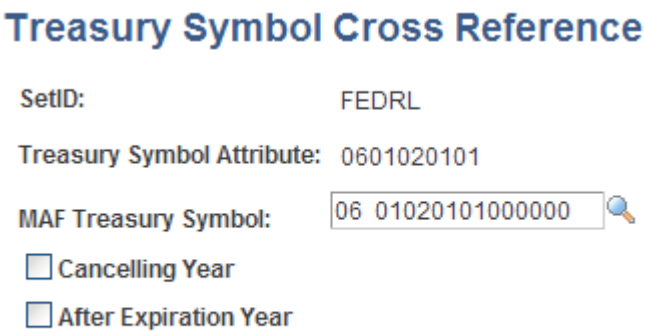
Treasury Symbol Cross References Page

Use the Treasury Symbol Cross Reference page (F2_TSYM_XREF) to select the Treasury Symbol attribute that corresponds to the Treasury Symbol that is included in the MAF.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Definition**, and then **Treasury Symbol Cross Ref**, and then **Treasury Symbol Cross Reference**

This example illustrates the fields and controls on the Treasury Symbol Cross Reference page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
SetID	Select the SetID that applies to the FACTS II reporting data.
Treasury Symbol Attribute	Select the attribute that corresponds to the MAF Treasury Symbol.
MAF Treasury Symbol (master accounting file treasury symbol)	Select the MAF Treasury Symbol, which is imported from the U.S. Treasury MAF file.
Cancelling Year	Select this option if the Treasury Symbol is beyond the cancelling year. FACTS II determines the cancelling year by adding six years to the last year of availability. You must select this option to enable Edit 10 to process.

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Field or Control	Description
After Expiration Year	Select this option if this Treasury Symbol expired. If a Treasury Symbol expires, zero-balanced rows cannot be reported to the FACTS II Import file. To identify the accounts that are associated with an expired Treasury Symbol, you must select the Ignore on Expiration (IGN_ON_EXP) attribute and select *Y* for the attribute value on the Attribute Xref page.

Creating FACTS II Trees

> **Note**
>
> This functionality is replaced by Government-wide Treasury Account Symbol Adjusted Trial Balance System. See Understanding the GTAS Adjusted Trial Balance System

To set up FACTS II trees, use the following components:

- Tree Manager (PSTREEMGR)
- FACTS Tree Group (FACTS_TREE_GRP)
- TableSet Control (SET_CNTRL_TABLE1)

This section discusses how to:

- Use trees to control the rollup of ChartField data.
- Create a FACTS II Account Roll-up tree.
- Create a Cohort Year tree.
- Create a Category A tree.
- Create a Category B tree.
- Create the Accounts Requiring Fund Attributes tree.
- Create the Transfer Agency tree.
- Create the Transfer Account tree.
- Create the Transaction Partner tree.
- Create a tree group for FACTS II.
- Configure TableSet Control for FACTS II processing.
- Configure the TableSet Control Record Group page.
- Configure the TableSet Control Tree page.

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Pages Used to Create FACTS II Trees

Page Name	Definition Name	Usage
Tree Definition and Properties Page	PSTREEDEFN	Create a new tree to identify the tree name, related structure ID, SetID, and any other rules or characteristics of the tree. See Using Trees to Control Roll-Up of ChartField Data
Tree Manager Page	PSTREEMGR	Access an existing tree with options that enable you to access and modify the tree definition and properties, and print and configure tree display options. See Creating a FACTS II Account Roll-up Tree
FACTS Tree Group Page	FACTS_TREE_GRP	Contains all of the FACTS II trees and the rollup level. This page is identified on most of the run control pages for FACTS II reporting and processing. See Creating a Tree Group for FACTS II
TableSet Control - Record Group Page	SET_CNTRL_TABLE1	Defines all the record groups based on a specific set control value and their associated SetIDs. Also identifies the default SetID of the general ledger business unit. See Configuring TableSet Control for FACTS II Processing
TableSet Control - Tree Page	SET_CNTRL_TABLE2	Set up tree values on this table if your SetID for your business units do not match your default SetID. See Configuring TableSet Control for FACTS II Processing

Using Trees to Control Roll-Up of ChartField Data

Your Account, Fund Code, or other ChartField values may not match those specified by U.S. Treasury for reporting purposes. To accommodate these mandates, you must create trees that contain nodes representing the account or other ChartField values required by the U.S. Treasury for FACTS reporting. Under these nodes, you specify the actual detail values that are used in your ledgers, which roll up into the U.S. Treasury values for reporting. The FACTS II process finds the tree node names when it accumulates reporting data and uses these names when it creates the reporting files. In general, the tree node names should follow the field specifications of the U.S. Treasury file.

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You use the PeopleSoft Tree Manager to create all trees. You can use the tree names, level names, and structure IDs that appear in the following examples, or you can create your own.

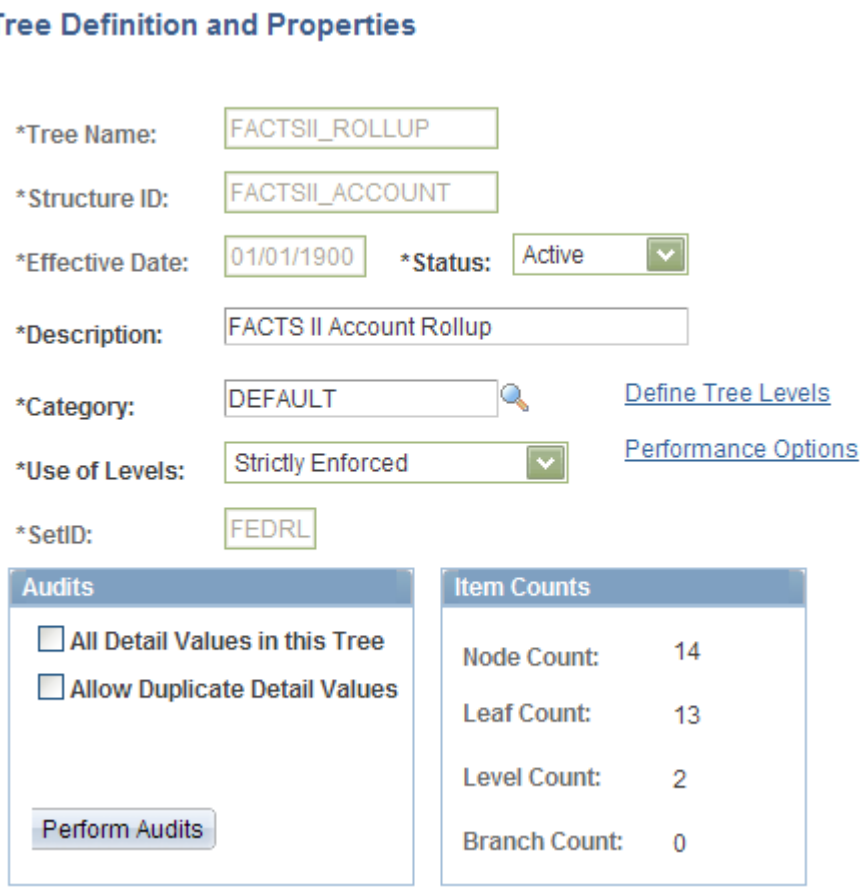
Use the Tree Definition and Properties page (PSTREEDEFN) to create a new tree to identify the tree name, related structure ID, SetID, and any other rules or characteristics of the tree.

Navigation:

Tree Manager, and then **Tree Manager**, and then **Create New Tree**, and then **Tree Definition and Properties**

You can copy an existing tree structure or create a new one.

This example illustrates the fields and controls on the Example of a FACTS II Account Rollup tree definition.



Application Fundamentals: Using Trees to Summarize ChartFields

Creating a FACTS II Account Roll-up Tree

Use the Tree Manager page (PSTREEMGR) to access an existing tree with options that enable you to access and modify the tree definition and properties, and print and configure tree display options.

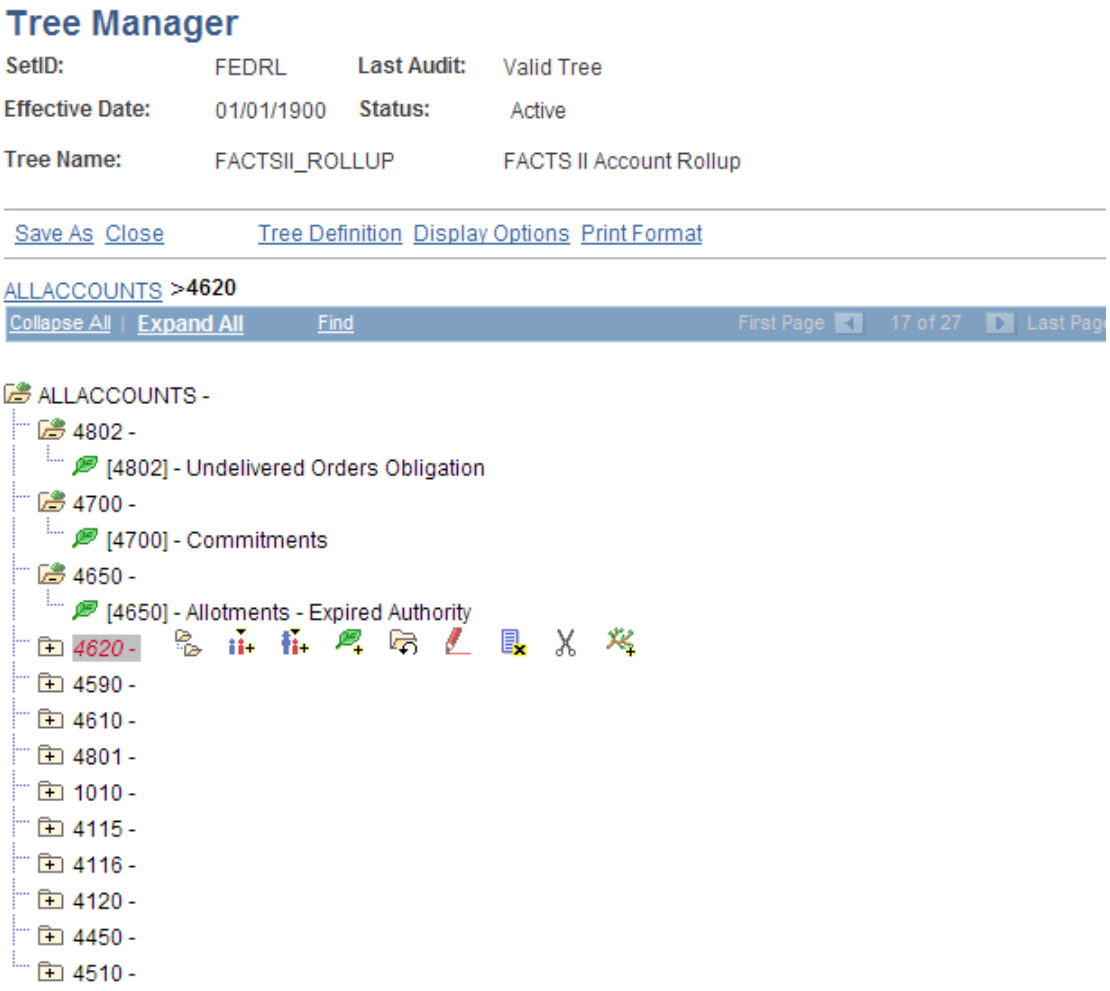
Navigation:

Tree Manager, Tree Manager, Find an Existing Tree, Tree Manager.

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Create a FACTS II Account Roll-up tree in PeopleSoft Tree Manager similar to this example. Before you create this tree, you must define your Account ChartField values and determine your detail structure.

This example illustrates the fields and controls on the Example of a FACTS II Account Roll-up Tree. You can find definitions for the fields and controls later on this page.



The FACTS II Account Roll-up Tree stores the hierarchical relationship between SGL accounts that you report to the U.S. Treasury for FACTS II and an agency's posting accounts. The FACTS II Accumulation process uses this tree to roll up the posting level account ChartField values into the SGL accounts. Each agency may have a different combination of lower-level posting accounts that roll up to an SGL account structure that is mandated by the U.S. Treasury for FACTS II reporting. Determine the lowest level of detail that you need for your Account ChartField structure to capture all possible combinations of USSGL accounts and FACTS II attributes, as well as additional agency-specific posting detail.

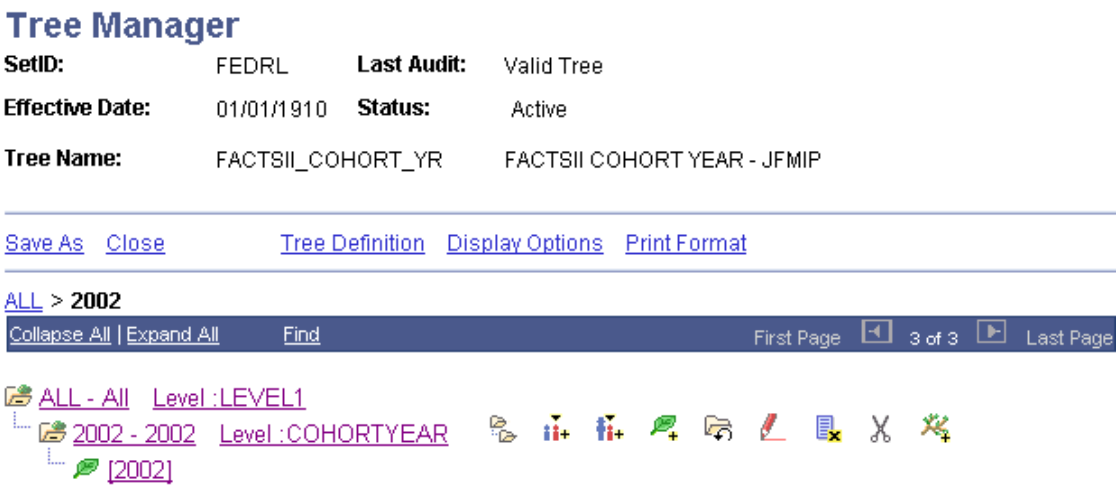
Your agency can use any tree and level names as long as you specify these names on the FACTS II Tree Group. You must create the FACTS II Account Roll-up Tree to run the Accumulate FACTS II Data process.

Creating a Cohort Year Tree

Create a Cohort Year tree similar to this example:

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This example illustrates the fields and controls on the FACTS II Cohort Year Tree Manager page. You can find definitions for the fields and controls later on this page.



Create a Cohort Year tree at the COHORTYEAR tree level for each cohort year based on the reporting needs of your agency. Enter the appropriate detail values that identify which ChartField values (loans) roll up to a particular cohort year.

The Cohort Year tree is the exception to the rule that the FACTS II tree node names should always match the values that are required by US Treasury. In this instance, Cohort Year values in the FACTS II file are only two positions. However, the tree is set up with four character node names to keep it consistent with the Cohort Year tree in earlier releases, as well as with the way the program derives the Cohort Year values. The program will take the third and fourth character of the node name to derive the FACTS II file Cohort Year values, for example, 2005 becomes 05 in the FACTS II file.

The Accumulate FACTS II Data process uses this tree to identify ChartField values that represent loans associated with a cohort year for the production of the FACTS II Treasury input file. In this example, the loan numbers roll up to the COHORTYEAR tree level, which contains the cohort year information that is required for FACTS II reporting. You may also use a different configurable ChartField for this purpose. Because an agency may have projects that are not loans and are not associated with a cohort year, this tree is used to distinguish between the two types of project ChartField values. Each agency should determine the ChartField structure that it needs to satisfy its cohort year requirements.

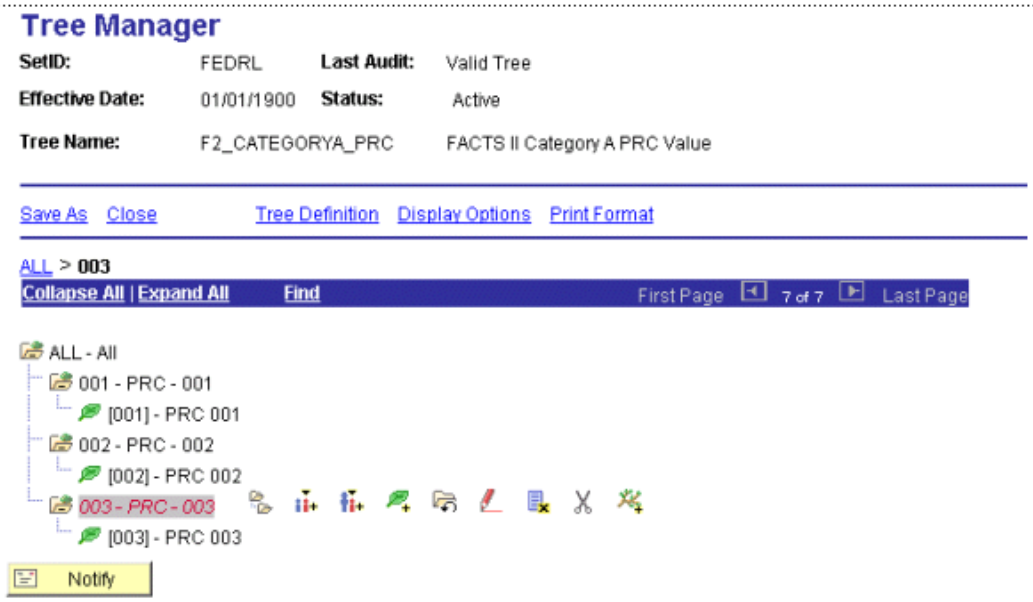
> **Note**
>
> You must set up the ChartField values before you create this tree.

Creating a Category A Tree

Create a Category A tree in PeopleSoft Tree Manager based on this example:

This example illustrates the fields and controls on the FACTS Category A Tree Manager page. You can find definitions for the fields and controls later on this page.

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The Accumulate FACTS II Data process uses this tree to identify category A programs and to extract the three-digit program sequence number and category A program description that is needed for the production of the FACTS II Treasury Input file. Your agency may have programs that are both category A and non-category A programs. This tree is useful to distinguish between the two. Each agency should determine the ChartField structure that satisfies its category A and non-category A reporting requirements. The tree level that is specified on the FACTS Tree Group page identifies the node values and node descriptions that contain the three-digit sequence number and category A program description, respectively.

The OMB supplies and requires the input of Program Reporting Categories for Category A apportioned funds when an SGL account contains a Y in the Program Rpt Code (program reporting code) column of the Fiscal 200X USSGL Account Attributes Required Table. The OMB provides valid Program Reporting Categories from which Federal Program Agencies (FPAs) can choose. The OMB list of Program Reporting Categories serves as a control table or as a reference table for FACTS II reporting.

FPAs cannot use the OMB-supplied program reporting numbers with the FPA titles. The FPA is also restricted by FACTS II from using the default program number and description, 99 All Programs, with other OMB program codes and descriptions or the custom program codes and descriptions of the FPA.

If OMB does not provide specific program reporting categories, then the FPA can use the default program reporting number (99) and description (All Programs).

While an FPA can use numbers and descriptions for program reporting categories in addition to those that are supplied by the OMB , they cannot use the 99 All Programs program reporting category with any other codes. If the FPA attempts to add the 99 All Programs category to existing program reporting categories for obligation activity, the FACTS II rejects that input because the 99 All Programs category can only be used by itself.

You can use any tree name and level name as long as you specify the desired tree name and level name on the Accumulate FACTS II Data page. This tree is required for the Accumulate FACTS II Data process (GLS8302).

