PeopleSoft Financial Setup Tables Overview
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Agenda & The ‘Rules’

What Won’t be Covered
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- Overview Goals
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- General Option Tables

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PeopleSoft Financial Setup Tables Overview

- Overview Goals
- Agenda & The ‘Rules’
- What Won’t be Covered
- General Option Tables
- General Ledger
- Accounts Payable
- Purchasing
- Projects
Overview Goals

- Deliver an high level synopsis of setup tables and their interaction for the General Ledger, Accounts Payable, Purchasing & Projects modules.
Overview Goals

- Deliver an high level synopsis of setup tables and their interaction for the General Ledger, Accounts Payable, Purchasing & Projects modules.
- Provide some insight into implementation issues with key tables
What This is Not
What This is Not

- PeopleSoft Training
What This is Not

- PeopleSoft Training
- A Fit Gap Process
What This is Not

- PeopleSoft Training
- A Fit Gap Process
- The Answer to All Your PeopleSoft Questions!
Agenda

- Timeframes
Agenda

- Timeframes
- Topics
The Rules
The Rules

- Fast Paced
The Rules

- Fast Paced
- Limited Questions - Points of Clarification
The Rules

- Fast Paced
- Limited Questions - Points of Clarification
- You Will be Provided With Our Notes Slides
Questions
Questions

- Only Chance Until Break!
What Won’t be Covered
What Won’t be Covered

- Controlled Budgets
- Currency Exchange Processing
- Entry Events
- Minor Control Tables
Let’s get started!
General Ledger

Business Units & Set ID’s

• Business Units are transactions (J/E’s, Vouchers, & PO’s) grouped together for reporting purposes. Examples include Taxable Entities, such as a Book Store, Dining Service or certain endowments.
General Ledger

Business Units & Set ID’s

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- Set ID’s represent control information, such as Vendor Files, Purchasing Catalogs and Units of Measure, that can be shared by one or multiple Business Units. Set ID information can be shared between multiple Set ID’s.
General Ledger

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Multiple Business Units can share a single Set ID...
Multiple Business Units can share a single Set ID, not vice-versa. Unless there is a pressing reason, try to use a single Set ID set. This can lead to reduced maintenance.

Some security can be implemented around Business Units and Set ID’s.
General Ledger

Business Units & Set ID's
The UNIV Set Control has a default Set ID of UNIV but uses Set ID MODEL’S Voucher Origin Tables and MODEL’s Business Calendars.

Sharing is all or nothing; parts cannot be shared.
The UNIV General Ledger Business Unit has certain defaults that can be set up specific to that unit.
The ‘As of Date’ on this panel drives the Business Unit Reporting Date in nVision.
The Inter Unit Journal Offsets are used for inter Business Unit eliminations.
An example of Business Unit defaults are Journal Options. On this panel Journal Balancing & Journal Edit default options can be selected. Remember, these are the highest level defaults. In many cases, lower level defaults may override higher level defaults when processing transactions.
Failure to have accounts set up as Budgetary Control can lead to Purchase Order reconciliation and PO Voucher Budget Checking issues.
Significant time and consideration needs to be put into determining how each of the Chart Fields will be used. Digiterra’s recommendation is to stress test any prototype to make sure it meets the following types of needs:
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- Reporting
- Security
- Eliminations
- PeopleSoft Standards
- Future Growth
- Ease of Maintenance
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- Future Growth
- Ease of Maintenance

**Don’t short change your efforts in this area. This is the foundation of the entire system!**

This is a major mental exercise. Spend time shooting holes in any prototype while it is on paper. The cheapest time to find errors is while it is still on paper.
Usually represents a major funding source/use of money. Tolerances on this panel are used in PO to Voucher matching in a Controlled Budget Environment.
New to 7.5, the Fund Attribute allows for the ability to assign reporting handles to specific Funds. In this example, this fund has been designated as an Unrestricted Fund.

Other uses include State Expense/Revenue Codes.
Primarily used in a University setting to denote major functions of the University; i.e. Instruction, Plant & Research.

