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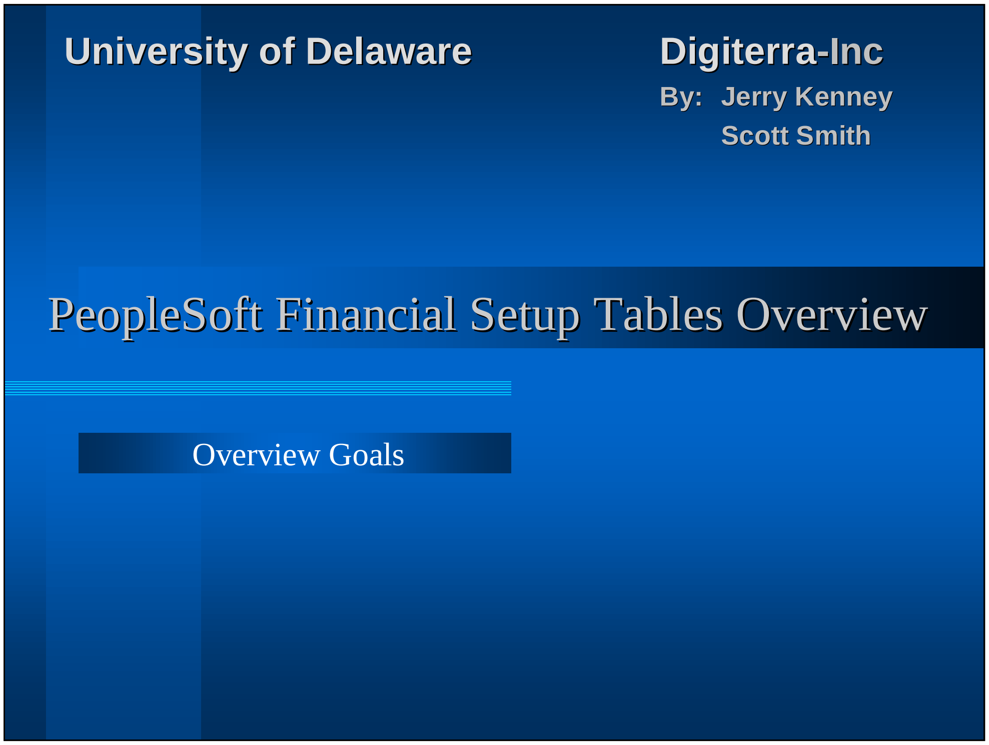
By: Jerry Kenney
Scott Smith

PeopleSoft Financial Setup Tables Overview



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PeopleSoft Financial Setup Tables Overview

Overview Goals

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PeopleSoft Financial Setup Tables Overview

Overview Goals

Agenda & The ‘Rules’

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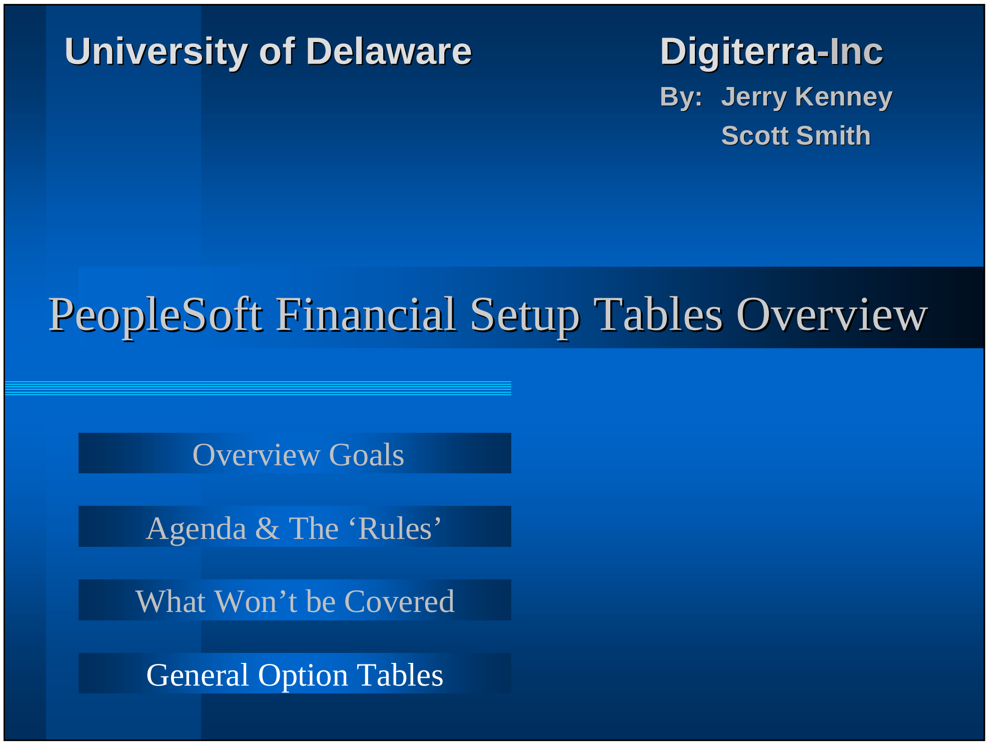
PeopleSoft Financial Setup Tables Overview

- Overview Goals
- Agenda & The ‘Rules’
- What Won’t be Covered



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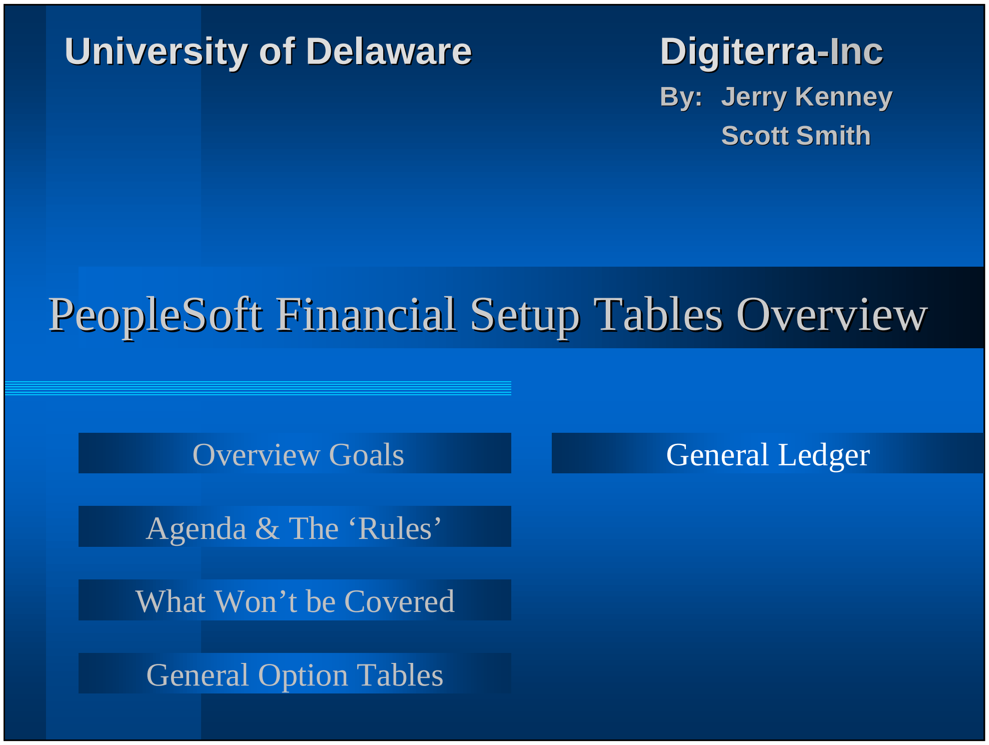
- General Option Tables



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PeopleSoft Financial Setup Tables Overview

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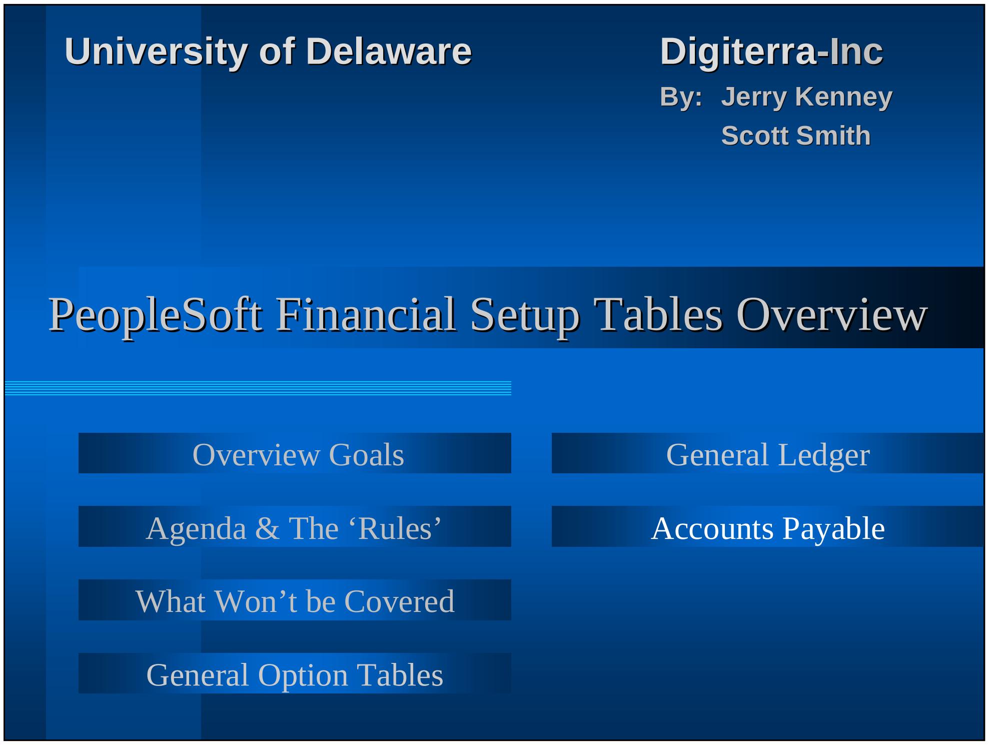
- General Option Tables
- General Ledger



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PeopleSoft Financial Setup Tables Overview

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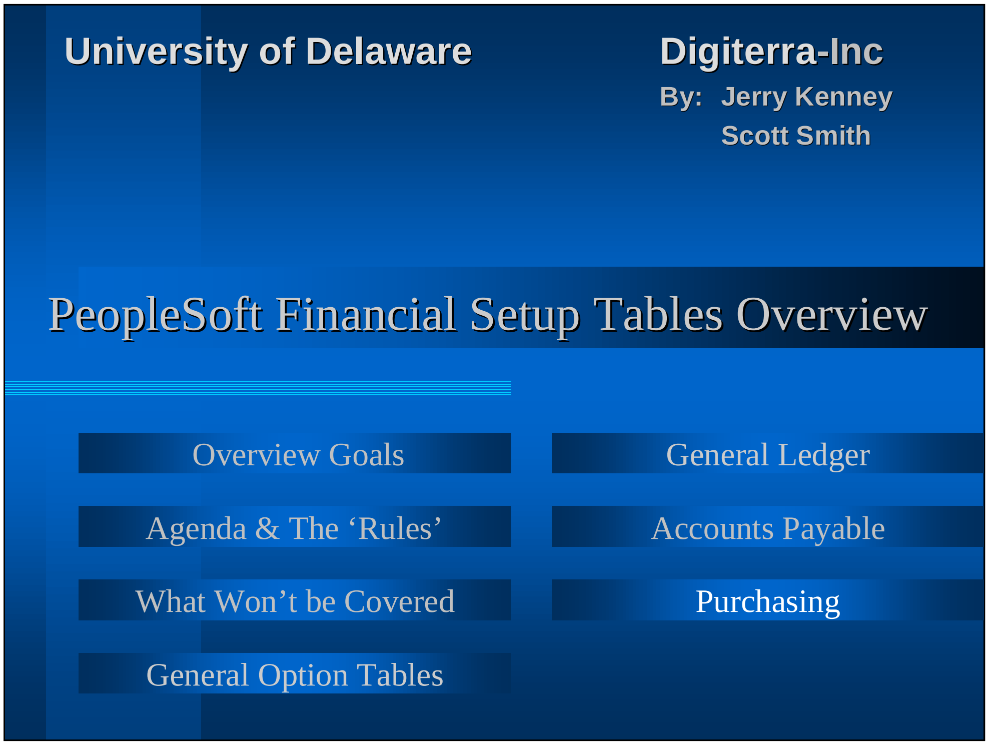
- Agenda & The 'Rules'
- What Won't be Covered
- General Option Tables
- General Ledger
- Accounts Payable



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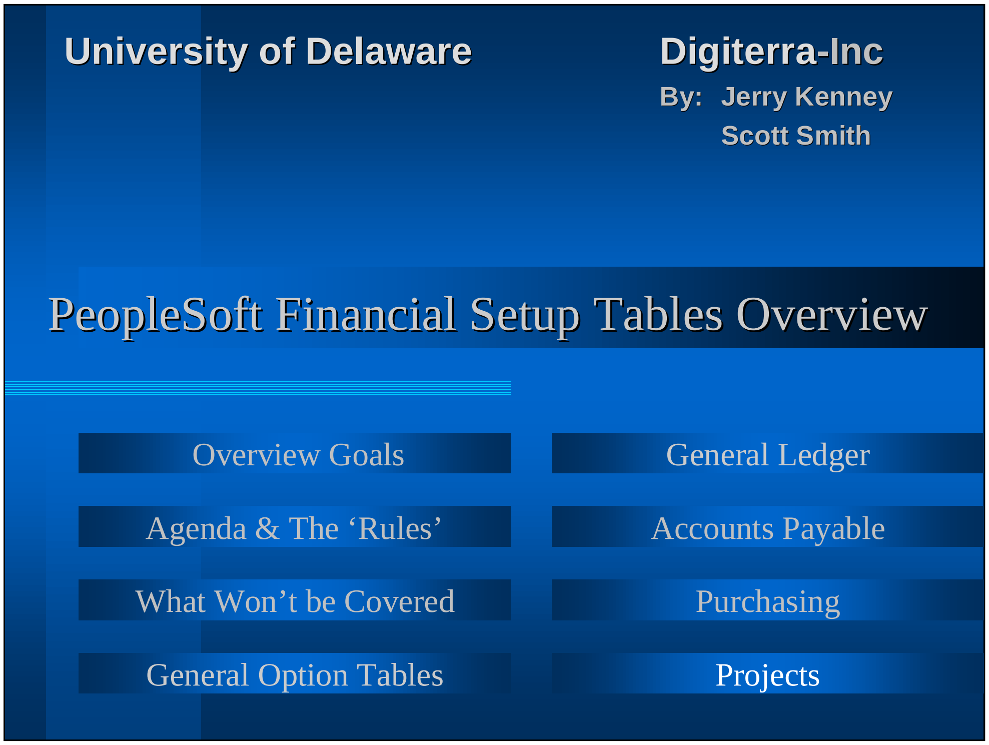
PeopleSoft Financial Setup Tables Overview

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



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PeopleSoft Financial Setup Tables Overview

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

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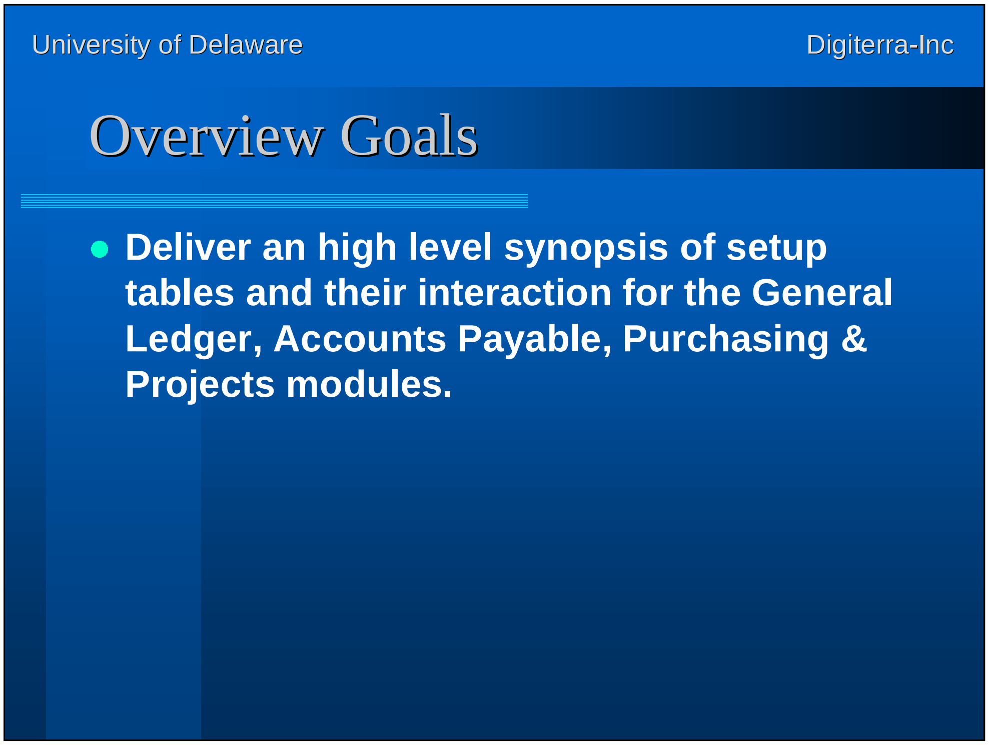
Overview Goals



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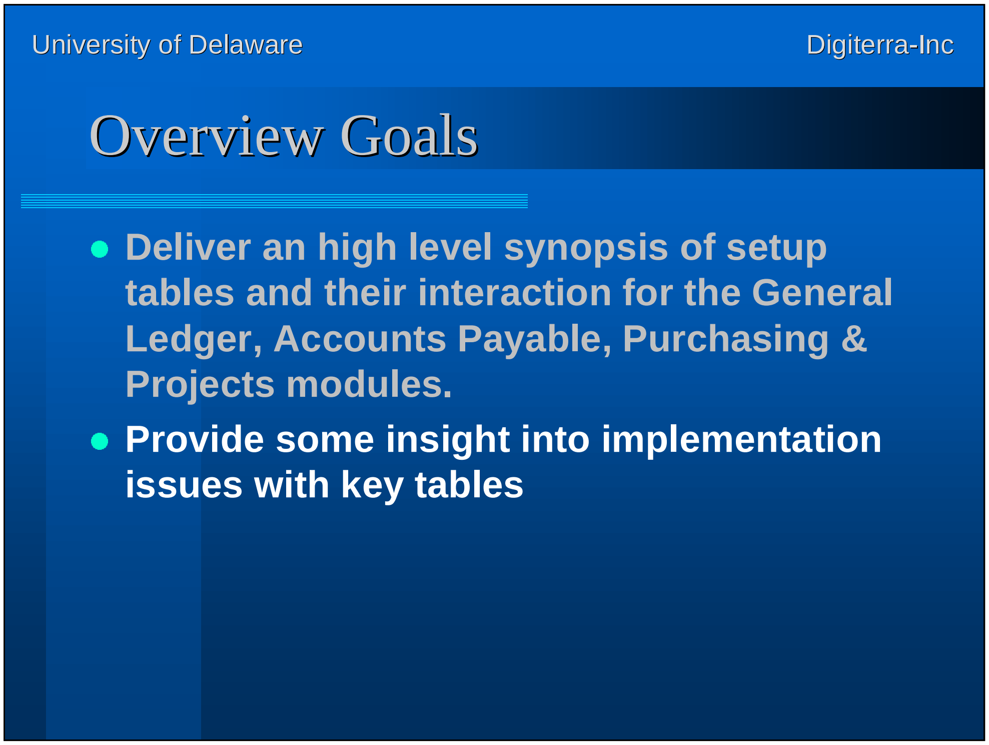
Overview Goals

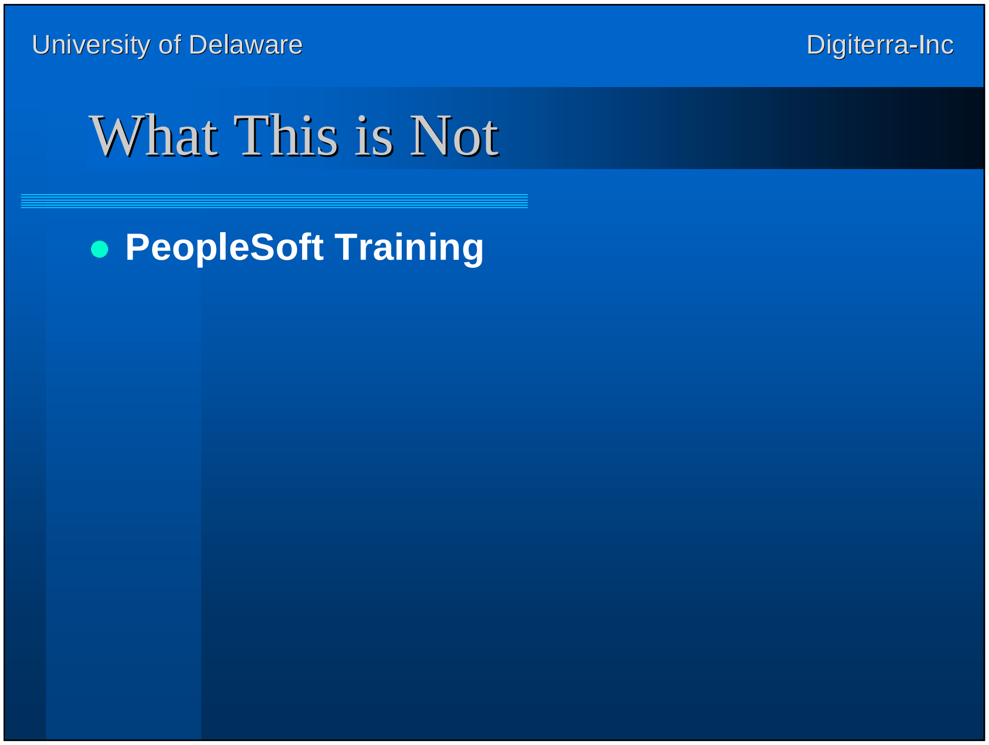
- **Deliver an high level synopsis of setup tables and their interaction for the General Ledger, Accounts Payable, Purchasing & Projects modules.**



Overview Goals

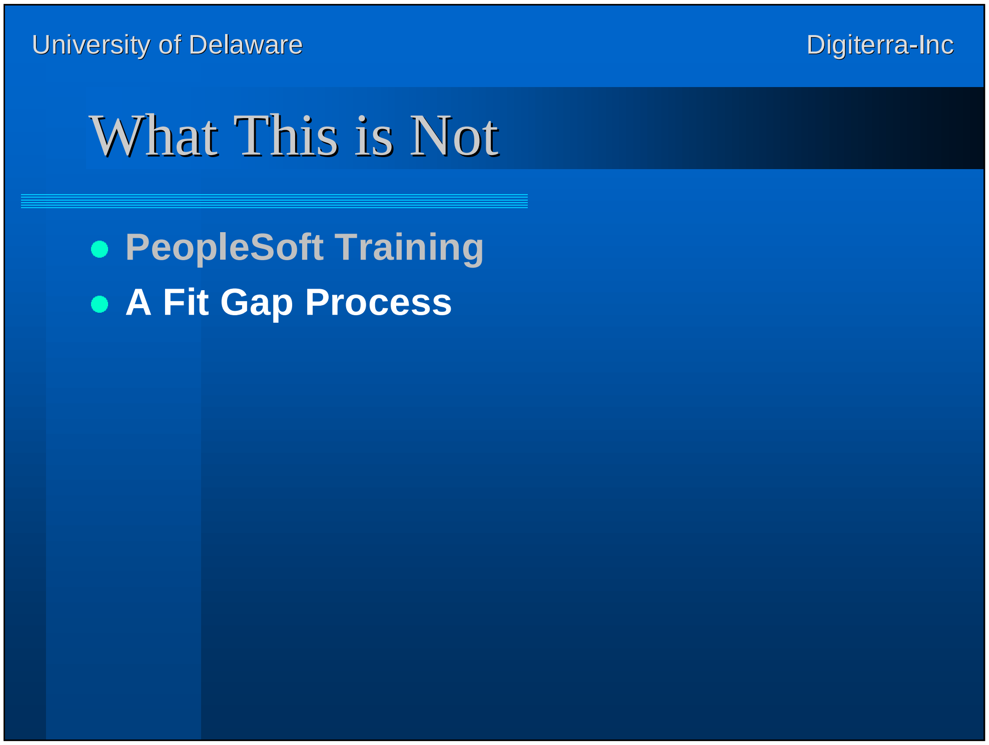
- Deliver an high level synopsis of setup tables and their interaction for the General Ledger, Accounts Payable, Purchasing & Projects modules.
- Provide some insight into implementation issues with key tables

What This is Not



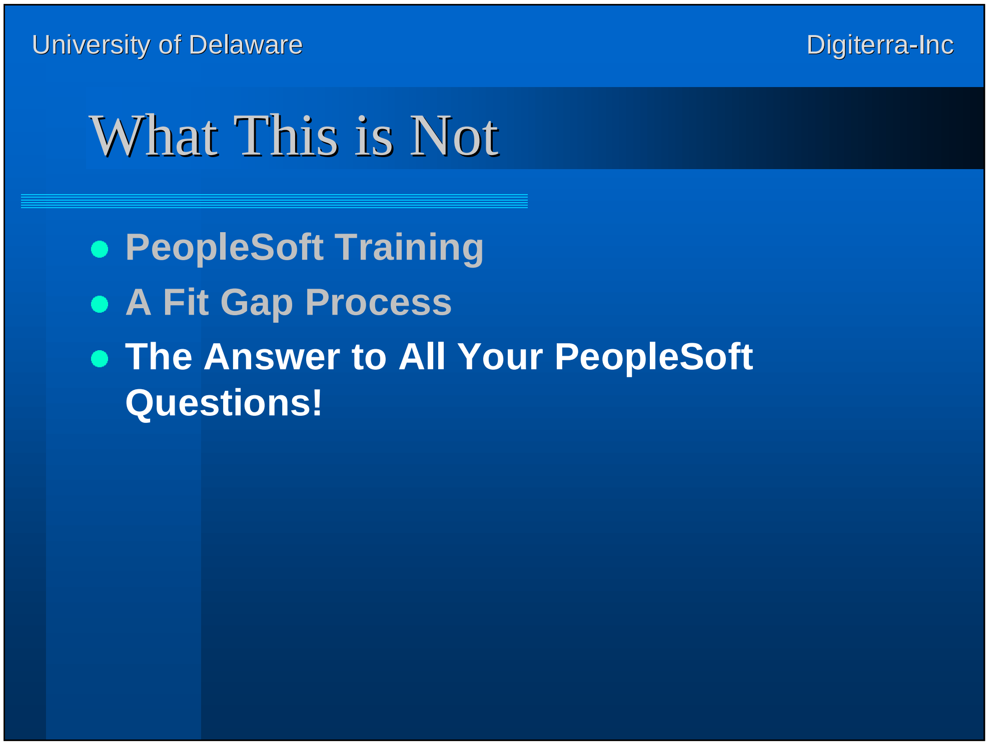
What This is Not

- **PeopleSoft Training**



What This is Not

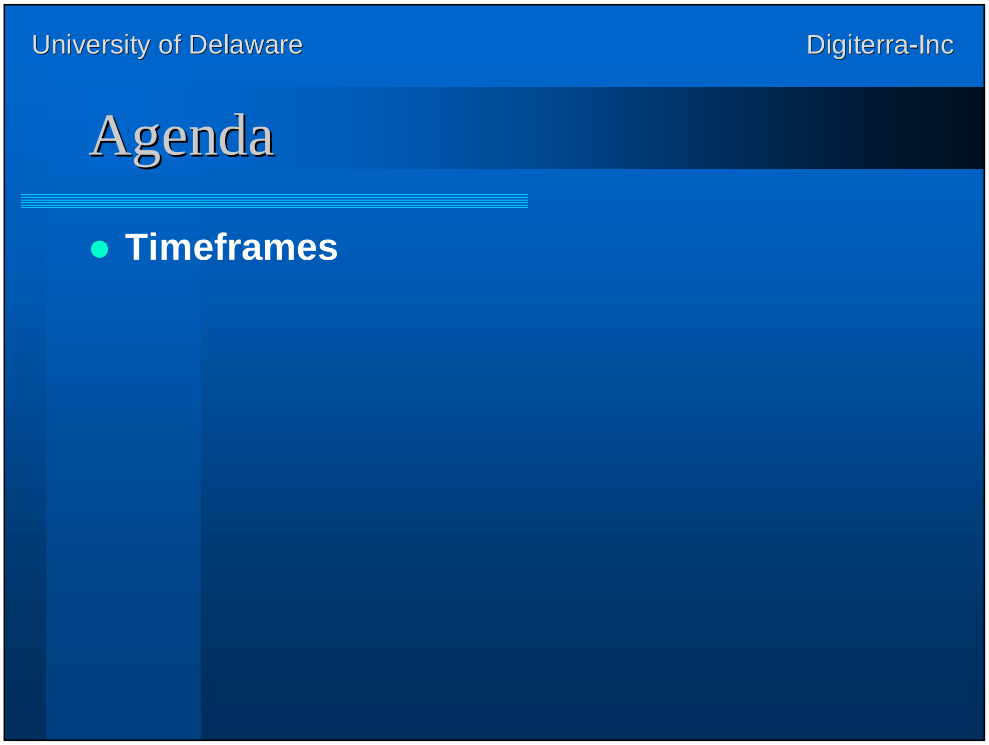
- PeopleSoft Training
- A Fit Gap Process