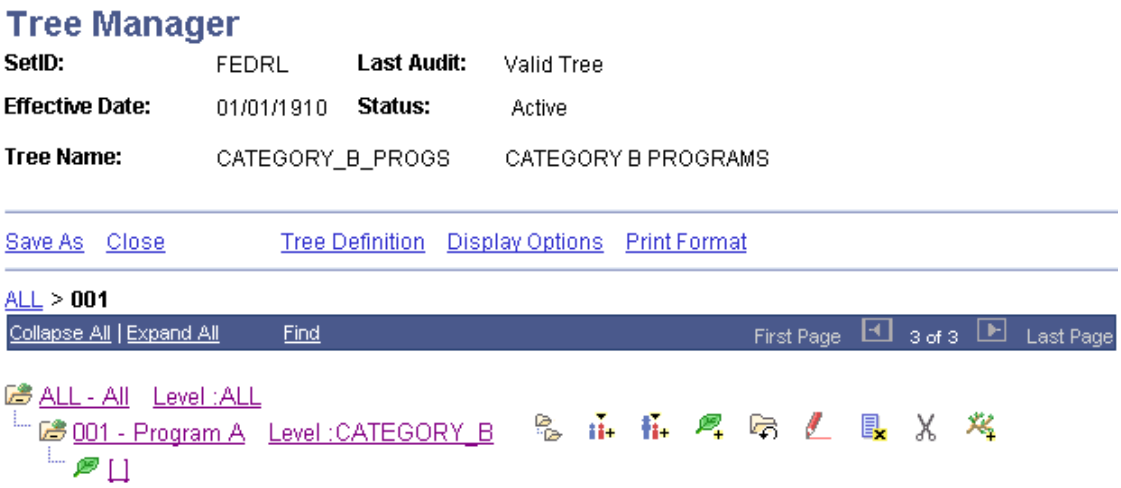
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> **Note**
>
> You must set up Program ChartField values before creating the Category A tree.

Creating a Category B Tree

Create a Category B tree in PeopleSoft Tree Manager based on this example:

This example illustrates the fields and controls on the FACTS Category B Tree Manager page. You can find definitions for the fields and controls later on this page.



The Accumulate FACTS II Data process uses this tree to identify category B programs and to extract the three-digit program sequence number and category B program description that is needed for the production of the FACTS II Treasury Input file. Your agency may have programs that are both category B and non-category B programs. This tree is useful to distinguish between these two types of programs. Each agency should determine the ChartField structure that satisfies its category B and non-category B reporting requirements. The tree level that is specified on the FACTS Tree Group page identifies the node values and node descriptions that contain the three-digit sequence number and category B program description, respectively.

You can use any tree name and level name as long as you specify the tree name and level name that you want on the Accumulate FACTS II Data page. This tree is required for the Accumulate FACTS II Data process (GLS8302).

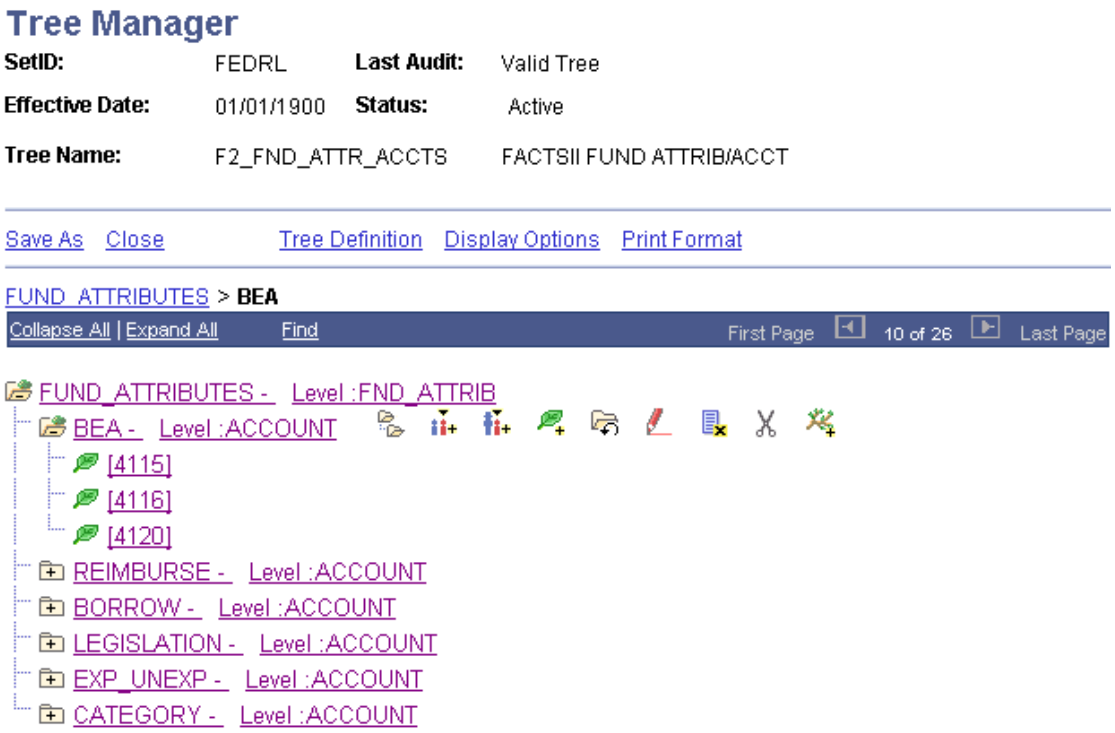
> **Note**
>
> You must set up Program ChartField values before you create the Category B tree.

Creating the Accounts Requiring Fund Attributes Tree

Create an Accounts Requiring Fund Attributes tree using PeopleSoft Tree Manager based on this example:

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This example illustrates the fields and controls on the FACTS II Account Requiring Fund Attributes Tree Manager page. You can find definitions for the fields and controls later on this page.



The FACTS II Accounts Requiring Attributes tree stores the relationship between the ChartField attributes that are required for FACTS II processing and their associated SGL accounts.

This tree filters out the attributes for accounts that do not require certain attributes to be reported. After the FACTS II Accumulation process accumulates all the attribute data, it checks the accumulated attributes against this tree to determine whether they are required to be reported. If the attribute is not required, it is removed from the staging table and is not included in the FACTS II file. To determine the attributes to be reported for any given account, the program takes the account from the ledger (such as 4119) and searches for the account in the FACTSII_ATTRIBUTES tree. The account may appear under numerous nodes depending on which attributes are required for that specific account. Wherever the program finds the account in the tree, the attribute is considered as required for reporting. If the program has previously accumulated an attribute value for the account, but is unable to locate the account under that respective attribute's node, the accumulated attribute value will be excluded from the FACTS II file.

The F2_REQ_ATTR_ACCTS Tree and ACCOUNT Level are examples of values that the FACTS II processes can use. You can create your own tree name and level name, as long as you specify the tree name and level name on the FACTS Tree Group page. You must set up this tree to run the Accumulate FACTS II Data process (GLS8302) and the GL Activity with Attributes Report (GLS7017).

Make sure that this tree consists of all accounts that are required by the U.S. Treasury for each attribute. If your agency does not use an account that the U.S. Treasury requires, then the agency does not have to define the account on this tree. The fund code and account ChartField attributes are predefined and delivered in the PeopleSoft sample data.

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Four node names must be named exactly as specified:

- PUBLIC_LAW
- FED_NONFED
- TRF_AGENCY
- TRF_ACCT

All other nodes must be named exactly the same as the attributes that are listed on the Attribute Xref page. For example, if the user has called their Authority Type attribute AUTH instead of AUTHORITY, then the node name must be AUTH.

These attribute nodes are not required on the Accounts requiring Attributes tree:

- The Normal Balance, Debit and Credit, and Begin End attributes because they are always required to process FACTS II. The program does not check against this tree for these attributes.
- The TAFS status attribute because it is not required in the FACTS II flat file.
- The Transfer To/From and Deficiency Flag because these values will be derived by the U.S. Treasury.

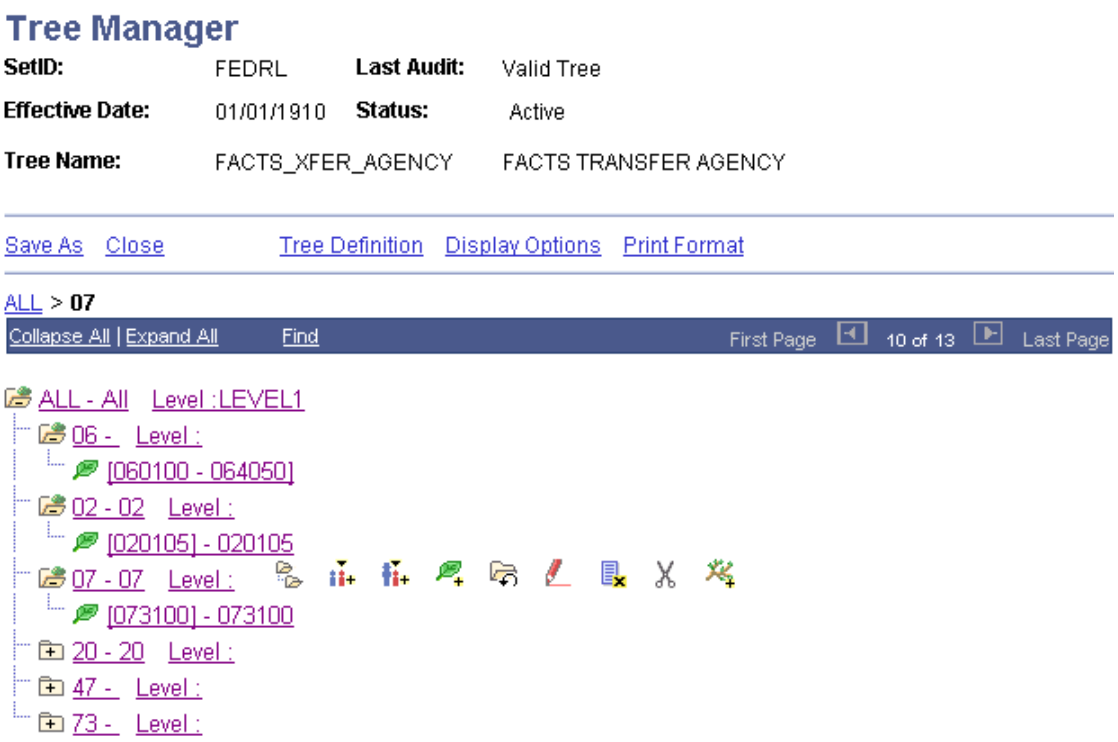
> **Note**
>
> The U.S. Treasury's SGL Account Attributes Required for FACTS II Reporting of Detailed Financial Information defines these rules. This information is available at the U.S. Treasury Department's website.

Creating the Transfer Agency Tree

Create the Transfer Agency tree using PeopleSoft Tree Manager based on this example.

This example illustrates the fields and controls on the FACTS Transfer Agency Tree Manager page. You can find definitions for the fields and controls later on this page.

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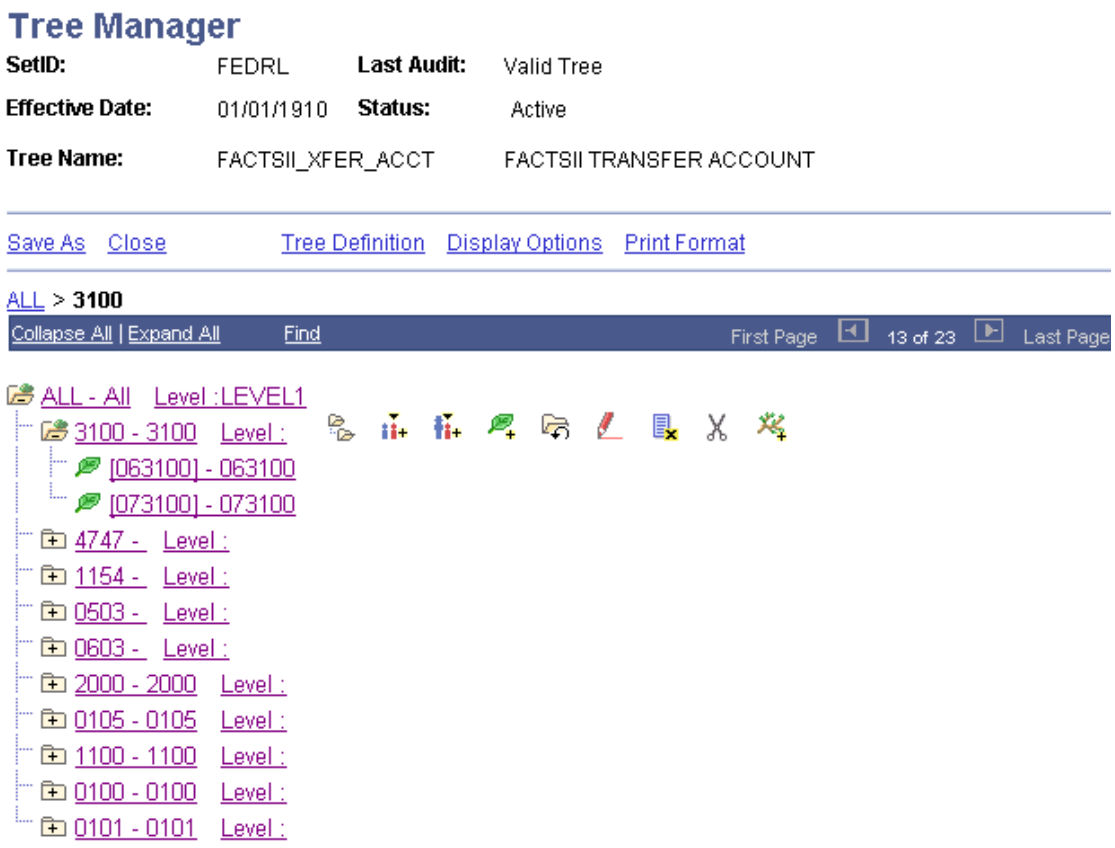
This tree contains nodes for each of the transfer agencies. If you have decided to use the same ChartField for both Transfer Agency and Transfer Account, then the values in your ledger for that ChartField will represent both Transfer Agency and Transfer Account at the same time. The tree will allow the program to translate the combination Transfer Agency/Account value of the ledger to the Transfer Agency value that is required by the U.S. Treasury.

Creating the Transfer Account Tree

Access Tree Manager to create the FACTS II Transfer Account tree.

This example illustrates the fields and controls on the FACTS II Transfer Account Tree Manager page. You can find definitions for the fields and controls later on this page.

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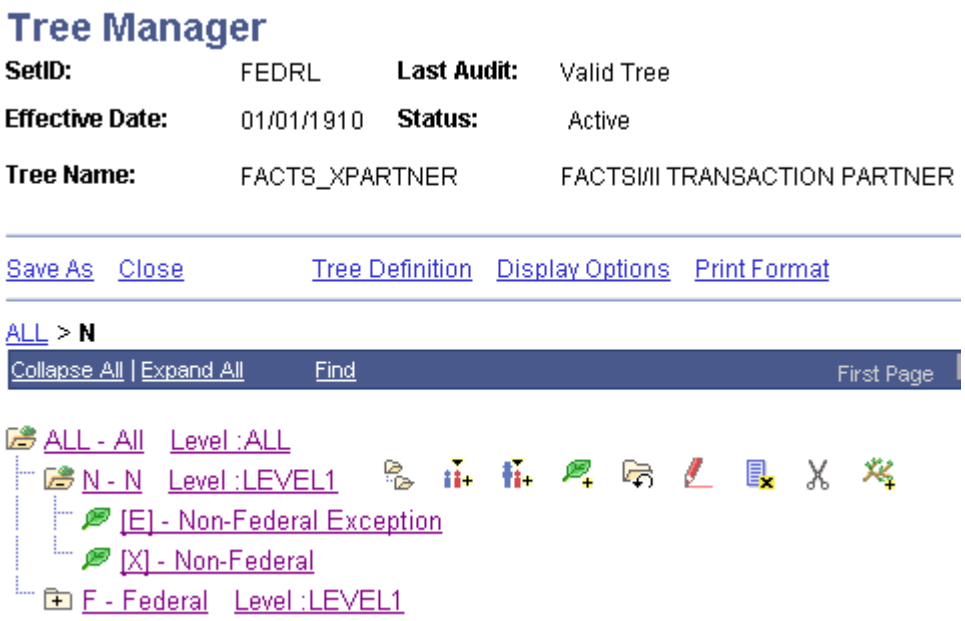
This tree contains nodes for all the U.S. Treasury transfer accounts. The leaves are made up of ChartField values from your ledger representing Transfer Accounts. If you decide to use the same ChartField for both Transfer Agency and Transfer Account, then the values in your ledger for that ChartField will represent both Transfer Agency and Transfer Account at the same time. The tree allows the program to translate the combination Transfer Agency/Account value of the ledger to the Transfer Account value that is required by U.S. Treasury.

Creating the Transaction Partner Tree

Access Tree Manager to create the FACTS Transaction Partner tree.

This example illustrates the fields and controls on the FACTS Transaction Partner Tree Manager page. You can find definitions for the fields and controls later on this page.

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The three nodes on this tree represent the three types of Transaction Partners: Non-Federal, Federal, and Non-Federal Exception. The leaves represent all the detail transaction partner ledger data that roll up into each type of Transaction Partner for FACTS II processing.

Before this release update, you had to set up variations of account numbers to indicate whether the account used in any particular transaction pertained to another federal organization. You did this by adding suffixes to account numbers. For example, the suffix *G* was added to account 1610 to create account 1610G. Also, the XPARTNER attribute was only capable of indicating one attribute value at a time. Now, the PeopleSoft system enables you to use one of the configurable ChartFields to record the Transaction Partner attribute. This means that the Transaction Partner attribute is independent of the Account ChartField, which eliminates the need to create and use variations of the same account.

If you are an existing customer, you can use the new separate ChartField approach or you can continue to use the multiple account approach. If you have used the multiple account approach in the current year, you must continue to use this approach until you get to the end of the year because all of your existing year-to-date data uses this method.

If you are using the older method, your Transaction Partner tree is designed differently and should be based on the following example:

Node ALL - All Transaction Partners

- Node E - NonFederal Exception
  - 1010 E
  - 1020E
- Node F - Federal
  - 1010G
  - 1020G
- Node X - Non Federal
  - 1010X

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– 1020X

Creating a Tree Group for FACTS II

Use the FACTS Tree Group page (FACTS_TREE_GRP) to define all of the FACTS II trees and the rollup level.

This page is identified on most of the run control pages for FACTS II reporting and processing.

Navigation:

General Ledger, and then **Federal Reports**, and then **Define FACTS Tree Group**, and then **FACTS Tree Group**

See FACTS Tree Group Page.

Field or Control	Description
FACTS II Trees and Tree Levels	The FACTS Tree Group page lists all of the tree names that are required for FACTS II processing. Select the name of your FACTS II tree that represents the listed Tree Name. Select the tree level to be used for summarizing your FACTS II data.

Configuring TableSet Control for FACTS II Processing

Configuring TableSet Controls for FACTS II processing is the same as described for FACTS I.

Use the TableSet Control - Record Group page (SET_CNTRL_TABLE1) to define all the record groups based on a specific set control value and their associated SetIDs.

This page also identifies the default SetID of the general ledger business unit.

Navigation:

PeopleTools, and then **Utilities**, and then **Administration**, and then **TableSet Control**, and then **Record Group**

Use the TableSet Control - Tree page (SET_CNTRL_TABLE2) to set up tree values if the SetID for your business units do not match your default SetID.

Navigation:

Tools, and then **Administration**, and then **TableSet Control**, and then **Tree**

See Configuring TableSet Controls for FACTS I Processing.

Processing and Generating a FACTS II Flat File

> **Note**
>
> Make sure you have completed all the preceding FACTS II tasks before you start the tasks in this section.