Manager name & description don’t really show up any place.
Also known as Cost Center. Usually the lowest level of reporting. The Budget section is used with the Budgets module. Again, Manager name & description don’t really show up any place.
This Chart Field has a prescribed use

This Chartfield has its own budget checking mechanism. If you have the Projects and/or Grants modules installed, it interacts with those modules also.
Grants are straightforward.

Projects can be divided into Phases, Phases into Segments & Segments into Activities. Each level can have its own start and end dates, budget & funding source.

Funding source does not flow from A/R or from Student Financials! It can be entered separately.
Budgets are established at a level however are enforced at the highest level (Project or Grant). The system makes sure that the total components don’t surpass the higher levels.

The remaining panels are informational
Remember to leave Expense and Revenue Type accounts as Budgetary Control otherwise there may be Purchasing and A/P issues.

‘Budgetary Account Only’ is similar to a summary account. It is a non-posting account. An example might be having 5000 as a Budgetary Account for Payroll Expenses with 5100 for Salaries, 5200 for Overtime, etc.

Statistical Accounts are posted to. They are not used to determine balanced entries. A Unit of measure is associated with each statistical account. Examples include Square Feet, copies from a copier, number of telephones, etc. These can be used for the basis for allocations. Statistical accounts can be rolled forward from year to year.
Personnel Data exported/imported from HRMS system. The key for the Open Item is EMPLID.

Open Item processing can occur in A/P and G/L. Travel advancements can be made out of A/P and either reimbursed out in A/P (using a contra distribution line, zero dollar voucher) or through General Ledger.

There is Open Item accounting functionality to track open items in the G/L.
Can be used as a sub breakdown of account or as a totally unique reporting chartfield.
Even though needed, prolonged budget periods can be set up in order to reduce maintenance.

The Budget Status chartfield does interact with the Budgets module.

Side note: The Budget Module is really a Budget preparation module. It shouldn’t be confused with the Budget Checking Module (BCM/Controlled Budgets) which is a component of Public Sector General Ledger.
Stat Codes should not be confused with Statistical Accounts. Stat Codes are used as a supplement to regular accounts. For example, in posting a travel voucher, one could use either a separate Statistical Account to track the number of Trips or you could use a Stat Code and record the number of trips on the same distribution line as the Travel Expense.

There are subtle differences in how the 2 types of distribution lines post to the ledger and subsequently impact reporting. In PeopleSoft, statistical journal lines are posted into the same field as dollars; the Ledger.Posted_Total_Amt field. The currency code for Statistical Accounts and Stat Codes in the Ledger table is blank. While the Statistical Account is a separate account/account range in most reports, the line in the Ledger for the Stat Account contains the same Account as the dollar entry. Therefore, in order not to include Stat Account amounts with the dollar amounts, the currency code (USD) needs to be specified on all reports. This is just something to keep in mind.

One advantage of Stat Accounts is that it marries units with the actual dollars allowing for better statistical analysis.

Statistical Accounts are good because they can be entered separately from the dollars whereas you have to have both the Stat Code units and dollars to make a voucher/journal entry.
General Ledger

Chartfields

Other
- Budget Period - 8
- Statistic Codes - 3
- Affiliate - 6

The Affiliate Chartfield is a view of the Business Unit. It is used for eliminations.
Scenarios are used exclusively with Budget Ledgers. Within a Budget Ledger (Ledger_Budg table) you can have multiple Scenarios, such as Initial, Revision1 & Final.

PeopleSoft delivers Copy/Update Standard Budget functionality, Standard Budget Journal Entries, as well as a Load Ledger (GLS9003.sqr) program to manipulate Standard Budgets.

In nVision reporting, remember to include the Scenario field in the Ledger column in order not to retrieve multiple Scenario data.
Chartfields Recap

• There is no single “right” answer!
General Ledger

Chartfields Recap

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• Unrestricted/Temporary Restricted/Permanently Restricted funds can be accomplished by the new Fund Attribute, Trees, the Fund Chartfield, or another Chart Field.
Chartfields Recap

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• **Heavily test inter-fund eliminations.**
General Ledger

Chartfields Recap

• There is no single “right” answer!

• Unrestricted/Temporary Restricted/Permanently Restricted funds can be accomplished by the new Fund Attribute, Trees, the Fund Chartfield, or another Chart Field.