What This is Not

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

Agenda



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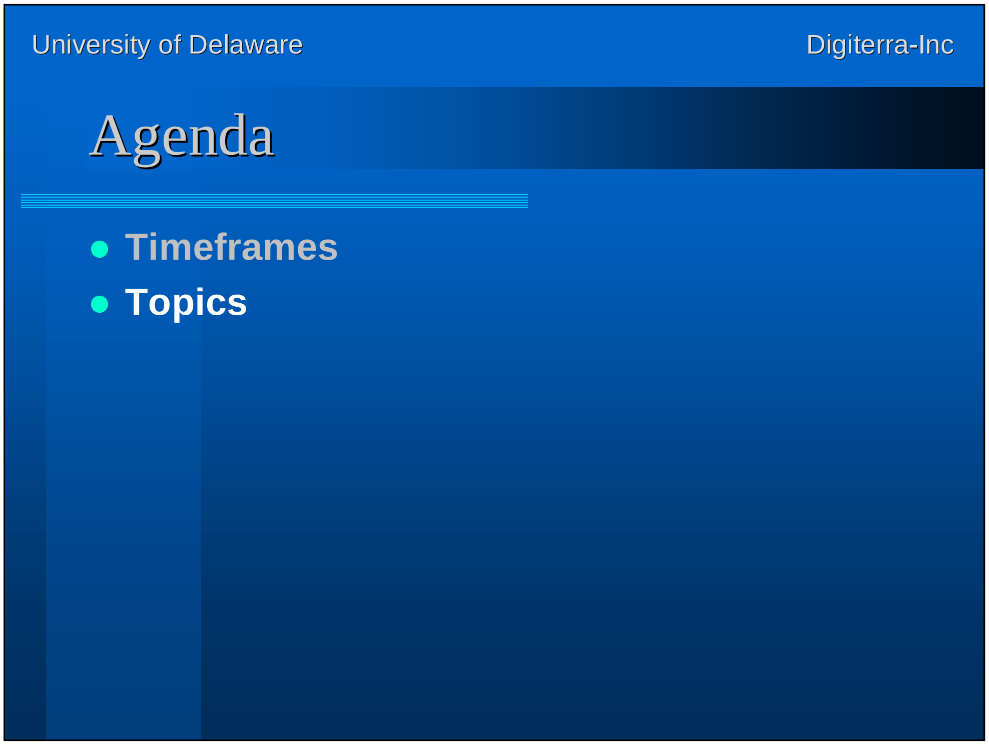
Agenda

- **Timeframes**



Agenda

- Timeframes
- **Topics**

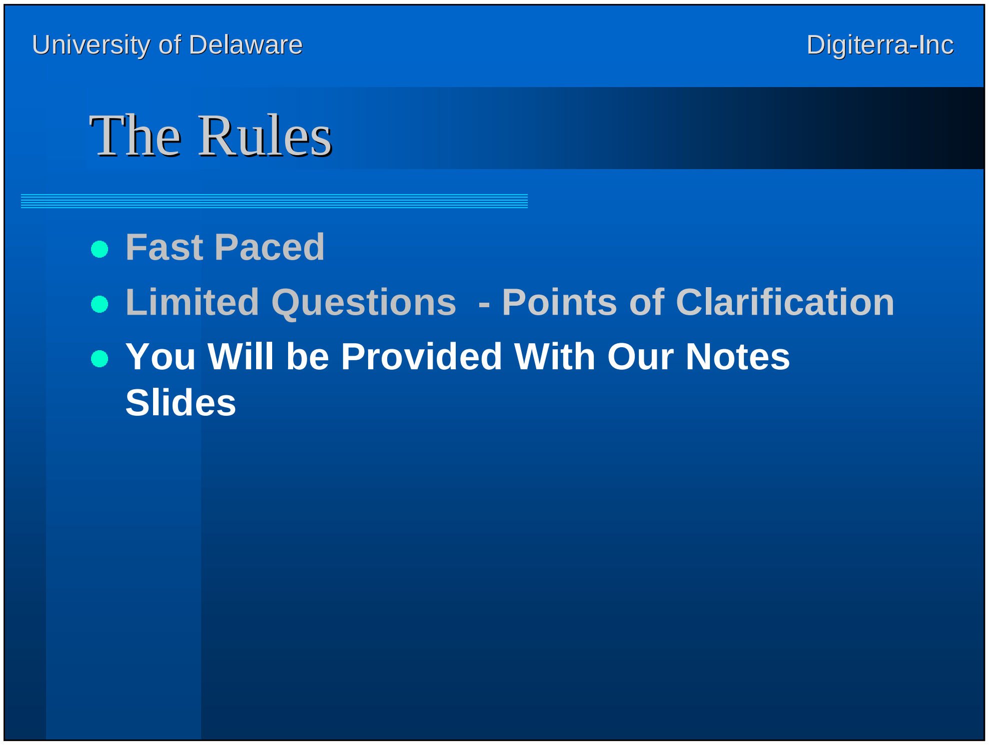
The Rules

The Rules

- **Fast Paced**

The Rules

- Fast Paced
- Limited Questions - Points of Clarification



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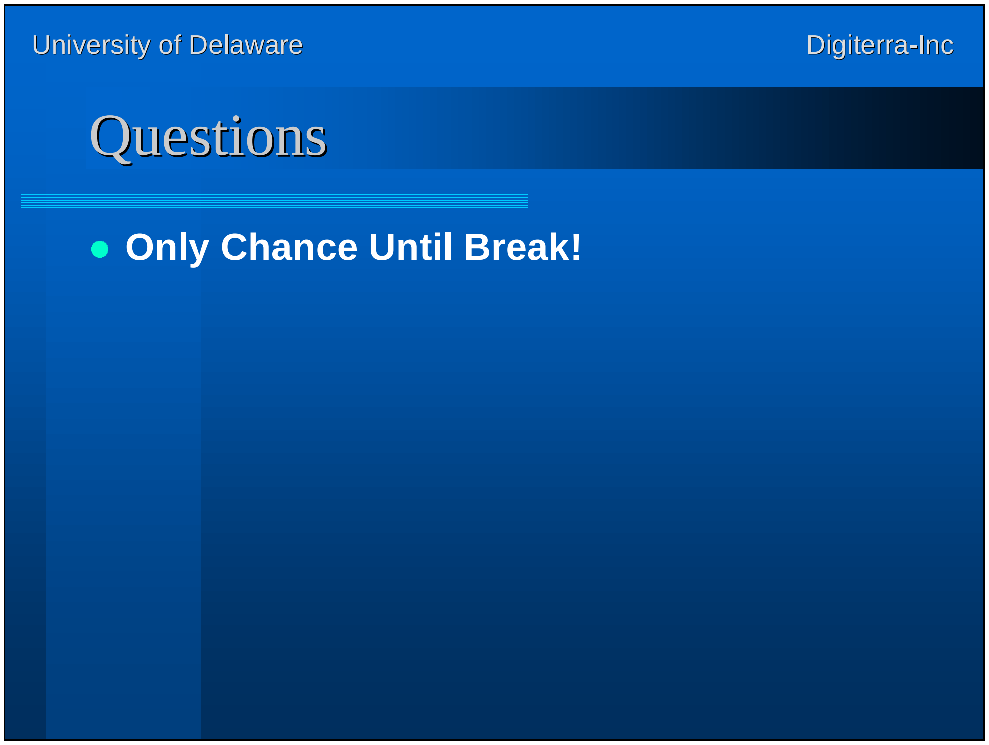
The Rules

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

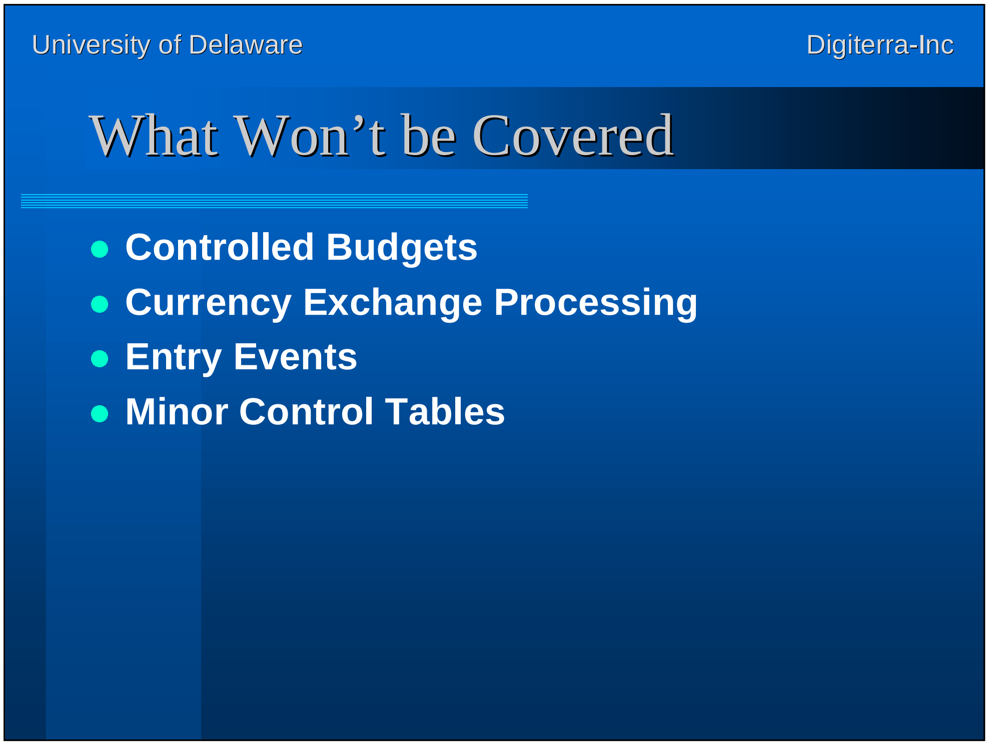
Questions



Questions

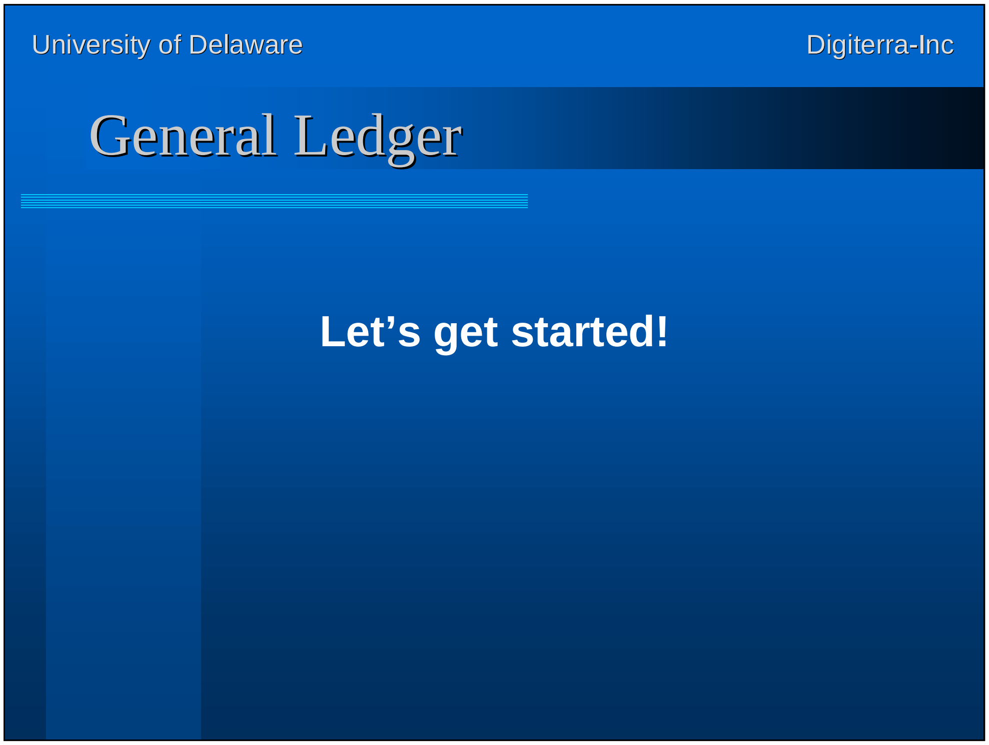
- Only Chance Until Break!

What Won’t be Covered



What Won’t be Covered

- Controlled Budgets
- Currency Exchange Processing
- Entry Events
- Minor Control Tables



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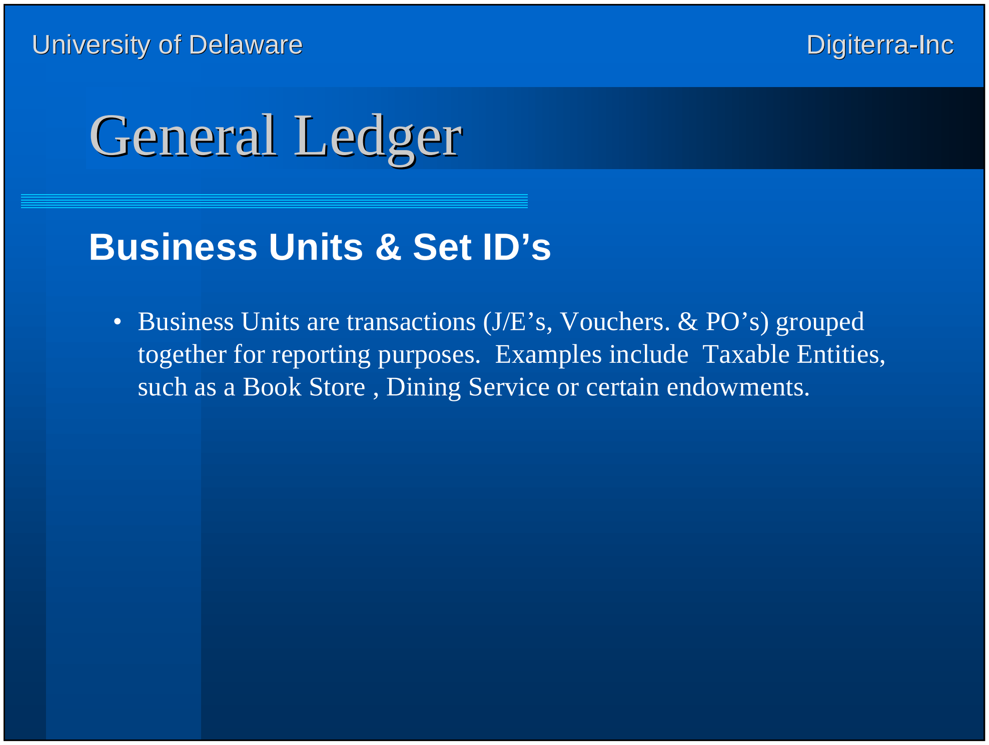
General Ledger

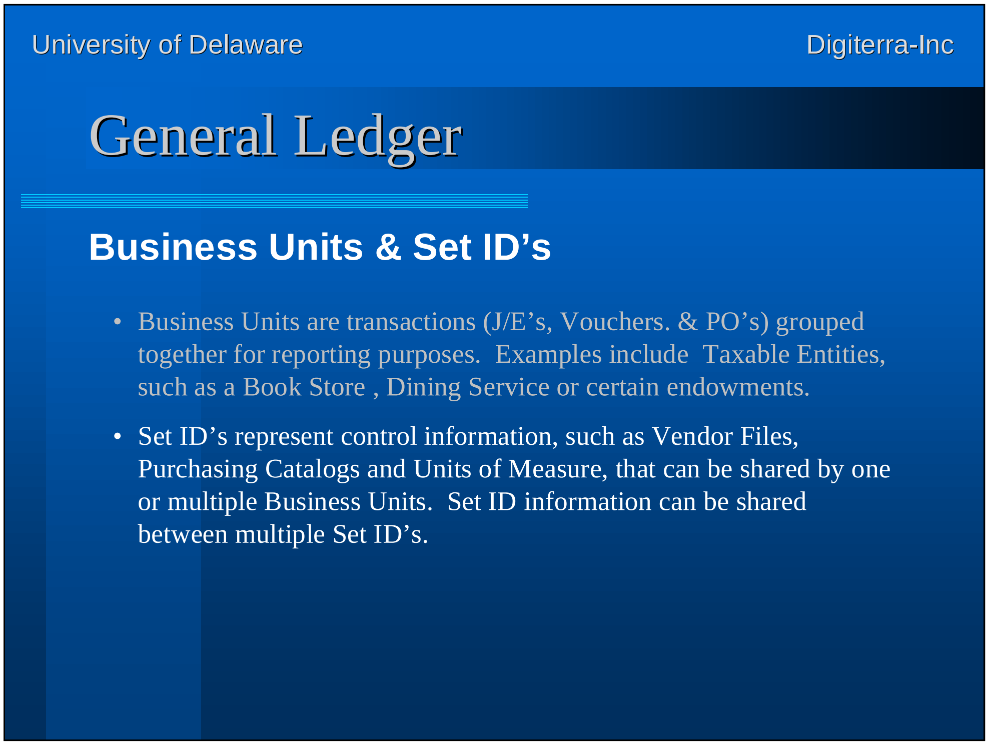
Let’s get started!



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.



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General Ledger

Business Units & Set ID’s

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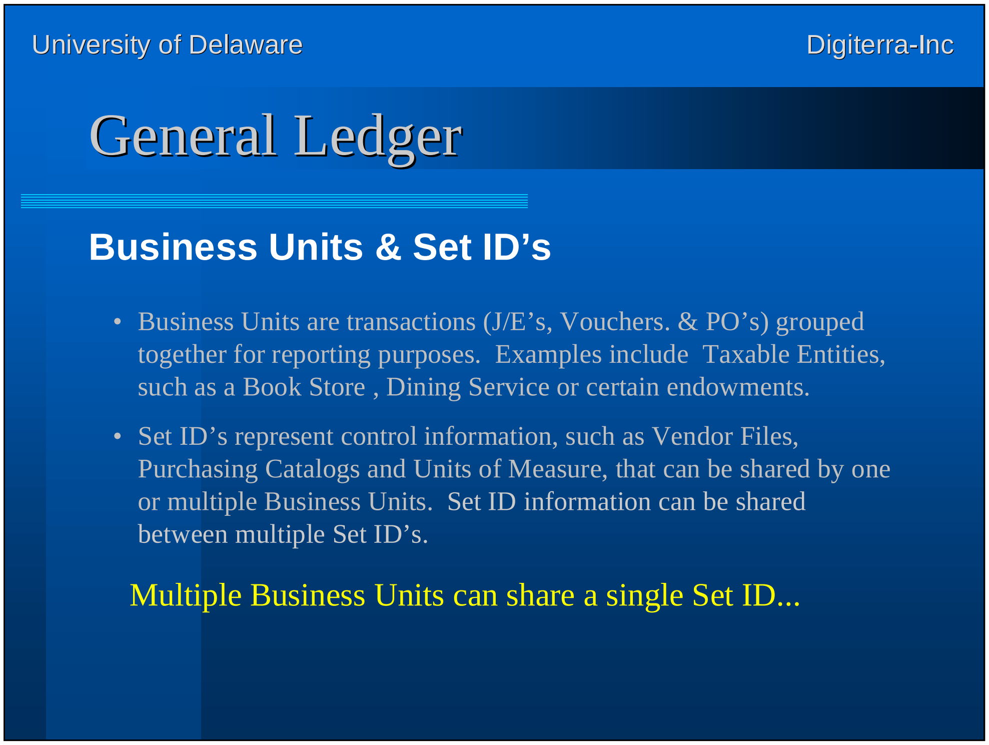
- Set ID’s represent control information, such as Vendor Files, Purchasing Catalogs and Units of Measure, that can be shared by one or multiple Business Units. Set ID information can be shared between multiple Set ID’s.



General Ledger

Business Units & Set ID's

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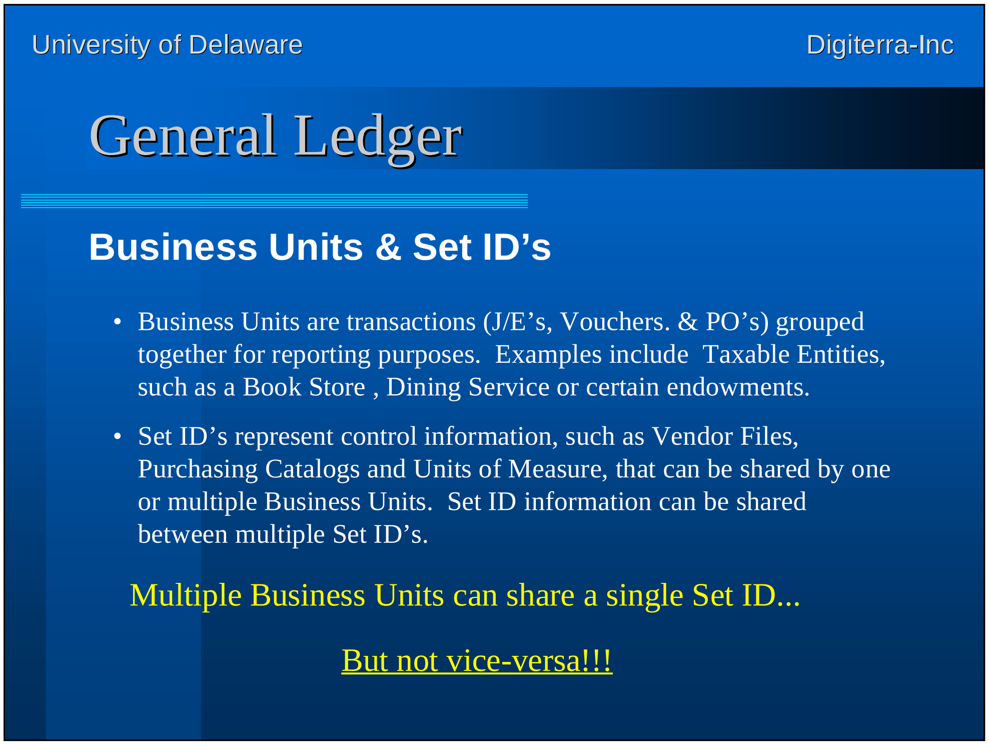
Multiple Business Units can share a single Set ID...



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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.
- 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.

Multiple Business Units can share a single Set ID...

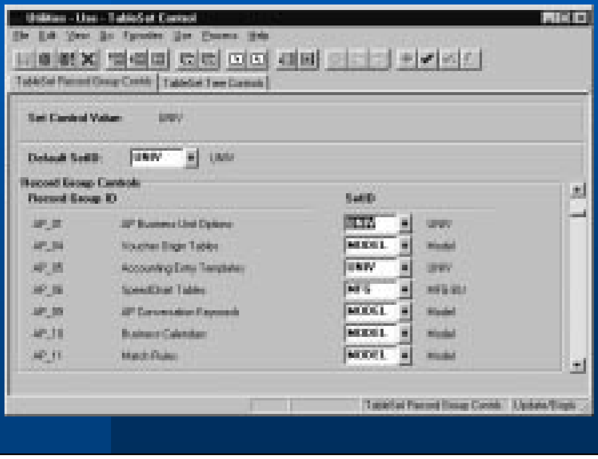
But not vice-versa!!!

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


Utilities - Use - TableSet Control
File Edit View Go Favorites Use Process Help
TableSet Record Group Contrls
TableSet Tree Controls
TableSet Record Group Contrls
Update/Display

Set Control Value: UNIV

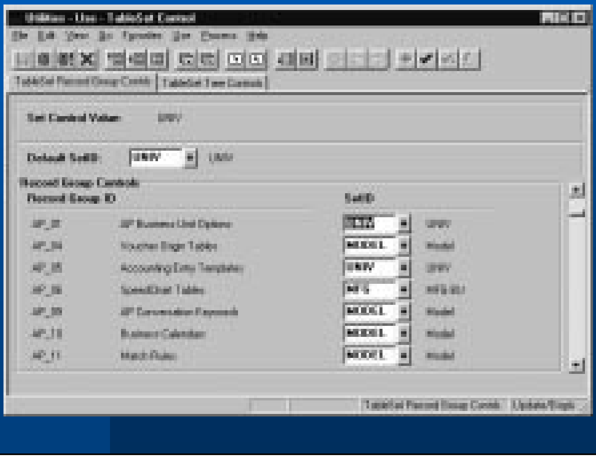
Default SetID: UNIV UNIV

Record Group Controls

Record Group ID		SetID	
AP_01	AP Business Unit Options	UNIV	UNIV
AP_04	Voucher Origin Tables	MODEL	Model
AP_05	Accounting Entry Templates	UNIV	UNIV
AP_06	SpeedChart Tables	MFG	MFG EU
AP_09	AP Conversation Keywords	MODEL	Model
AP_10	Business Calendar	MODEL	Model
AP_11	Match Rules	MODEL	Model

General Ledger

Business Units & Set ID’s



Utilities - Use - TableSet Control
File Edit View Go Favorites Use Process Help
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Update/Displ

Set Control Value: UNIV

Default SetID: UNIV UNIV

Record Group Controls

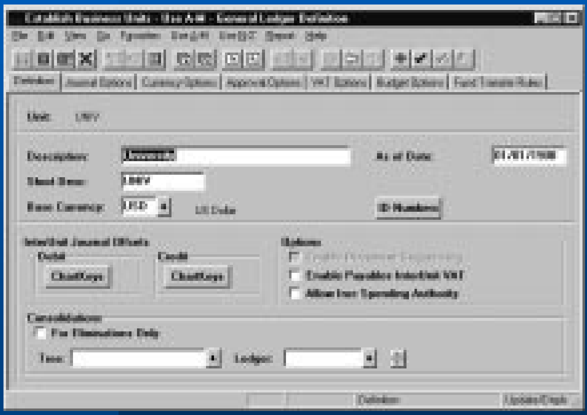
Record Group ID		SetID	
[illegible]	AP Business Unit Options	UNIV	UNIV
AP_04	Voucher Origin Tables	MODEL	Model
AP_05	Accounting Entry Templates	UNIV	UNIV
AP_06	SpeedChart Tables	MFS	[illegible]
AP_09	AP Conversation Keywords	MODEL	Model
AP_10	Business Calendars	MODEL	Model
AP_11	Match Rules	MODEL	Model

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.