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Pages Used to Process and Generate a FACTS II Flat File

Page Name	Definition Name	Usage
Review ChartField Attributes Page	ATTR_INQ	Enables you to review the attributes for FACTS II processing before running the FACTS II Accumulation (GLS8302) process.
Accumulate FACTS II Data Page	F2_RUN_GLS8302	Accumulate FACTS II data and load it into staging tables.
Review FACTS II Data - Header Information Page	F2_STAGE_HDR	Select data to set up the Staging Header information; enter the net period outlay that is to apply to the FACTS II file.
Review FACTS II Data - Detail Balances	F2_STAGE_DTL1	Review all of your FACTS II ACCOUNT and FUND CODE detail balances, including other ChartField details that apply.
Review FACTS II Data - Detail Attributes Page	F2_STAGE_DTL2	Review the assigned attributes and attribute values for each FACTS II ACCOUNT and FUND_CODE. Displays the ChartField attributes associated with specific ChartFields based on the criteria entered on the Header Information page.
Review FACTS II Data - Footnotes Page	F2_STAGE_FTNT	Enter footnotes for each FACTS II account and fund code where applicable.
Validate FACTS II Data Page	F2_RUN_GLS8303	Validate the accumulated data and create a report that indicates whether the Accounting Edit processes passed or failed and describes the reason that the edit passed or failed.
Create FACTS II File Page	F2_CREATE_FILE	Create the FACTS II flat file to send to the U.S. Treasury to upload to GOALS.
Ledger with Attributes Report Page	RUN_GLS7017	Generate a FACTS II report for a specific business unit, ledger, fiscal year, period range, adjustment period information, and FACTS II Cohort and Acct Req Fund attributes tree-level data. You can also indicate that the numeric field can be 23 integers and 3 decimal places.

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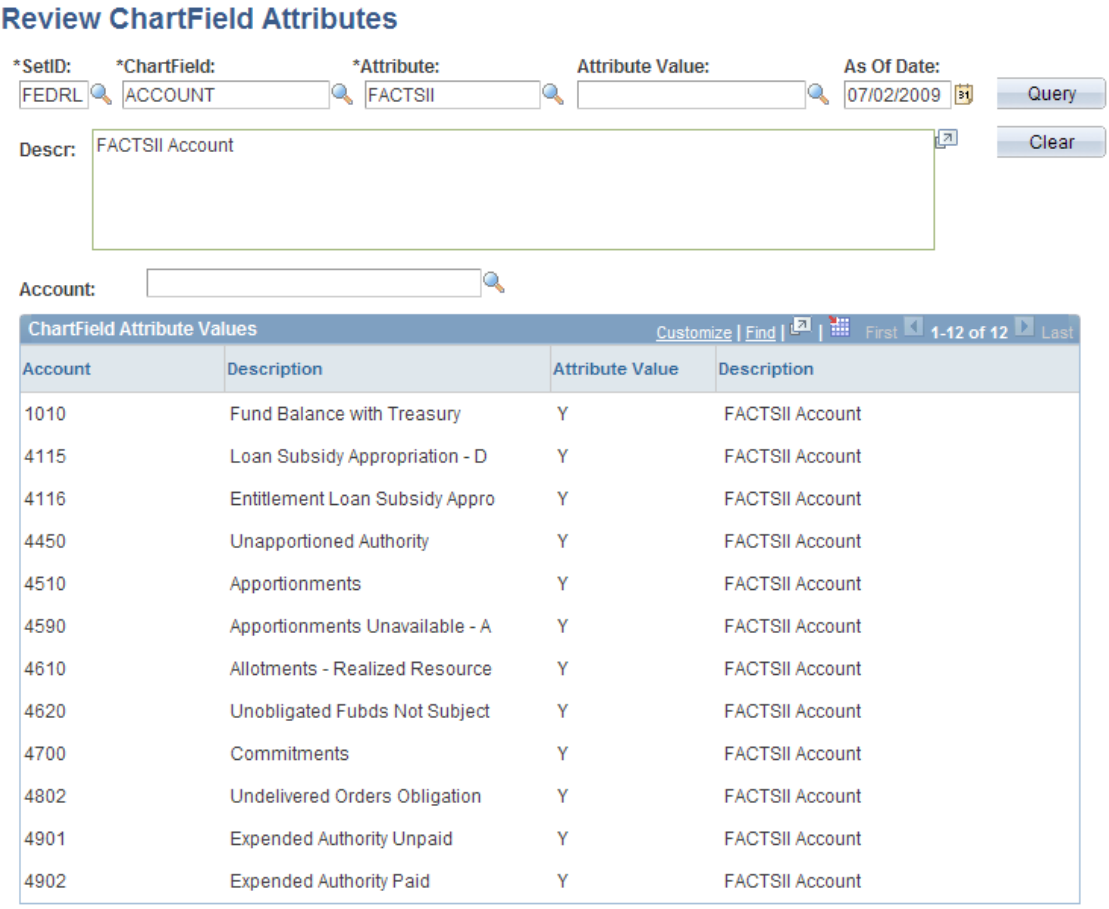
Review ChartField Attributes Page

Use the Review ChartField Attributes page (ATTR_INQ) to review the attributes for FACTS II processing before running the FACTS II Accumulation (GLS8302) process.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Design ChartFields**, and then **Review**, and then **Review ChartField Attributes**

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



Field or Control	Description
SetID, ChartField, Attribute, Attribute Value, and **As Of Date**	Select the appropriate criteria for a query that enables you to verify that your attributes are set up correctly before you run the Accumulate (GLS8302) process.

Accumulate FACTS II Data Page

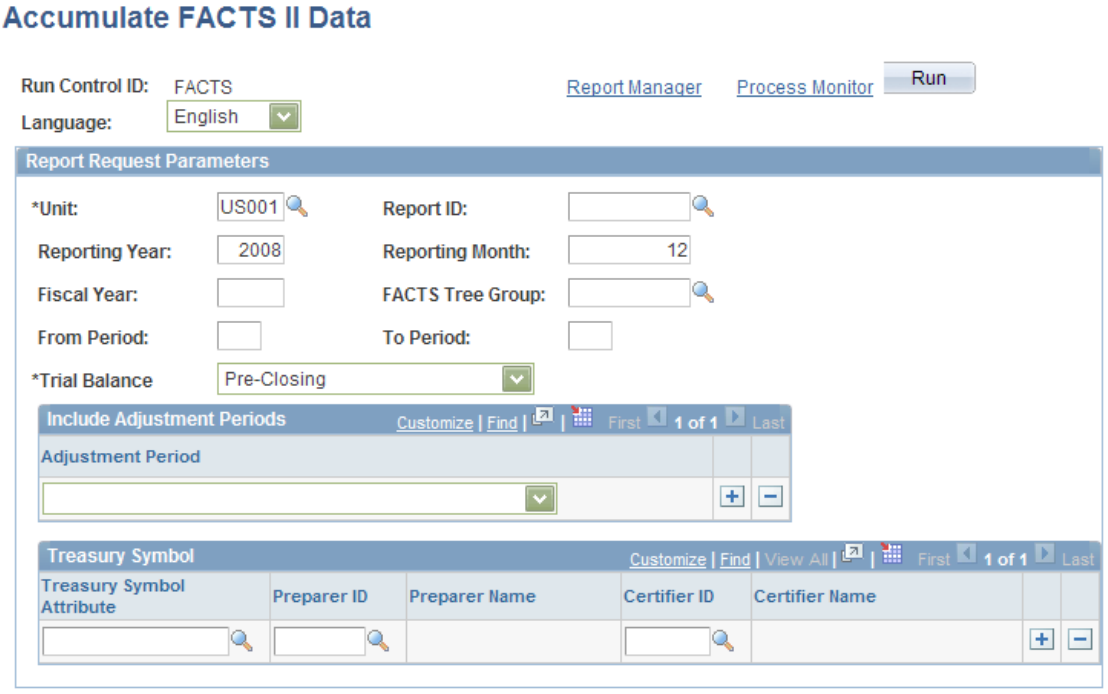
Use the Accumulate FACTS II Data page (F2_RUN_GLS8302) to accumulate FACTS II data and load it into staging tables.

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Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Creation**, and then **Accumulate FACTS II Data**

This example illustrates the fields and controls on the Accumulate FACTS II Data page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Unit	Select the business unit for this FACTS II data.
Report ID	Enter the FACTS II report identification for your agency.
Reporting Year and **Reporting Month**	Enter the reporting year and month for this FACTS II file.
Fiscal Year	Enter the fiscal year for this FACTS II data.
FACTS Tree Group	Select the FACTS tree group for FACTS II processing.
From Period and **To Period**	Enter the accounting periods for this accumulated data for the previously entered fiscal year.

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Field or Control	Description
Trial Balance	Select whether to include closing adjustments and balances in your FACTS II data: • *Closing* - reflects balances after the close of the fiscal year. • *Pre-Closing* - reflects remaining appropriation balances prior to the close of the fiscal year. • *Pre-Closing, Adjustments Only* - reflects remaining appropriation balances prior to the close of the fiscal year, but includes adjusting entries.
Adjustment Period	Select the adjustment periods that you want to include in the accumulation of this FACTS II data. You have one or more rows.
Treasury Symbol Attribute	Select the Treasury Symbol attribute that is associated with the funds that you are using in your FACTS II data.
Preparer ID and **Certifier ID**	Select the ID of the preparer of the data for this Treasury Symbol attribute and the ID of the person who certified this preparer's FACTS II data.

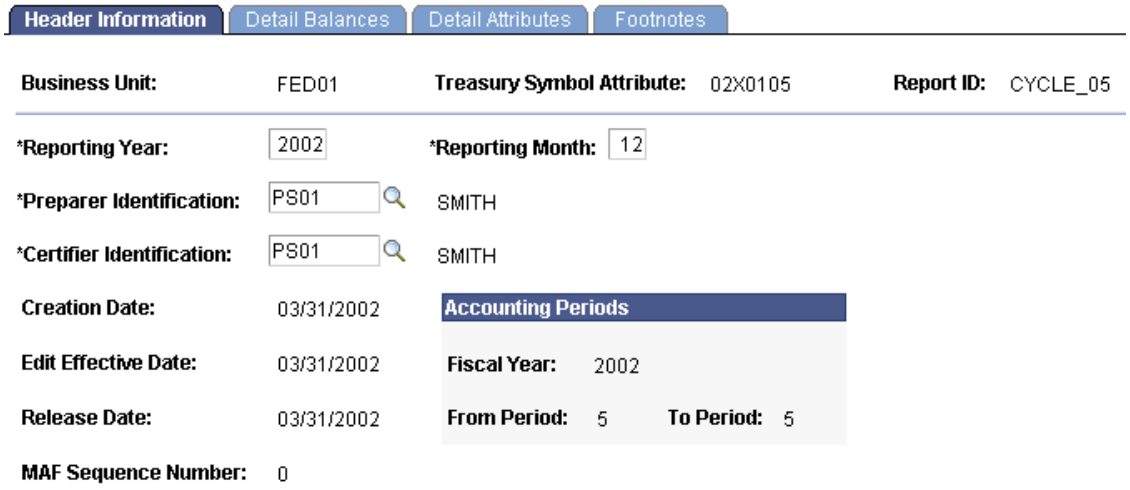
Review FACTS II Data - Header Information Page

Use the Review FACTS II Data -Header Information page (F2_STAGE_HDR) to set up the Staging Header information; enter the net period outlay that is to apply to the FACTS II file.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Review**, and then **Review FACTS II Data**, and then **Header Information**

This example illustrates the fields and controls on the Review FACTS II Data - Header Information page . You can find definitions for the fields and controls later on this page.



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Review FACTS II Data - Detail Balances

Use the Review FACTS II Data - Detail - Balances page (F2_STAGE_DTL1) to review all of your FACTS II ACCOUNT and FUND CODE detail balances, including other ChartField details that apply.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Review**, and then **Review FACTS II Data**, and then **Detail Balances**

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

Header Information | **Detail Balances** | Detail Attributes | Footnotes

Business Unit: FED01 **Treasury Symbol Attribute:** 02X0105 **Report ID:** CYCLE_05

Balances

FACTS II Account	Bud Ref	Fund Group	Appropriation	Organization	Object Class	Program
1010		0105	0105X	20000		
1010		0105	0105X	21000		
1010	X2002	0105	0105X	21000		
3101		0105	0105X	20000		
3101		0105	0105X	21000		
3103	X2002	0105	0105X	21000		
4119		0105	0105X	20000		
4119		0105	0105X	21000		
4175	X2002	0105	0105X	21000		
4450		0105	0105X	20000		
4450		0105	0105X	21000		
4450	B2002	0105	0105X	20000		
4450	B2002	0105	0105X	21000		
4450	X2002	0105	0105X	20000		
4450	X2002	0105	0105X	21000		
4510	B2002	0105	0105X	20000		
4510	B2002	0105	0105X	21000		
4510	X2002	0105	0105X	20000		
4510	X2002	0105	0105X	21000		
4510	X2002	0105	0105X	21000		
4610	B2002	0105	0105X	21000		
4610	X2002	0105	0105X	21000		

This page contains all of the detail information for a specific fund code and its associated general ledger and FACTS II accounts.

Review FACTS II Data - Detail Attributes Page

Use the Review FACTS II Data - Detail Attributes page (F2_STAGE_DTL2) to review the assigned attributes and attribute values for each FACTS II ACCOUNT and FUND_CODE.

Displays the ChartField attributes associated with specific ChartFields based on the criteria entered on the Header Information page.

Navigation:

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General Ledger, and then **Federal Reports**, and then **FACTS II Review**, and then **Review FACTS II Data**, and then **Detail Attributes**

You can review the attribute values that are assigned to each FACTS II fund code and account.

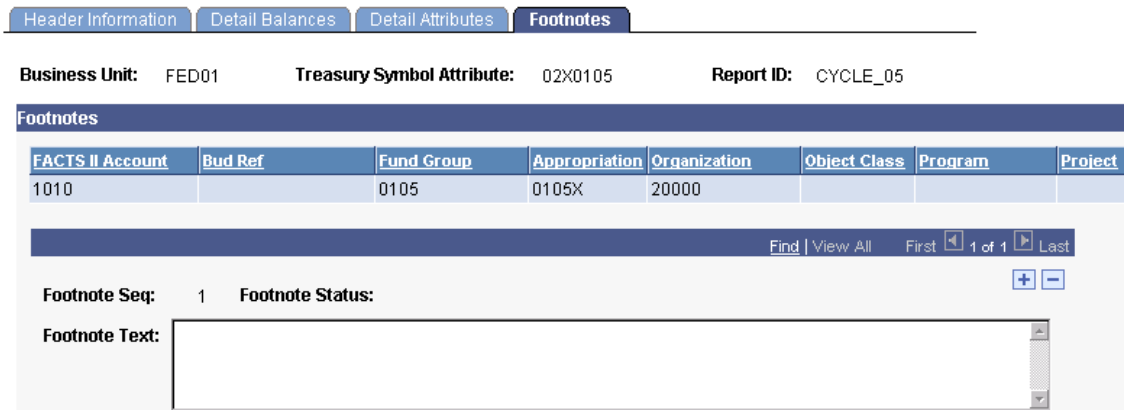
Review FACTS II Data - Footnotes Page

Use the Review FACTS II Data - Footnotes page (F2_STAGE_FTNT) to enter footnotes for each FACTS II account and fund code where applicable.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Review**, and then **Review FACTS II Data**, and then **Footnotes**

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



Enter necessary footnotes based on your organization's data.

> **Note**
>
> Review this information thoroughly before continuing with your FACTS II processing.

Validate FACTS II Data Page

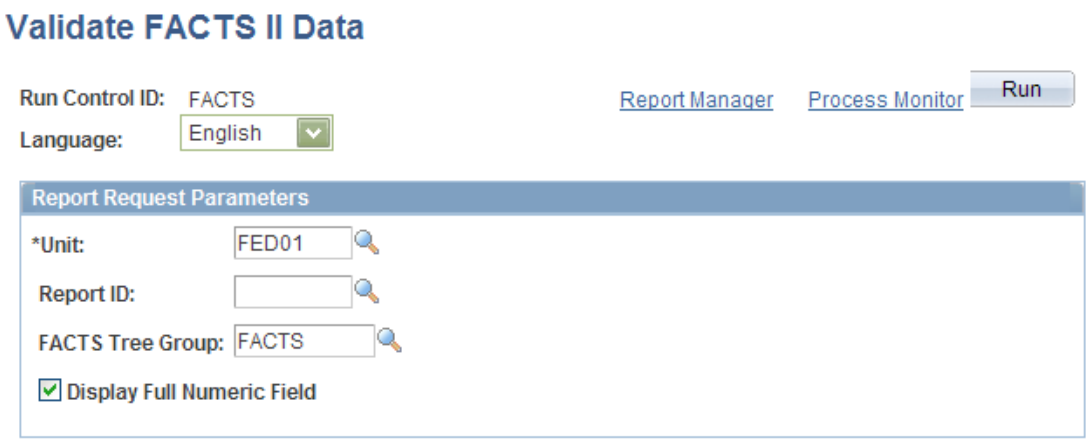
Use the Validate FACTS II Data page (F2_RUN_GLS8303) to validate the accumulated data and create a report that indicates whether the Accounting Edit processes passed or failed and describes the reason that the edit passed or failed.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Review**, and then **Validate FACTS II Data**, and then **Validate FACTS II Data**

This example illustrates the fields and controls on the Validate FACTS II Data page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Unit	Select the business unit for this FACTS II reporting.
Report ID	Enter the Report ID that you entered to accumulate the FACTS II data.
FACTS Tree Group	Select to validate FACTS II data for a particular FACTS Tree Group.
Display Full Numeric Field	If you report amounts larger than 15 integers and 2 decimal places, select this option to display full numeric fields consisting of 23 integers and 3 decimal places on the Validation report. The validation process performs edits against the account balances that are generated by the accumulation process. It compares the current period net outlay amount entered with the amount that was extracted in edit 12 and generates a report that indicates a pass or fail for each edit.

Create FACTS II File Page

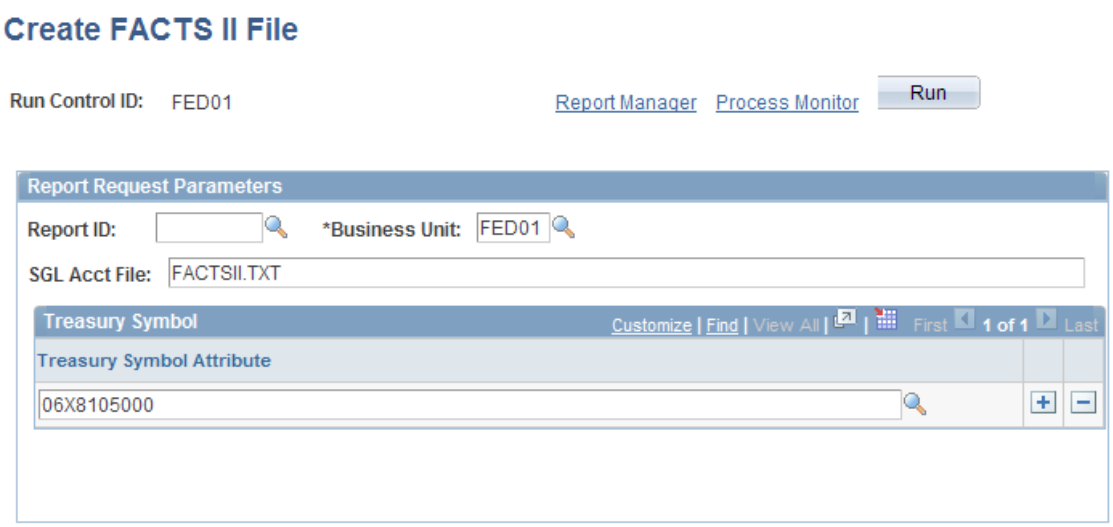
Use the Create FACTS II File page (F2_CREATE_FILE) to create the FACTS II flat file to send to the U. S. Treasury to upload to GOALS.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Creation**, and then **Create FACTS II File**

This example illustrates the fields and controls on the Create FACTS II File page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Report ID	Enter the accumulated and validated FACTS II report ID.
Business Unit	Select the business unit for this FACTS II data.
SGL Acct File (SGL account file)	Enter the name of the FACTS II flat file. You must use a .TXT file extension. Do not enter a path.
Treasury Symbol Attribute	Select one or more Treasury Symbol attributes for this FACTS II data.