• Heavily test inter-fund eliminations.

• **Heavily stress test your models.**
General Ledger

Chartfield Combinations
General Ledger

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What ‘Combo Edits’ do
General Ledger

Chartfield Combinations

What ‘Combo Edits’ do

Combination Templates
General Ledger

Chartfield Combinations

What ‘Combo Edits’ do
Combination Templates
Combination Definitions
General Ledger

Chartfield Combinations

- What ‘Combo Edits’ do
- Combination Templates
- Combination Definitions
- Combination Rules
- Combination Groups
General Ledger

Chartfield Combinations

What ‘Combo Edits’ do
Combination edits restrict users to making valid chartfield entries. An example may be restricting the ‘Bookstore’ revenue account to a specific Fund and Department. This is done via a dynamic process that builds a validation table that is shared across financial modules.

Combination groups can also be exported to other Application Suites such as HRMS. In an Oracle environment it may be possible to create cross database links in order to better centralize chartfield maintenance and provide more timely rollouts.
Describe the tables and fields that Combination Edit Checks will be performed against. You should set these up as delivered under the MODEL Set ID.
Describe which combinations of chartfields will be checked by the combination rules.

Not every definition/rule needs to contain all chartfields.

PeopleSoft recommends no more than 3 chartfields per rule but this is a performance issue. The reason is that database temp table space usually blows up and they are trying to limit this from happening. Adding more chartfields causes a geometric progression in the number of rows in a rule.

My recommendation is to create definitions/rules with all the chartfields and just put fewer anchor charts field values (usually department) in the rule. To do this you might have to increase the database table space however ongoing maintenance is easier. This is mostly a style thing.
Are where the ‘action’ is. The rules define specifically which chartfield values match up with the ‘anchor’ chartfield. Specific values or Tree Nodes can be used to create the rules.

Recommendation is that the keeper of the Trees be the keeper of the Combination rules.

As department is usually the ‘anchor’, the presenter likes to set up departments by individual value and then use trees for describing related chart field values. This takes more up front work but provides down stream maintenance benefits. This is strictly a style comment.
General Ledger

Chartfield Combinations

Combination Groups
General Ledger

Chartfield Combinations

Are collections of Combination Rules, sharing the same Combination Definition, that will be attached to Ledgers.

Note: Combination Edit Data can be loaded from external sources, thus bypassing this process.
Trees

‘Trees provide a hierarchical structure that allows you to drill down or roll-up to the appropriate level of detail... Each tree [visually] defines the summarization rules and reporting structure for a Chartfield.’ *PeopleBooks*
Trees multiply the power to set things up exponentially. This includes dynamically compounding mistakes. The person in charge of tree maintenance needs to be extremely detail oriented and systematic.

You can add chart field values through Trees and in fact this is probably the best way to do this task after the initial values are set up.

It is recommended that extreme thought be put into minimizing the number of Trees per Chart Field - that each Tree serve multiple purposes. The rational behind this is that the more Trees, the more opportunity to miss something in maintenance and therefore cause a major issue.

Trees can be copied and effective dated. New to v 7.5, they can also be migrated.
General Ledger

Ledgers
General Ledger

Ledgers

• Ledger Template

Use as Delivered!
General Ledger

Ledgers

- Ledger Template

Critical Issue

PeopleSoft does not deliver row level security within Financials. The Secured Reporting View lays the groundwork to address this…however most customers want more!

Under DEFINE BUSINESS RULES - ADMINISTER SECURITY operators/classes can be restricted to Ledgers, nVision Ledgers, Projects and Business Units.

Most customers want to restrict users to seeing only ‘their’ Departments or even seeing only specific Accounts within a Department. PeopleSoft does not deliver this. PeopleBooks hints at how to make the modification to do this.

Should you wish to implement row level security make sure you thoroughly detail your reporting and on-line inquiry requirements and be prepared for compromises.

Most customers restrict non Financial Department end users to running certain nVision reports.
The question is what Chart Fields do you wish to balance by. Checking a Chart Field requires the Ledger to balance by that Chart Field.