General Ledger

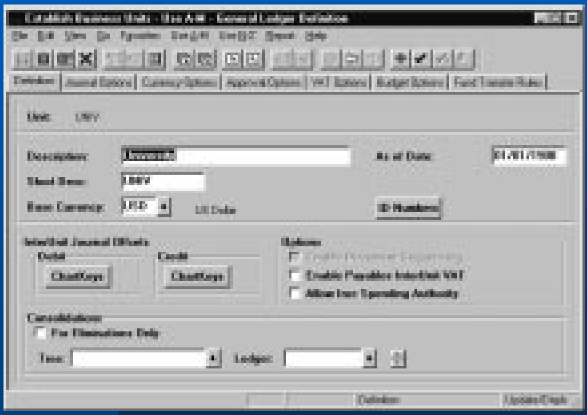
Business Units & Set ID’s


Unit: UNIV
Description:
As of Date:
Base Currency:
ID Numbers
ChartKeys
ChartKeys
Debit
Credit
Options
Consolidations
For Eliminations Only
Tree:
Ledger:

The UNIV General Ledger Business Unit has certain defaults that can be set up specific to that unit.

General Ledger

Business Units & Set ID’s



Unit: UNIV

Description: University

Short Desc: UNIV

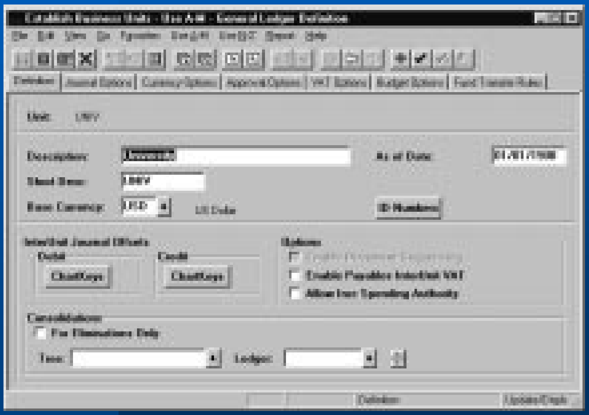
Base Currency: USD US Dollar

As of Date:
ID Numbers
InterUnit Journal Offsets
Debit
ChartKeys
Credit
ChartKeys
Options
Enable Payables Interunit VAT
Allow Inter Spending Authority
Consolidations
For Eliminations Only
Tree:
Ledger:
Definition
Update/Display

The ‘As of Date’ on this panel drives the Business Unit Reporting Date in nVision.

General Ledger

Business Units & Set ID’s


Establish Business Units - Use A/# - General Ledger Definition
Definition
Journal Options
Currency Options
Approval Options
VAT Options
Budget Options
Fund Transfer Rules
ID Numbers
Inter/Unit Journal Offsets
Debit
Credit
ChartKeys
ChartKeys
Options
Consolidations
Definition
Update/Display

Unit: UNIV

Short Desc: UNIV

Base Currency: USD US Dollar

As of Date: 01/01/1900

☐ Enable Payables InterUnit VAT

☐ Allow Inter Spending Authority

☐ For Eliminations Only

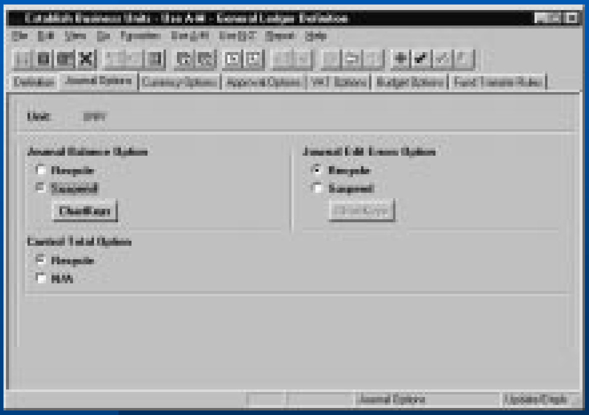
Tree:

Ledger:

The Inter Unit Journal Offsets are used for inter Business Unit eliminations.

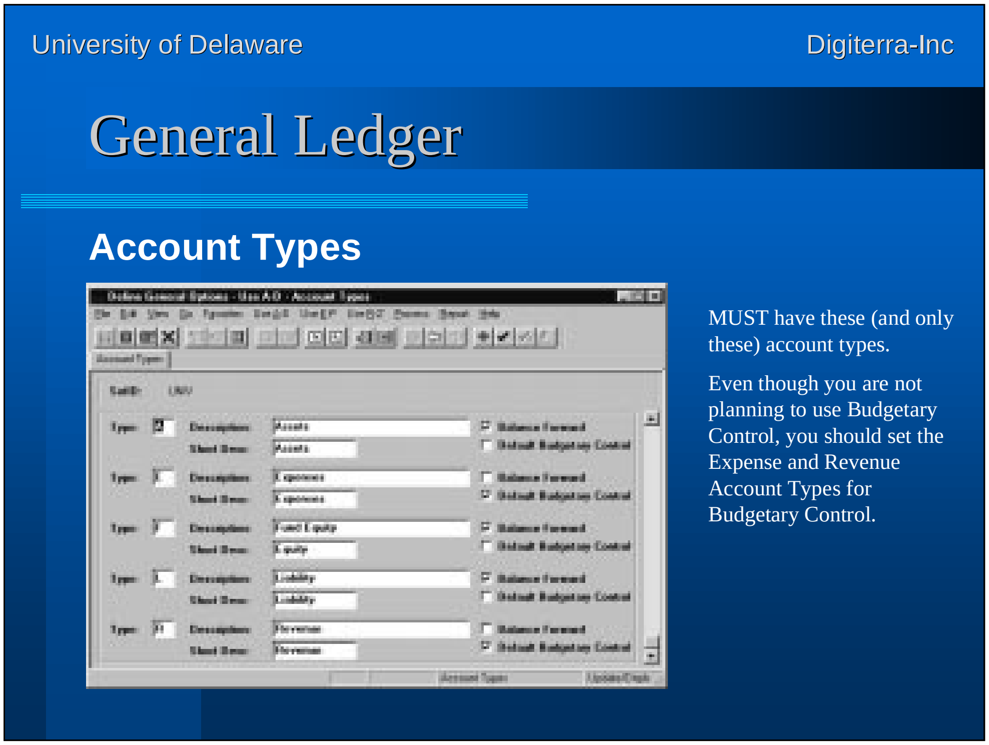
General Ledger

Business Units & Set ID’s


Definition
Journal Options
Currency Options
Approval Options
VAT Options
Budget Options
Fund Transfer Rules
Unit:
Journal Balance Option
Recycle
Suspend
ChartKeys
Journal Edit Errors Option
Recycle
Suspend
ChartKeys
Control Total Options
Recycle
N/A
Journal Options
Update/Display

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.



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General Ledger

Account Types

SetID: UNIV

Type: [illegible] Description: Assets Short Desc: Assets ☑ Balance Forward ☐ Default Budgetary Control

Type: [illegible] Description: Expenses Short Desc: Expenses ☐ Balance Forward ☑ Default Budgetary Control

Type: [illegible] Description: Fund Equity Short Desc: Equity ☑ Balance Forward ☐ Default Budgetary Control

Type: [illegible] Description: Liability Short Desc: Liability ☑ Balance Forward ☐ Default Budgetary Control

Type: [illegible] Description: Revenue Short Desc: Revenue ☐ Balance Forward ☑ Default Budgetary Control

MUST have these (and only these) account types.

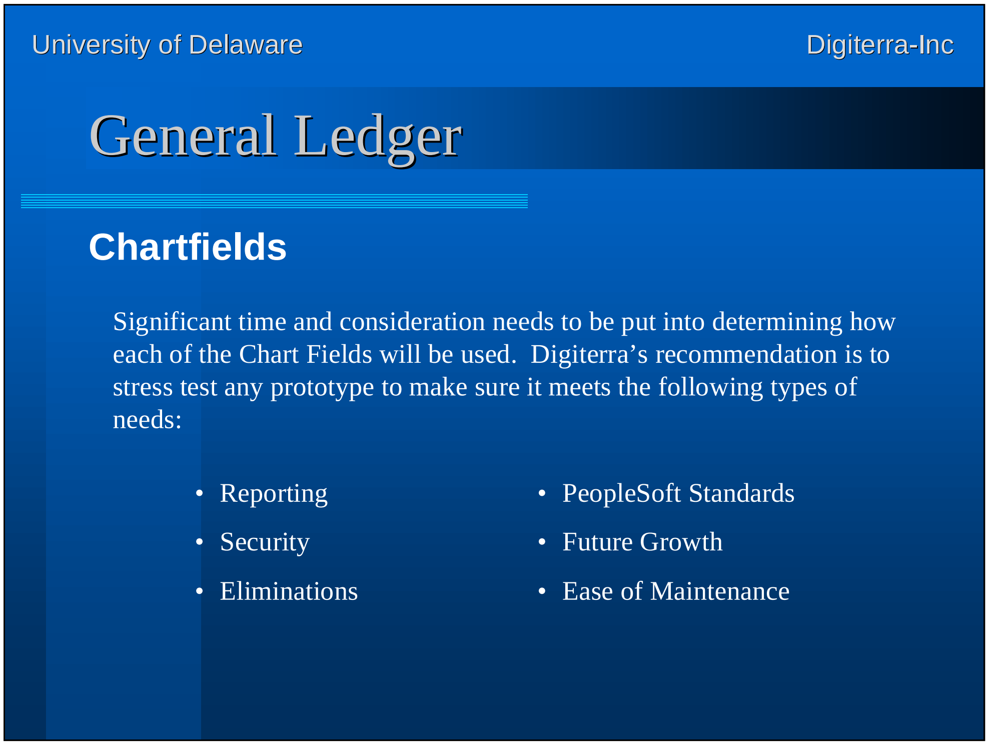
Even though you are not planning to use Budgetary Control, you should set the Expense and Revenue Account Types for Budgetary Control.

Failure to have accounts set up as Budgetary Control can lead to Purchase Order reconciliation and PO Voucher Budget Checking issues.

General Ledger

Chartfields

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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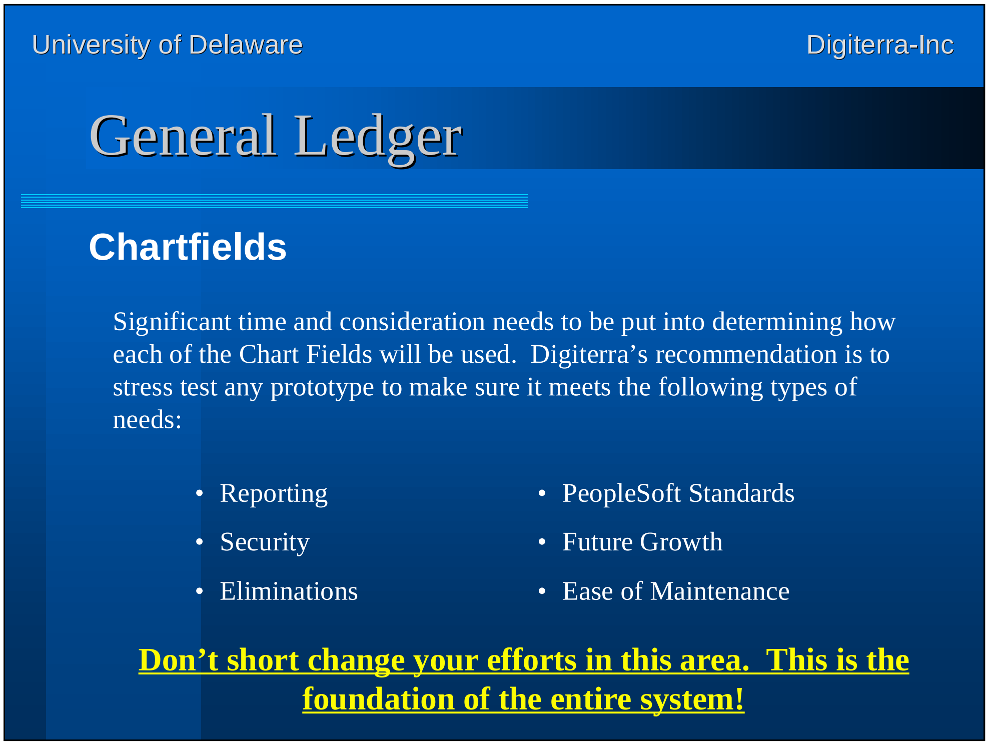
General Ledger

Chartfields

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:

- Reporting
- Security
- Eliminations
- PeopleSoft Standards
- Future Growth
- Ease of Maintenance



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General Ledger

Chartfields

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:

- Reporting
- Security
- Eliminations
- PeopleSoft Standards
- Future Growth
- Ease of Maintenance

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

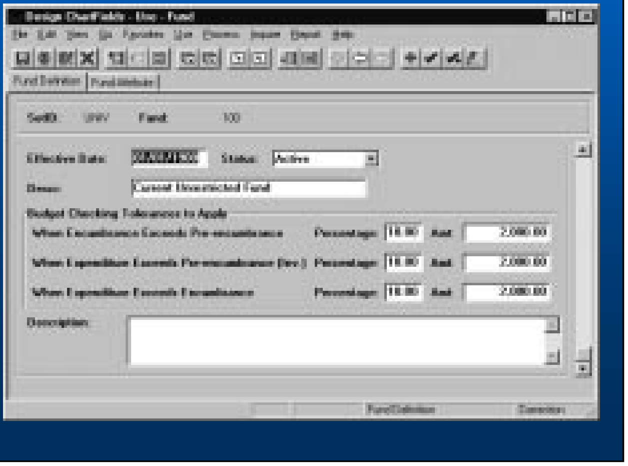
This is a major mental exercise. Spend time shooting holes in any prototype while it is on paper. The cheapest time to find errors is while it is still on paper.

General Ledger

Chartfields

Primary

- Fund - 6



SetID: UNIV Fund: 100

Status: Active

Descr: Current Unrestricted Fund

Budget Checking Tolerances to Apply

When Encumbrance Exceeds Pre-encumbrance	Percentage	10.00	Amt	2,000.00
When Expenditure Exceeds Pre-encumbrance (Inv.)	Percentage	10.00	Amt	2,000.00
When Expenditure Exceeds Encumbrance	Percentage	10.00	Amt	2,000.00

Description:

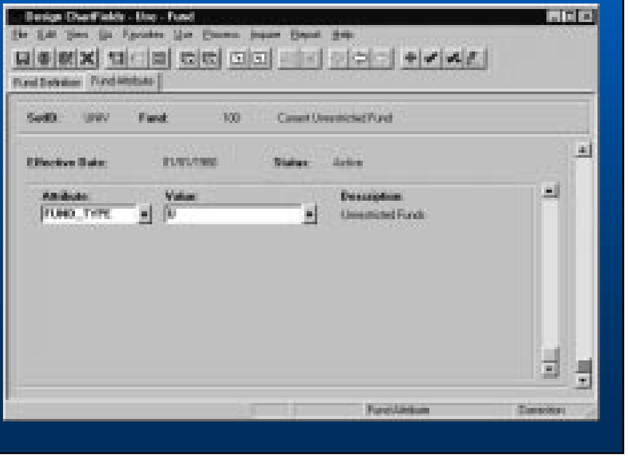
Usually represents a major funding source/use of money. Tolerances on this panel are used in PO to Voucher matching in a Controlled Budget Environment.

General Ledger

Chartfields

Primary

- Fund - 6



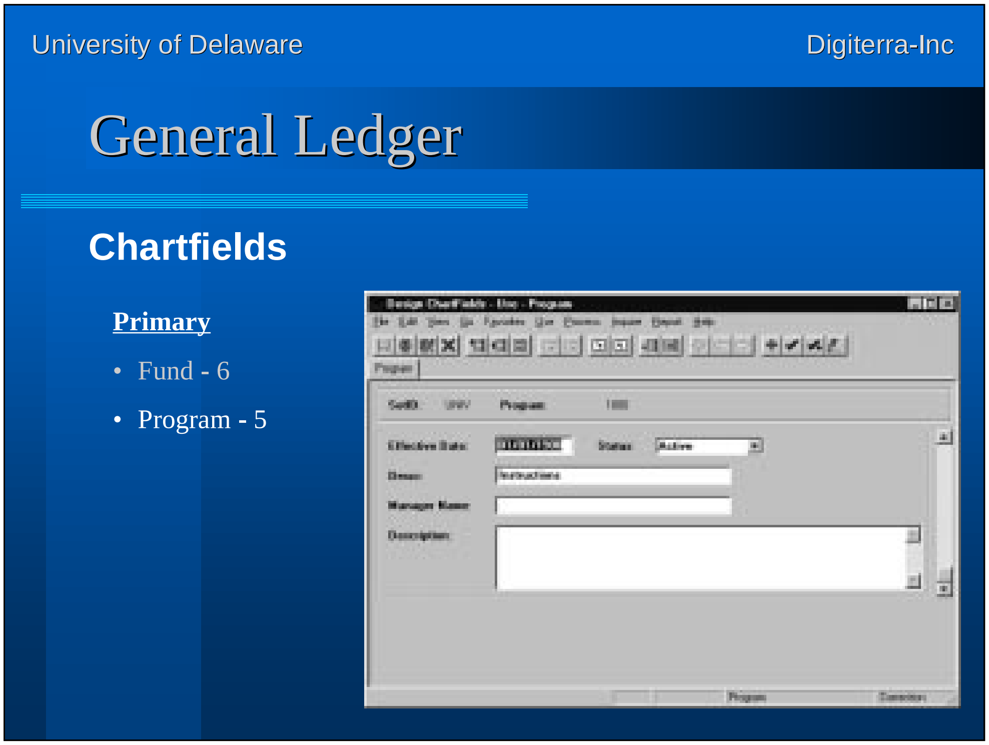
SetID: UNIV Fund: 100 Current Unrestricted Fund

Effective Date: 01/01/1900 Status: Active

Attribute:	Value:	Description:
FUND_TYPE	U	Unrestricted Funds

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.



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General Ledger

Chartfields

Primary

- Fund - 6
- Program - 5

SetID: UNIV

Status: Active

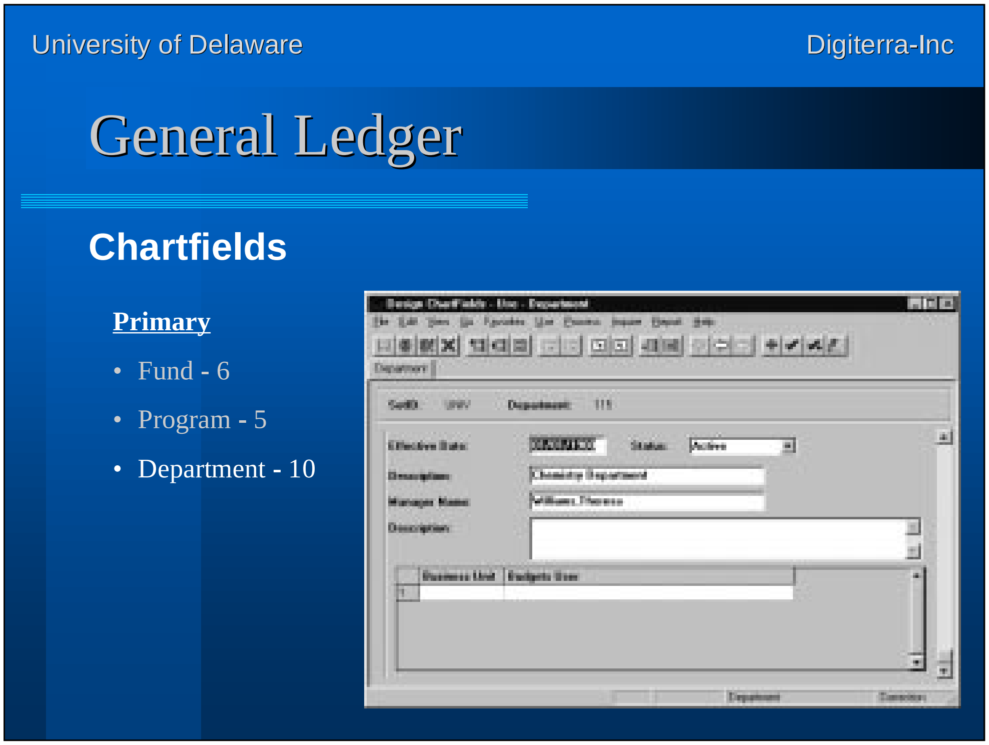
Descr: Instructions

Manager Name:

Description:

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.



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General Ledger

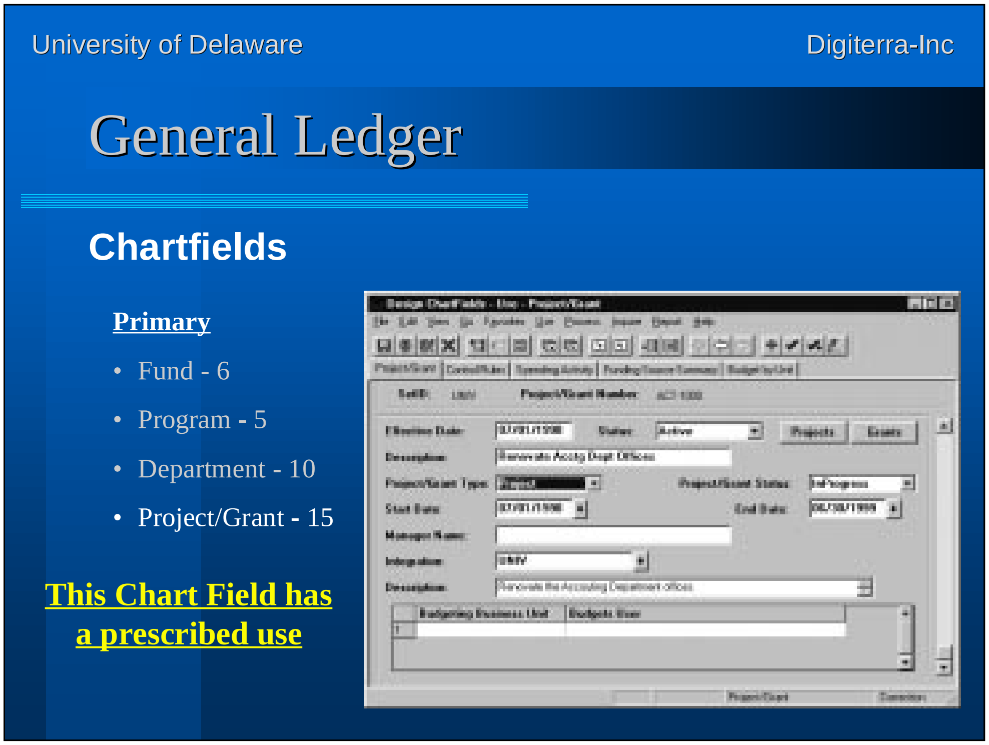
Chartfields

Primary

- Fund - 6
- Program - 5
- Department - 10

SetID:
UNIV
Department:
Effective Date:
Status:
Active
Description:
Manager Name:
Description:
Business Unit
Budgets Size

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.



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General Ledger

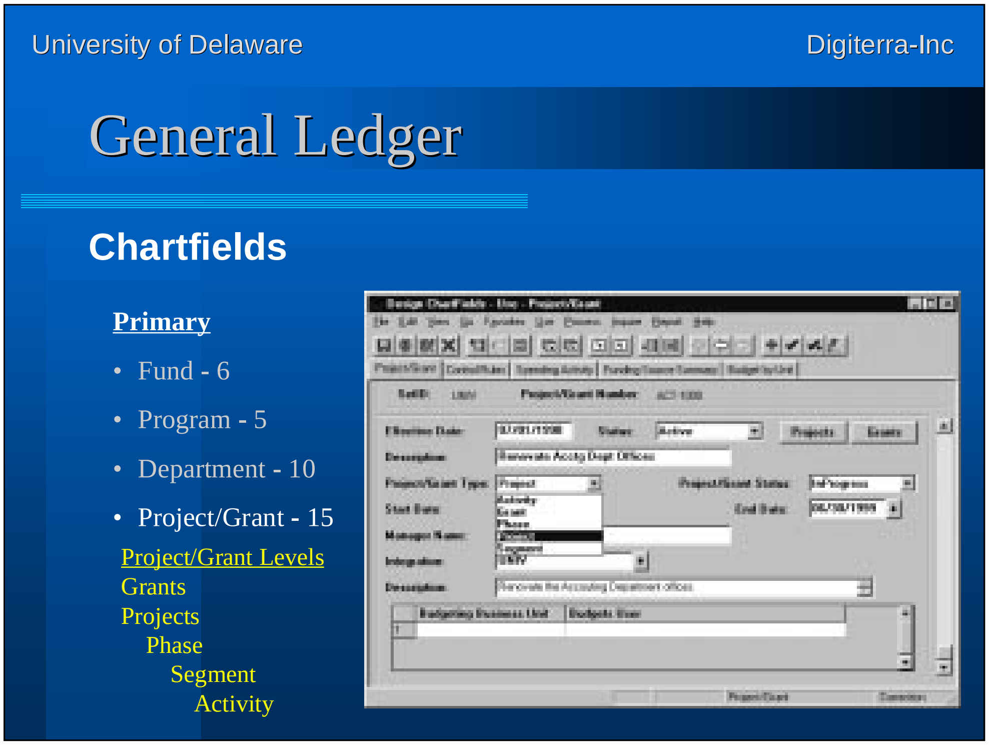
Chartfields

Primary

- Fund - 6
- Program - 5
- Department - 10
- Project/Grant - 15

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.