Ledger with Attributes Report Page

Use the Ledger with Attributes Report page (RUN_GLS7017) to generate a FACTS II report for a specific business unit, ledger, fiscal year, period range, adjustment period information, and FACTS II Cohort and Acct Req Fund attributes tree-level data.

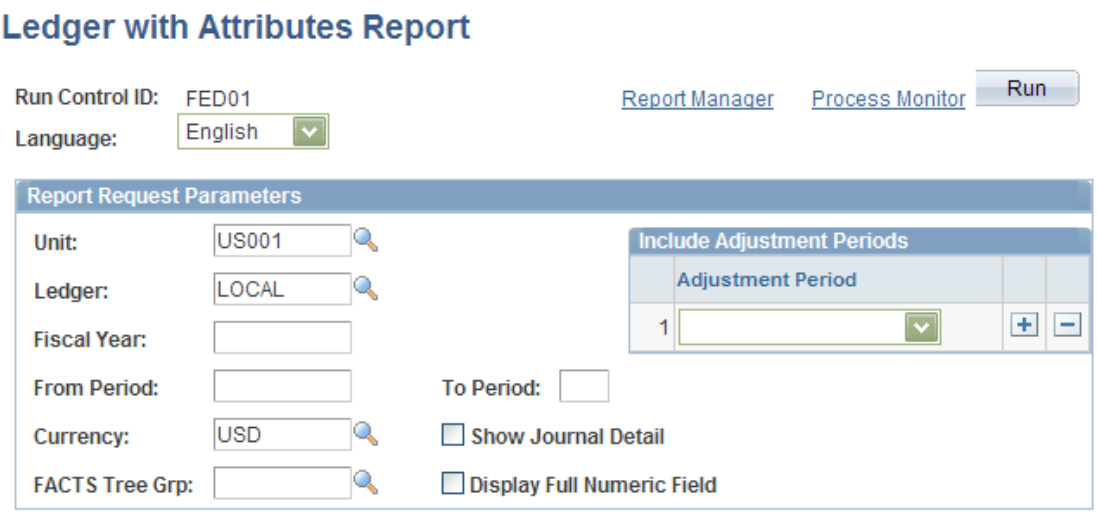
You can also indicate that the numeric field can be 23 integers and 3 decimal places.

Navigation:

General Ledger, and then **Federal Reports**, and then **FACTS II Reports**, and then **Print FACTS II Ledger Attr Rpt**

This example illustrates the fields and controls on the Ledger with Attributes Report page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Run	Click to generate the Ledger Activity report (GLS7017) containing the specified business unit ledger's fund and account attributes for the specified fiscal year and period range. This report can include journal detail and draws its data from the Cohort Year tree and level and the Accts Req Fund attributes tree and level.
Display Full Numeric Field	Select if you report amounts larger than 15 integers and 2 decimal places. Full numeric fields consisting of 23 integers and 3 decimal places will appear on the report.

Defining, Generating, Creating, and Printing CTA, SF1219, and SF1220 Reports

To create CTA, Partial SF224, SF1219, and SF1220 reports, use the SF1219 Report Definition component (SF1219_DEFN) and the CTA/ SF1220 Report Definition component (SF224_SF1220_DEFN).

Pages Used to Create CTA, Partial SF224, SF1219, and SF1220 Reports

Page Name	Definition Name	Usage
Application Fundamentals: Agency Location Code Page.	AGENCY_LOC_CD	Define agency location codes by set ID for federal payment schedules and reporting purposes and provides for ALC name, location, address, and telephone information.

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Page Name	Definition Name	Usage
Application Fundamentals: 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.
CTA/1220 Report Definition - Accounts page	SF224_SF1220_DEFN1	Add the range of accounts to access and use for this report. See Application Fundamentals: IPAC Fields Page.
CTA/1220 Report Definition - Entry Events Page	SF224_SF1220_DEFN2	Add the source transactions and entry events, and indicate whether this transaction is a collection or disbursement for this report.
CTA/SF1220 Reports Definition - Undeposited Accts Page	SF224_UNDEP_ACC	Identify a range of undeposited accounts to use for reports.
Generate CTA / 1220 Data Page	RUN_SF224_SF1220	Run the GLSF224G SQR process to update the staging tables or the GLCTAGEN SQR process to update the staging tables for CTA.
Create CTA File Page	RUN_SF224_SF1220	Run GLSF224P SQR to print the report, GL_224_1220 Application Engine to create a SF224 flat file, and GL_CTA_FILE Application Engine to create a CTA flat file.
SF1219 Report Definition Page	SF1219_DEFN	Set up report lines for each account, its associated entry event source transaction, and associated entry event.
SF1219 Report Page	RUN_SF1219	Run GLSF1219 SQR Report process to print the SF1219 Statement of Accountability report.
Run SF1220 Report Page	RUN_SF224_SF1220	Run GLSF224P SQR Report process to print the SF1220 report.
Create SF1219 Report/Create File Page	RUN_SF1219	Run GL1219PR SQR report and the GL_1219_1220 Application Engine to create a flat file.
CTA Transaction Report Page	RUN_GLS8400	Run GLS8400 SQR to print detail transactions for SF224 and the Partial SF224, and GLCTATRA SQR to print detail transactions for CTA.

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Page Name	Definition Name	Usage
TDO CTA Business Activity Exception Report Page	RUN_GLS8410	Run GLS8410 SQR to print transactions that should not be recorded for a particular ALC, and GLCTAEXP SQR to print transactions that should not be recorded for a TDO ALC for CTA.

Understanding SF224/1220, SF1219, and CTA Reporting

Using the ALC field on the Journal Header page, agencies can record cash transactions by journal entry directly to the general ledger. The journal header ALC field can be used by the system to select cash entries that were entered directly to the general ledger for reporting through CTA and Partial SF224 reports. Journal entries made directly to the general ledger are usually made for the recording of undeposited cash, or collections, and can also be used to record cash reclassifications 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.

CTA Reporting

Treasury's FMS-224 and Partial 224 processes were renamed Classification Transactions and Accountability (CTA).

Once agencies become full GWA reporters, meaning that all Treasury systems are GWA compliant and all Agency Location Codes (ALCs) are GWA reporters, only cash reclassifications are reported using CTA (224 renamed).

The CTA, which replaces the FMS-224 and Partial 224, serves as a basis of Treasury's publications to Congress and the public regarding federal revenues and expenditures. The CTA consists of three main sections:

- Section 1 Classification and reclassification by Treasury Account Symbol (TAS)
- Section 2 Payments and IPAC
- Section 3 Collections

Partial SF224 Reports

The original purpose of the FMS-224 Statement of Transactions was to provide Federal Program Agencies (FPAs) that utilize Financial Management Service (FMS) Regional Finance Centers (RFCs) for their disbursing activity the capability to submit their monthly statement of transactions to the Financial Management Service (FMS). New Government wide Accounting (GWA) business rules set the stage for ultimately phasing out the SF224 report, which was replaced by the Partial SF224 report.

The new GWA Business Rules dictated how specific activity was to be excluded from SF224 reporting as the U.S. Treasury systems were modified to be compliant with the new GWA standards. When agencies could finally report cash activity by Business Event Type Code (BETC code) and/or became GWA reporters, the agencies used the Partial SF224 report to report only non-BETC coded cash activity and cash reclassifications.

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GWA rules required that the new Partial 224 business rules include business activity and reporter category codes for classifying ALCs. The Partial 224 business rules identified how to report cash activity based on these new codes.

The GWA Business Activity that you specify for each ALC drives the following functionality related to the SF224 report:

- Identifies the type of cash activity that is applicable for the ALC for reporting to the U.S. Treasury.
- Limits the data extracted for the SF224 report based on the specific Business Activity code defined for the ALC.
- Drives the Business Exception Activity report so actual data that is not applicable for a particular ALC is presented on the exception report to be identified and corrected by the Agency.

The GWA Reporter Category code is specified to identify those interfaces, such as IPAC, AR, and AP Payments, that have been modified to interface the Business Event Type Code (BETC) to cash activity with the U.S. Treasury.

When an agency system is finally ready to pass cash information to the U.S. Treasury using the BETC codes, the agency will select the appropriate Reporter Category so that the transaction data for the ALC can be excluded from the Partial SF224 report. BETC implementation by an Agency goes hand in hand with the GWA Reporter Category.

The GWA Reporter code that you define for each ALC drives functionality in the software related to the SF 224 that:

- Identifies which agency systems and ALC are ready to interface the BETC with its cash activity to the US Treasury.
- Limits the data extracted for the Partial 224 based on the specific GWA Reporter Category code defined for the ALC.
- Determines whether cash reclassification from one Treasury Symbol to another needs to be reported on the Partial 224.

After setting up your system, you can define and generate the balance reports in either an electronic or printed format based on transactions that include associated entry events that flow from PeopleSoft Payables, Purchasing, and Receivables into PeopleSoft General Ledger.

These reports include:

- SF224 Statement of Cash Transactions report and the Partial SF224 report can be printed or submitted electronically to the U.S. Treasury.
- SF1220 Statement of Transactions According to Appropriations, Funds, and Receipt Accounts report can be printed separately or combined with the SF1219 report and submitted electronically.
- SF1219 Statement of Accountability report can be printed separately or combined with the SF1220 report and submitted electronically.

The following internal reports can be used to assist in the preparation of the submitted reports:

- SF224 Transaction Detail Report (GLS8400) displays the detail transactions that make up the totals on the SF224 - Statement of Cash Transactions and the Partial SF224 report, and can be used internally for reconciliation purposes.
- SF224 Business Activity Exception Report (GLS8410) displays transactions that should not be recorded for a particular Agency Location Code (ALC) based on the Business Activity Type code for that ALC.

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The report reflects data from PeopleSoft Accounts Receivable and Accounts Payable. PeopleSoft General Ledger journal entry activity is not included in the report.

- ALC GWA Reporting Options Report (GLS8411) displays Agency Location Codes by setID and prints the ALC, agency Name, Business Activity Type, and all related GWA Reporter Category Codes by descending effective date and status.
- CTA Transaction Detail Report (GLCTATRA) displays the detail transactions that make up the totals on the Cash Transactions, and can be used internally for reconciliation purposes.
- TDO CTA Business Activity Exception Report (GLCTAEXP) displays transactions that should not be recorded for a particular TDO Agency Location Code (ALC) based on the Business Activity Type code for that ALC.

  The report reflects data from PeopleSoft Accounts Receivable, Accounts Payable and General Ledger journal entry data in the report.

> **Note**
>
> The SF224 Statement of Cash Transactions and the SF224 Transaction Detail reports can be generated as full or partial reports based on the GWA Reporter Category for the ALC.

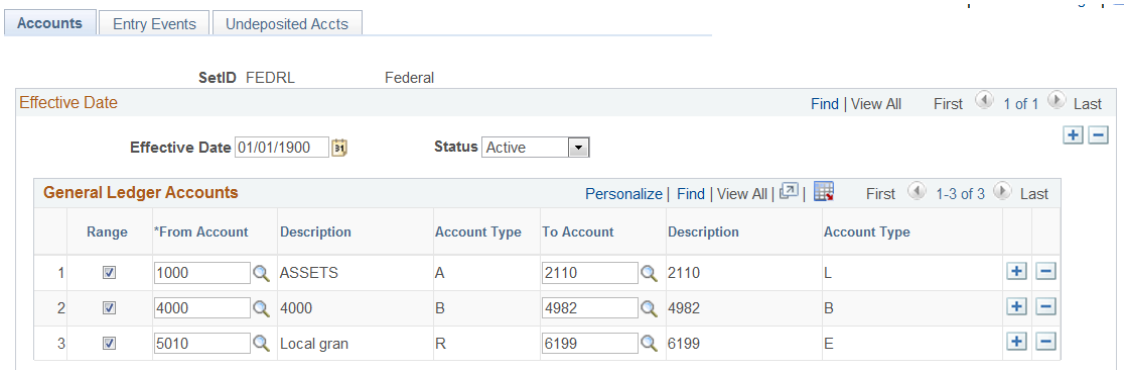
CTA/1220 Report Definition - Accounts page

Use the CTA/1220 Report Definition - Accounts page (SF224_SF1220_DEFN1) to add the range of accounts to access and use for this report.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **CTA/1220 Report Definition**, and then **Accounts**

This example illustrates the fields and controls on the CTA/1220 Report Definition - Accounts page.



Field or Control	Description
Effective Date	Displays the system date, which you can change.
Status	Select *Active.*

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Field or Control	Description
Range	Click to enter a range of values in the **From Account** and **To Account** fields to identify the range of accounts to use for this report. If **Range** is not selected, you can enter a **From Account** value as a single instance. The page also displays a description and indicates the type of account. For example, *A* is an asset and *L* is a liability account.

Related Topics

- ChartField Attribute Page
  Use the Attributes - ChartField Attribute page (CF_ATTRIBUTES) to enter the Fund Code and Account ChartField attributes and attribute values.

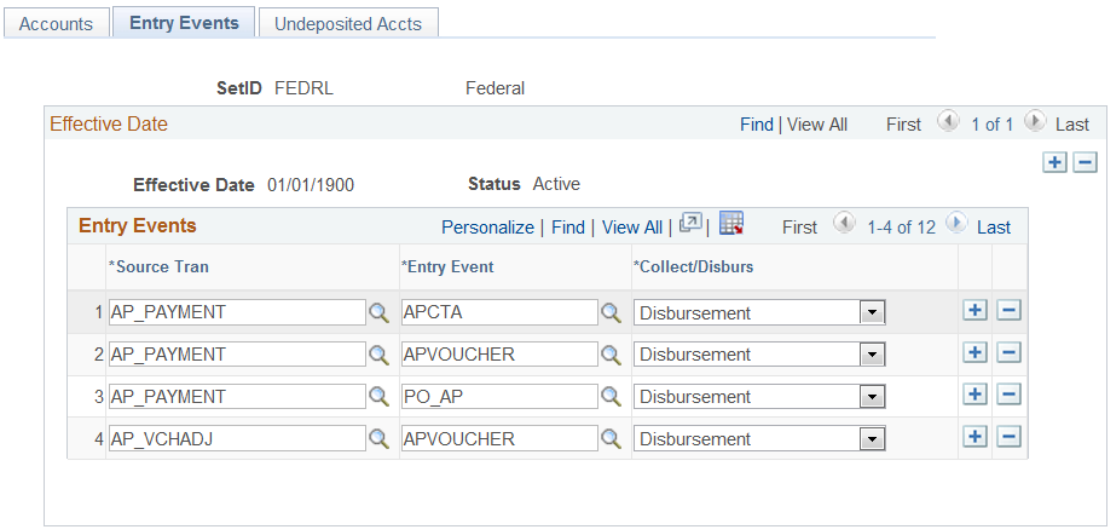
CTA/1220 Report Definition - Entry Events Page

Use the CTA/1220 Report Definition - Entry Events page (SF224_SF1220_DEFN2) to add the source transactions and entry events, and indicate whether this transaction is a collection or disbursement for this report.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **CTA/1220 Reports Definition**, and then **Entry Events**

This example illustrates the fields and controls on the CTA/1220 Report Definition - Entry Events page.



Field or Control	Description
Source Tran (source transaction), **Entry Event**, and **Collect/Disburs** (collection/disbursement)	Select the source transactions, their associated entry event, and whether each transaction is a collection or a disbursement for this report, and save the page.

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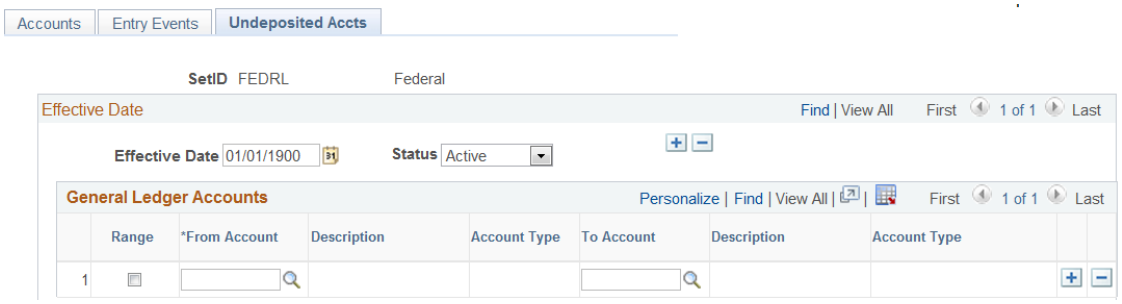
CTA/SF1220 Reports Definition - Undeposited Accts Page

Use the CTA/SF1220 Reports Definition - Undeposited Accts (undeposited accounts) page (SF224_UNDEP_ACC) to identify a range of undeposited accounts to use for reports.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **CTA/1220 Reports Definition**, and then **Undeposited Accounts**

This example illustrates the fields and controls on the CTA/SF1220 Reports Definition - Undeposited Accts page.



Field or Control	Description
From Account and **To Account**	Enter a range of undeposited accounts to use on the report. Add as many rows as necessary to set up the accounts. Undeposited collections are amounts received by an agency that have yet to be deposited with the U.S. Treasury. Agencies typically receive small amounts of money that they deposit once a week. The agencies book these amounts to an undeposited collections account until they are officially deposited with the U.S. Treasury. Because these amounts are typically entered in the general ledger by manual journal entry, the **ALC** field on the journal header can be used to identify undeposited amounts on the CTA report.

Generate CTA / 1220 Data Page

Use the Generate CTA / 1220 Data page (RUN_SF224_SF1220) to run the GLSF224G SQR process to update the staging tables and run the GLCTAGEN SQR process to update the staging tables for CTA.

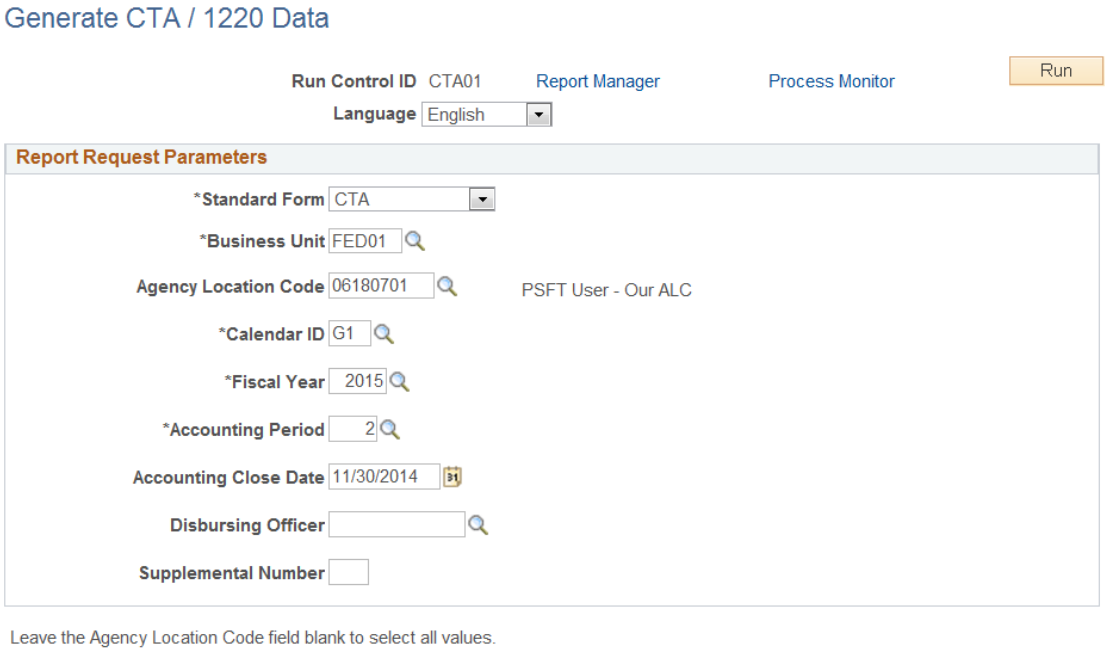
Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **Generate CTA/1220 Data**

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> **Note**
>
> This option generates the data and moves it to a table.