Certain Chartfields are required to be balanced: Business Unit and Currency. When you have time, go into Query and look at the Structure of the Ledger and Ledger_Budg tables.
Selecting ‘Keep Ledgers in Sync’ will cause Journal Entries to be made for all Ledgers in the group unless overridden (override capability can be limited).

Uses of multiple ledgers include Cash and Accrual Ledger where all entries are made to both and only accrual entries made to the Accrual Ledger or for multiple currency processing.

‘Maintain Open Item Balances’ determines whether Open Items will be maintained for the Ledger in the Ledger Group.
One potential method for securing information.

You can create summary ledgers and limit users to those Summary Ledgers however this only works for reporting and not inquiry.
You can have as many periods (really 365!) periods in a year as you want. Normally there are 12 user defined periods; a monthly calendar. The system reserves Period 0 for opening balances, Period 998 for Adjustments & Period 999 for Year End processing.

At the Business Unit level you ‘attach’ Ledger Groups to the Business Unit, define how many periods will be in that Ledger Group, what year Adjusting Entries will be made for, and what Periods transactions will be allowed for.*

You also determine if the Ledger Group will be a Balanced Ledger, whether alternate account processing will be allowed and whether separate Debits/Credits will be used.

You also tell what the Ledger Group will be the default Journal Generator Ledger Group. This is the Ledger Group entries from other modules will be entered into.

* In Public Sector the Budget Transaction Controls must also be set up to control valid transaction periods.
In this panel group you also can set defaults for how the Ledger Group will handle out of balance journal entries and journal edit errors.

This is also where you define what Combination Edit Groups will be used for each Ledger Group.
There is a Calendar Builder feature for generating additional year’s periods.

You must set up appropriate years for Asset Management; for oldest asset still depreciating (40 year) and for Assets going forward.
General Ledger

Calendars

• Detail Calendar

Most common type of Calendar - required.

There is a Calendar Builder feature for generating additional year’s periods.

You must set up appropriate years for Asset Management; for oldest asset still depreciating (40 year) and for Assets going forward.
General Ledger

Calendars

- Detail Calendar
- Business Calendar

Used for calculating lead days for paying vouchers and for EFT Calendars
General Ledger

Calendars

- Detail Calendar
- Business Calendar
- Summary Calendar

Used for Summary Reporting Ledgers
General Ledger

Calendars

- Detail Calendar
- Business Calendar
- Summary Calendar
- EFT Calendar

Used for calculating lead days for paying EFT vouchers
General Ledger

Calendars
- Detail Calendar
- Business Calendar
- Summary Calendar
- EFT Calendar
- Daily Calendar

Used for creating Average Daily Balance Ledgers
General Ledger

Schedules

Used with ‘Process Scheduler’ to run jobs automatically. Besides standard calendar based frequencies, Schedules calling for specific times can be created.
General Ledger

TimeSpans

Used primarily for reporting but also can be used Allocations & Copy Standard Budgets.
General Ledger

Speed Types

• Used in creating Journal Entries in order to facilitate data entry.

• Can be created for Universal, Class or individual Operators

• Speed Charts are an A/P equivalent.
If ‘Keep Ledgers in Sync’ is checked in the Ledger Group then this will be checked and grayed. Otherwise it is up to the individual person to determine what entries should or should not be generated for all the Ledgers in the Ledger Group.
Journal Entries

Used for Period 998 Adjustment Entries. The year that the adjusting entries are made into is defined under 'Ledgers for a Unit'.
New to v 7.5, allows for Journal Entries against the LEDGER. ENCUMBERED_AMT, COLLECTED_AMT, PRE_ENC_AMT fields. The default (blank) will post to the normal POSTED_TOTAL_AMT field.
Also new to v 7.5, the Journal Class allows for grouping of types of Journal Entries.
This is optional.
Journal Source is the traditional way to differentiate Journal Entries. It can be used to designate a sub-system (A/P, PO, A/R…), an individual or a type (ONLine).
Journal Entries

The reference is ‘free format’ and is useful for creating a custom reporting “handle”.
Journal Entries

Reversing Journal Entries can be created as the originating Journal Entry is created.
Journal Entries