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General Ledger

Chartfields

Primary

- Fund - 6
- Program - 5
- Department - 10
- Project/Grant - 15

Project/Grant Levels
Grants
Projects
  Phase
    Segment
      Activity

Design ChartFields - Use - Project/Grant
Project/Grant
Control Rules
Spending Activity
Funding Source Summary
Budget by Unit
Projects
Grants
Activity
Grant
Phase
Segment

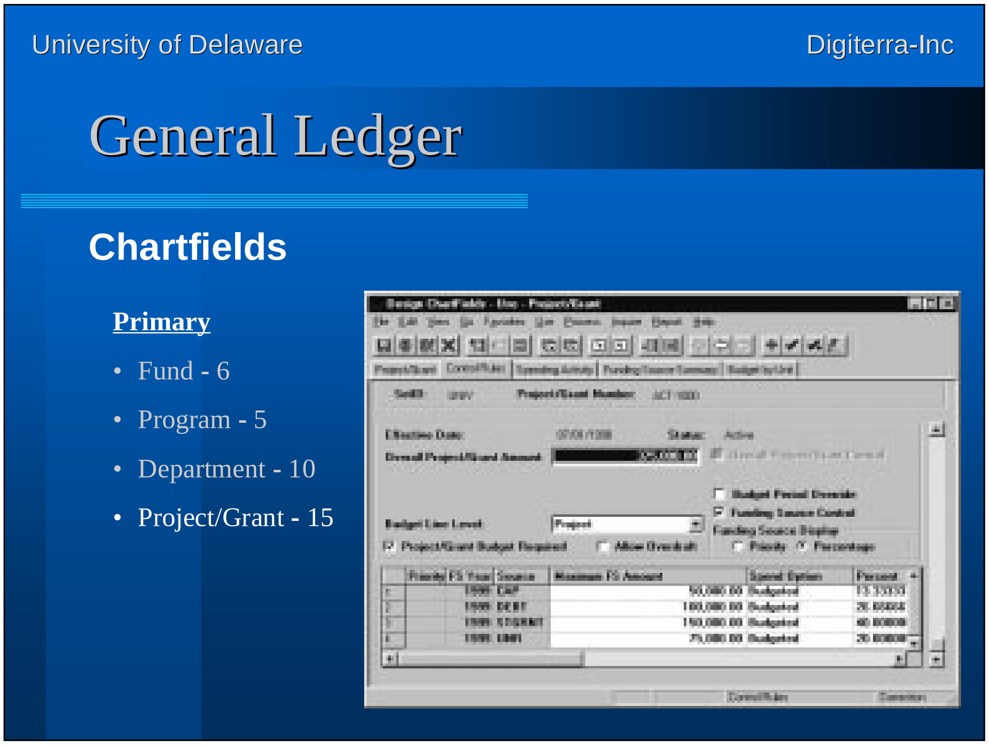
SetID: UNIV
Project/Grant Number: ACT 1000
Effective Date: 01/01/1998
Status: Active
Description: Renovate Acctg Dept Offices
Project/Grant Type: Project
Project/Grant Status: In Progress
End Date: 06/30/1999
Integration: UNIV
Description: Renovate the Accounting Department offices

Budgeting Business Unit	Budgets Exist

Grants are straight forward

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.



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General Ledger

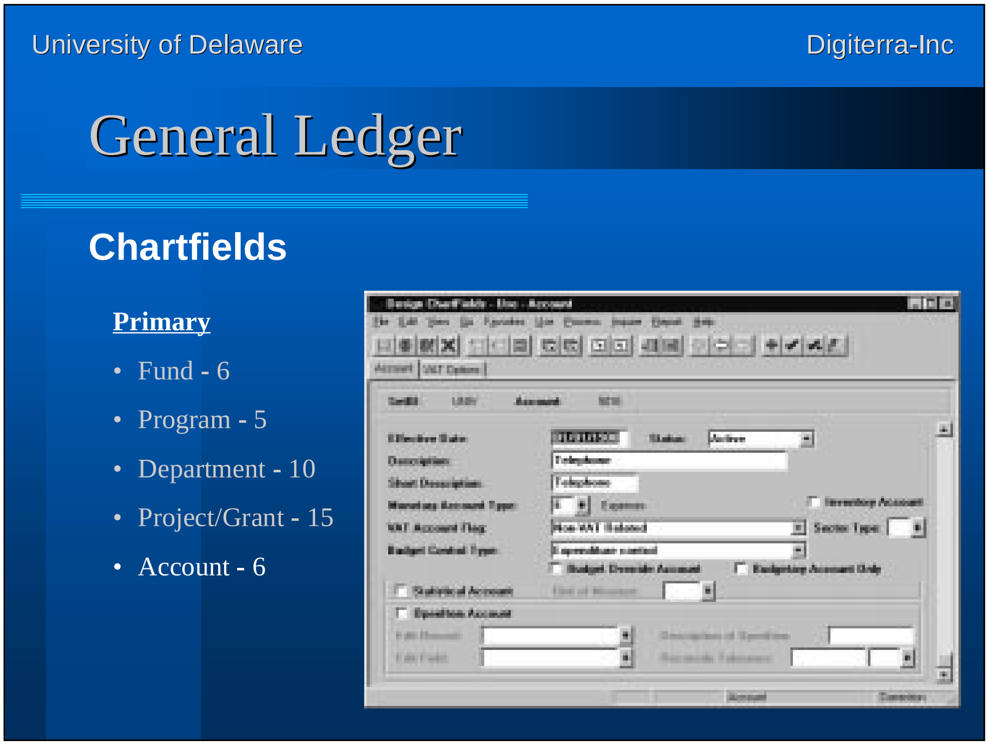
Chartfields

Primary

- Fund - 6
- Program - 5
- Department - 10
- Project/Grant - 15

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



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General Ledger

Chartfields

Primary

- Fund - 6
- Program - 5
- Department - 10
- Project/Grant - 15
- Account - 6

Description: Telephone

Short Description: Telephone

Status: Active

Monetary Account Type: E Expense

VAT Account Flag: Non VAT Related

Budget Control Type: Expenditure control

☐ Inventory Account

☐ Budget Override Account

☐ Budgetary Account Only

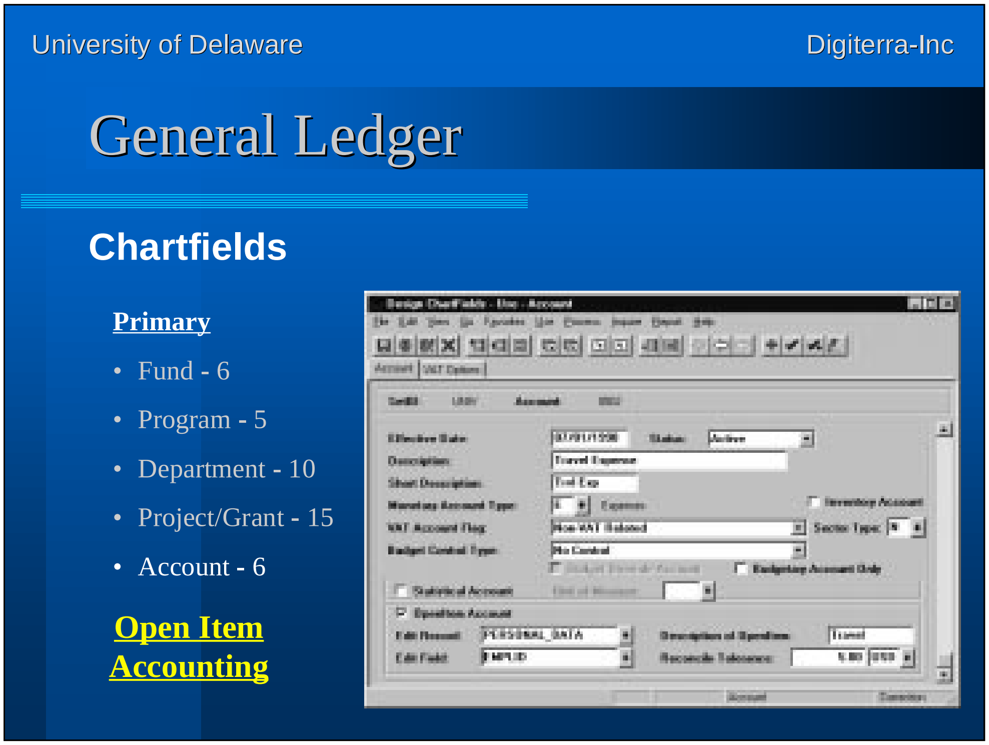
☐ Statistical Account

☐ Operation Account

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.



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General Ledger

Chartfields

Primary

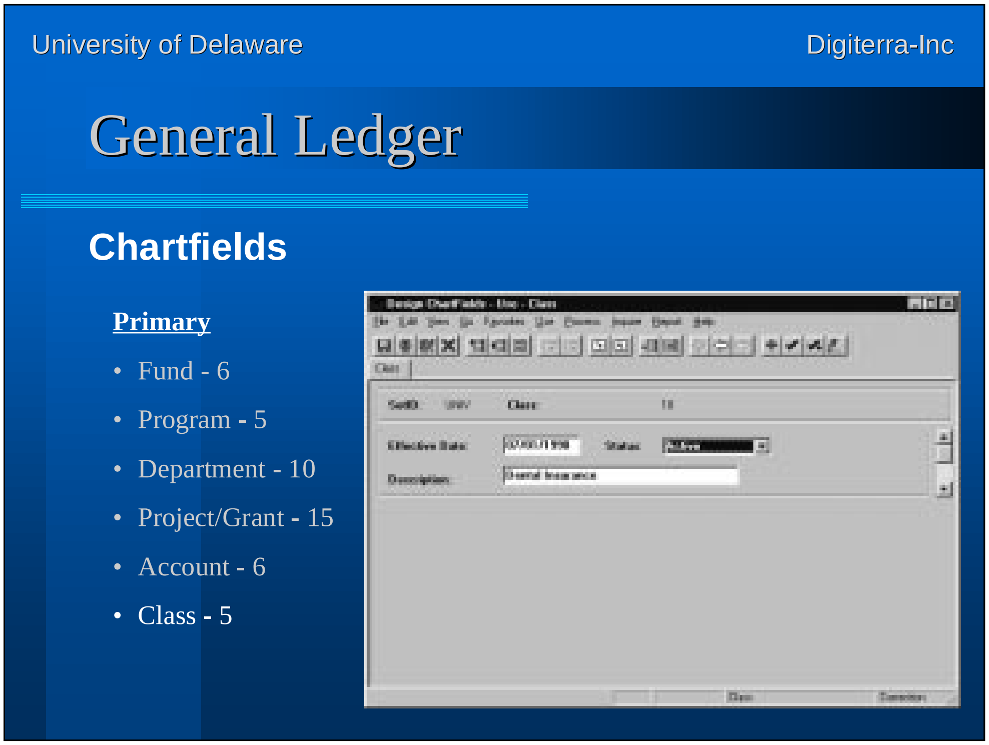
- Fund - 6
- Program - 5
- Department - 10
- Project/Grant - 15
- Account - 6

Open Item Accounting

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.


SetID
Class:
Effective Date:
Status:
Description:

University of Delaware Digiterra-Inc

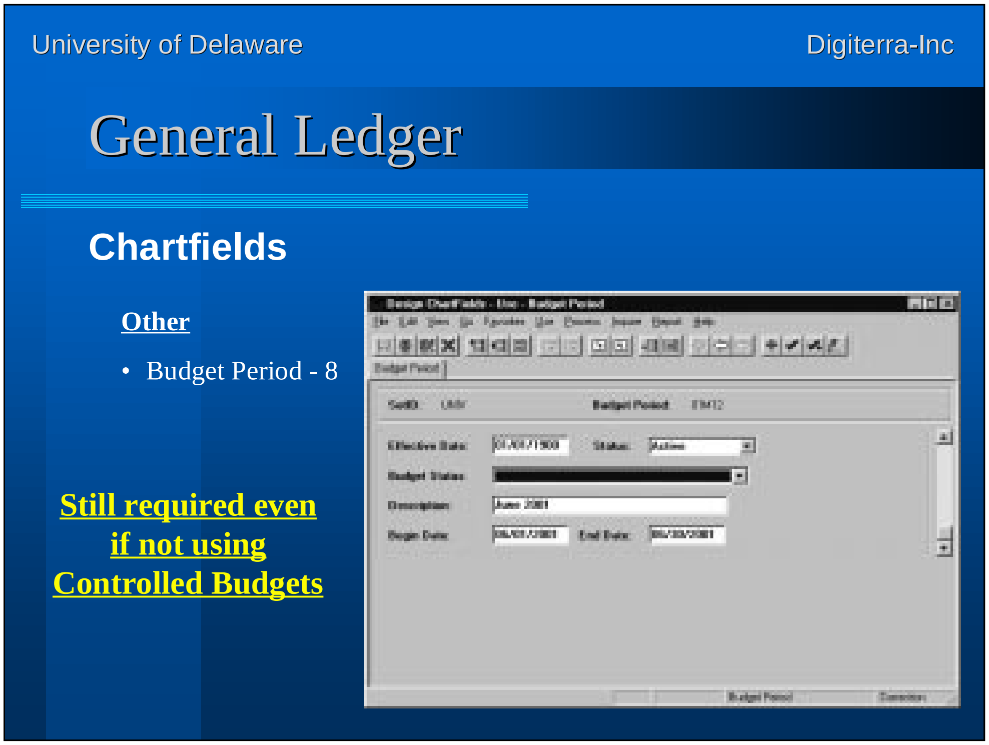
General Ledger

Chartfields

Primary

- Fund - 6
- Program - 5
- Department - 10
- Project/Grant - 15
- Account - 6
- Class - 5

Can be used as a sub breakdown of account or as a totally unique reporting chartfield.



University of Delaware Digiterra-Inc

General Ledger

Chartfields

Other

- Budget Period - 8

Still required even if not using Controlled Budgets

SetID: UNIV Budget Period: BM12

Effective Date: 01/01/1900 Status: Active

Budget Status:

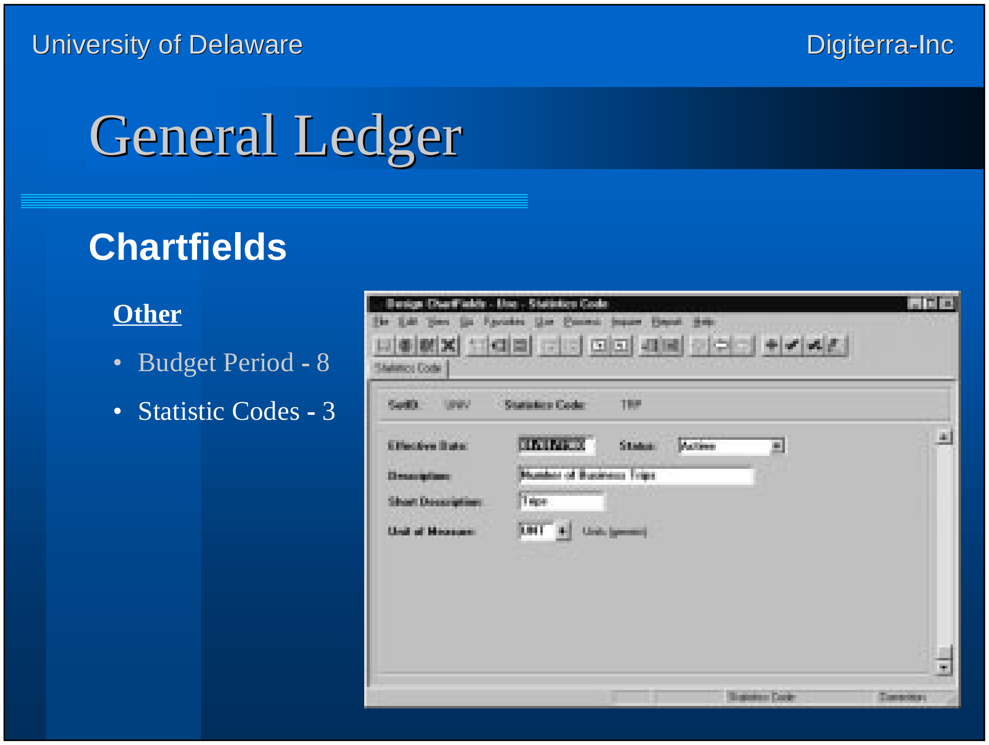
Description: June 2001

Begin Date: 06/01/2001 End Date: 06/30/2001

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.



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General Ledger

Chartfields

Other

- Budget Period - 8
- Statistic Codes - 3

Design ChartFields - Use - Statistics Code
File Edit View Go Favorites Use Process Inquire Report Help
Statistics Code

SetID: UNIV Statistics Code: TRP

Effective Date: [illegible] Status: Active

Description: Number of Business Trips

Short Description: Trips

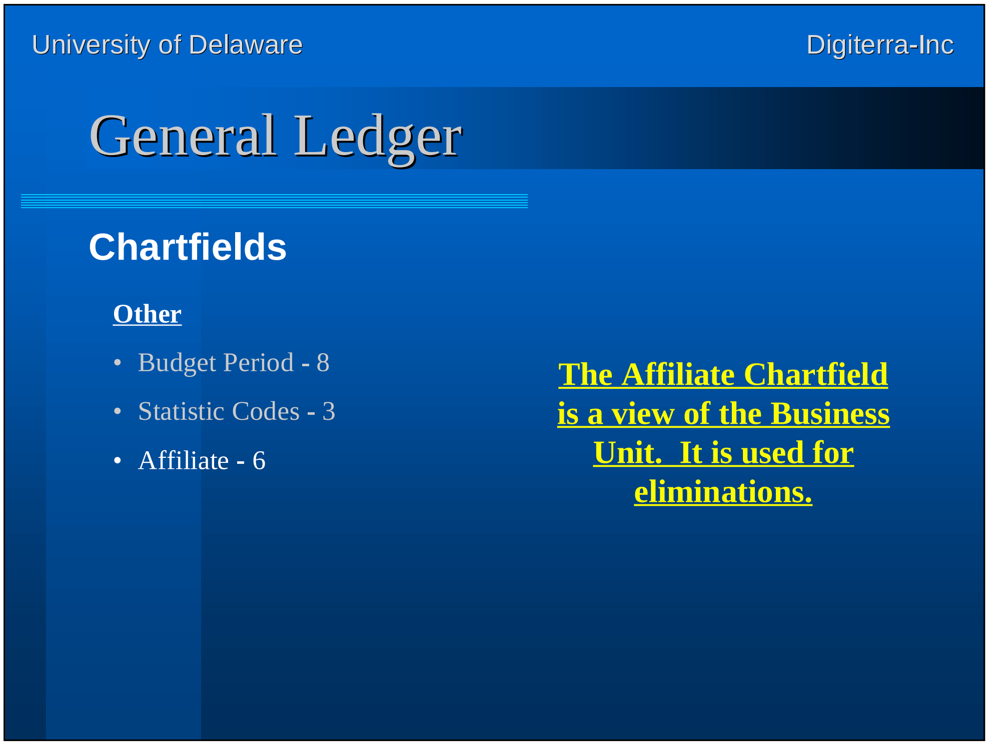
Unit of Measure: UNT Units (generic)

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.



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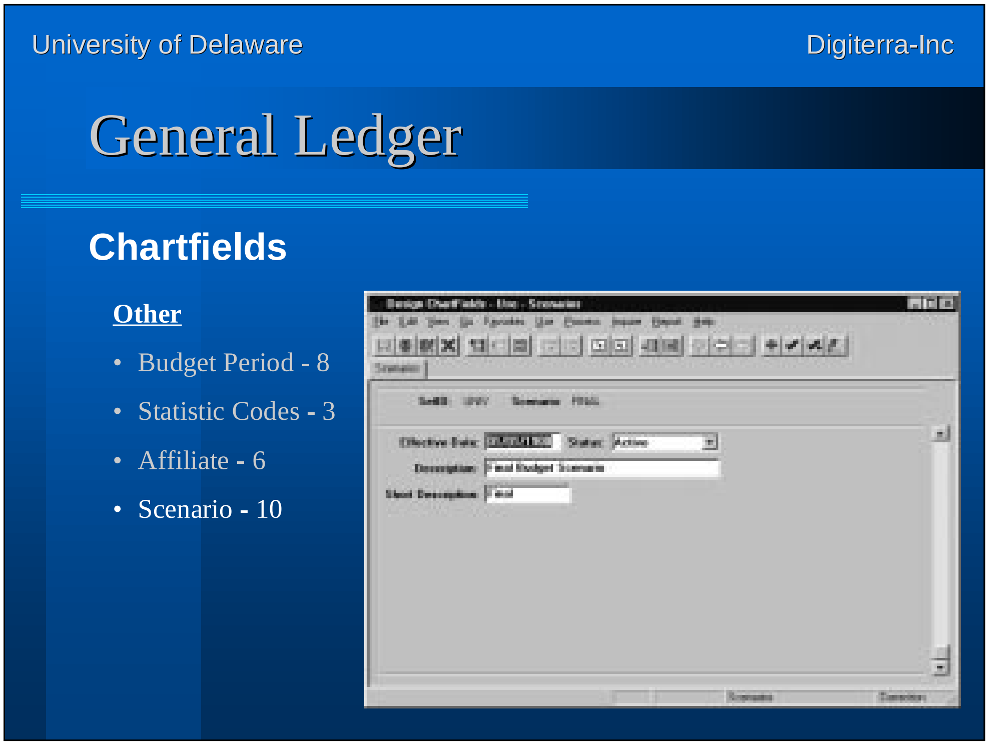
General Ledger

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.



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General Ledger

Chartfields

Other

- Budget Period - 8
- Statistic Codes - 3
- Affiliate - 6
- Scenario - 10

Design ChartFields - Use - Scenarios
File Edit View Go Favorites Use Process Inquire Report Help
Scenario

SetID: UNIV Scenario: FINAL

Effective Date: [illegible] Status: Active

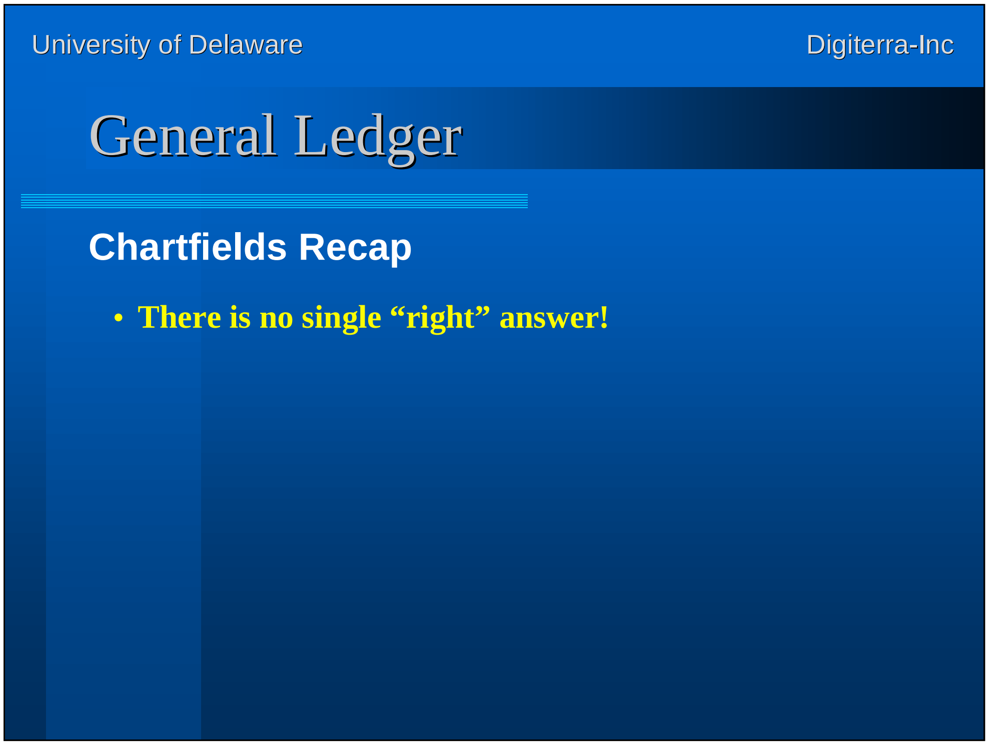
Description: Final Budget Scenario

Short Description: Final

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.

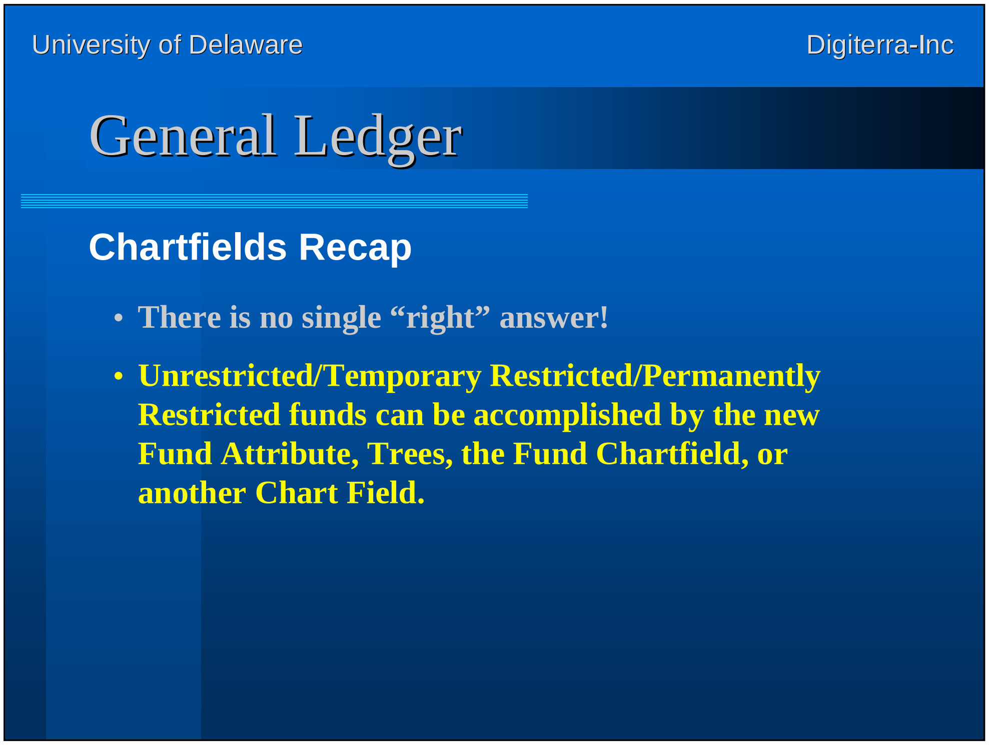
In nVision reporting, remember to include the Scenario field in the Ledger column in order not to retrieve multiple Scenario data.