This example illustrates the fields and controls on the Generate CTA / 1220 Data page.



Field or Control	Description
Standard Form	Select *SF224*, *SF224 Partial*, *CTA*, or *SF1220* to generate the data. **Note:** The SF224 option only selects an ALC if the GWA Reporter Category is Non-Reporter. In addition, the SF224 Partial option only selects those ALC for which the GWA Reporter Category is other than Non-Reporter.
Business Unit	Select the business unit for the organization that is submitting this report.
Agency Location Code	Select an ALC for the reporting agency or leave the field blank and all ALCs for the setID derived from the business unit are processed. Leaving the **ALC** field blank is only a valid option for SF224 or SF224 Partial.
Calendar ID	Select the appropriate calendar to apply to this selected report.
Fiscal Year	Select the fiscal year to apply to the selected report.
Accounting Period	Select the accounting period that applies to the selected report.
Accounting Close Date	Enter or select the close date of the accounting period.

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Field or Control	Description
Disbursing Officer	For SF1220 reports only, select the ID of the disbursing officer.
Supplemental Number	Use this field to track monthly submission counts. The default value is *0*. You must modify this number manually if you submit a subsequent adjustment 224 report during the same accounting month.
Run	Save the page and click this button to run the SF224/SF1220 SQR Report Generate process to update the report staging tables.

> **Note**
>
> You can print the Partial SF224 report and create a flat file for CTA or Partial 224 by selecting the Run CTA/Create file. You can print the SF1220 report by selecting Run SF1220 Report.

Create CTA File Page

Use the Create CTA File page (RUN_SF224_SF1220) to run the GLSF224P SQR to print the report, run the GL_224_1220 Application Engine process to create a SF224 flat file, and run GL_CTA_FILE Application Engine to create a CTA flat file.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **Run CTA Report/Create File**

This page is identical to the Generate CTA/SF1220 Data page with the exception that you can only print for the Partial SF224 and you can only create a flat file for the CTA and Partial SF224 reports.

Related Topics

- General Ledger Reports: A to Z
  This table lists the General Ledger reports, sorted alphanumerically by report ID.

SF1219 Report Definition Page

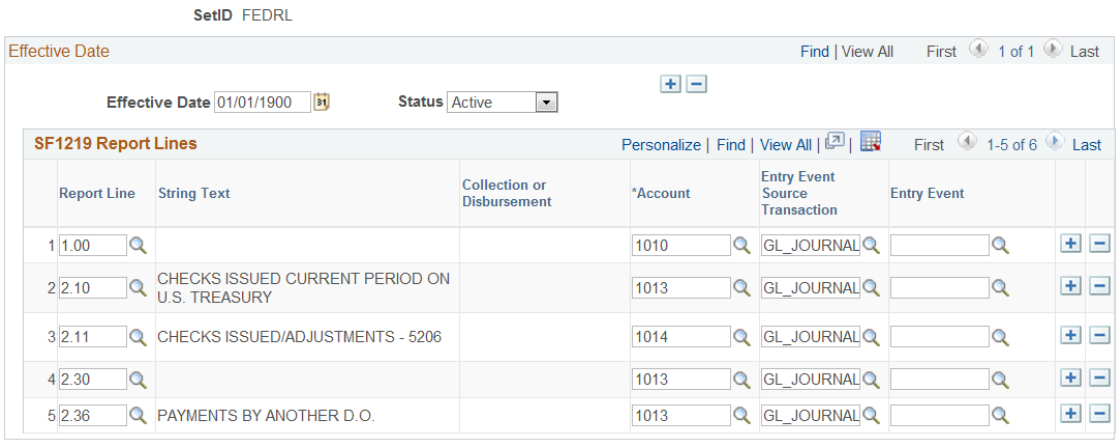
Use the SF1219 Report Definition page (SF1219_DEFN) to set up report lines for each account, its associated entry event source transaction, and associated entry event.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **SF1219 Report Definition**, and then **SF1219 Report Definition**

This example illustrates the fields and controls on the SF1219 Report Definition page.

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Field or Control	Description
Report Line, Account, Entry Event Source Transaction, and **Entry Event**	Select the values that you want to apply to this report based on each report line that you add and select.

SF1219 Report Page

Use the Print SF1219 Report page (RUN_SF1219) to run the GLSF1219 SQR report process to print the SF1219 Statement of Accountability report.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **Run SF1219 Report**, and then **Print SF1219 Report**

This page requires the same information as the CTA/SF1220 Generate page. However, the disbursing officer name is not required and does not appear on the page, and you can print only the SF1219 report. After submitting FMS Forms 1219 and 1220, the disbursing officer may submit a supplemental report to adjust data. You can use the **Supplemental Number** field on the run control page to manually increment the number of reports that were submitted within a given period.

Related Topics

- Generate CTA / 1220 Data Page
  Use the Generate CTA / 1220 Data page (RUN_SF224_SF1220) to run the GLSF224G SQR process to update the staging tables and run the GLCTAGEN SQR process to update the staging tables for CTA.

Run SF1220 Report Page

Use the Run SF1220 Report page (RUN_SF224_SF1220) to run the GLSF224P SQR Report process and print the SF1220 report.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **Run SF1220 Report**

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This page requires the same information as the CTA/SF1220 Generate page with the exception that you can print only the SF1220 report.

Related Topics

- Generate CTA / 1220 Data Page
  Use the Generate CTA / 1220 Data page (RUN_SF224_SF1220) to run the GLSF224G SQR process to update the staging tables and run the GLCTAGEN SQR process to update the staging tables for CTA.

Create SF1219 Report/Create File Page

Use the Create SF1219 Report/Create File page (RUN_SF1219) to run the GL1219PR SQR report and the GL_1219_1220 Application Engine to create a flat file.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **Create SF1219 Report/Create File**, and then **Create SF1219 Report/Create File**

This run control allows you to run the GL1219PR SQR report (print the SF1219 report) and the GL_1219_1220 Application Engine to create a flat file of both reports.

This page requires the same information as the CTA/SF1220 Generate page, including the name of the disbursing officer and this officer's phone number.

Related Topics

- Generate CTA / 1220 Data Page
  Use the Generate CTA / 1220 Data page (RUN_SF224_SF1220) to run the GLSF224G SQR process to update the staging tables and run the GLCTAGEN SQR process to update the staging tables for CTA.

CTA Transaction Report Page

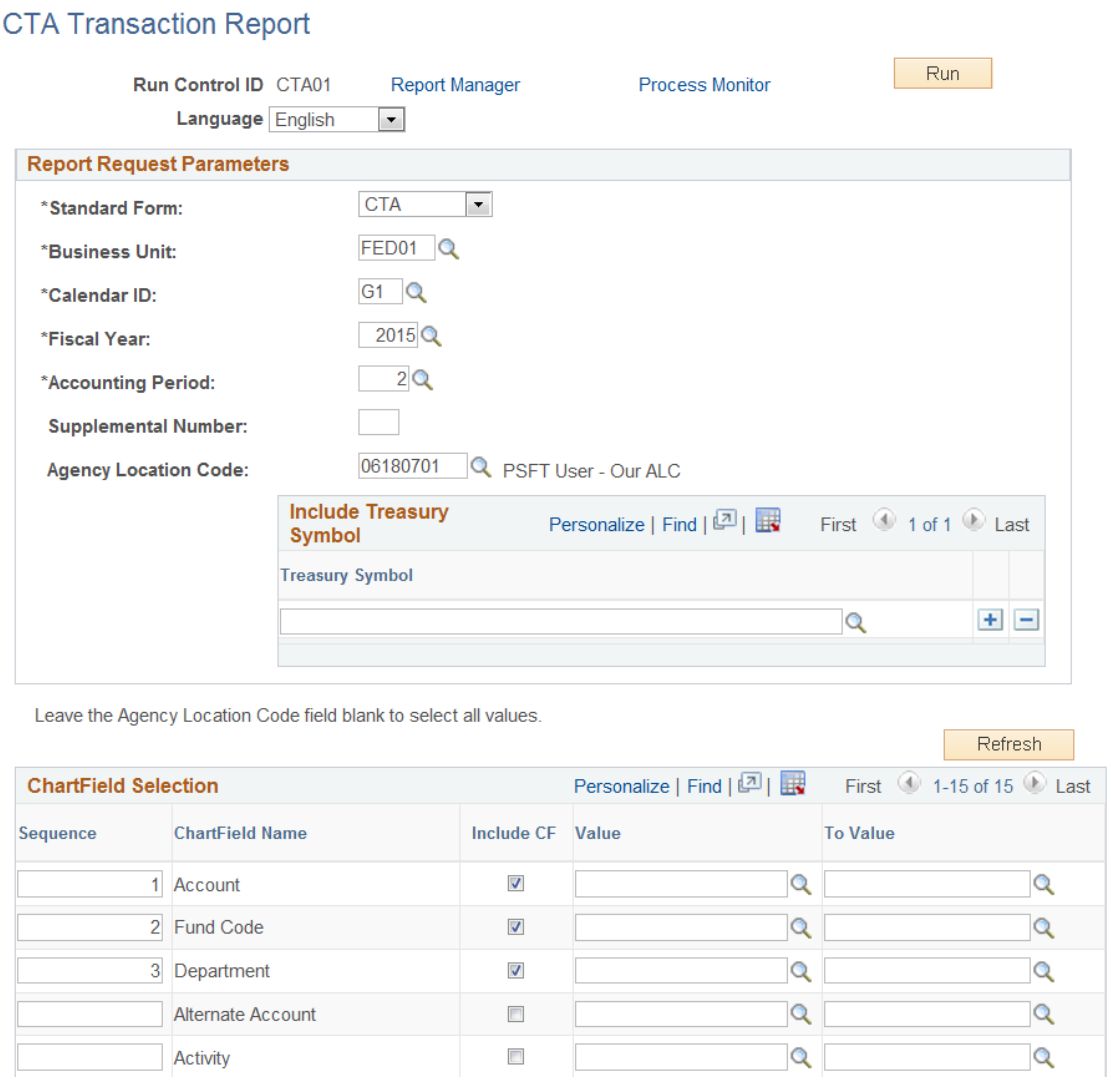
Use the CTA Transaction Report page (RUN_GLS8400) to Run GLS8400 SQR to print detail transactions for SF224 and the Partial SF224, and GLCTATRA SQR to print detail transactions for CTA.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220**, and then **CTA Transaction Report**

This example illustrates the fields and controls on the CTA Transaction Report page.

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This page requires the same information as the CTA/SF1220 Generate page. However, the disbursing officer name is not required and does not appear on the page.

TDO CTA Business Activity Exception Report Page

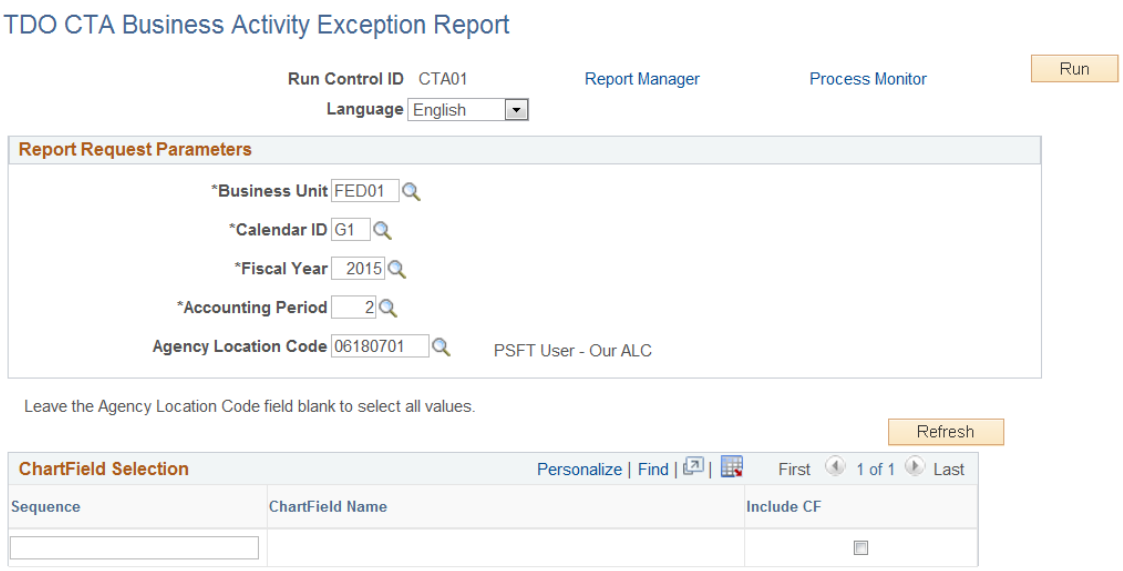
Use the TDO CTA Business Activity Exception Report page (RUN_GLS8410) to Run GLS8410 SQR to print transactions that should not be recorded for a particular ALC, and GLCTAEXP SQR to print transactions that should not be recorded for a TDO ALC for CTA.

Navigation:

General Ledger, and then **Federal Reports**, and then **CTA/ 1219/ 1220** , and then **TDO CTA Bus Activity Exception**

This example illustrates the fields and controls on the TDO CTA Business Activity Exception Report page.

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Defining and Generating the Fund Balance Reconciliation Report

To define and generate a Fund Balance Reconciliation report, use the Reconciliation Rpt Definition component (FUNDBL_RCN_DEFN).

Pages Used to Define and Generate a Fund Balance Reconciliation Report

Page Name	Definition Name	Usage
Fund Balance Reconciliation - Account Definition Page	FUNDBL_RCN_DEFN1	Enter the General Ledger accounts that you want to reconcile with the U.S. Treasury data.
Fund Balance Reconciliation - Entry Event Definition Page	FUNDBL_RCN_DEFN2	Enter the Entry Event codes and select whether they are a collection or disbursement to reconcile with the U.S. Treasury data.
Fund Balance Reconciliation - Import Treasury Files Page	LOAD_FUNDBL_REQ	Select the GOALS file type and attach the file containing the U.S. Treasury data.
Generate Reconciliation Report Page	RUN_FBRECON_RPT	Enter the data to run the reconciliation process and generate the Fund Balance Reconciliation report.

Understanding Fund Balance Reconciliation Reporting

Federal agencies use the Fund Balance with Treasury (FBWT) account to reconcile with U.S. Treasury's Financial Management Service (FMS) records. This reconciliation is essential to enhancing internal controls, improving the integrity of various U.S. government financial reports, and providing a more accurate measurement of budget results.

The PeopleSoft Fund Balance Reconciliation processes enable you to:

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- Import the monthly account activity and trial balances, which includes the banking system and any warrant activity, from the U.S. Treasury and compare it with your agency's general ledger cash activity.
- Define a reconciliation report that compares your agency's general ledger accounts and entry events that are required by the reconciliation process with the U.S. Treasury data.
- Generate a Reconciliation Report (GLS9500) that lists any differences between your agency's data and the U.S. Treasury's data by Fiscal Year, Accounting Period, and TSYMBOL.

See Generate Reconciliation Report Page.

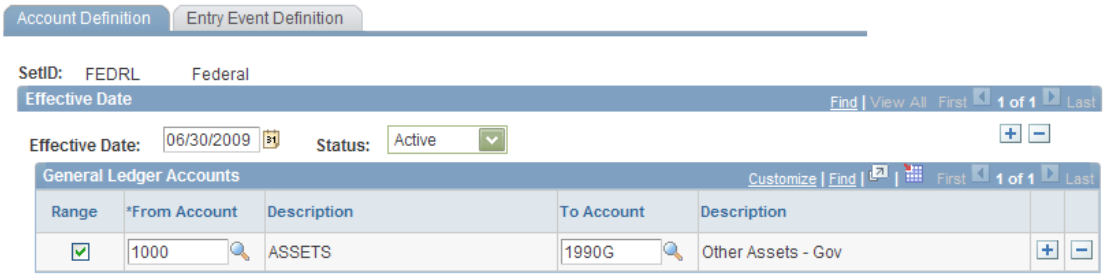
Fund Balance Reconciliation - Account Definition Page

Use the Fund Balance Reconciliation - Account Definition page (FUNDBL_RCN_DEFN1) to enter the General Ledger accounts that you want to reconcile with the U. S. Treasury data.

Navigation:

General Ledger, and then **Federal Reports**, and then **Fund Balance Reconciliation**, and then **Define Report Definition**, and then **Account Definition**

This example illustrates the fields and controls on the Fund Balance Reconciliation - Account Definition page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
From Account and **To Account**	Enter one account or a range of accounts that you want to reconcile with the U.S. Treasury data. Add rows as needed and save the page.

Fund Balance Reconciliation - Entry Event Definition Page

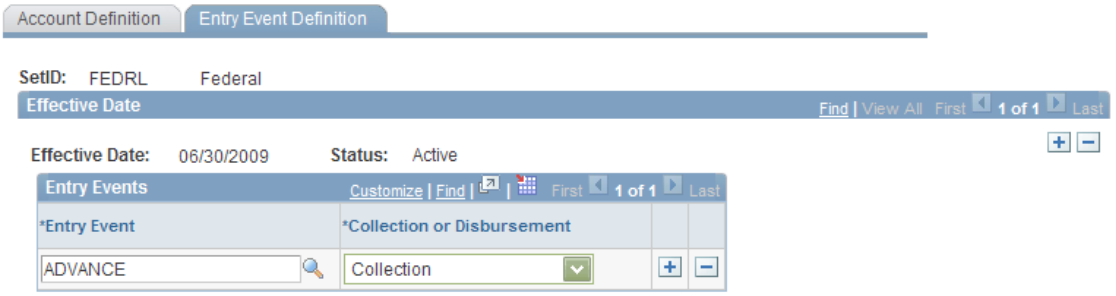
Use the Fund Balance Reconciliation - Entry Event Definition page (FUNDBL_RCN_DEFN2) to enter the Entry Event codes and select whether they are a collection or disbursement to reconcile with the U. S. Treasury data.

Navigation:

General Ledger, and then **Federal Reports**, and then **Fund Balance Reconciliation**, and then **Define Report Definition**, and then **Entry Event Definition**

This example illustrates the fields and controls on the Fund Balance Reconciliation - Entry Event Definition page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Entry Event and **Collection or Disbursement**	Select the entry event code that applies to this reconciliation, and select whether it is a collection or a disbursement. Add entry rows as needed and save the page.