Icon bar allows for all functions to be performed on the screen.
Journal Entries

Demonstration of Journal Entries, Standard Budget Entries and Templates

Perhaps more time for questions...
Allocations

- The result of the Allocation process is the creation of Journal Entries
- Somewhat conceptual topic.
- Need to understand the concepts of Pools, Basis & Targets, as well as Trees.
General Ledger

Allocations

On-line discussion of Allocations
One good test of the closing rules is to load starting balances as ending balances in the prior year and running a year end close.
• PeopleSoft allows for P/L roll forwards - this is quite atypical.
• The rolling forward of Encumbrances & Pre-encumbrances should be investigated depending on your policies.
Import Manager is a delivered tool that loads space delimited ‘PRN’ files into PeopleSoft tables. There is an edit component of the tool that validates incoming data: valid Vendor Status, etc. This tool does not check for Duplicate errors until the load process where error records are created.

This process is notoriously slow. In some circumstances, custom SQR table load programs may make more sense.
GLS9003 & GLS9002 upload space delimited ‘PRN’ files that can be saved directly from Excel.

It is possible to ‘hijack’ the EDI Voucher load to build an easier inbound Voucher interface. One potential issue is that EDI manager is changing (how is unknown) in v 8.0.
Common Features

Integration with other PS Financial Applications
Common Features

Integration with other PS Financial Applications

- Accounting Entry Definition

Use as Delivered, save Open Item Key

Open Item key should be loaded to JRNL_LINE_REF for easier cross referencing.

Don’t forget to load the Chartfield and Multi-Book sections if you manually recreate these under your own Set ID.
Common Features

Integration with other PS Financial Applications

- Accounting Entry Definition
- Accounting Entry Template

Used to create ‘offset’ side of A/P and Purchasing transactions during the Voucher Post and PO Post processes.
Common Features

Integration with other PS Financial Applications

- Accounting Entry Definition
- Accounting Entry Template
- Journal Generator Template
Common Features

Integration with other PS Financial Applications

• Accounting Entry Definition
• Accounting Entry Template
• Journal Generator Template
Common Features

Reporting
Common Features

Reporting

- Query
- nVision
Common Features

Reporting

- Query
- nVision
- Crystal
- SQR
Common Features

Reporting

- Query
- nVision
- Crystal
- SQR
- Cube Manager
Common Features

Reporting

An end user ad-hoc reporting tool that allows for direct low format reporting as well as loading data into Excel, nVision or the Crystal Reporting Tool.
Common Features

Reporting

nVision

A powerful end user reporting tool built on top of Excel that provides for powerful reporting and analysis. Users are able to 'drill down' to source transactions such as Journal Entries and Vouchers. This tool is excellent for summarized reporting and analysis.
Common Features

Reporting

Crystal

A more technically oriented report writer that allows for the creation of transaction type reports with good presentation quality. PeopleSoft uses Crystal for control table listings, such as Vendor Information and Accounts, as well as for Check Register type reporting.
A true programming language, SQR is used in cases of complex reporting requirements or where there are tremendous processing volumes.
Common Features

Reporting

Cube Manager

An OLAP (Online Analytical Processing) tool supporting either Cognos PowerPlay or Arbor Essbase. This analytical tool allows users to 'slice and dice' information. This tool is used for very hard core analysis.
Common Features

System Options & Controls
A collection of very high level configuration options

Last Journal Entry number
Item Approval
VAT processing
Entry Event Processing
Products Installed
Common Features

Process Scheduler

By setting up database agents you can schedule jobs to run periodically.
Common Features

Security

- Security can be setup by individual or class.
- Whole menus or panel groups can be hidden from a user/class.
- Operational modes can be hidden; not giving add and/or correction mode.
Common Features

Operator Preferences

- Set up by individual
- Provides defaults
- Determines some processing capabilities
- Access should be restricted.
Common Features

Operator Preferences

• Set up by individual
• Provides defaults
• Determines some processing capabilities
• Access should be restricted.

• Don’t short change this setup
• Implement with Security
Common Features

Operator Preferences

On-line discussion of Operator Preferences
PeopleSoft v 8.0

What’s ahead?