General Ledger

Chartfields Recap

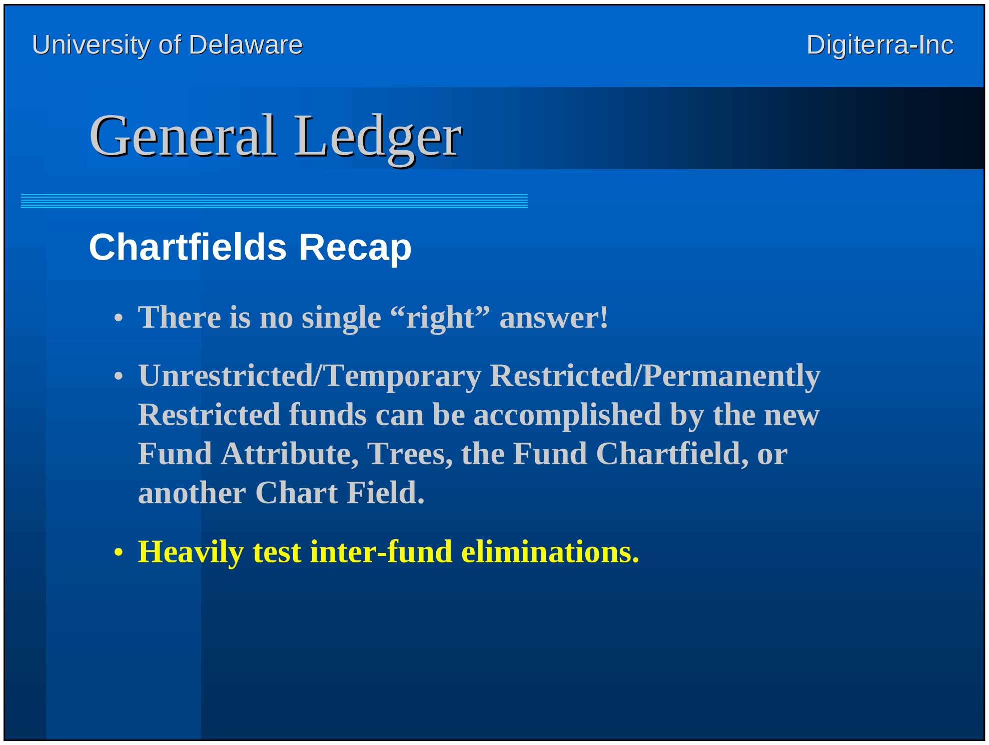
- **There is no single “right” answer!**



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.**



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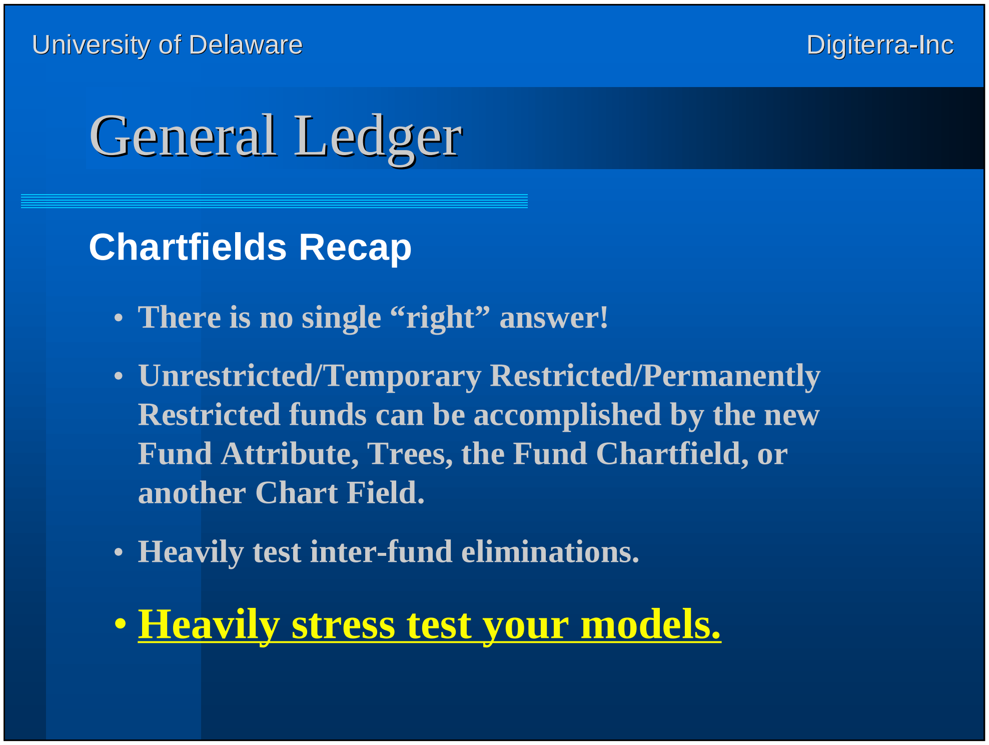
General Ledger

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.



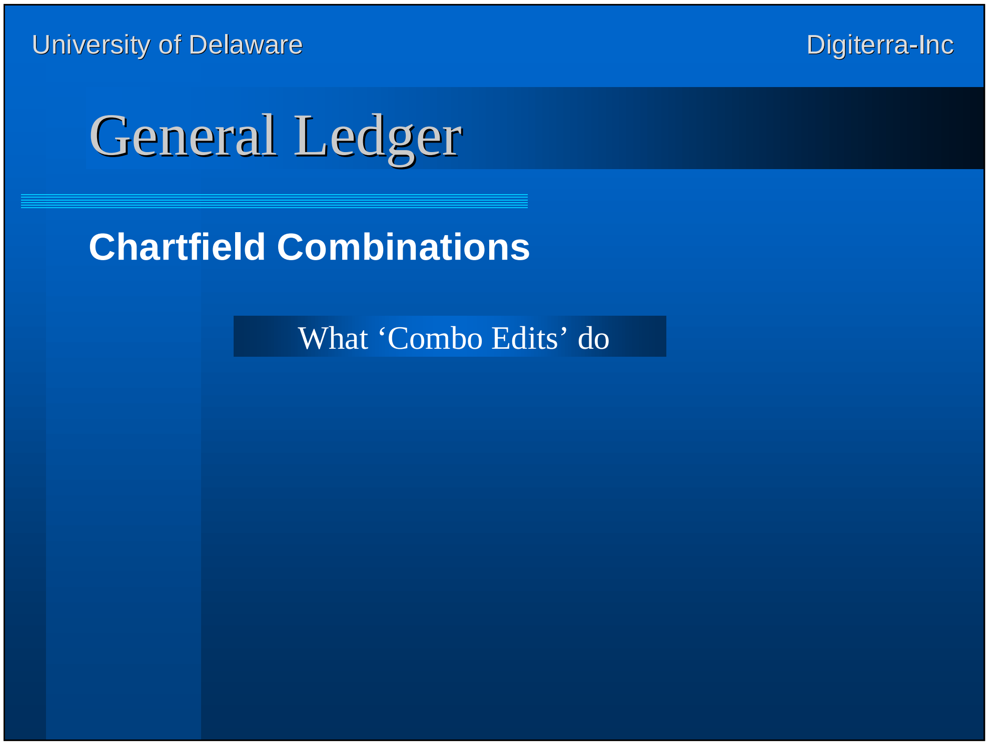
General Ledger

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

Chartfield Combinations

What ‘Combo Edits’ do

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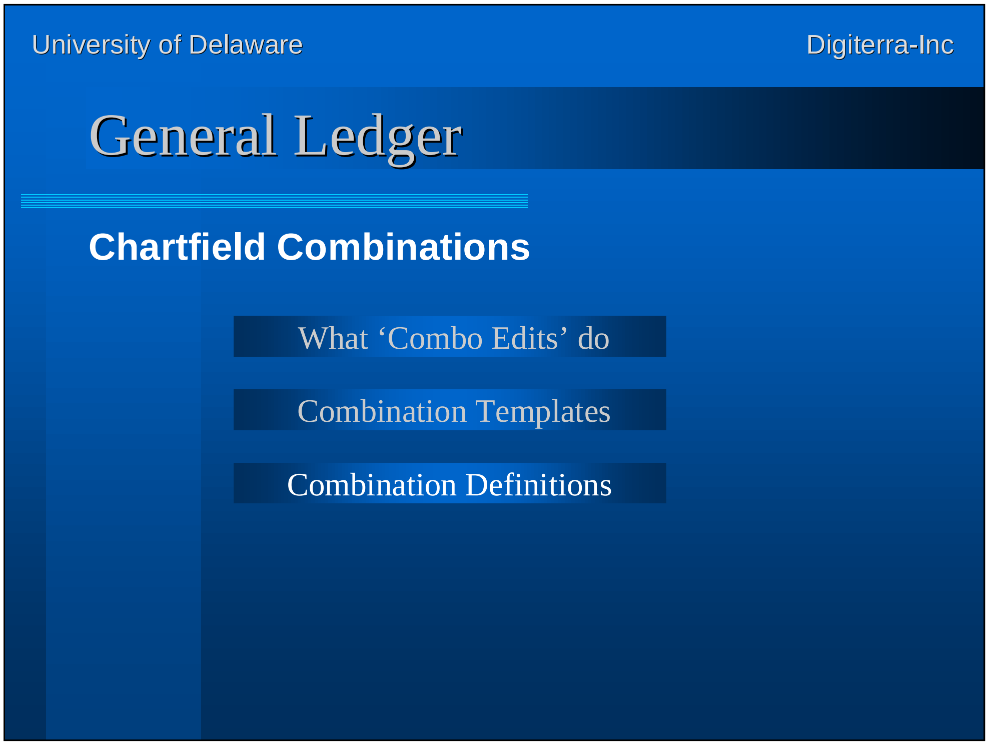
General Ledger

Chartfield Combinations

- What ‘Combo Edits’ do
- Combination Templates



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General Ledger

Chartfield Combinations

- What ‘Combo Edits’ do
- Combination Templates
- Combination Definitions

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General Ledger

Chartfield Combinations

- What ‘Combo Edits’ do
- Combination Templates
- Combination Definitions
- Combination Rules

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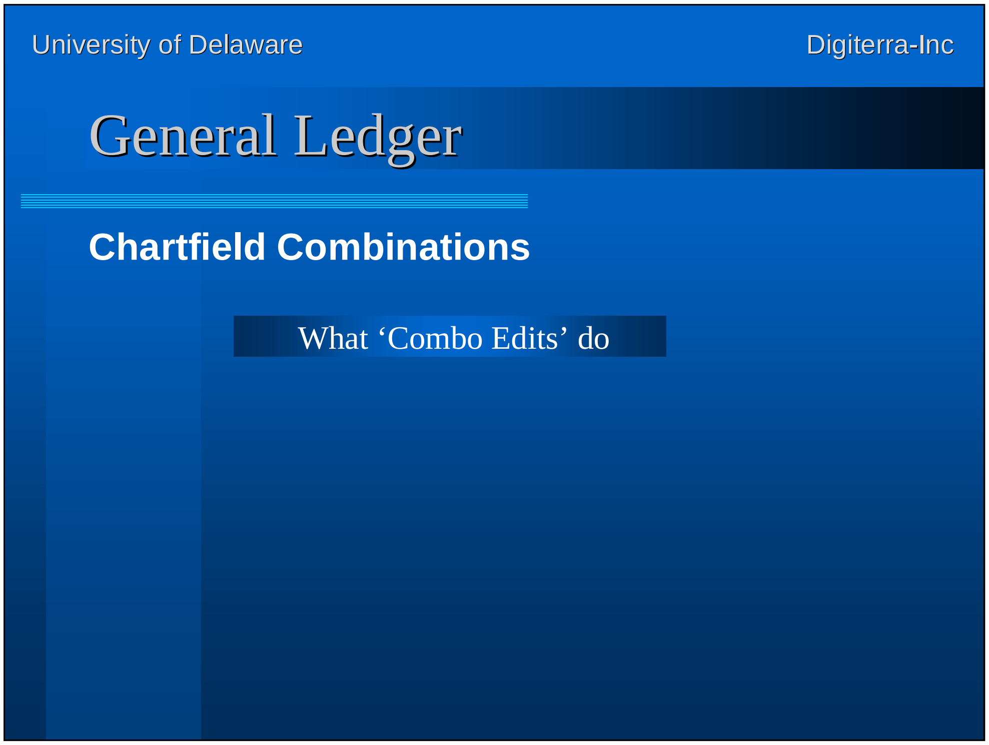
General Ledger

Chartfield Combinations

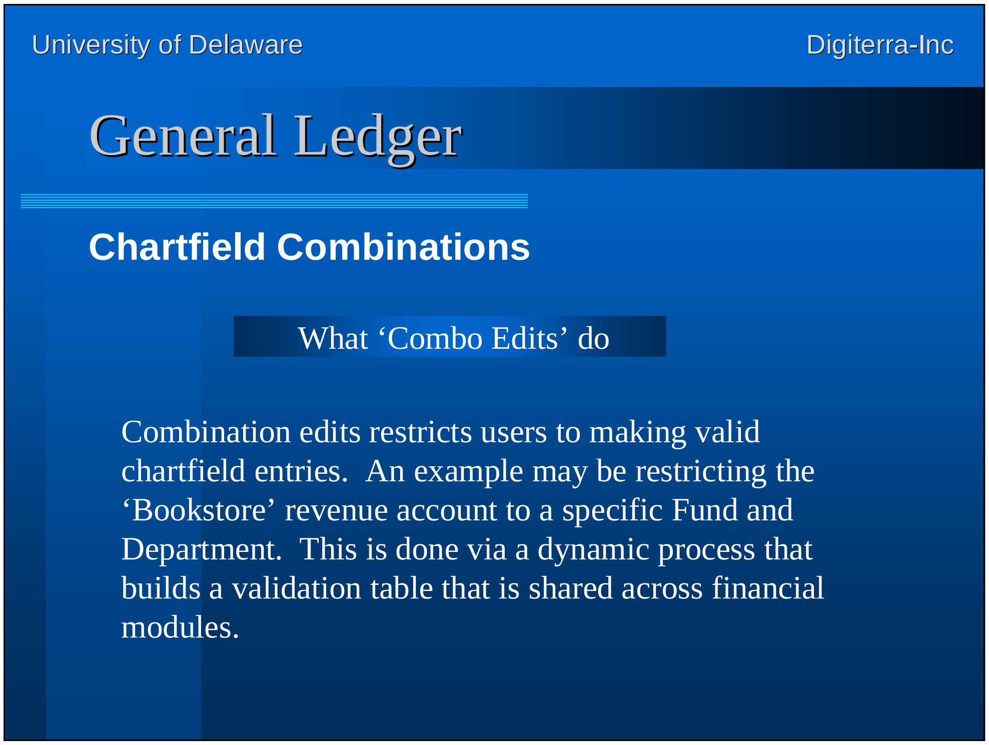
- What ‘Combo Edits’ do
- Combination Templates
- Combination Definitions
- Combination Rules
- Combination Groups



General Ledger

Chartfield Combinations

What ‘Combo Edits’ do



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General Ledger

Chartfield Combinations

What 'Combo Edits' do

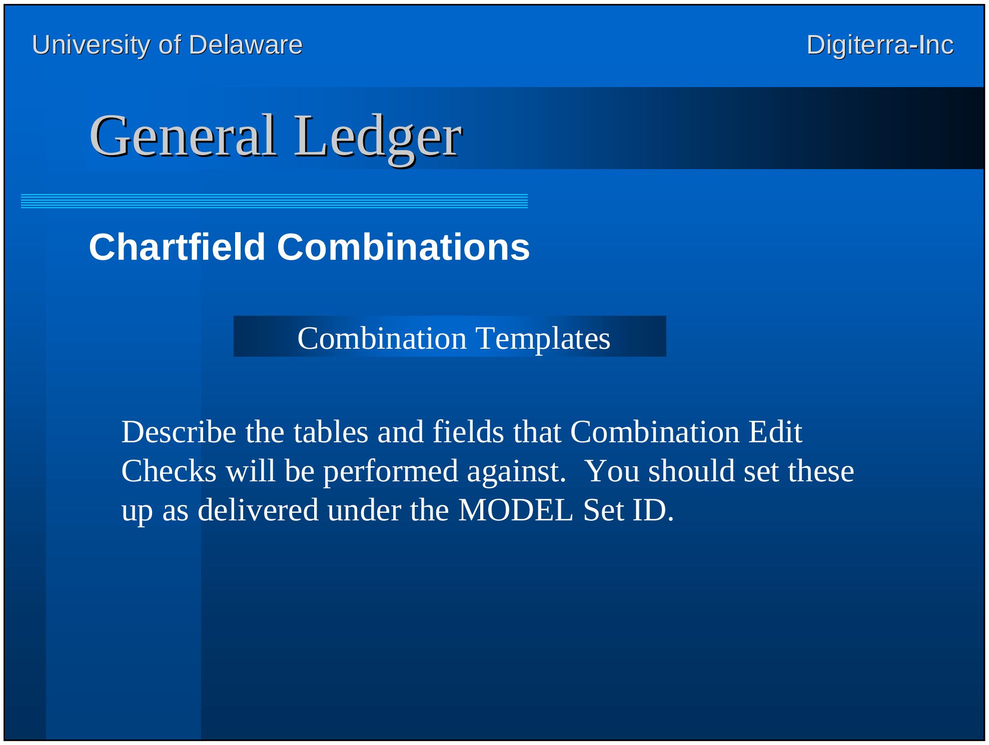
Combination edits restricts users to making valid chartfield entries. An example may be restricting the 'Bookstore' revenue account to a specific Fund and Department. This is done via a dynamic process that builds a validation table that is shared across financial modules.

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.

General Ledger

Chartfield Combinations

Combination Templates



General Ledger

Chartfield Combinations

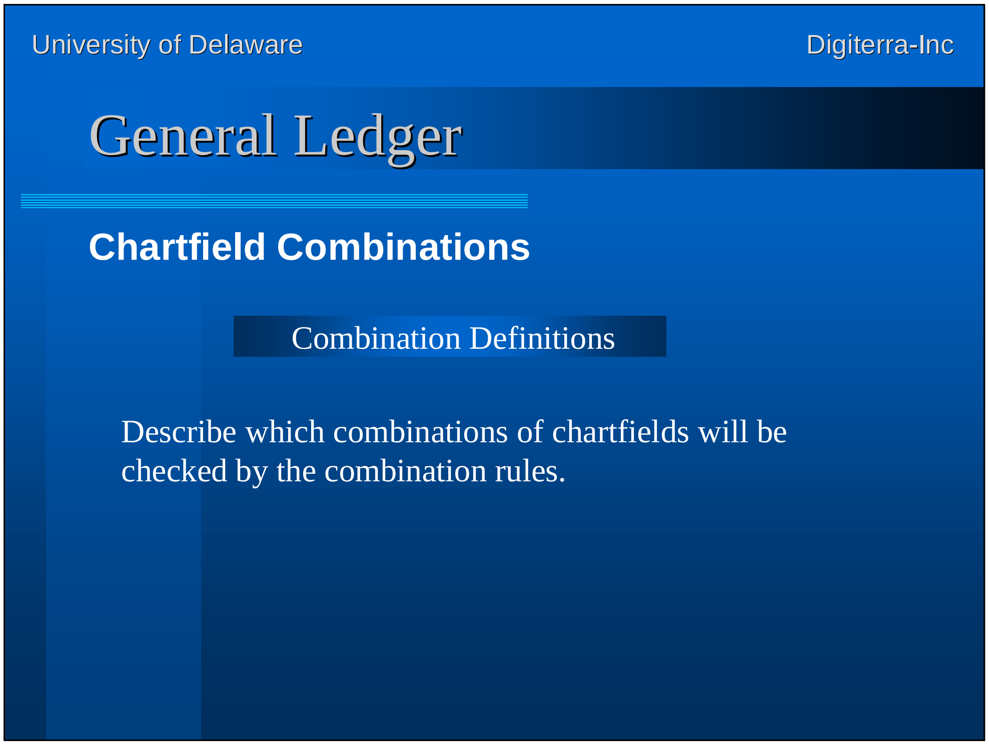
Combination Templates

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.

General Ledger

Chartfield Combinations

Combination Definitions



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General Ledger

Chartfield Combinations

Combination Definitions

Describe which combinations of chartfields will be checked by the combination rules.

Not every definition/rule needs to contain all chartfields.

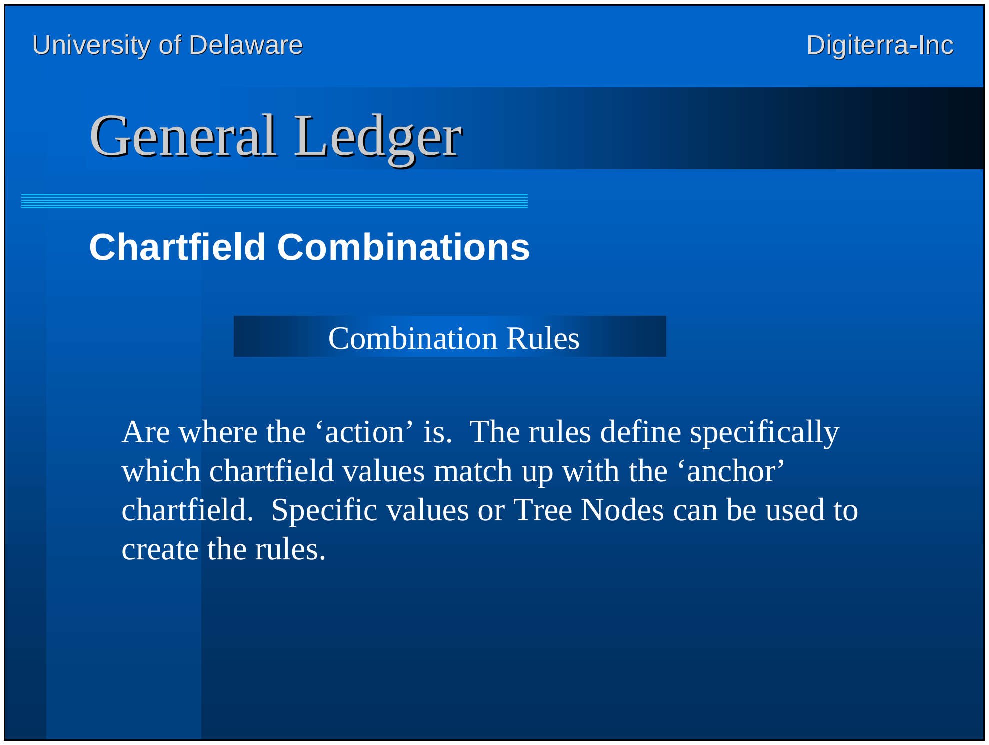
PeopleSoft recommends no more than 3 chartfields per rule but this is a performance issue. The reason is that database temp table space usually blows up and they are trying to limit this from happening. Adding more chartfields causes a geometric progression in the number of rows in a rule.

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.

General Ledger

Chartfield Combinations

Combination Rules



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General Ledger

Chartfield Combinations

Combination Rules

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.

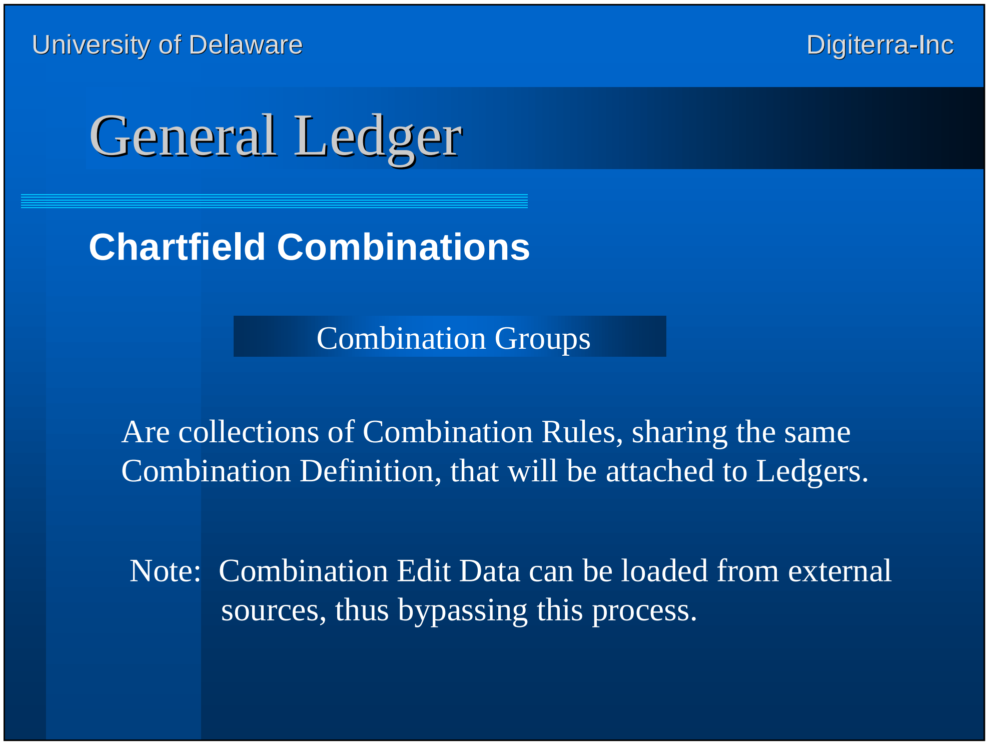
Recommendation is that the keeper of the Trees be the keeper of the Combination rules.

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



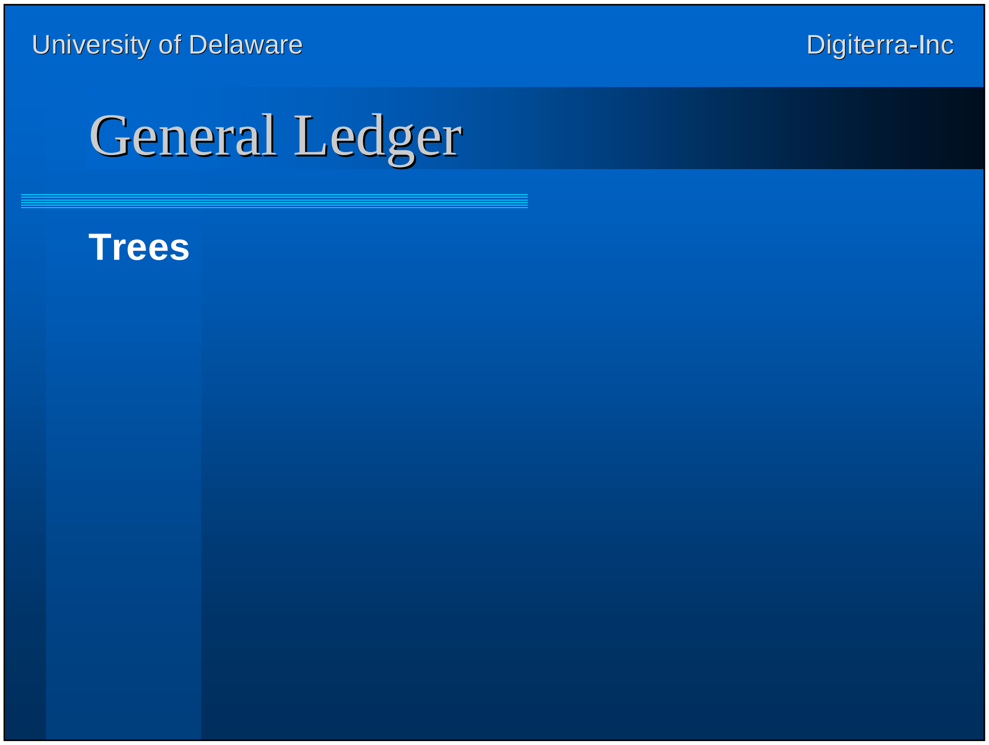
General Ledger

Chartfield Combinations

Combination Groups

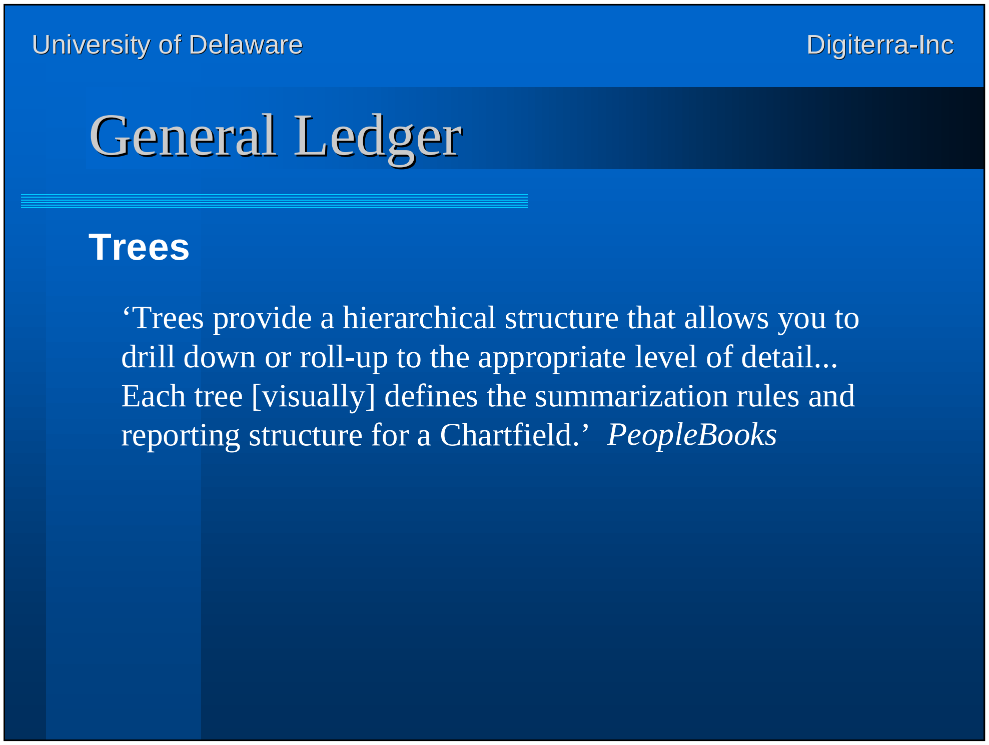
Are collections of Combination Rules, sharing the same Combination Definition, that will be attached to Ledgers.