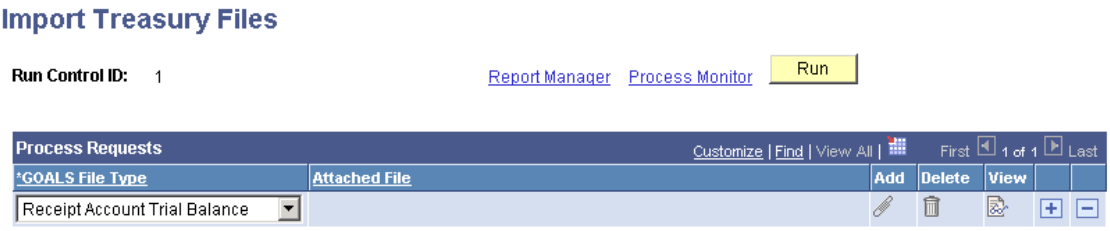
Fund Balance Reconciliation - Import Treasury Files Page

Use the Fund Balance Reconciliation - Import Treasury Files page (LOAD_FUNDBL_REQ) to select the GOALS file type and attach the file containing the U. S. Treasury data.

Navigation:

General Ledger, and then **Federal Reports**, and then **Fund Balance Reconciliation**, and then **Import Treasury Files**

This example illustrates the fields and controls on the Fund Balance Reconciliation - Import Treasury Files page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
GOALS File Type (government online accounting link system file type)	Select the type of file that you are importing from the U.S. Treasury GOALS. Values are: • *Receipt Account Ledger* • *Receipt Account Trial Balance* • *Und Appropriation Acct Ledger* (undisbursed appropriation account ledger) • *Und Appropriation Acct TB* (undisbursed appropriation account trial balance) Save the page.

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Field or Control	Description
Attached File	Click the **Add** icon to attach the file in the field. Click the **Delete** icon to detach the file. This action does not delete the file from your server. Click the **View** icon to open and display the contents of the file. You must attach the file before you can view it. Save the page. **Note:** Files must be entered in logical pairs. Account Ledger Activity and Account Trial Balance must be selected for the same data type. Data type is either Undisbursed Appropriations or Receipts.

> **Note**
>
> These buttons work the same as the buttons on the Load FACTS I Data page.

See Load FACTS I Data Page.

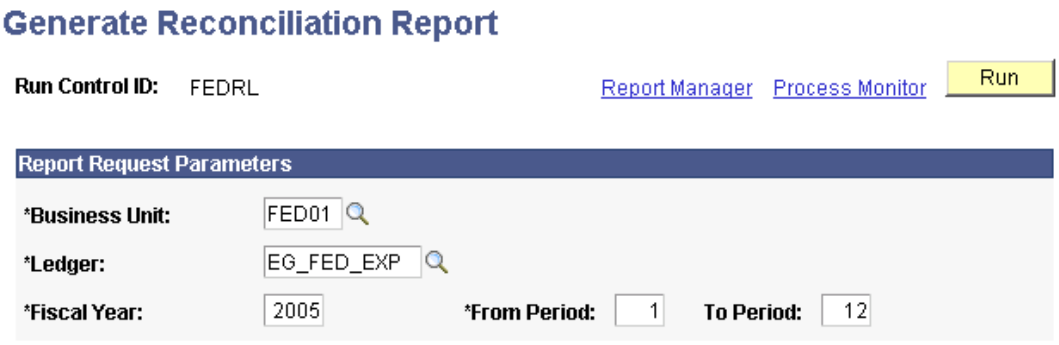
Generate Reconciliation Report Page

Use the Generate Reconciliation Report page (RUN_FBRECON_RPT) to run the reconciliation process and generate the Fund Balance Reconciliation report.

Navigation:

General Ledger, and then **Federal Reports**, and then **Fund Balance Reconciliation**, and then **Generate Reconciliation Report**

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



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Field or Control	Description
Report Request Parameters	Enter the parameters and click the **Run** button to run the Fund Balance with Treasury Recn (fund balance with treasury reconciliation) process, GLS9500 SQR Report to compare the data that you defined for this reconciliation with the U.S. Treasury data and produce a report that defines any differences in the data.

Related Topics

- General Ledger Reports: A to Z
  This table lists the General Ledger reports, sorted alphanumerically by report ID.

Configuring the FUND_STATUS PS/nVision Report

Federal government agencies require one or more available funds reports for each TAFS/TAS that is subject to FACTS II reporting requirements.

To configure the FUND_STATUS PS/nVision report, use the Tree Manager component (PSTREEMGR).

This section discusses how to:

- Maintain the FED_RC02_ACCOUNTS tree.
- Define the FUND_BALANCE nVision report layout.
- Request and distribute the FUND_BALANCE report.

Pages Used to Configure the FUND_STATUS PS/nVision Report

Page Name	Definition Name	Usage
Tree Manager Page	PSTREEMGR	Review an existing tree, tree levels, or a tree definition. **Tree Manager**, and then **Tree Manager**, and then **Tree Manager**
Scope Definition Page	NVS_SCOPE_DEFN	Defines the scope for generating a PS/nVision report. **Reporting Tools**, and then **PS/nVision**, and then **Define Scope**, and then **Scope Definition**
nVision Report Request Page	NVS_REPORT_RQST	Enter the data that is necessary to run a PS/nVision report. **Reporting Tools**, and then **PS/nVision**, and then **Define Report Request**, and then **nVision Report Request**

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Maintaining the FED_RC02_Accounts Tree

Use the Tree Manager page (PSTREEMGR) to review the FED_RC02_ACCOUNTS tree (existing tree, tree levels, and tree definition).

Navigation:

Tree Manager, and then **Tree Manager**, and then **Tree Manager**

This example illustrates the fields and controls on the FED_RC02_ACCOUNTS Account Rollup tree. You can find definitions for the fields and controls later on this page.



Account tree FED_RC02_ACCOUNTS is delivered specifically for Fund Status reporting. Changes to the tree, including node description, account hierarchy, and so on, are reflected when you run the nVision report.

See *PeopleTools documentation: PeopleSoft Tree Manager.*

Defining the FUND_BALANCE nVision Report Layout

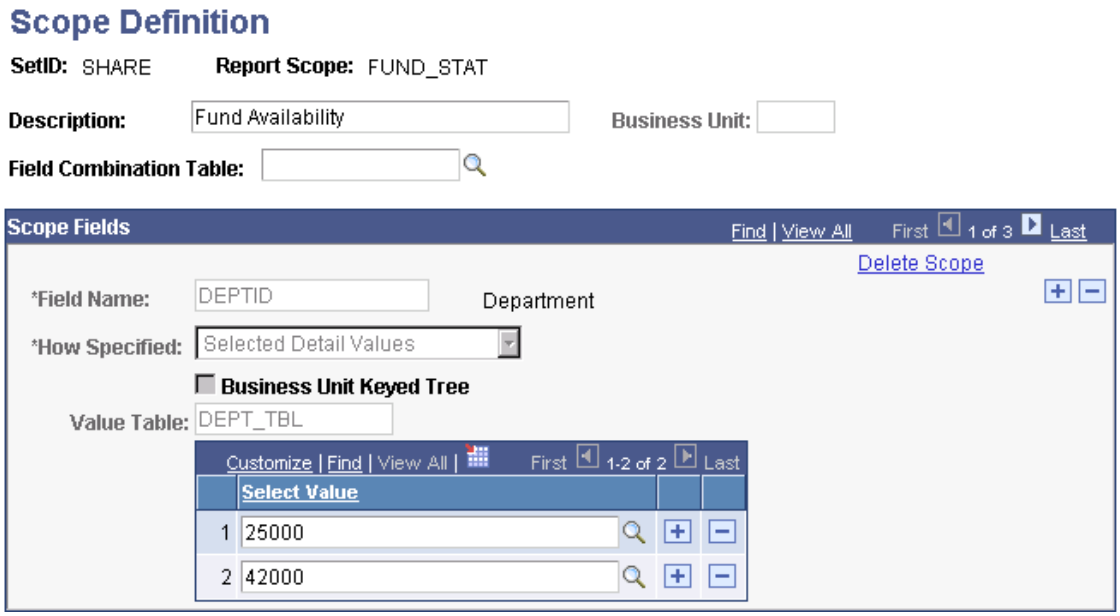
Use the Scope Definition page (NVS_SCOPE_DEFN) to define or access the scope (FUND_STAT) for generating a PS/nVision report.

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Navigation:

Reporting Tools, and then **PS/nVision**, and then **Define Scope**, and then **Scope Definition**

This example illustrates the fields and controls on the PeopleSoft/nVision scope definition FUND_STAT. You can find definitions for the fields and controls later on this page.



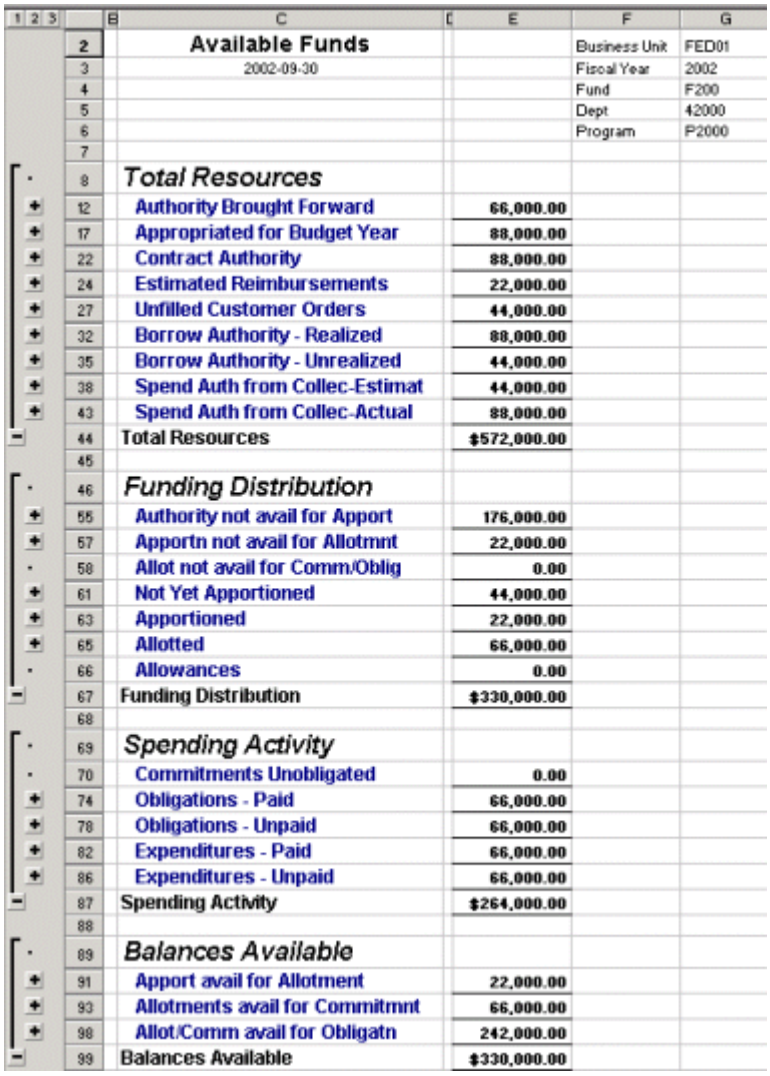
The nVision Layout FUND_STATUS is processed with the Scope definition FUND_STAT, which contains Fund, Department ID, and Program Code as selection criteria.

For each unique combination of Fund, Department, and Program values, you can generate a Microsoft Excel spreadsheet based on the year-to-date balances in the Ledger table.

The following example shows the Microsoft Excel worksheet that lists the available fund information for Fund F200, Department 42000, Program P2000:

This example illustrates the fields and controls on the Example of MicroSoft Excel funds worksheet. You can find definitions for the fields and controls later on this page.

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	C	E	F	G
2	**Available Funds**		Business Unit	FED01
3	2002-09-30		Fiscal Year	2002
4			Fund	F200
5			Dept	42000
6			Program	P2000
7				
8	*Total Resources*			
12	Authority Brought Forward	66,000.00		
17	Appropriated for Budget Year	88,000.00		
22	Contract Authority	88,000.00		
24	Estimated Reimbursements	22,000.00		
27	Unfilled Customer Orders	44,000.00		
32	Borrow Authority - Realized	88,000.00		
35	Borrow Authority - Unrealized	44,000.00		
38	Spend Auth from Collec-Estimat	44,000.00		
43	Spend Auth from Collec-Actual	88,000.00		
44	Total Resources	$572,000.00		
45				
46	*Funding Distribution*			
55	Authority not avail for Apport	176,000.00		
57	Apportn not avail for Allotmnt	22,000.00		
58	Allot not avail for Comm/Oblig	0.00		
61	Not Yet Apportioned	44,000.00		
63	Apportioned	22,000.00		
65	Allotted	66,000.00		
66	Allowances	0.00		
67	Funding Distribution	$330,000.00		
68				
69	*Spending Activity*			
70	Commitments Unobligated	0.00		
74	Obligations - Paid	66,000.00		
78	Obligations - Unpaid	66,000.00		
82	Expenditures - Paid	66,000.00		
86	Expenditures - Unpaid	66,000.00		
87	Spending Activity	$264,000.00		
88				
89	*Balances Available*			
91	Apport avail for Allotment	22,000.00		
93	Allotments avail for Commitmnt	66,000.00		
98	Allot/Comm avail for Obligatn	242,000.00		
99	Balances Available	$330,000.00		

You can view this spreadsheet at three different levels corresponding to the levels in the FED_RC02_ACCOUNTS tree by clicking the **1, 2,** or **3** button in the upper left corner of the worksheet.

Level 1 (button 1) shows only the four summarized totals:

- Total Resources
- Fund Distribution
- Spending Activity
- Balances Available

Level 2 (button 2) shows detail line items under each group.

Level 3 (button 3) shows the balances for each account, as defined in the account tree.

Requesting and Distributing the FUND_BALANCE Report

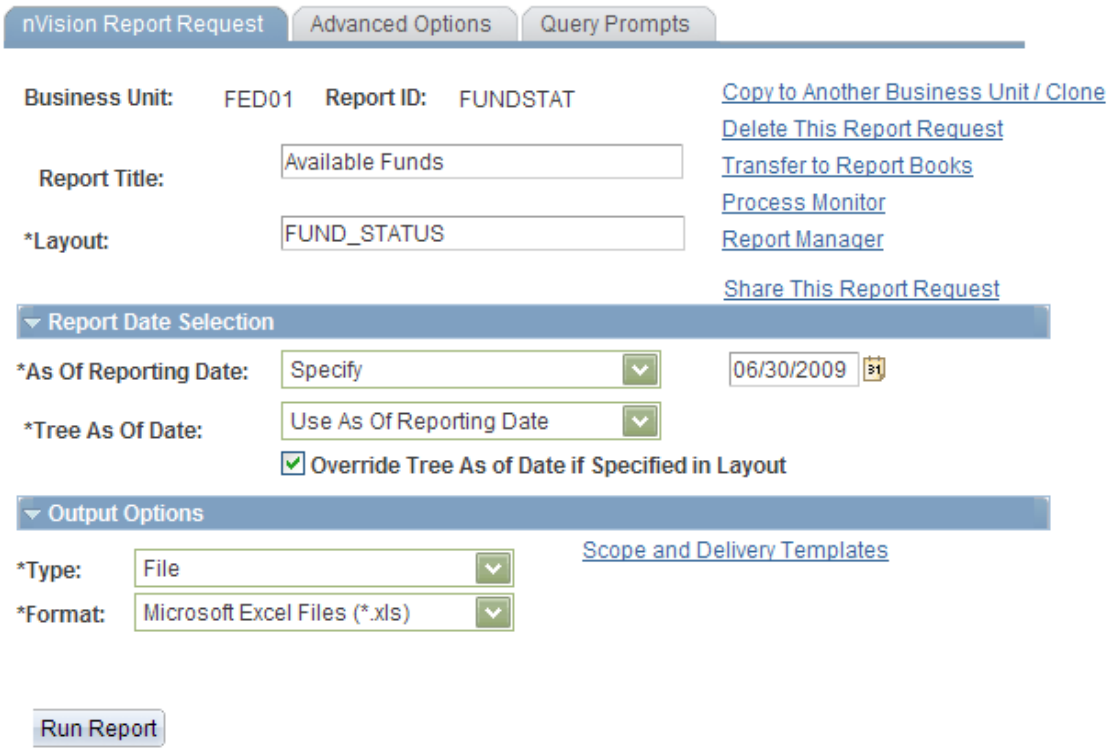
Use the nVision Report Request page (NVS_REPORT_RQST) to enter the criteria necessary to run a PS/nVision report (FUNDSTAT report).

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Navigation:

Reporting Tools, and then **PS/nVision**, and then **Define Report Request**, and then **nVision Report Request**

This example illustrates the fields and controls on the PeopleSoft nVision Report Request page - FUNDSTAT report. You can find definitions for the fields and controls later on this page.



The delivered Report Request creates worksheets that are named after the Department ID and the Program Code that you specify in the File Template edit box (click the Scope and Delivery Templates link):

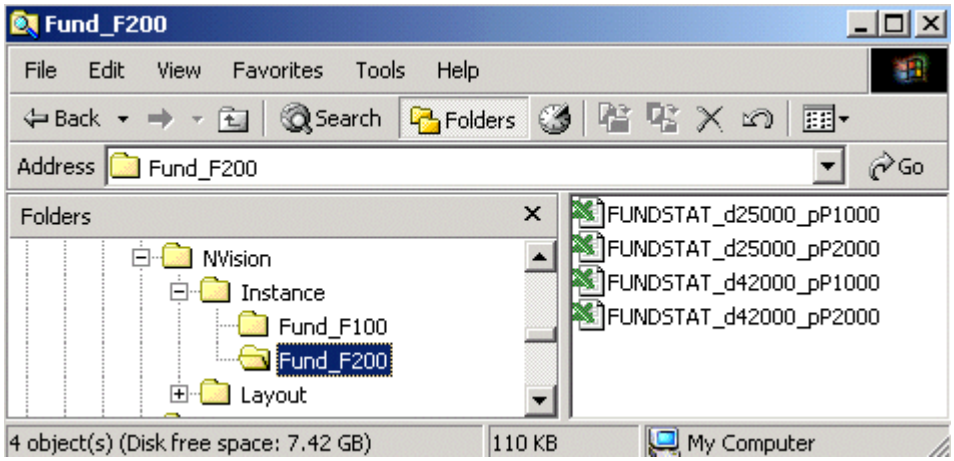
%RID%_d%SFV.DEPTID%_p%SFV.PROGRAM_CODE%.xls

Directories that are named after the Fund names are created, as specified in the Directory Name Template edit box:

Fund_%SFV.FUND_CODE%

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

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See *PeopleTools Documentation: PS/nVision.*

Setting Up Federal Reimbursable Agreement Accounts in General Ledger

To set up federal reimbursable agreement accounts in PeopleSoft General Ledger, use the Reimbursable Agreement Account component (RMC18_SETUP).

Page Used to Set Up Federal Reimbursable Agreement Accounts in General Ledger

Page Name	Definition Name	Usage
Reimbursable Agreement Account Page	RMC18_SETUP	Set up general ledger Account ChartFields for each of the Reimbursable Agreement Amount Types that are predefined for the page.

Understanding Federal Reimbursable Accounts in General Ledger

Federal agencies and the DoD often use reimbursable funding to perform work on behalf of others and then are reimbursed for the work. A reimbursement ID is created based upon an agreement between agencies or an outside organization. This agreement is negotiated prior to its acceptance. Agencies may only bill back the prenegotiated reimbursable amount, which makes it imperative that they are able to track reimbursable agreements separately from other types of funding, as well as access the current status of the reimbursable amount, billing limit, amount expended against the agreement, and the amounts collected against the agreement.

Federal agencies and the DoD also operate under a revolving fund. Several organizations within these two groups operate much like a business in that they charge for goods and services, and any proceeds they receive from sales finance the fund. These organizations must be able to bill for goods and services and track the status of the bills and any collection activity.

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PeopleSoft Contracts enables the user to review this information required by the government on the Reimbursable Agreement Inquiry page. To take advantage of this inquiry, you must set up the Reimbursable Agreement Account information. On this page, you define the accounts for the type of amount in the Reimbursable Agreements inquiry:

- Advanced Amount equals the sum of the amounts in SGL accounts 2310, 5200, and the Contract Asset account based on the specified search criteria for the inquiry.
- Advanced Remaining Amount equals the sum of SGL account 2310 for the specified search criteria for the inquiry.
- Billed Amount equals the Advanced Amount less 2310.
- Earned Amount equals the sum of SGL account 5200 for the specified search criteria for the inquiry.
- Unbilled Amount equals the sum of the Contract Asset account for the specified search criteria for the inquiry.
- Obligated Amount equals the sum of amounts in SGL accounts 4802, 4872, 4882, 4801, 4871, and 4881 for the specified search criteria for the inquiry.
- Expended Amount equals the sum of amounts in SGL accounts 4902, 4972, 4982, 4901, 4971, and 4981 for the specified search criteria for the inquiry.
- Collected Amount equals the sum of amounts in SGL account 1023 for the specified search criteria for the inquiry.
- Committed Amount.

Related Topics

- PeopleSoft Contracts: PeopleSoft Contracts Integrations

Reimbursable Agreement Account Page

Use the Reimbursable Agreement Account page (RMC18_SETUP) to set up general ledger Account ChartFields for each of the Reimbursable Agreement Amount Types that are predefined for the page.

Navigation:

General Ledger, and then **Federal Reports**, and then **Define Reimbursable Account**, and then **Reimbursable Agreement Account**

Field or Control	Description
Amount Type	Select the amount types that appear in the Reimbursable Agreements Inquiry in PeopleSoft Contracts.
Account	Select the Account ChartField that applies to each amount type. A description and example of how the amounts in the inquiry are derived for each amount type resides in the PeopleSoft Contracts documentation, "Federal Reimbursable Agreements" topic.
Account Action	Select either *Add*or *Deduct.* This selection describes the action taken on the detail amount for the account when you are combining them into the higher level amount type.

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Related Topics

- PeopleSoft Contracts: Setting Up Federal Reimbursable Agreements

Using PS/nVision for Statutory Reporting

You can fulfill your GASB 34 and 35 statutory reporting requirements using PS/nVision and a PeopleSoft template.

Understanding GASB Statements 34 and 35 Reporting

GASB statements 34 and 35 require state and local governments and public colleges and universities to submit basic financial statements. The PeopleSoft application provides a template that enables local and state governments and public colleges and universities to design the following PS/nVision reports that adhere to the GASB 34/35 guidelines:

- Governmentwide Statements

  A statement of net assets and activities.

- Government Fund Statements

  A balance sheet and a statement of revenues, expenditures, and changes in fund balances.

- Proprietary Fund Statements

  A statement of net assets, a statement of revenues, expenditures, and changes in fund balances, and a statement of cash flows.

- Fiduciary Fund Statements

  A statement of fiduciary net assets and a statement of changes in fiduciary net assets.

- Budget Comparison Statements

  The original budget, the final appropriated budgets for the reporting period, and the actual inflows, outflows, and balances that are stated on the government's budgetary basis.

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General Ledger Web Libraries

Understanding Web Libraries

A web library is a derived or work record whose name starts with WEBLIB_.

PeopleSoft embeds all internet scripts (iScripts) in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content. Administrators must make sure that users have the proper access to web libraries. For example, the default navigation system for PeopleSoft Pure Internet Architecture users is implemented by using a web library. If users do not have the proper authorization to the web library and its associated scripts, then they will not have proper access to the system. If users are not authorized to a particular web library or iScript, then they cannot invoke it. After you add a web library, you set the access for each script function individually. Invoking an iScript requires the assembly of a URL. Developers assemble the URL by using PeopleCode.

PeopleTools Documentation: PeopleCode API Reference

PeopleTools Documentation: Security Administration

PeopleTools Documentation: PeopleTools Portal Technology

General Ledger Web Libraries

This table lists the web libraries that are used and delivered with General Ledger:

Web Library Name	Description
WEBLIB_IB	Generates PeopleSoft Integration Broker functions.
WEBLIB_MSGWSDL	This is the record behind the page for the enterprise integration point Web Services Description Language (WSDL) generation.
WEBLIB_PORTAL	Contains the following 5 fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal: PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation. PORTAL_NAV: Main support routines for navigation. PORTAL_HEADER: Support for the header portion of the page and some generic routines. PORTAL_DYN_TEMP: Support for the dynamic template. PORTAL_PGLT_PREV: Support for the pagelet preview functionality.
WEBLIB_PT_NAV	Contains iScripts for the menu pagelet and left-hand navigation for transaction pages.

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Web Library Name	Description
WEBLIB_RPT	Contains iScript for the Run report to window output option. Supports access to the new browser window.
WEBLIB_XMLLINK	Generates PeopleSoft Business Interlinks XML functions.
WEBLIB_GL	Contains XML link import functions for Spreadsheet Journal Import

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Configuring Batch Processes

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

> **Note**
>
> When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in General Ledger:

- Allocations (FS_ALLC)
- Combo Edit Build (FS_CEBD)
- ChartField Combination Editing (FS_CEDT_PROC)
- Journal Generator (FS_JGEN)
- ADB Calculation (GL_ADB_CALCX)
- Post Daily Balance (GL_ADB_POST)
- Journal Edit (GL_JEDIT)
- Journal Copy (GL_JRNL_COPY)
- Flat File Journal Import (GL_JRNL_IMP)
- Flat File Ledger Import (GL_LED_IMP)
- Standard Journal Entry (GL_SJE)
- Cash Flow Statement (FR_CALCULATE)
- Commitment Control Budget Processor (FS_BP)

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- Commitment Control Notification (KK_NTFY_WF)
- Closing (GLPCLOSE, GL_YC, or both)
- Consolidations (GLPOCONS)
- Equitization (GLPQEQTZ)
- Journal Post (GL_JP)
- Multicurrency Processing (FS_MC)
- Open Item Reconciliation (GL_OI_RECON)
- Summary Ledger (GL_SUML_PROC)

> **Note**
>
> The processes that are listed here are the main general ledger processes (Application Engine (AE) or COBOL). General Ledger also has some AE or SQR processes that are mainly for loading data to do government reporting (FACTS I, FACTS II, SFxxx). Because these are more like a report than a process, they are not included in this list.

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the General Ledger AE or COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft PeopleTools documentation* discusses how to do this in detail.

See *PeopleTools Documentation: PeopleSoft Application Engine*

Related Topics

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

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Delivered Workflows for General Ledger

Delivered Workflows for General Ledger

This section discusses PeopleSoft General Ledger workflows when using the Virtual Approver workflow method. The workflows are listed alphabetically by workflow name.

Journal Entry Approval

This section discusses the Journal Entry Approval workflow.

Description

Information Type	Description
Event Description	Further Approval Required.
Action Description	Generates a worklist entry for the next user in the approval hierarchy.
Notification Method	Worklist.

Workflow Objects

Information Type	Description
Approval Rule Set	JOURNAL_ENTRY_APPROVAL
Business Process	JOURNAL_ENTRY_APPROVAL
Activity	APPROVE_DENY_JOURNAL
Role	GL_ANALYST and SUPERVISOR

Journal Entry Denial

This section discusses the Journal Entry Denial workflow.

Description

Information Type	Description
Event Description	Journal Entry denied.
Action Description	Sends an email to the previous user.
Notification Method	Email.

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Workflow Objects

Information Type	Description
Approval Rule Set	JOURNAL_ENTRY_APPROVAL
Business Process	JOURNAL_ENTRY_APPROVAL
Activity	APPROVE_DENY_JOURNAL
Role	SUPERVISOR and/or MANAGER(S)

Journal Entry Approved

This section discusses the Journal Entry Approved workflow.

Description

Information Type	Description
Event Description	Journal entry approved.
Action Description	The system marks the journal entry for posting.
Notification Method	None

Workflow Objects

Information Type	Description
Approval Rule Set	JOURNAL_ENTRY_APPROVAL
Business Process	JOURNAL_ENTRY_APPROVAL
Activity	APPROVE_DENY_JOURNAL
Role	SUPERVISOR and/or MANAGER(S)

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General Ledger Reports

General Ledger Reports: A to Z

This table lists the General Ledger reports, sorted alphanumerically by report ID.

> **Note**
>
> You may see both of the terms XML Publisher (XMLP) and BI Publisher, depending on the version of your PeopleTools installation and the Bundle version of your 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.

For samples of these reports, select Report Samples.

Report ID and Report Name	Description	Navigation	Run Control Page
FIN1001 Message Log Report	Prints message logs for a process instance ID and batch report type, similar to the online query that is available for each background program. Displays job ID, program name, date, time, sequence number, logged message, and explanation for each process instance ID. (SQR)	**Background Processes**, and then **Business Process Log Rpt**	RUN_FIN1001

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Report ID and Report Name	Description	Navigation	Run Control Page
FIN2001 Journal Entry Detail Report	Displays all journal entries that were entered in the system for a business unit and ledger within the date range specified. Prints the journal entries in ascending ID order within the ledger and shows the journal date, the source, whether a reversal entry was created, journal status, posted date (if any), and a description. For each line that is included in the journal entry, lists the line number of the entry, the account number, a description, the department, product, and project ChartField values, and debit and credit detail. Also prints statistical information where included in a journal entry. (SQR)	**General Ledger**, and then **General Reports**, and then **Print Journal Entry Detail**	RUN_FIN2001
FIN2005 Journal Entry Detail Report with Attributes	This report is similar to the Journal Entry Detail Report, except that this report also lists the ChartField attribute values. (SQR)	**General Ledger**, and then **General Reports**, and then **Journal Entry Attributes Rpt**	RUN_FIN2005

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Report ID and Report Name	Description	Navigation	Run Control Page
FIN5001 Reconciliation by System Source	This report consists of detailed subsystem and General Ledger (GL) journal transactions that are aggregated to the business unit, subsystem source, ledger, account or alternate account, fiscal year, and accounting period level. For example, it lists the data at the system source level, such as accounts payable (AP), and then lists all the activity for AP, including what was posted and not posted, for one or more selected ChartFields that appear in the data that you loaded. (SQR)	**General Ledger**, and then **General Reports**, and then **GL Subsystem Reconciliation**, and then **Reconciliation by System Srce**	RUN_FIN5001 (RUN_GLRCN_RPTS)
FIN5005 Reconciliation by ChartField report.	Lists the data based on one or more selected ChartFields that appear in the data that you loaded. Each of the subsystem amounts that fall within the ChartField combination is listed on the report along with the total amounts for the ChartFields and the related ledgers. (SQR) Run control parameters allow you to select a ChartField value or a tree with the ChartField values to report. The run control parameters allow you to include vs. exclude system sources.	**General Ledger**, and then **General Reports**, and then **GL Subsystem Reconciliation**, and then **Reconciliation by ChartFields**	RUN_FIN5005 (RUN_GLRCN_RPTS)
FSX5101 Ledger Translation Errors report (BI Publisher)	Lists the errors from ledger translation. (BI Publisher)	**General Ledger**, and then **Regulatory Ledger Reports**, and then **Ledger Errors**	RUN_FIN5101 (RUN_GLRCN_RPTS)

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Report ID and Report Name	Description	Navigation	Run Control Page
FSX0007 SpeedTypes Report	Lists all valid SpeedTypes and corresponding information, including the ChartField values that are defined for each SpeedType (BI Publisher report).	**Set Up Financials/ Supply Chain**, and then **Common Definitions**, and then **Design ChartFields**, and then **Reports**, and then **Print Speed Type Report**	RUN_FIN0007
FSX0011 Valid Department Codes Report	Lists all valid Department values and related information (BI Publisher report).	**Set Up Financials/ Supply Chain**, and then **Common Definitions**, and then **Design ChartFields**, and then **Reports**, and then **ChartField Reports**, and then **Department**	RUN_FIN0011
FSX0012 Valid Product Codes Report	Lists all valid Product values and related information (BI Publisher report).	**Set Up Financials/ Supply Chain**, and then **Common Definitions**, and then **Design ChartFields**, and then **Reports**, and then **ChartField Reports**, and then **Product**, and then **Product**	RUN_FIN0012
FSX0013 Valid Project IDs Report	Lists all valid Project ID values and related information (BI Publisher report).	**Set Up Financials/ Supply Chain**, and then **Common Definitions**, and then **Design ChartFields**, and then **Reports**, and then **ChartField Reports**, and then **Project**, and then **Project ID**	RUN_FIN0013

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Report ID and Report Name	Description	Navigation	Run Control Page
GLX1000 Summary Ledger Definition Report (BI Publisher)	Displays information about summary ledgers, including a description, the detail ledger that it summarizes, record names, and a listing of the ChartFields that are associated with the ledger. (BI Publisher) Transactions that have been journalized will be differentiated between those transactions that have not been journalized. Any ChartField changes that have been made between journalized transaction and the accounting line value will be reported. Information is provided on journals in suspense that originated in the system source.	**General Ledger**, and then **Summary Ledgers**, and then **Summary Ledger Definition Rpt**	RUN_GLC1000
GLX1001 Valid Ledger Codes (BI Publisher)	Displays information about valid ledger codes including associated book codes. (BI Publisher)	**General Ledger**, and then **Ledgers**, and then **Ledger Codes Report.**	RUN_GLC1001
GLX4001 Summary Calendars (BI Publisher)	Displays information about summary calendars. Includes a description as well as a listing of the periods that you have defined for the calendar. (BI Publisher)	**Setup Financials/ Supply Chain**, and then **Common Definitions**, and then **Calendars/Schedules**, and then **Summary Calendar Report**	RUN_GLC4001
GLX4003 Combination Group (BI Publisher)	Displays information on ChartField combination edit groups for a selected SetID. (BI Publisher)	**Setup Financials/ Supply Chain**, and then **Common Definitions**, and then **Design ChartFields**, and then **Combination Editing**, and then **Combination Group Report**	RUN_GLC4003

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Report ID and Report Name	Description	Navigation	Run Control Page
GLX4007 Journal Entry Template (BI Publisher)	Displays Journal Entry Templates by the security applied that is available to a user. (BI Publisher). Use this report if you have configured ChartFields to avoid manual changes.	**Setup Financials/ Supply Chain**, and then **Common Definitions**, and then **Journals**, and then **Entry Template Report**, and then **Journal Entry Template Report**, and then **Run**, and then **Process Scheduler Request**, and then **and select Journal Entry Template.**	RUN_GLC4007
GLX4008 Journal Class Report (BI Publisher)	Displays the journal class name and a description of each for a selected SetID. (BI Publisher)	**Set Up Financials/ Supply Chain**, and then **Common Definitions**, and then **Journals**, and then **Print Journal Class Report**	RUN_GLC4008
GLX5002 Translation Calculation Log	Lists translation calculation details by process instance and translation step. (BI Publisher)	**General Ledger**, and then **Reports**, and then **Translation Calculation Log** **General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Translation Calculation Log**	RUN_GLS5002
GLX5003 Revaluation Calculation Log	Lists revaluation calculation details by process instance and revaluation step. (BI Publisher)	**General Ledger**, and then **Reports**, and then **Revaluation Calculation Log** **General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Revaluation Calculation Log**	RUN_GLS5003
GLX5004 Translate in Ledger Calculation Log	Lists translation within ledger calculation details by process instance and translate within ledger step. (BI Publisher)	**General Ledger**, and then **Reports**, and then **Translation in Ledger Calc Log (translation in ledger calculation log)** **General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Translation in Ledger Calc Log (translation in ledger calculation log)**	RUN_GLS5004

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Report ID and Report Name	Description	Navigation	Run Control Page
GLX5501 ADB Calculation Report (BI Publisher)	Lists ADB calculation details, including averaged period, date, and time. (BI Publisher)	**General Ledger**, and then **Average Daily Balance**, and then **ADB Calculation Report**	RUN_GLC5501
GLX6001 Allocation Group (BI Publisher)	Lists detail information that is associated with a particular allocation group. (BI Publisher)	**Allocations**, and then **Reports**, and then **Print Allocation Group Report**	RUN_GLC6001
GLX7501 Journal Entry Detail (BI Publisher format)	BI Publisher reports (formerly XMLP) do not require manual changes to support ChartField configuration. Shows journal entry detail information by business unit, journal ID, date, description, ledger group, source, reversal, foreign currency, rate type, effective date, and effective rate. It also shows line number, account, description, amount, rate type, exchange rate, foreign amount, base amount, and totals for the journal. (BI Publisher)	**General Ledger**, and then **Journals**, and then **Journal Entry**, and then **Create/ Update Journal Entries**, and then **Journal Entry Lines Page** Select the Print Journal (XMLP) value in the **Process** field, and click the **Process** button. Click the **Report Manager** button and then click the **Journal Entry Print** link for the GLX7501 report. Reporting Tools, Report Manager, and click the **Journal Entry Print** link to access the GLX7501 report.	RUN_GLC7501

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Report ID and Report Name	Description	Navigation	Run Control Page
GLX7502 Journal Entry Detail (separate debit and credit) (BI Publisher)	BI Publisher reports do not require manual changes to support ChartField configuration. Shows journal entry detail information for separate debit credit by business unit, journal ID, date, description, ledger group, source, reversal, foreign currency, rate type, effective date, and effective rate. It also shows line number, account, description, amount, rate type, exchange rate, foreign amount, base amount, and totals for the journal. (BI Publisher) **Note:** You must have configured you system for separate debit credit to use this report.	**General Ledger**, and then **Journals**, and then **Journal Entry**, and then **Create/ Update Journal Entries**, and then **Journal Entry Lines Page** Select the Print Journal (XMLP) value in the **Process** field, and click the **Process** button. Click the **Report Manager** button and then click the **Journal Entry Print** link for the GLX7502 report. Reporting Tools, Report Manager, and click the **Journal Entry Print** link to access the GLX7502 report.	RUN_GLC7502
GLX9001 Amortization Reconciliation Report	Displays information about the amortization reconciliation. Includes the details of the Amortization ID, Business Unit, Amortization Type, Amount, Voucher details, along with a detailed information of all the amortization schedules.	**General Ledger**, and then **Journals**, and then **Pre-Amortization Journals**, and then **Create Amortization Recon Rpt**	RUN_GLX9001

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS1001 Summary Ledger Detail	This is a template for designing reports based on user-specific ledger definitions. This is based on the summary ledger (PS_S_LEDGER_SUM), which you can find in the DEMO database. The record definition set consists of the following ChartFields: ACCT, OPERATING_UNIT, DIVISION, PRODUCT_AREA, and PROJ. Contains one statistics code field named STATS. (SQR)	**General Ledger**, and then **Summary Ledgers**, and then **Summary Ledger Detail Report**	RUN_GLS1001
GLS1002 Closing Rules	Displays information about closing set rules. It prints a description of the close set, identifies the name of the account ChartField, and shows the ChartField to which that profit and loss account will be closed. Also shows the option for retaining earnings in the ChartField. (SQR)	**General Ledger**, and then **Close Ledgers**, and then **Closing Rule Report**	RUN_GLS1002
GLS1003 Closing Trial Balance	Summarizes all entries on the ledger by account type. Prints beginning and ending balances for the year, totals for the period, adjustments, and closing entries. (SQR)	**General Ledger**, and then **Close Ledgers**, and then **Closing Trial Balance Rpt**	RUN_GLS1003
GLS1004 Journal Closing Status	Displays the journal line details for journal lines with various closing statuses. (SQR)	**General Ledger**, and then **Close Ledgers**, and then **Journal Closing Status Report**	RUN_GLS1004
GLS1005 Translate Ledger Reconciliation	Reconciles the amounts in the currency translation ledger to the amounts in the primary ledger within a Multibook ledger group. (SQR)	**General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Reconcile Translation Ledgers**	RUN_GLS1005