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



General Ledger

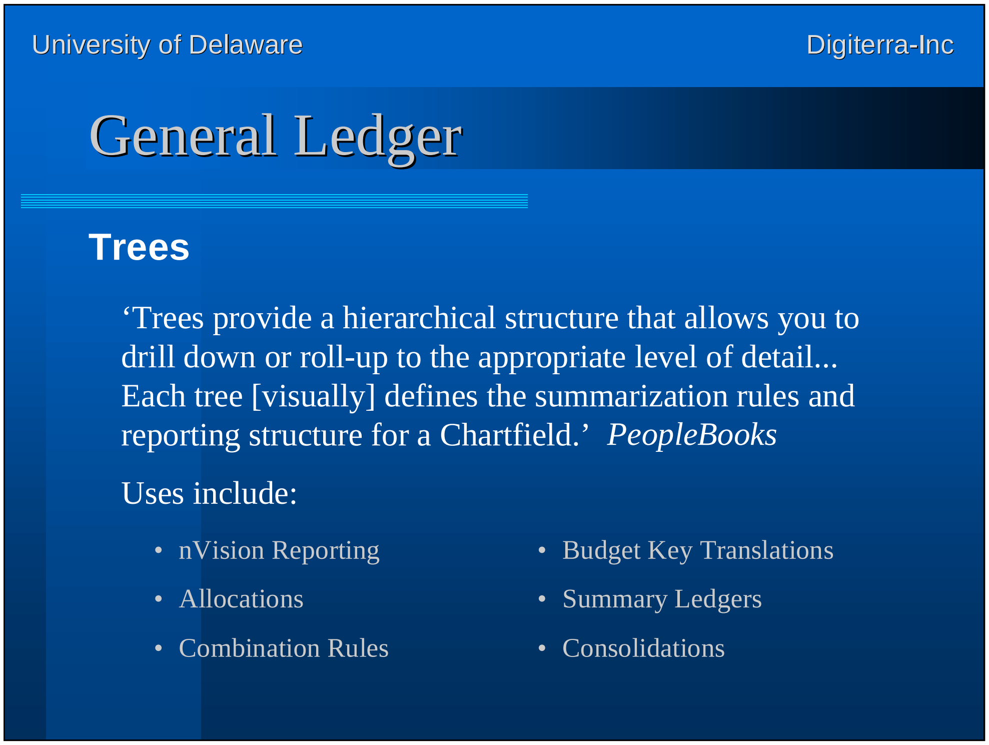
Trees



General Ledger

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*



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General Ledger

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*

Uses include:

- nVision Reporting
- Allocations
- Combination Rules
- Budget Key Translations
- Summary Ledgers
- Consolidations

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.

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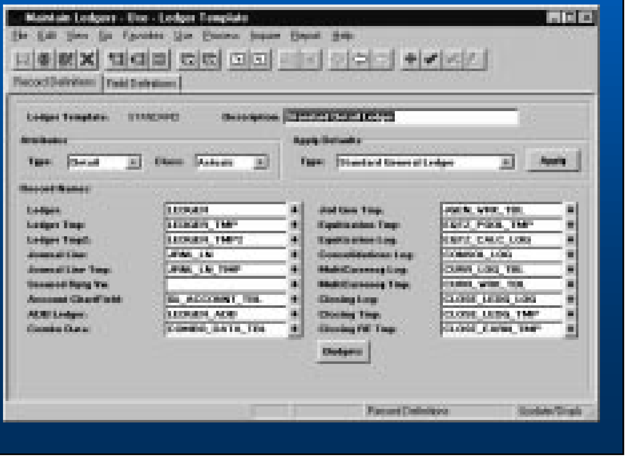
General Ledger

Ledgers

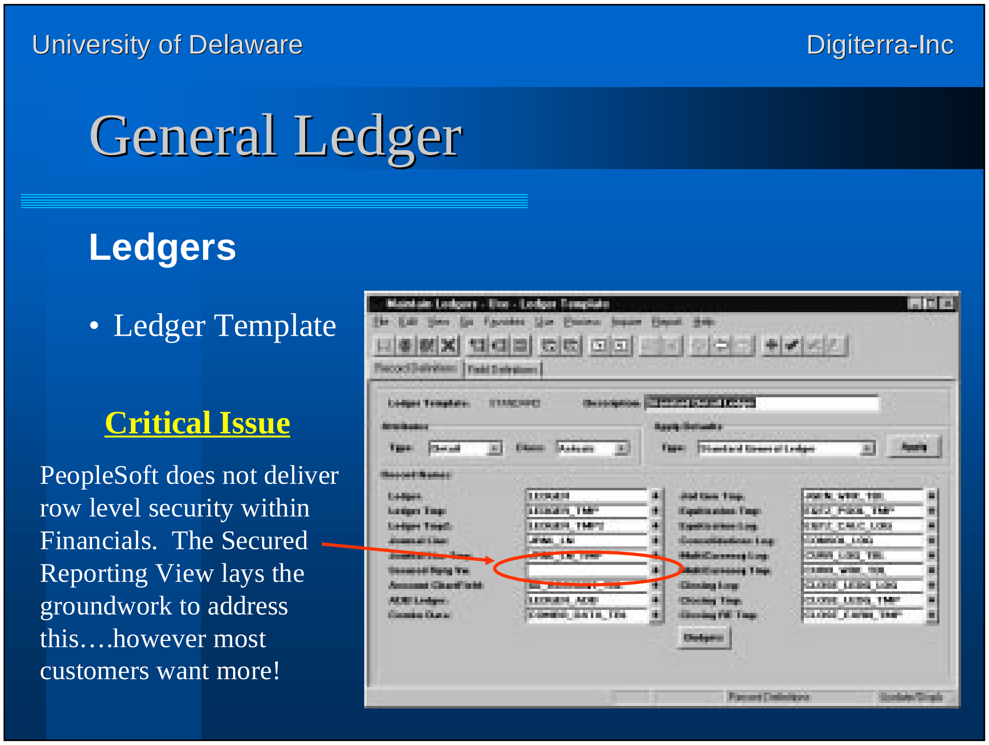
General Ledger

Ledgers

- Ledger Template



Use as Delivered!



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General Ledger

Ledgers

- Ledger Template

Critical Issue

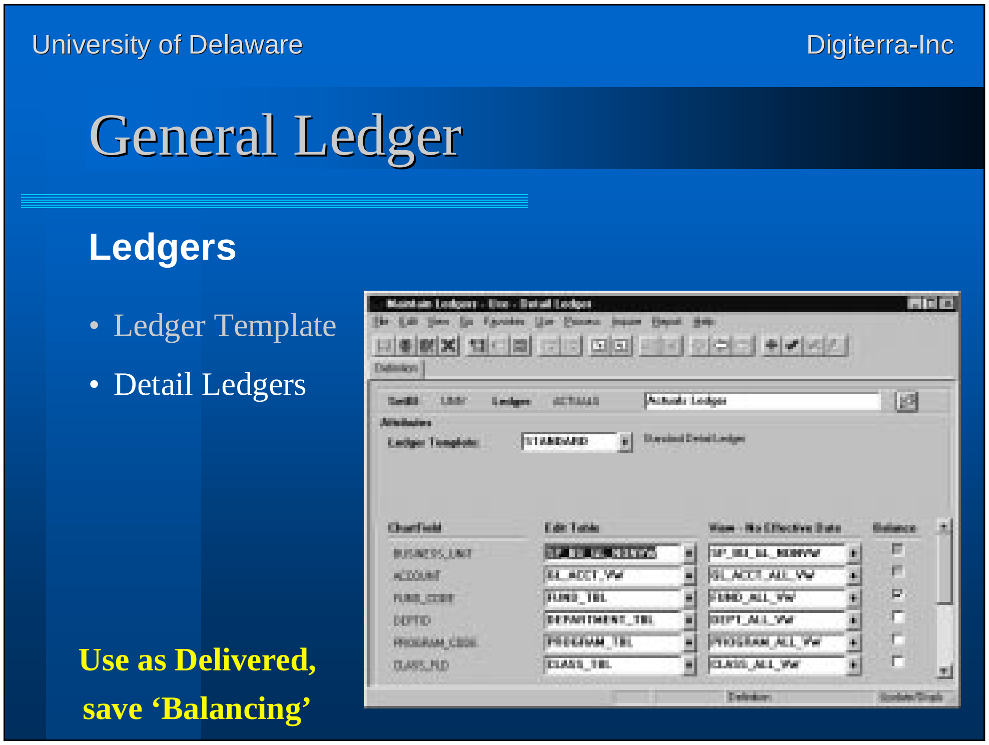
PeopleSoft does not deliver row level security within Financials. The Secured Reporting View lays the groundwork to address this….however most customers want more!

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.



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General Ledger

Ledgers

- Ledger Template
- Detail Ledgers

SetID UNIV Ledger ACTUALS Actuals Ledger

Attributes

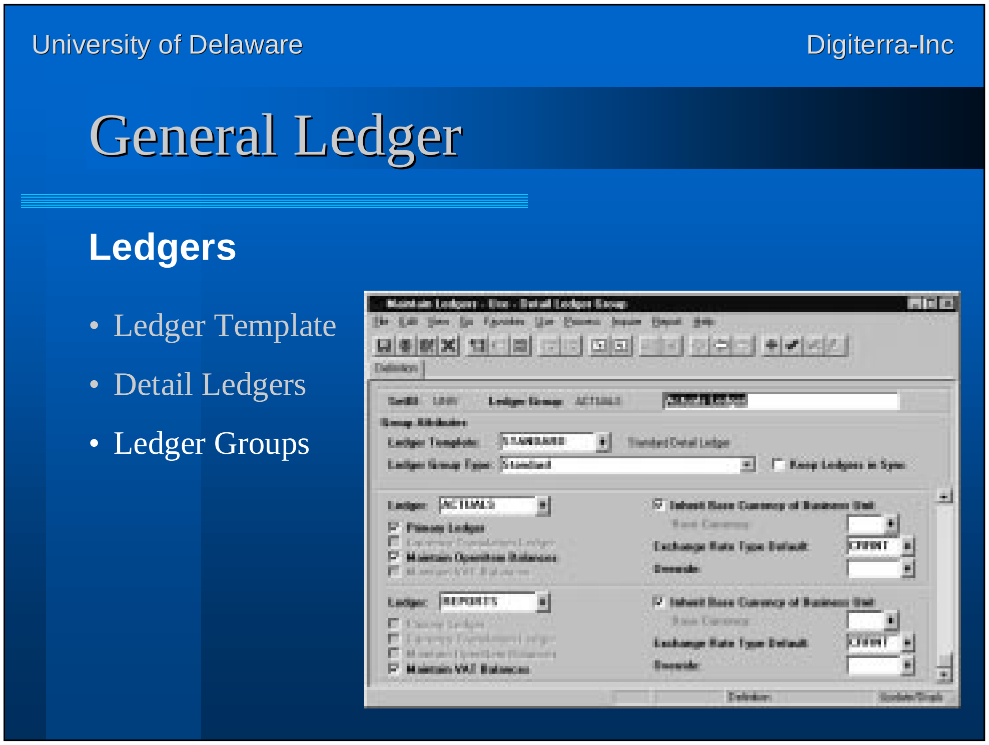
Ledger Template: STANDARD Standard Detail Ledger

ChartField	Edit Table	View - No Effective Date	Balance
BUSINESS_UNIT	SP_BU_GL_NONVW	SP_BU_GL_NONVW	☑
ACCOUNT	GL_ACCT_VW	GL_ACCT_ALL_VW	☑
FUND_CODE	FUND_TBL	FUND_ALL_VW	☑
DEPTID	DEPARTMENT_TBL	DEPT_ALL_VW	☐
PROGRAM_CODE	PROGRAM_TBL	PROGRAM_ALL_VW	☐
CLASS_FLD	CLASS_TBL	CLASS_ALL_VW	☐

Use as Delivered, save 'Balancing'

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.



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General Ledger

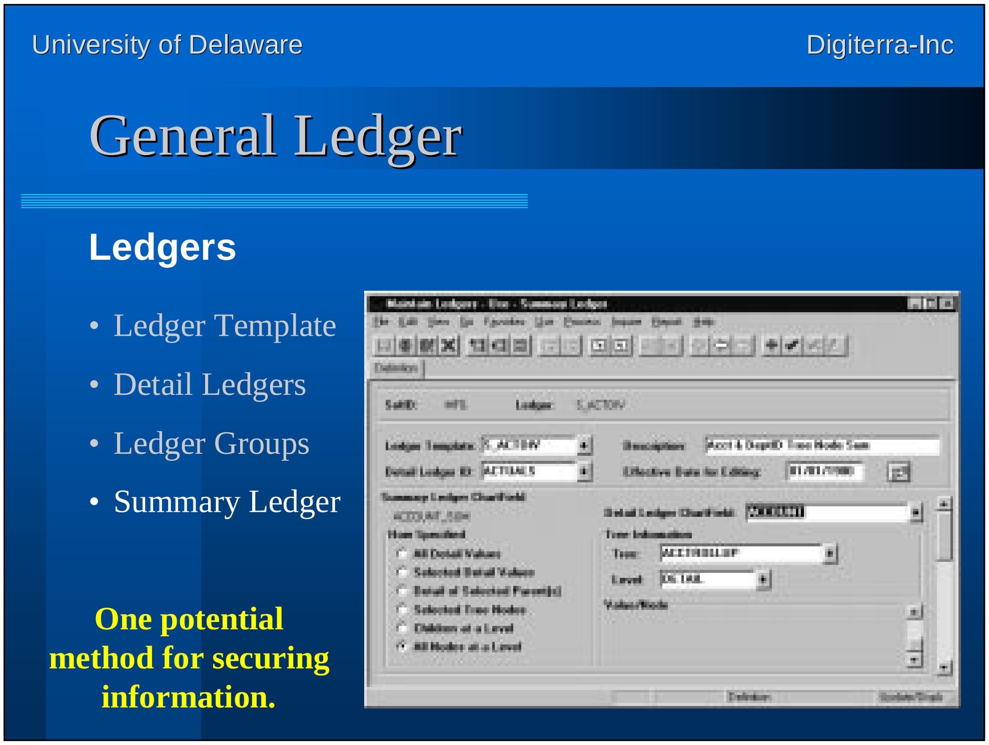
Ledgers

- Ledger Template
- Detail Ledgers
- Ledger Groups

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.



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General Ledger

Ledgers

- Ledger Template
- Detail Ledgers
- Ledger Groups
- Summary Ledger

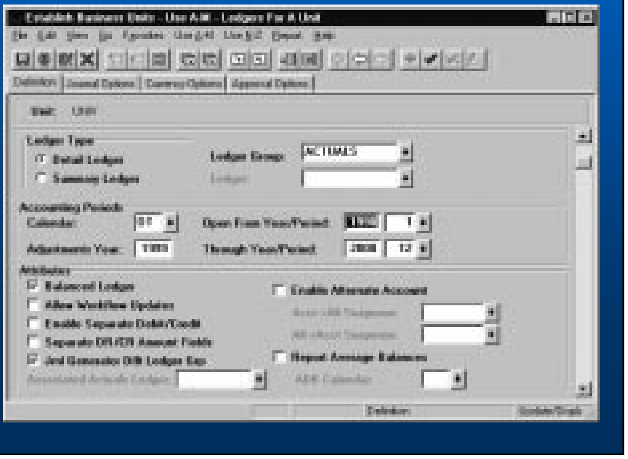
One potential method for securing information.

You can create summary ledgers and limit users to those Summary Ledgers however this only works for reporting and not inquiry.

General Ledger

Ledgers

- Ledger Template
- Detail Ledgers
- Ledger Groups
- Summary Ledger
- Ledgers for a Unit


Ledger Type
Detail Ledger
Summary Ledger
Ledger Group:
ACTUALS
Accounting Periods
Calendar:
Adjustments Year:
Open From Year/Period:
Through Year/Period:
Attributes
Balanced Ledger
Allow Workflow Updates
Enable Separate Debit/Credit
Separate DR/CR Amount Fields
Enable Alternate Account
Report Average Balances

This is at the Business Unit level!

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.

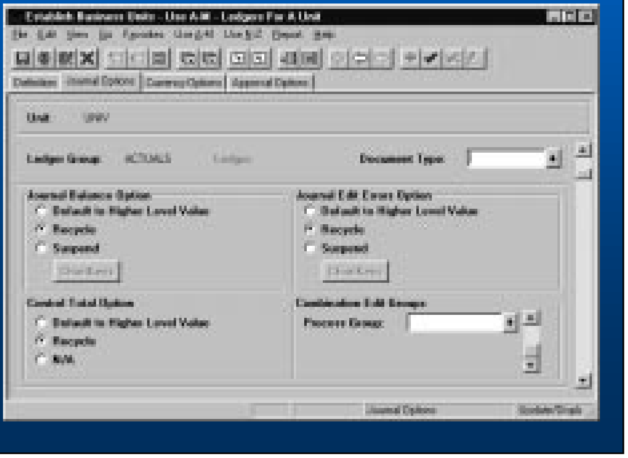
* In Public Sector the Budget Transaction Controls must also be set up to control valid transaction periods.

General Ledger

Ledgers

- Ledger Template
- Detail Ledgers
- Ledger Groups
- Summary Ledger
- Ledgers for a Unit

This is at the Business Unit level!


Establish Business Units - Use A/ll - Ledgers For A Unit
File Edit View Go Favorites Use A/ll Use F/Z Report Help
Definition
Journal Options
Currency Options
Approval Options
Clear Errors
Clear Errors
Journal Options
Update/Display

Unit: UNIV

Ledger Group: ACTUALS Ledger

Document Type:

Journal Balance Option
○ Default to Higher Level Value
● Recycle
○ Suspend

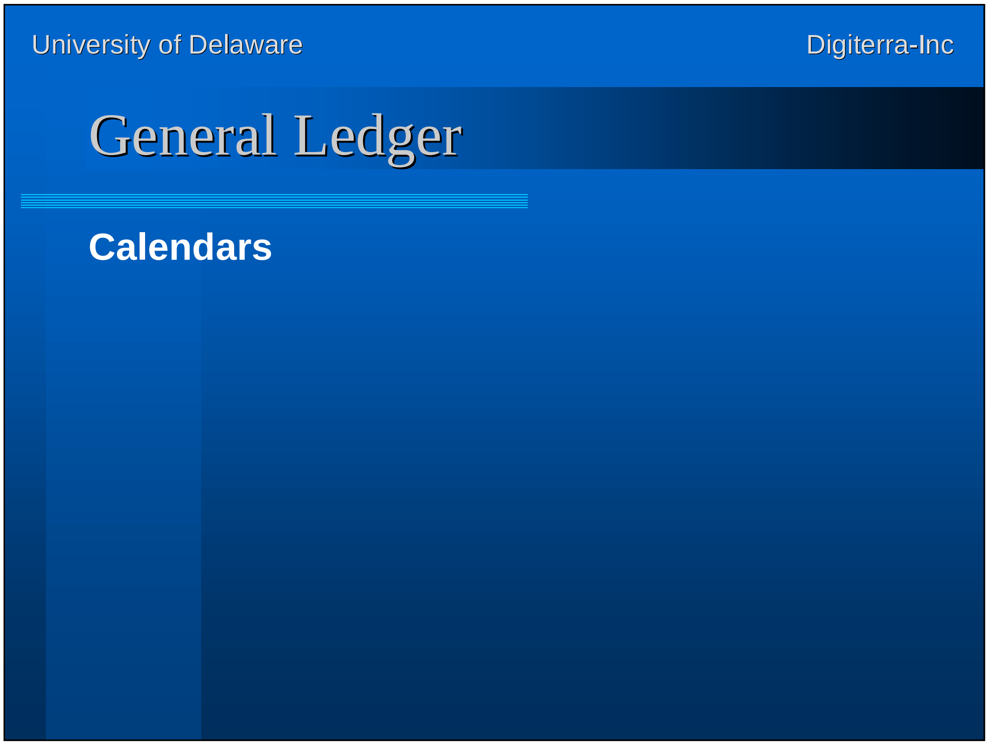
Journal Edit Errors Option
○ Default to Higher Level Value
● Recycle
○ Suspend

Control Total Option
○ Default to Higher Level Value
● Recycle
○ N/A

Combination Edit Groups
Process Group:

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.



University of Delaware

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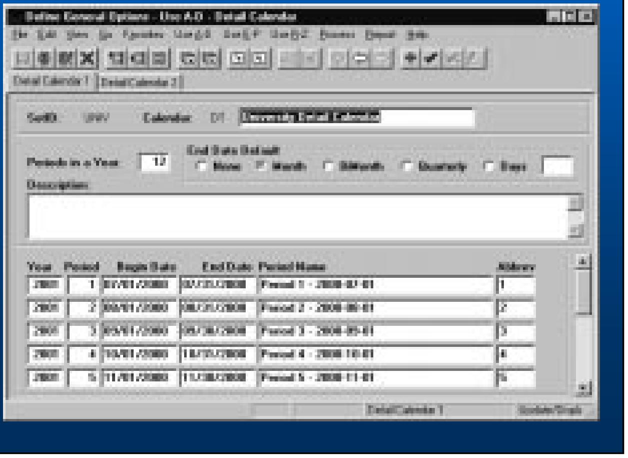
General Ledger

Calendars

General Ledger

Calendars

- Detail Calendar



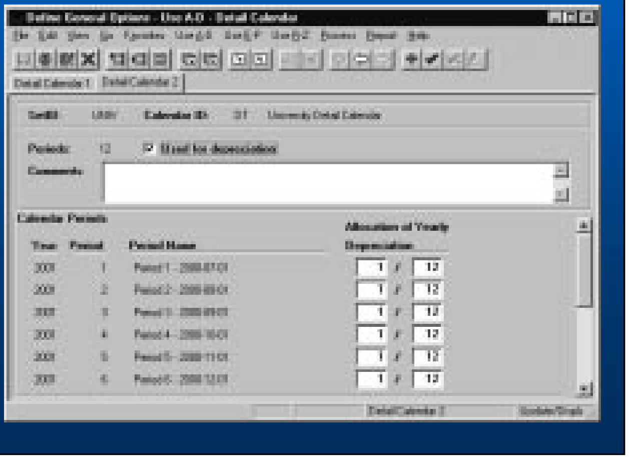
There is a Calendar Builder feature for generating additional year’s periods.

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.

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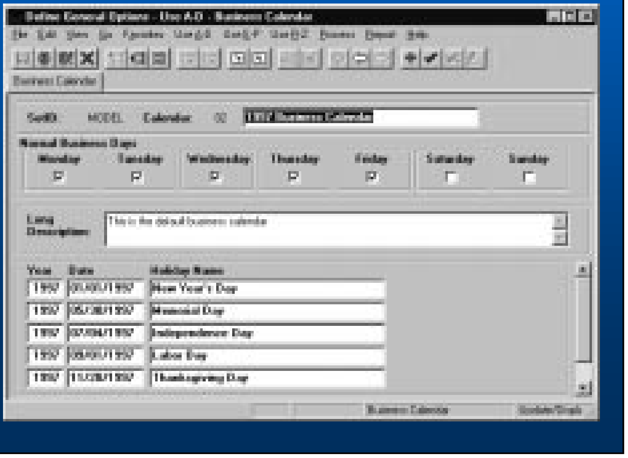
General Ledger

Calendars

- Detail Calendar
- Business Calendar



SetID MODEL Calendar 02

Normal Business Days

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
☑	☑	☑	☑	☑	☐	☐

Long Description: This is the default business calendar

Year	Date	Holiday Name
1997	01/01/1997	New Year's Day
1997	05/30/1997	Memorial Day
1997	07/04/1997	Independence Day
1997	09/01/1997	Labor Day
1997	11/28/1997	Thanksgiving Day

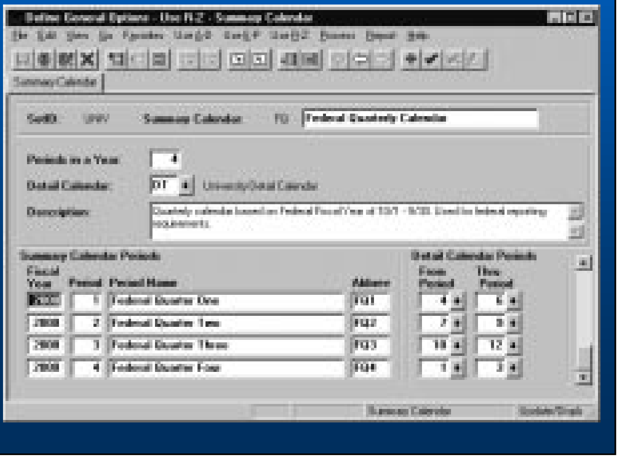
Used for calculating lead days for paying vouchers and for EFT Calendars

General Ledger

Calendars

- Detail Calendar
- Business Calendar
- Summary Calendar

Used for Summary Reporting Ledgers


Summary Calendar
Summary Calendar Periods
Detail Calendar Periods

SetID: UNIV Summary Calendar: FQ Federal Quarterly Calendar

Periods in a Year: 4

Detail Calendar: DT University Detail Calendar

Description: Quarterly calendar based on Federal Fiscal Year of 10/1 - 9/30. Used for federal reporting requirements.

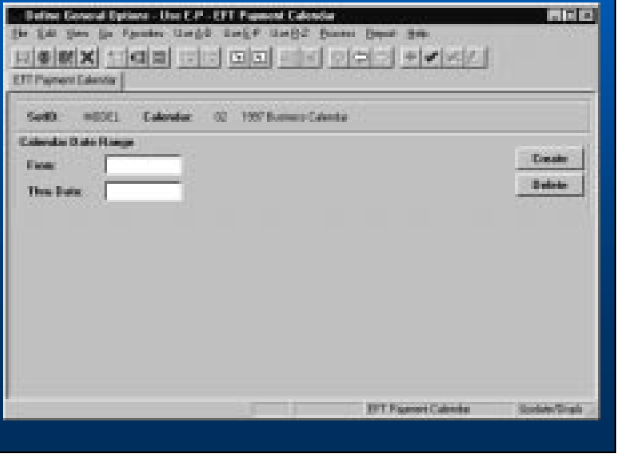
Fiscal Year	Period	Period Name	Abbrev	From Period	Thru Period
2000	1	Federal Quarter One	FQ1	4	6
2000	2	Federal Quarter Two	FQ2	7	9
2000	3	Federal Quarter Three	FQ3	10	12
2000	4	Federal Quarter Four	FQ4	1	3

General Ledger

Calendars

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

Used for calculating lead days for paying EFT vouchers

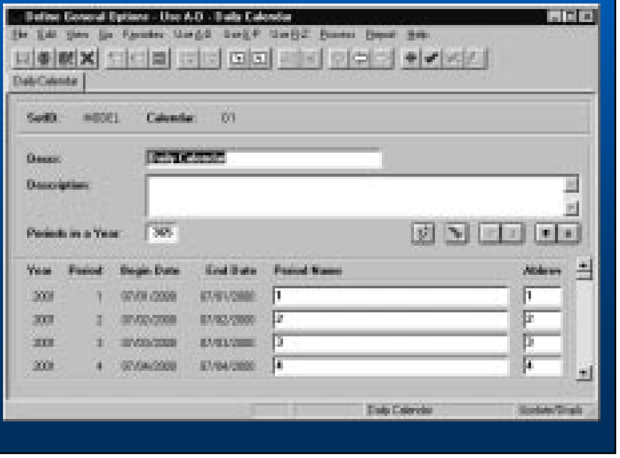

Define General Options - Use E.P - EFT Payment Calendar
EFT Payment Calendar
SetID
Calendar
Calendar Date Range
From:
Thru Date:
Create
Delete
EFT Payment Calendar

General Ledger

Calendars

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

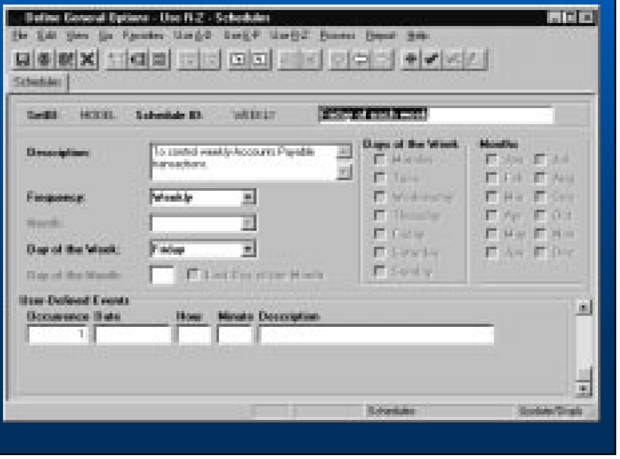
Used for creating Average Daily Balance Ledgers



General Ledger

Schedules

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



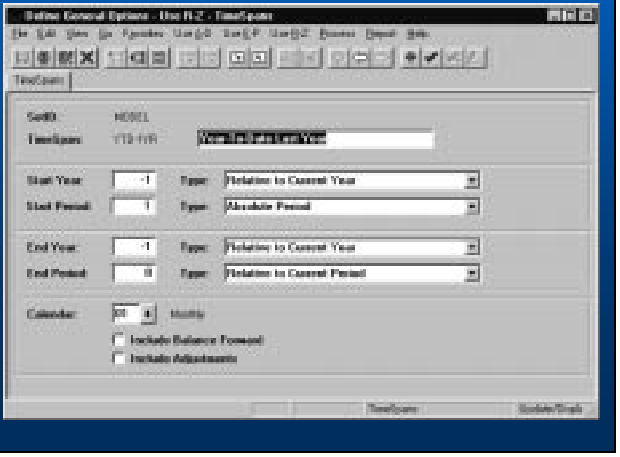
SetID: MODEL
Schedule ID: WEEKLY
Description: To control weekly Accounts Payable transactions
Frequency: Weekly
Day of the Week: Friday

Days of the Week
Months
User-Defined Events
Occurrence
Date
Hour
Minute
Description
Schedules

General Ledger

TimeSpans

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



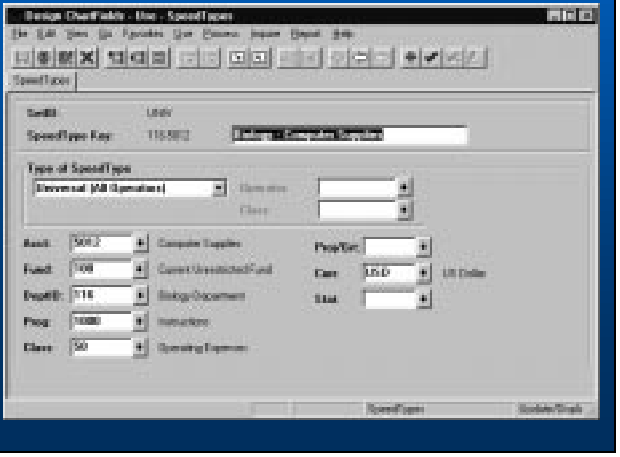
SetID:	MODEL		
TimeSpan:	YTD-LYR	Year-To-Date Last Year	
Start Year:	-1	Type:	Relative to Current Year
Start Period:	1	Type:	Absolute Period
End Year:	-1	Type:	Relative to Current Year
End Period:	0	Type:	Relative to Current Period
Calendar:	01	Monthly	

☐ Include Balance Forward
☐ Include Adjustments

General Ledger

Speed Types

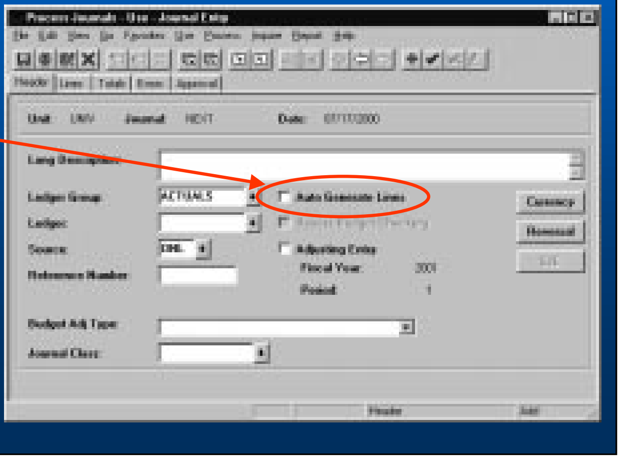
- Used in creating Journal Entries in order to facilitate data entry.
- Can be created for Universal, Class or individual Operators
- Speed Charts are an A/P equivalent.



General Ledger

Journal Entries

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.

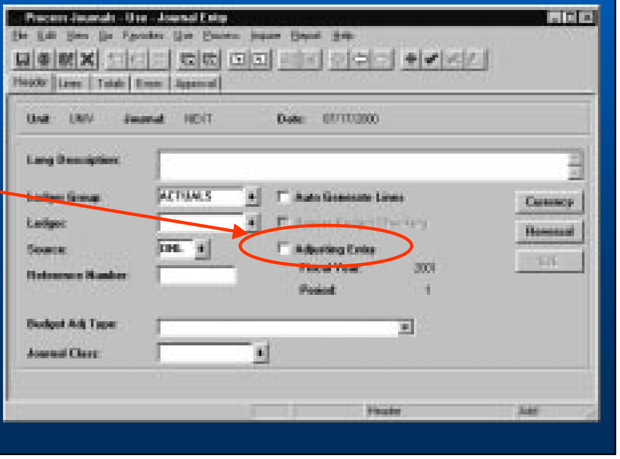

Process Journals - Use - Journal Entry
File Edit View Go Favorites Use Process Inquire Report Help
Header Lines Totals Errors Approval
Long Description
Ledger
Budget Adj Type:
Journal Class:
☐ Auto Generate Lines
☐ Adjusting Entry
Currency
Reversal
Header
Add

Unit: UNIV Journal: NEXT Date: 07/17/2000
Ledger Group: ACTUALS
Source: ONL
Fiscal Year: 2001
Period: 1

General Ledger

Journal Entries

Used for Period 998 Adjustment Entries. The year that the adjusting entries are made into is defined under 'Ledgers for a Unit'.


Process Journals - Use - Journal Entry
Header
Lines
Totals
Errors
Approval
Currency
Reversal
Auto Generate Lines
Header
Add

Unit: UNIV Journal: NEXT Date: 07/17/2000

Long Description:

Ledger Group: ACTUALS

Ledger:

Source: ONL

Reference Number:

☐ Adjusting Entry

Fiscal Year: 2001

Period: 1

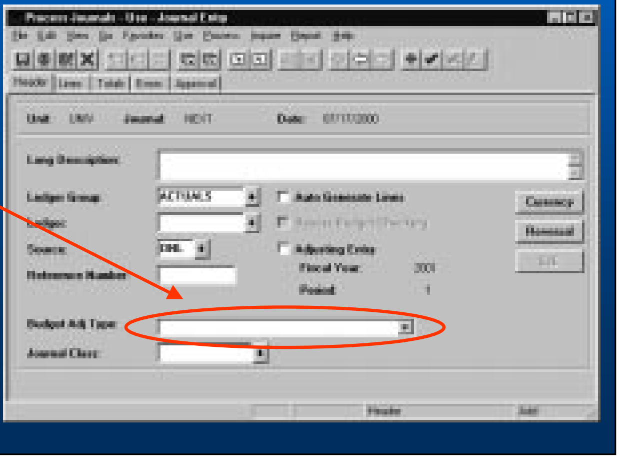
Budget Adj Type:

Journal Class:

General Ledger

Journal Entries

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.


Process Journals - Use - Journal Entry
Header
Lines
Totals
Errors
Approval
Currency
Reversal
Auto Generate Lines
Header
Add

Unit: UNIV Journal: NEXT Date: 07/17/2000

Long Description:

Ledger Group: ACTUALS

Ledger:

Source: ONL

Reference Number:

☐ Adjusting Entry

Fiscal Year: 2001

Period: 1

Budget Adj Type:

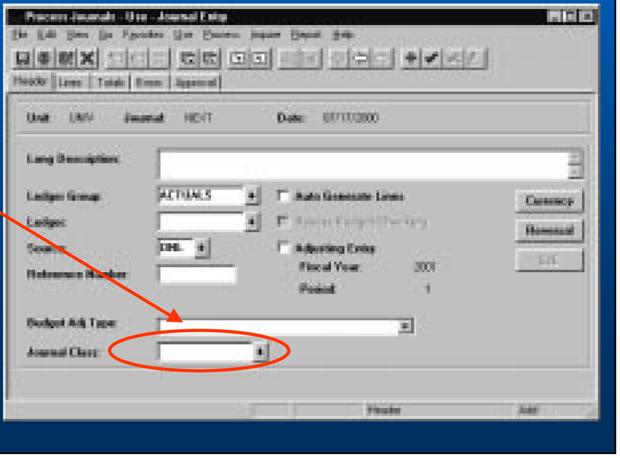
Journal Class:

General Ledger

Journal Entries

Also new to v 7.5, the Journal Class allows for grouping of types of Journal Entries.

This is optional.


Process Journals - Use - Journal Entry
File Edit View Go Favorites Use Process Inquire Report Help
Header Lines Totals Errors Approval
Currency
Reversal
Header
Add

Unit: UNIV Journal: NEXT Date: 07/17/2000

Long Description:

Ledger Group: ACTUALS

Ledger:

Source: ONL

Reference Number:

☐ Auto Generate Lines

☐ Commit Budget Entry

☐ Adjusting Entry

Fiscal Year: 2001

Period: 1

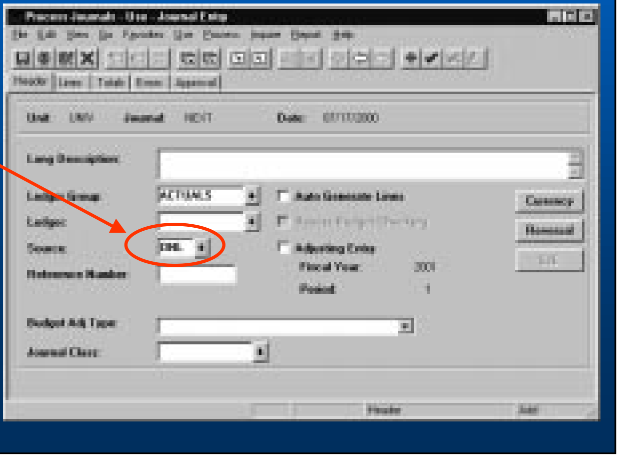
Budget Adj Type:

Journal Class:

General Ledger

Journal Entries

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).


Process Journals - Use - Journal Entry
Header
Lines
Totals
Errors
Approval
Currency
Reversal

Unit: UNIV Journal: NEXT Date: 07/17/2000

Long Description:

Ledger Group: ACTUALS

Ledger:

Source: ONL

Reference Number:

☐ Auto Generate Lines

☐ Adjusting Entry

Fiscal Year: 2001

Period: 1

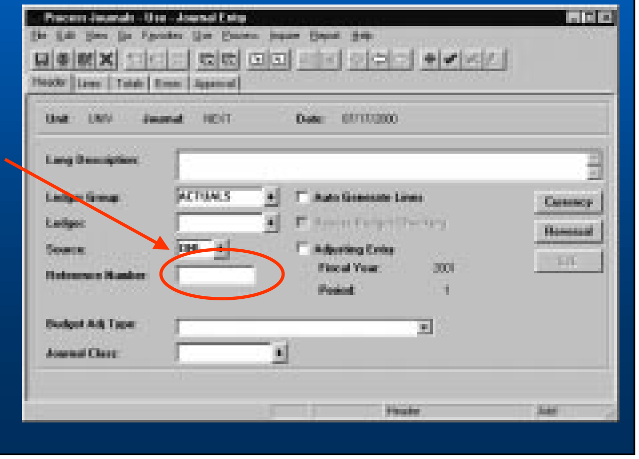
Budget Adj Type:

Journal Class:

General Ledger

Journal Entries

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


Process Journals - Use - Journal Entry
File Edit View Go Favorites Use Process Inquire Report Help
Header
Lines
Totals
Errors
Approval
Currency
Reversal
Header
Add

Unit: UNIV Journal: NEXT Date: 07/17/2000

Long Description:

Ledger Group: ACTUALS

Ledger:

Source: ONL

Reference Number:

☐ Auto Generate Lines

☐ Adjusting Entry

Fiscal Year: 2001

Period: 1

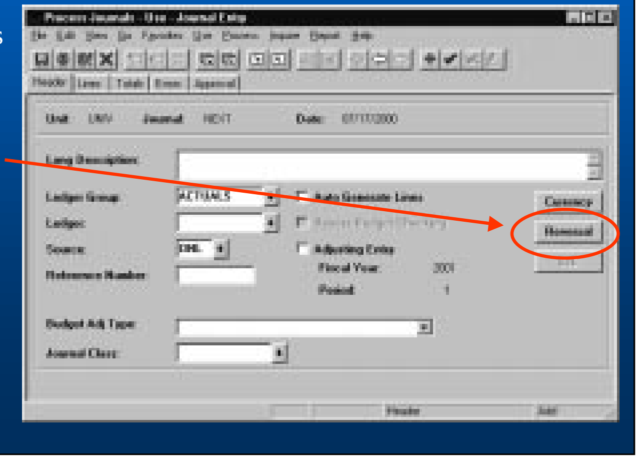
Budget Adj Type:

Journal Class:

General Ledger

Journal Entries

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



Process Journals - Use - Journal Entry
Header
Lines
Totals
Errors
Approval
Currency
Reversal

Unit: UNIV Journal: NEXT Date: 07/17/2000

Long Description:

Ledger Group: ACTUALS

Ledger:

Source: ONL

Reference Number:

☐ Auto Generate Lines

☐ Adjusting Entry

Fiscal Year: 2001

Period: 1

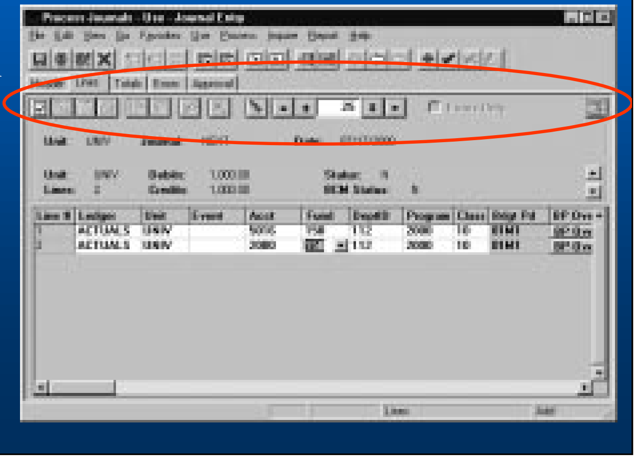
Budget Adj Type:

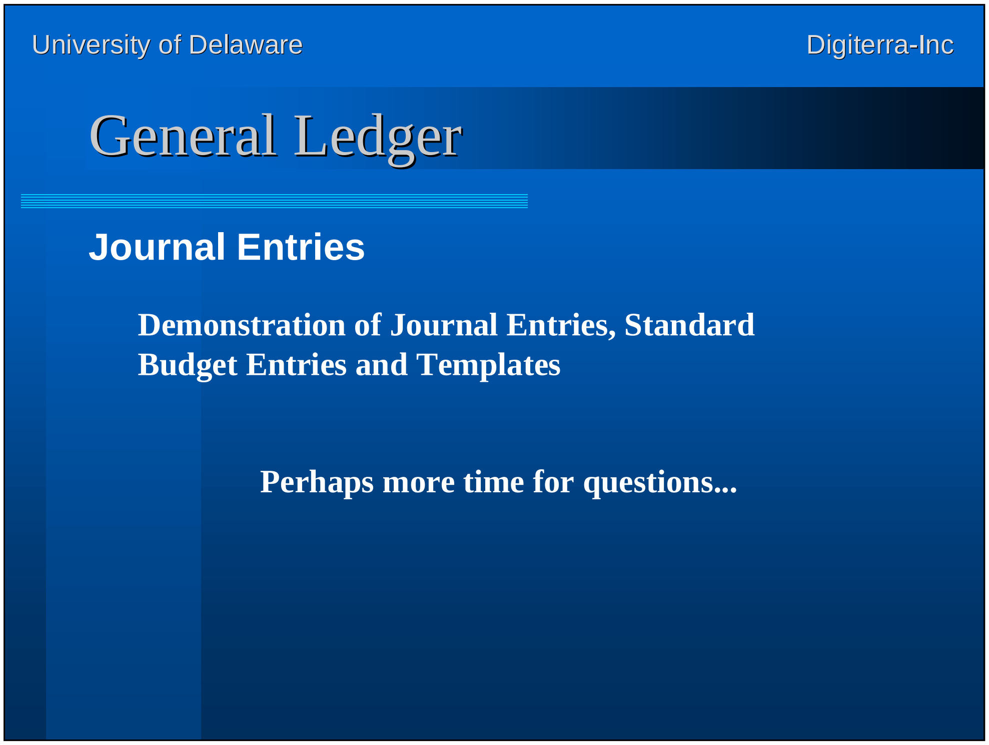
Journal Class:

General Ledger

Journal Entries

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





General Ledger

Journal Entries

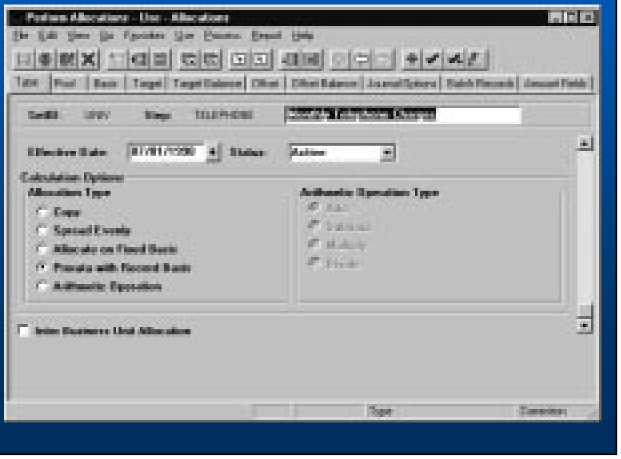
Demonstration of Journal Entries, Standard Budget Entries and Templates

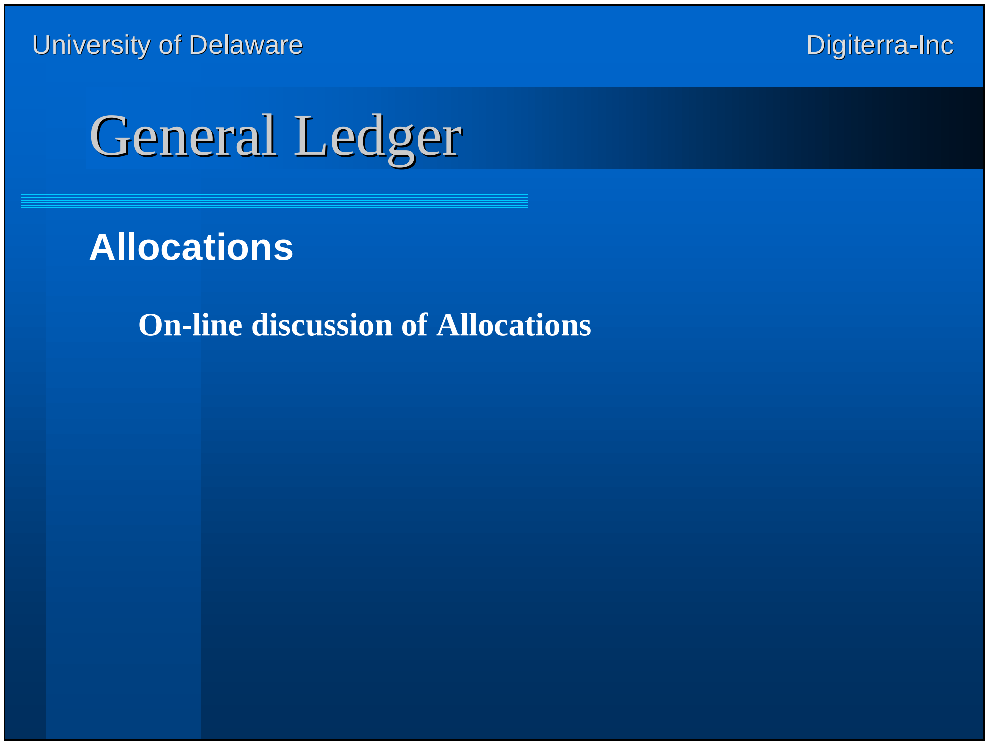
Perhaps more time for questions...

General Ledger

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.

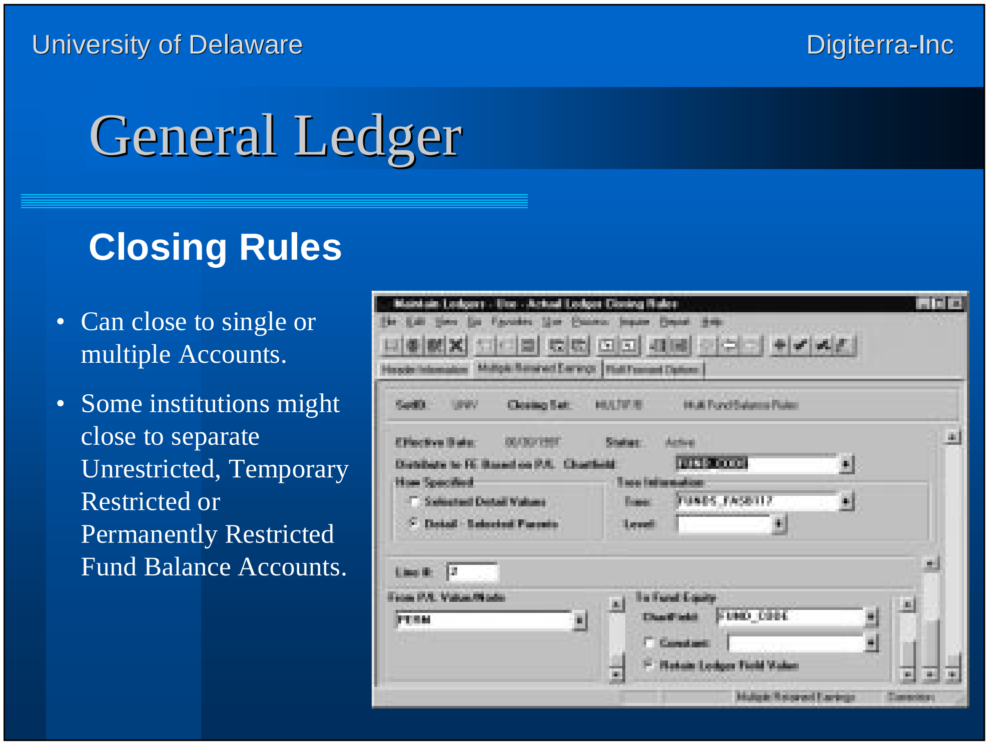




General Ledger

Allocations

On-line discussion of Allocations



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General Ledger

Closing Rules

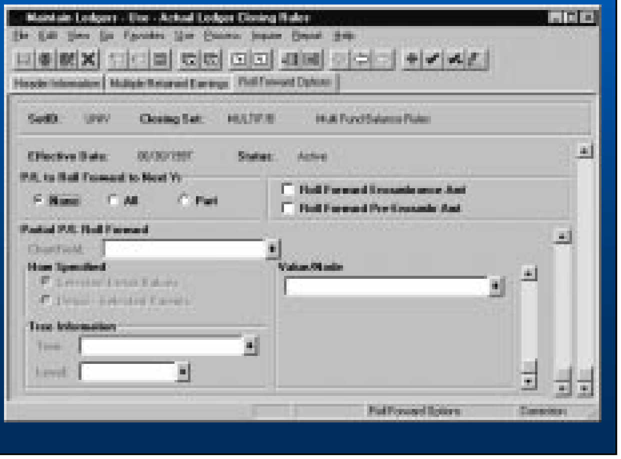
- Can close to single or multiple Accounts.
- Some institutions might close to separate Unrestricted, Temporary Restricted or Permanently Restricted Fund Balance Accounts.

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.

General Ledger

Closing Rules

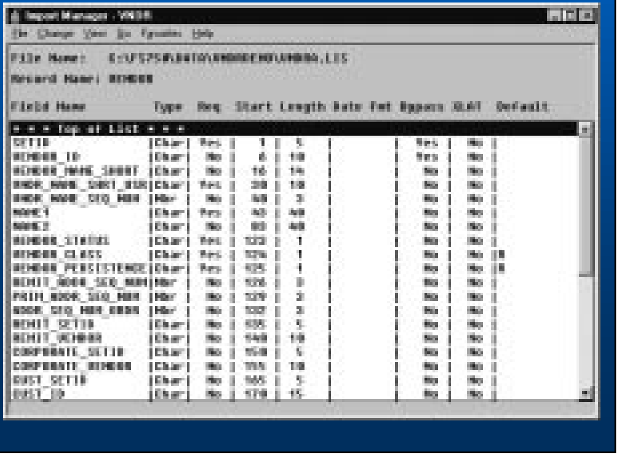
- PeopleSoft allows for P/L roll forwards - this is quite atypical.
- The rolling forward of Encumbrances & Pre-encumbrances should be investigated depending on your policies.