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS1006 Ledger In-Sync	This report searches the currency translation ledger within a multibook ledger to determine whether any data (for a particular year) is violating the required ledger structure. (SQR)	**General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Translation Ledger In-Sync**	RUN_GLS1006
GLS2000 Elimination Set Definition	Displays all elimination set definitions for financial consolidations. Lists accounts to which differences will post if the set doesn't eliminate and shows the ChartFields (such as ACCOUNT and BUSINESS_UNIT) and the ChartField values that make up the elimination set, as well as a description of those values. (SQR)	**General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Print Elimination Set Report**	RUN_GLS2000
GLS2001 Minority Interest Set Definition	Displays the minority interest set definitions for financial consolidations. Lists for each minority interest set a description, tree structure ID, the subsidiary entity, and percent of ownership. Also lists the accounts to which differences will post if the set doesn't eliminate, as well as the ChartField, manner specified, tree name/level, and the values that make up the parent/subsidiary accounts. (SQR)	**General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Minority Interest Sets Rpt**	RUN_GLS2001

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS2002 Consolidation Set Report	Displays the options and controls that tell General Ledger how to process a consolidation. Lists the journal ID mask, source, and relative elimination reversal date for elimination journals, the ChartFields included in the elimination journals, whether all elimination sets that are defined for the consolidation tree will apply, which elimination sets will be used, whether all minority interest sets apply, and which minority interest sets will be used. (SQR)	**General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Consolidation Set Report**	RUN_GLS2002
GLS2003 Consolidation Out of Balance Report	Displays the elimination sets and ledger amounts that were processed for a consolidation request. The elimination sets are totaled and any out-of-balance amount is displayed. The out-of-balance amounts are also summarized at the node and tree levels. (SQR)	**General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Print Elimination Report**	RUN_GLS2003
GLS2004 Minority Interest Eliminations and Adjustments	Displays the results of minority interest calculations for a consolidation request based on the combination of business units that are present in the consolidation tree. The elimination and adjustment entries are grouped by minority interest set. (SQR)	**General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Minority Interest Elim Rpt**	RUN_GLS2004
GLS2005 Audit Elimination Sets	Displays the elimination sets and audit information, including account and business unit. (SQR)	**General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Print Elimination Audit Report**	RUN_GLS2005

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS2006 Equitization Rules	Displays the definition information and purpose for the equitization rule, including component, ChartField, value, and description. (SQR)	**General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Print Equitization Rule Report**	RUN_GLS2006
GLS2007 Subsidiary Ownership Sets Report	Shows the ownership, set status, effective date, description, entity ChartField, subsidiary entity, parent, ownership percentage, and controlling equitize. (SQR)	**General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Print Ownership Sets Report**	RUN_GLS2007
GLS2008 Equitization Calculation Log	Lists equitization calculation details by process instance. (SQR)	**General Ledger**, and then **Consolidate Financial Data**, and then **Reports**, and then **Print Equitization Calc Log**	RUN_GLS2008
GLS3000 Open Item Listing	Lists open Items for the accounts specified, including a description of the accounts, the OpenItem key field, and a detailed listing of the journal lines that have an open status up to the as of date. The journal lines are subtotaled by key field value. Journal lines containing OpenItem accounts are matched together based on the OpenItem edit field. (SQR)	**General Ledger**, and then **Open Items**, and then **Open Item Listing Report**	RUN_GLS3000
GLS3001 InterUnit Activity	Displays reconciliation information by business unit, ChartField, primary and balancing values, and variance. (SQR)	**General Ledger**, and then **General Reports**, and then **Create InterUnit Activity Rpt**	RUN_GLS3001
GLS4000 Schedules	Prints a list of the schedules that you have defined for a SetID. The report includes a description of each schedule and the definition of its frequency. (SQR)	**Setup Financials/ Supply Chain**, and then **Common Definitions**, and then **Calendars/Schedules**, and then **Schedules Report**	RUN_GLS4000

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS4002 Combination Rule	Displays information on a selected ChartField combination edit rule. (SQR)	**Setup Financials/ Supply Chain**, and then **Common Definitions**, and then **Design ChartFields**, and then **Combination Editing**, and then **Combination Rule Report**	RUN_GLS4002
GLS5000 Translation Definition	Displays the details and rules of each currency translation step. For each translation step, the report shows the description, ledger information, output and journal options, and gain and loss ChartFields. In addition, detailed information is displayed for every translation rule that is used by the translation step. (SQR)	**General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Print Translation Step Report**	RUN_GLS5000
GLS5001 Revaluation Definition	Displays the details of each currency revaluation step, including revaluation step description, ledger and TimeSpan information, exchange rate type, output and journal options, gain and loss ChartFields, and detailed revaluation ChartField information. (SQR)	**General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Print Revaluation Step Report**	RUN_GLS5001
GLS5002 Translation Calculation Log	Lists translation calculation details by process instance and translation step. (SQR)	**General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Print Translation Calc Log**	RUN_GLS5002
GLS5003 Revaluation Calculation Log	Lists revaluation calculation details by process instance and revaluation step. (SQR)	**General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Print Revaluation Calc Log**	RUN_GLS5003

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS5004 Translate in Ledger Calculation Log	Lists translation within ledger calculation details by process instance and translate within ledger step. (SQR)	**General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Translation in Ledger Calc Log (translation in ledger calculation log)**	RUN_GLS5004
GLS5005 Translate in Ledger Report	Displays the details and rules of each translation step within the ledger calculation log. For each step, the report shows the description, ledger information, output and journal options, and gain and loss ChartFields. (SQR)	**General Ledger**, and then **Process Multi-Currency**, and then **Reports**, and then **Translation in Ledger Rprt**, and then **Translate in Ledger Report**	RUN_GLS5005
GLS5500 ADB Definition report (average daily balance definition)	Prints ADB details, including description, purpose, and ChartField information. (SQR)	**General Ledger**, and then **Average Daily Balance**, and then **ADB Definition Report**	RUN_GLS5500
GLS6000 Allocation Step Report	Lists detailed information for allocation steps. (SQR)	**Allocations**, and then **Reports**, and then **Print Allocation Step Report**	RUN_GLS6000
GLS6002 Allocation Calculation Log	Lists the allocation calculations that were performed for a given process step within a specified process instance. Displays the pool, basis, and target amounts. (SQR)	**Allocations**, and then **Reports**, and then **Print Allocation Calc Logs**	RUN_GLS6002
GLS6003 Budget Copy Calculation Log	Lists the Budget Copy Process calculations that were performed for a given process step within a specified process instance. For each process step, the report shows the sequence, business unit, account, department, product, project status, year, period, pool amount, basis amount, basis total, target amount, and offset amount. (SQR)	**General Ledger**, and then **Maintain Standard Budgets**, and then **Budget Copy Calculation Log**	RUN_GLS6003

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS7001 Standard Journals report	Lists standard journal entries and their status. (SQR)	**General Ledger**, and then **General Reports**, and then **Print Standard Journal Report**	RUN_GLS7001
GLS7002 Ledger Activity report	Lists the beginning and ending ledger balances by ChartField combination and account. Also lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified. (SQR)	**General Ledger**, and then **General Reports**, and then **Print Ledger Activities**	RUN_GLS7002
GLS7003 Ledger Summary Report	Summarizes journal totals within a ledger by ChartField.	**General Ledger**, and then **General Reports**, and then **Print ledger Summary Report**	RUN_GLS7003
GLS7009 Posted Journal Summary	Provides the ability to report on journals that were posted during a specific run of the Journal Post process. The Journal Post process updates all journals that were posted with the value of the Process Instance. The Process Instance is part of the search criteria that is used by the Posted Journals - Summary report. (SQR)	**General Ledger**, and then **Journals**, and then **Process Journals**, and then **Posted Journal Summary Report**	RUN_GLS7009
GLS7010 Ledger vs Journal Integrity	Checks for any discrepancy between Ledger and Journal tables within a specified period range. (SQR)	**General Ledger**, and then **General Reports**, and then **Ledger vs Jrnl Integrity Rpt**	RUN_GLS7010
GLS7011 Journal Edit Errors	Provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message. (SQR)	**General Ledger**, and then **Journals**, and then **Process Journals**, and then **Journal Edit Errors Report**	RUN_GLS7011

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS7012 Trial Balance	Combines detail and summary balance information. Shows the ending ledger balances for the specified year and period by ChartField combination. Also displays subtotals by ChartField. Prints a final total for debits and credits. (SQR)	**General Ledger**, and then **General Reports**, and then **Print Trial Balance**	RUN_GLS7012
GLS7015 Journal Suspense Activity	Provides detailed information about suspended journals. (SQR)	**General Ledger**, and then **Journals**, and then **Suspense Correction**, and then **Suspended Activity Report**	RUN_GLS7015
GLS7016 Ledger Activity with Attributes Report	Lists the journal activity and the associated attributes for one or more specific ChartFields in a ledger for one or more periods, including beginning and ending balances. (SQR)	**General Ledger**, and then **General Reports**, and then **Ledger Activity Detail Rpt**	RUN_GLS7016
GLS7017 General Ledger Activity with Fund and Account Attributes	Generates a FACTS II report for a specific business unit, ledger, fiscal year, period range, adjustment period information, and FACTS tree group. The Program Reporting Category (PRC column heading) can display values for Category A and Category B apportioned funds. You can also indicate that the numeric field can be 23 integers and 3 decimal places long. (SQR)	**General Ledger**, and then **Federal Reports**, and then **FACTS II Reports**, and then **Print FACTS II Ledger Attr Rpt**	RUN_GLS7017
GLS7500 Ledger File Creation	Reads all entries on the ledger and gives the ending balance for the year and period by account. Output is routed to an ASCII file in the specified format. (SQR)	**General Ledger**, and then **Ledgers**, and then **Export Ledger Data**	RUN_GLS7500

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS8012 Journal Line/ Accounting Entry Reconciliation	Compares journal entry lines with accounting entries. (SQR)	**General Ledger**, and then **General Reports**, and then **Jrnl to Acctg Entry Recon Rpt (journal to accounting entry reconciliation report)**	RUN_GLS8012
GLS8303 FACTS II Accounting Edit Validation	Includes validation edits for account attributes, also includes footnote check to Edit10 when balance is negative, and Edit 8 validation. Shows Program Reporting Category (PRCs) for Category A and B.	General Ledger, Federal Reports, FACTS II Review, Validate FACTS II Data	RUN_GLS8303
GLS8310 FACTS I Validation report	This report is generated when you run the FACTS I Validation process. It describes any outstanding issues for each FACTS I edit that is run for your FACTS I accumulated data. (SQR)	**General Ledger**, and then **Federal Reports**, and then **FACTS I**, and then **Generate FACTS I**	RUN_CNTL_FACTSI
GLS8311 FACTS I Trial Balance report	This report displays the status of the General Ledger account balances along with the corresponding USSGL account attributes based on each Treasury Symbol. (SQR)	**General Ledger**, and then **Federal Reports**, and then **FACTS I**, and then **Generate FACTS I**	RUN_CNTL_FACTSI
GLS8312 FACTS II Trial Balance	This report displays the status of the General Ledger account balances along with the corresponding USSGL account attributes based on each Treasury Symbol. (SQR)	**General Ledger**, and then **Federal Reports**, and then **FACTS II**, and then **FACTS II Reports**, and then **FACTS II Trial Balance**	F2_RUN_GLS8312

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS8400 SF224 Transaction Detail Report	This is a monthly report that includes the detail transactions that make up the totals on the SF224 - Statement of Cash Transactions report. The detail report supports both regular SF224 and partial SF224 reporting.	**General Ledger**, and then **Federal Reports**, and then **SF 224/ 1219/1220**, and then **SF 224 Transaction Report**	RUN_GLS8400
GLS8410 SF224 Business Activity Exception Report	Displays transactions that should not be recorded for a particular ALC based on the Business Activity Type code for that ALC. For example, if the ALC is classified with a GWA Business Activity of IPAC Only, then the report reflects any transactions erroneously recorded for CA$HLINK and TDO Payments. The report reflects data from Accounts Receivable and Accounts Payable. General Ledger journal entry activity is not included in the report.	General Ledger, Federal Reports, SF224/1219/1220, SF224 Bus Activity Exceptions	RUN_GLS8410
GLS8411 ALC GWA Reporting Options Report	Displays Agency Location Codes by SetID and prints the ALC, agency Name, Business Activity Type, and all related GWA Reporter Category Codes by descending effective date and status.	**General Ledger**, and then **Federal Reports**, and then **CTA / 1219 / 1220**, and then **Define ALC GWA Rpt Options**	RUN_GLS8411

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Report ID and Report Name	Description	Navigation	Run Control Page
GLS8500 Federal Trial Balance report	This is a summary trial balance report. This report displays a beginning balance, the total amount of debits and credits, and an ending balance. The data is generated for the specified ChartField combination for the fiscal year, accounting periods, and adjustment periods. This report also displays subtotals by ChartField and grand totals by TAS/TAFS levels. Displays the fiscal year grand total. (SQR)	**General Ledger**, and then **Federal Reports**, and then **Federal Trial Balance**	RUN_GLS8500
GLS8501 Federal Transaction Register	This is an online report that displays values at the fund, department, and TAS/TAFS levels for each accounting period along with each ChartField's attributes and attribute values. Displays the Program Reporting Category serving Category A and Category B and also accumulates and displays subtotals by ChartField and grand total. (SQR)	**General Ledger**, and then **Federal Reports**, and then **Run Federal Txn Report**	RUN_GLS8501
GLS9500 Fund Balance Reconciliation	This report is run after you run the Fund Balance Reconciliation process, which compares account activity and trial balance data that is imported from the U.S. Treasury to a federal agency's cash activity. It contains any differences between a federal agency's and the U.S. Treasury's data. (SQR)	**General Ledger**, and then **Federal Reports**, and then **Fund Balance Reconciliation**, and then **Generate Reconciliation Report**	RUN_FBRECON_RPT

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Report ID and Report Name	Description	Navigation	Run Control Page
GLSF224P Statement of Cash Transactions	SF224 is a monthly report to the U.S. Treasury that identifies the dollar amounts of confirmed disbursements and collections by Treasury Symbol, Agency Location Code, and fiscal month. This report is used by the U.S. Treasury to ensure that the agency agrees with the internal U.S. agencies that perform disbursements through the U.S. Treasury. This option enables you to create a flat file of the report to submit electronically through GOALS, and to print a hard copy of the report. SF224 functionality supports both regular and partial reporting.	**General Ledger**, and then **Federal Reports**, and then **SF224 / 1219/ 1220**, and then **Run SF224 Report/Create File**	RUN_SF224_SF1220
GLSF1219 Statement of Accountability	This report is used to determine the accountability of disbursing officers for funds that are held outside the Department of Treasury (cash on hand) by U.S. Treasury Regional Finance Centers (RFCs) and other nonmilitary agencies that do not do their own disbursing. This option prints a hard copy version of this report. This report is very similar to the SF1220 report. These two reports are treated as one report when submitted electronically and processed by GOALS using the SF1219/1220 Create option to create the file.	**General Ledger**, and then **Federal Reports**, and then **SF224/ 1219/ 1220**, and then **Run SF1219 Report**	RUN_SF1219

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Report ID and Report Name	Description	Navigation	Run Control Page
GLSF224P Statement of Transactions According to Appropriations, Funds, and Receipt Accounts report	Provides the U.S. Treasury with a monthly statement of payments and collections that are performed by agencies that do their own disbursing. This option prints a hard-copy version of this report. This report is very similar to the SF1219 report. These two reports are treated as one report when submitted electronically and processed by GOALS using the SF1219/1220 Create option to create the file.	**General Ledger**, and then **Federal Reports**, and then **SF224/ 1219/ 1220**, and then **Run SF1220 Report**	RUN_SF224_SF1220

Related Topics

- PeopleSoft Commitment Control: PeopleSoft Commitment Control Reports List and General Description
- Application Fundamentals: Application Fundamentals Reports: General Description
- PeopleSoft Global Options and Reports: PeopleSoft Global Options and Reports: A-Z

Managing ChartFields in Reporting

This topic discusses:

- Using Oracle Business Intelligence Publisher Reporting to Support ChartField Configuration.
- Selecting ChartFields for SQR Reports.

Using Oracle Business Intelligence Publisher Reporting to Support ChartField Configuration

Oracle Business Intelligence Publisher (BI Publisher) is an enterprise reporting solution that streamlines report and form generation. In order to provide a more robust and complete reporting functionality, Oracle's PeopleSoft applications offer many existing reports in the BI Publisher (formerly XMLP) format. Reports created using BI Publisher for PeopleSoft require no manual changes to support configured ChartFields. The BI Publisher format also provides flexibility for adopting future technology with smoother transitions. For information about the existing reports that are available in BI Publisher format, refer to the Reports listing for each product. Oracle BI Publisher technology is accessible from PeopleTools PS Query and all PeopleTools applications. This technology enables PeopleSoft to deliver BI Publisher reports that do not require manual changes to support ChartField configuration.

The following is a list of BI Publisher General Ledger reports:

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- SpeedTypes report: FSX0007 BI Publisher report.
- Valid Department Codes report: FSX0011 BI Publisher report.
- Valid Product Codes report: FSX0012 BI Publisher report.
- Valid Project IDs report: FSX0013 BI Publisher report.
- Ledger Translation Errors: FSX5101 BI Publisher report.
- Summary Ledger Definition: GLX1000 BI Publisher report.
- Ledger Code: GLX1001 BI Publisher report.
- Summary Calendars: GLX4001 BI Publisher report.
- Combination Edit Group: GLX4003 BI Publisher report.
- Journal Entry Template: GLX4007 BI Publisher report.
- Valid Journal Class: GLX4008 BI Publisher report.
- ADB Processes: GLX5501 BI Publisher report.
- Allocation Group Definition: GLX6001 BI Publisher report.
- Journal Entry Detail: GLX7501 BI Publisher report.
- Journal Entry Detail (separate debit and credit): GLX7502 BI Publisher report.

Selecting ChartFields for SQR Reports

The *ChartField Selection* grid is used by many report request pages and enables you to select the ChartFields you want to view for SQR based reports that print ChartField values.

To enter report selection criteria in the ChartField Selection Grid:

1. Enter the header selection criteria and click **Refresh** to populate the grid with rows for each ChartField.
2. Click **Include CF** for the ChartFields that you want to include values for in the report.

   PeopleSoft delivers reports with a fixed number of lines on the report heading. This number is determined based on the most common business practice. There is just enough space for a few ChartFields on the heading and still retain enough space for detail lines on each page. If you elect to include more ChartFields, the report will not have enough space to print all ChartField headings. This results in report heading and detail lines that overlay each other. If your circumstances require you to print more than the optimum number of ChartField values, change the report to increase the report heading lines. Increasing the number of ChartFields is a customization and is not supported by PeopleSoft.
3. (Optional) Use the *Value* field to enter ChartField values for the budgets on which you want to report.

   Leave blank to select all values for the ChartField. Some Commitment Control report request pages include *Value From* and *Value To* fields to enable you to select ranges of ChartField values.
4. (Optional) Change the *Sequence* in which the ChartFields appears on the report.

   For example, if you are reporting by Account and Department and you select Account to be first in the sequence, the report displays budget rows as follows:

Account	Department
60000	100

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Account	Department
	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*
62000	100	2000
	110	1000
	130	3000
Subtotal		*6000*

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