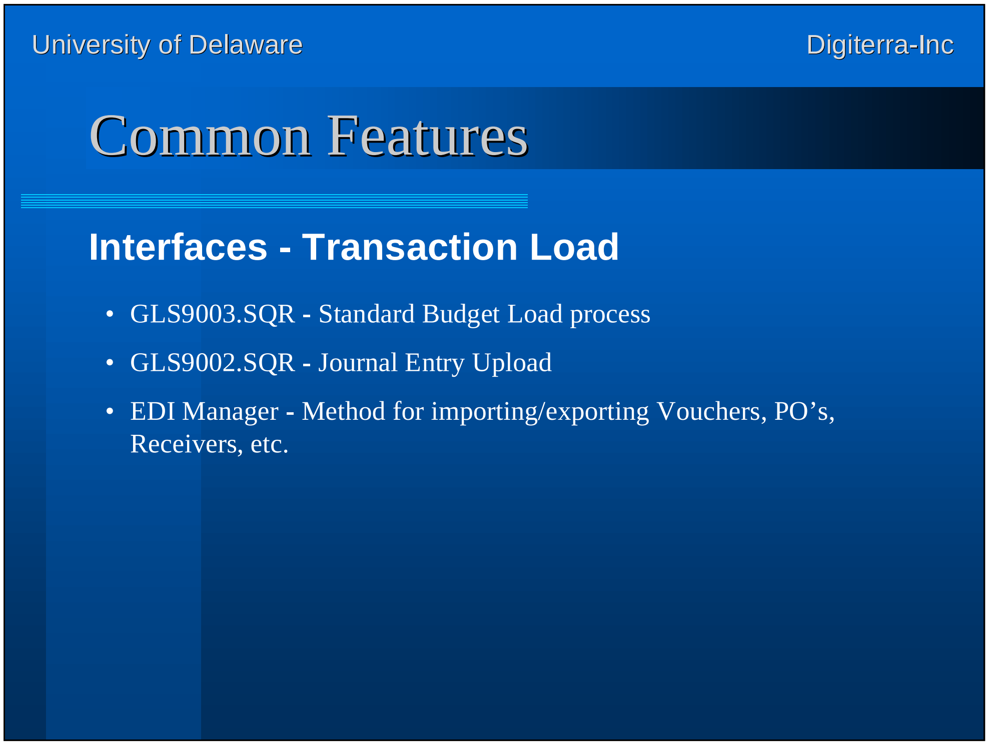
Common Features

Importing Tools - Table Setup

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 in notoriously slow. Sin some circumstances, custom SQR table load programs may make more sense.



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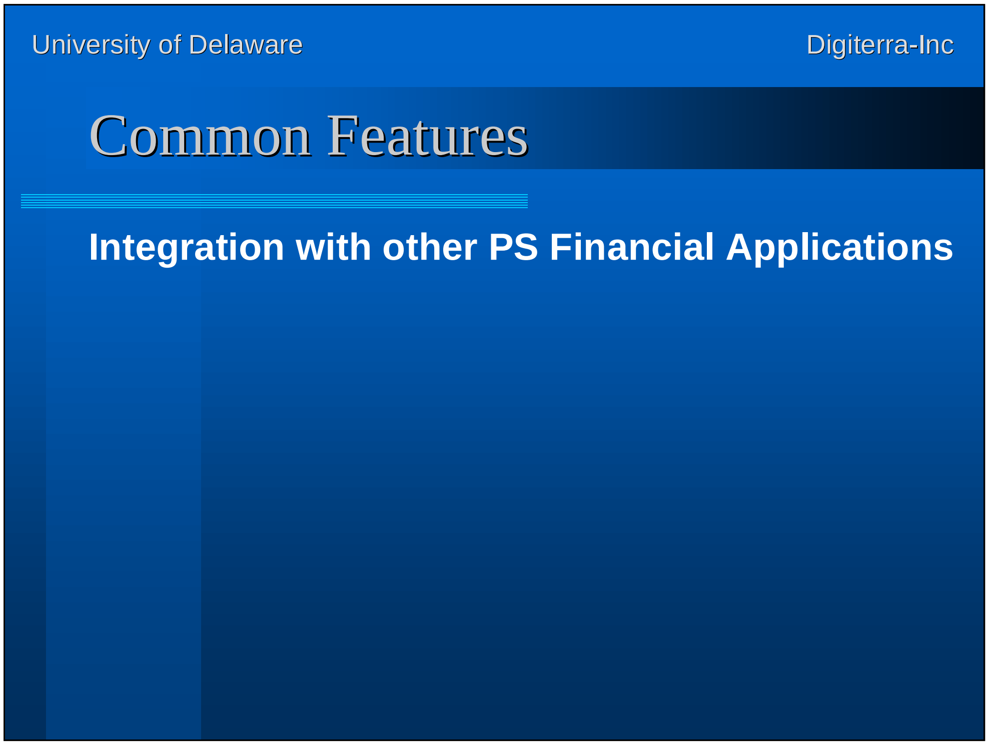
Common Features

Interfaces - Transaction Load

- GLS9003.SQR - Standard Budget Load process
- GLS9002.SQR - Journal Entry Upload
- EDI Manager - Method for importing/exporting Vouchers, PO’s, Receivers, etc.

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.



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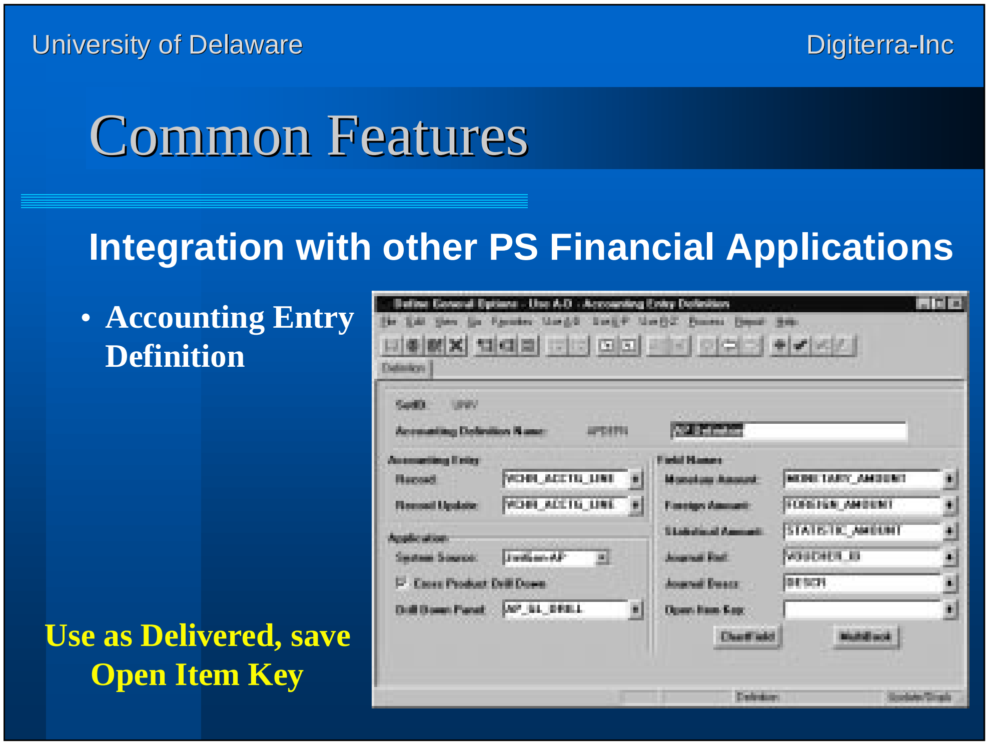
Common Features

Integration with other PS Financial Applications



Common Features

Integration with other PS Financial Applications

- **Accounting Entry Definition**

Define General Options - Use A-D - Accounting Entry Definition
Definition
ChartField
MultiBook

Accounting Entry

Record: VCHR_ACCTG_LINE

Record Update: VCHR_ACCTG_LINE

Application

Drill Down Panel: AP_GL_DRILL

Field Names

Monetary Amount: MONETARY_AMOUNT

Foreign Amount: FOREIGN_AMOUNT

Statistical Amount: STATISTIC_AMOUNT

Journal Ref: VOUCHER_ID

Journal Descr: DESCR

Open Item Key:

Use as Delivered, save Open Item Key

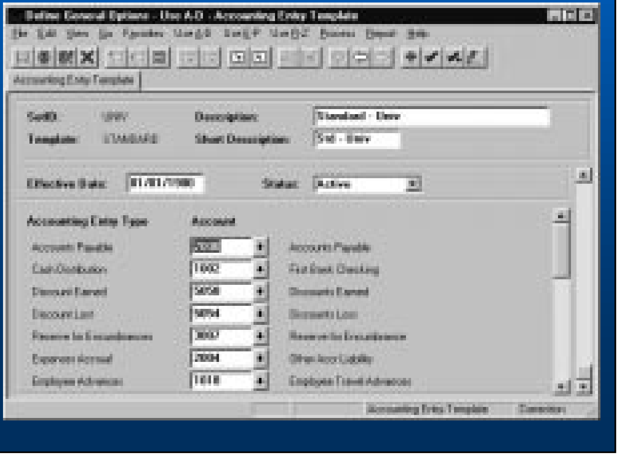
Open Item key should be loaded to JRNL_LINE_REF for easier cross referencing.

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


Accounting Entry Template

SetID: UNIV

Template: STANDARD

Description: Standard - Univ

Short Description: Std - Univ

Effective Date: 01/01/1900

Status: Active

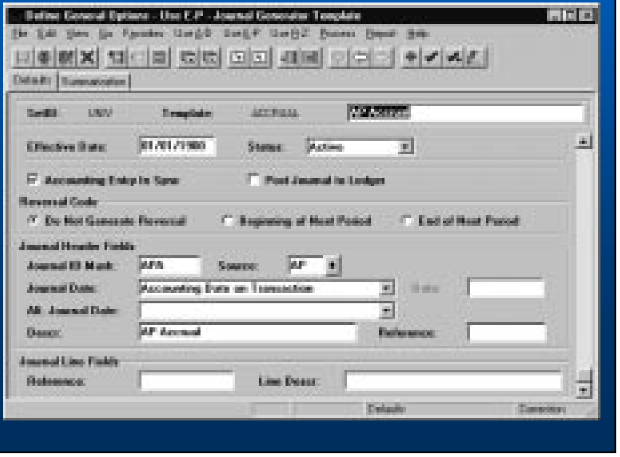
Accounting Entry Type
Account

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**


Define General Options - Use E.P. - Journal Generator Template
Defaults
Summarization

SetID: UNIV Template: ACCRUAL

Effective Date: 01/01/1900 Status: Active

☑ Accounting Entry In Sync ☐ Post Journal In Ledger

Reversal Code

● Do Not Generate Reversal ○ Beginning of Next Period ○ End of Next Period

Journal Header Fields

Journal ID Mask: APA Source: AP

Journal Date: Accounting Date on Transaction

Alt. Journal Date:

Descr: AP Accrual Reference:

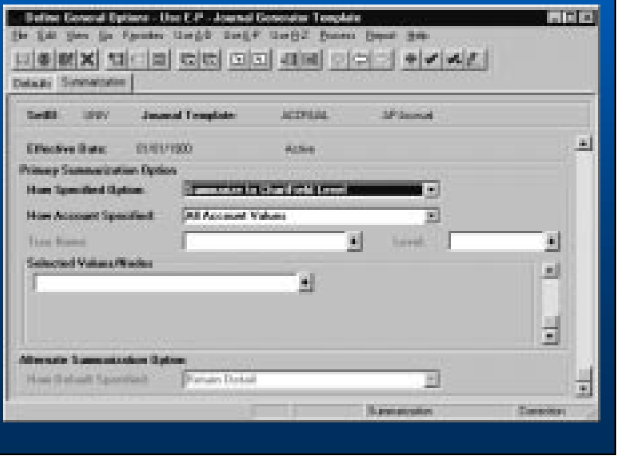
Journal Line Fields

Reference: Line Descr:

Common Features

Integration with other PS Financial Applications

- Accounting Entry Definition
- Accounting Entry Template
- **Journal Generator Template**


Defaults
Summarization
Primary Summarization Option
Tree Name
Level
Selected Values/Nodes
Alternate Summarization Option
Summarization

Journal Template: ACCRUAL AP Journal

Effective Date: 01/01/1900 Active

How Account Specified: All Account Values

How Default Specified: Retain Detail

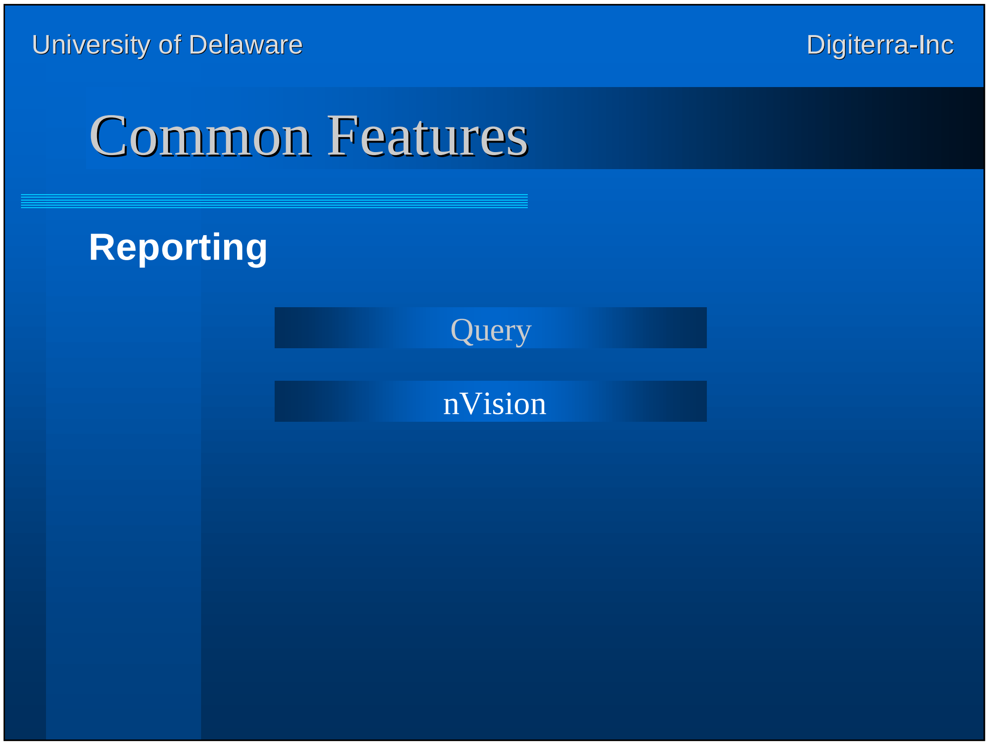
Common Features

Reporting

Common Features

Reporting

Query



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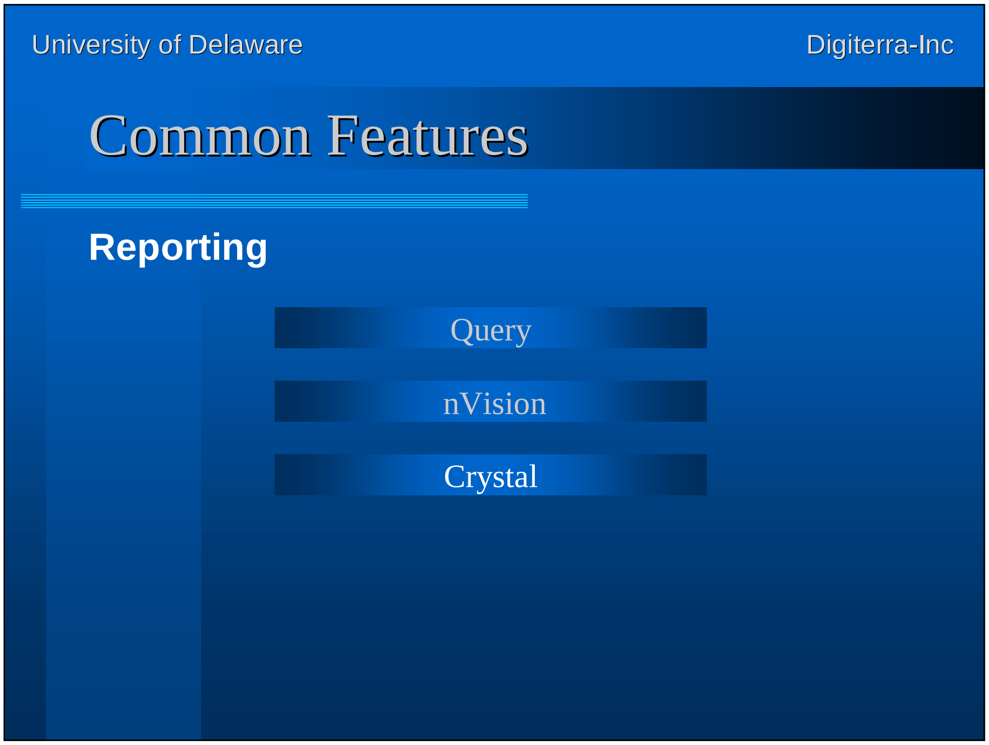
Common Features

Reporting

- Query
- nVision



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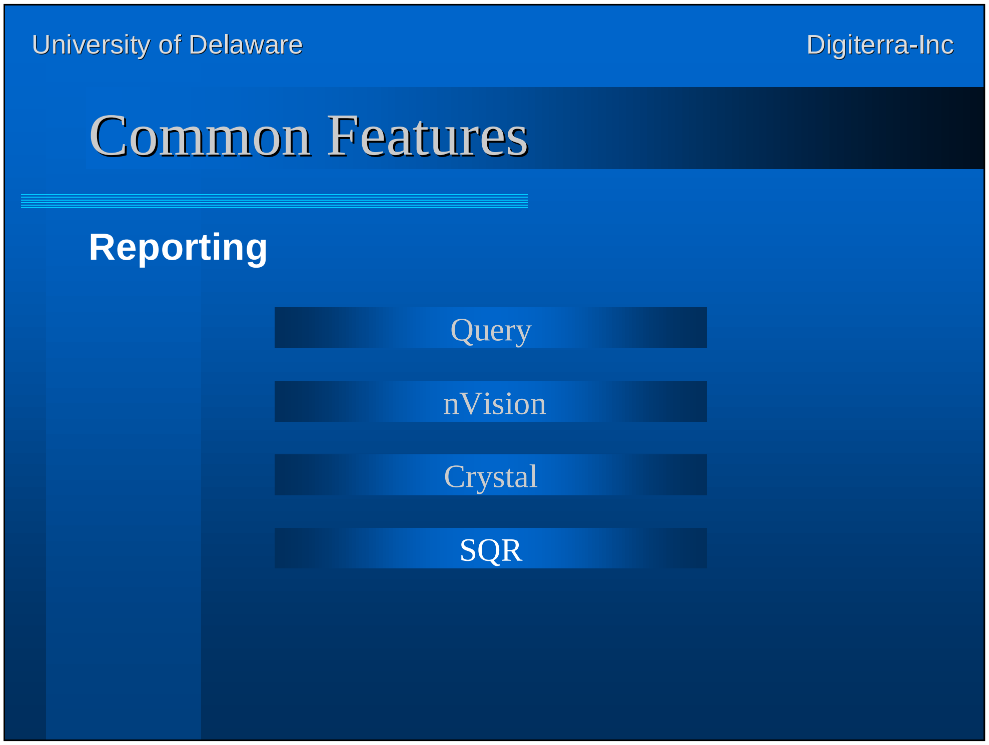
Common Features

Reporting

- Query
- nVision
- Crystal



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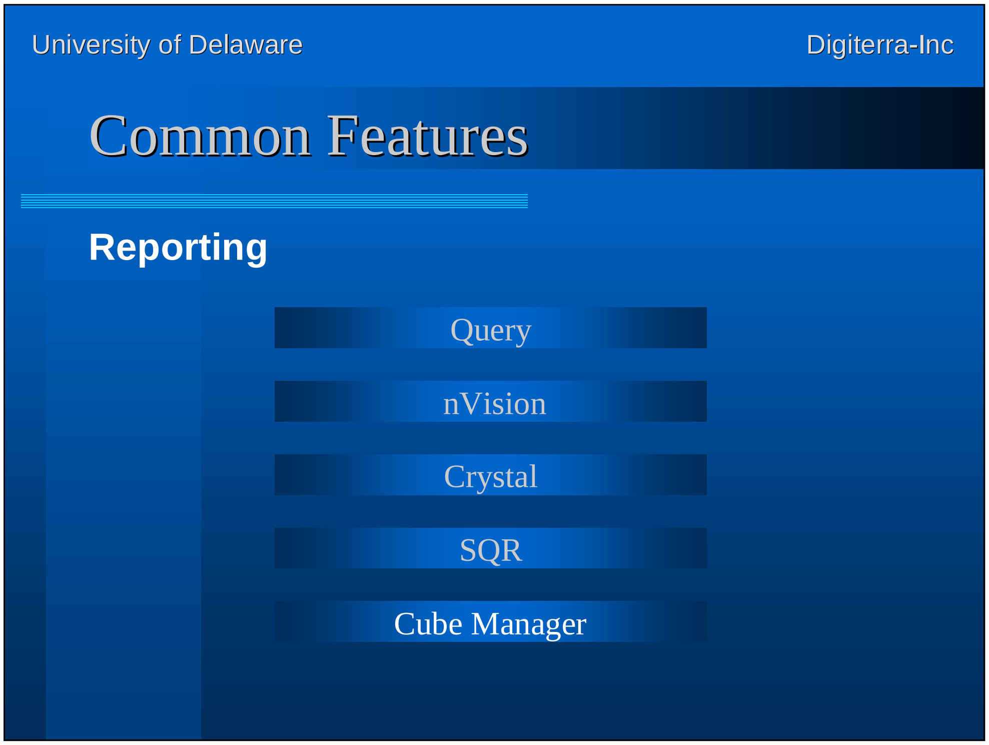
Common Features

Reporting

- Query
- nVision
- Crystal
- SQR



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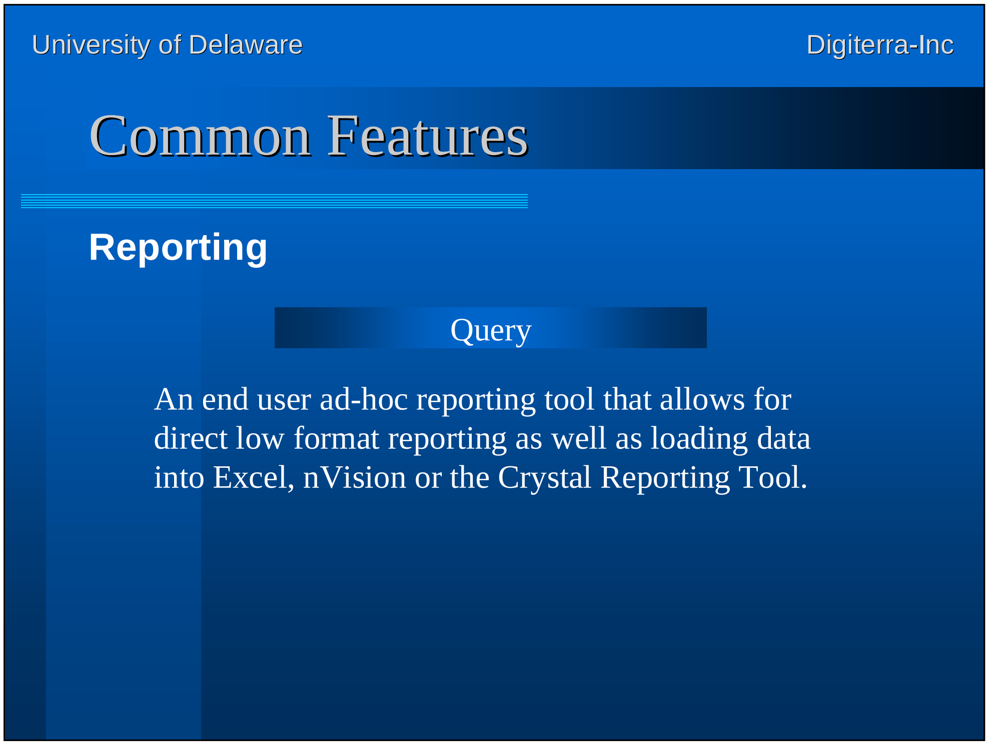
Common Features

Reporting

- Query
- nVision
- Crystal
- SQR
- Cube Manager



Common Features

Reporting

Query

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

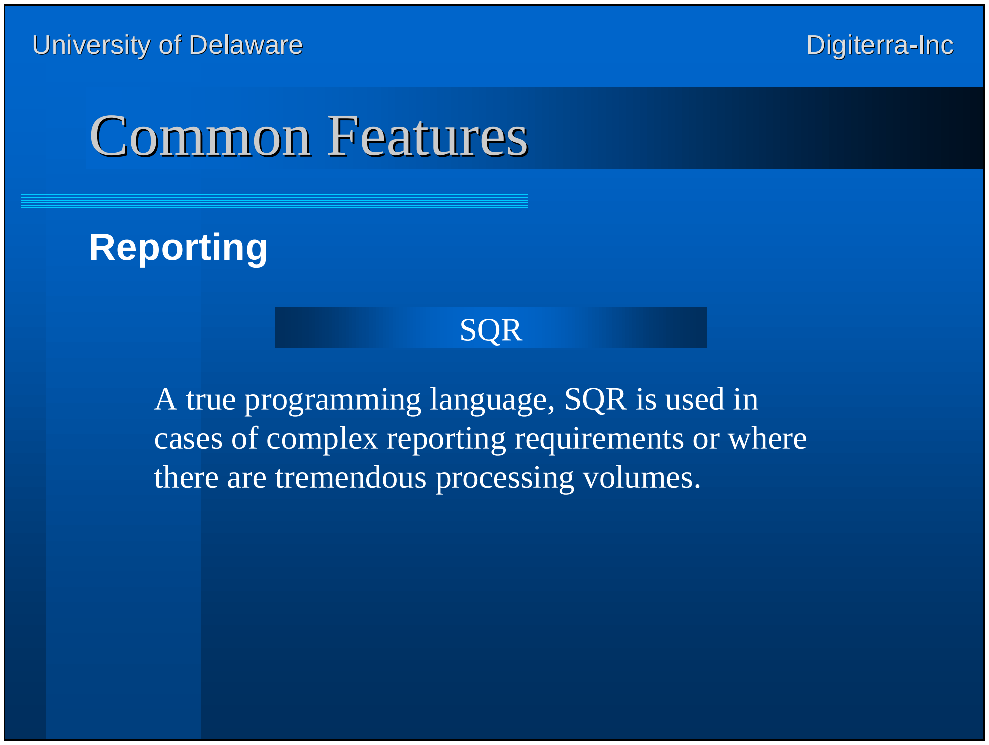
A powerful end user reporting tool built on top of Excel that provides for powerful reporting and analysis. Users are able to 'drill down' to source transactions such as Journal Entries and Vouchers. This tool is excellent for summarized reporting and analysis.

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.



Common Features

Reporting

SQR

A true programming language, SQR is used in cases of complex reporting requirements or where there are tremendous processing volumes.

Common Features

Reporting

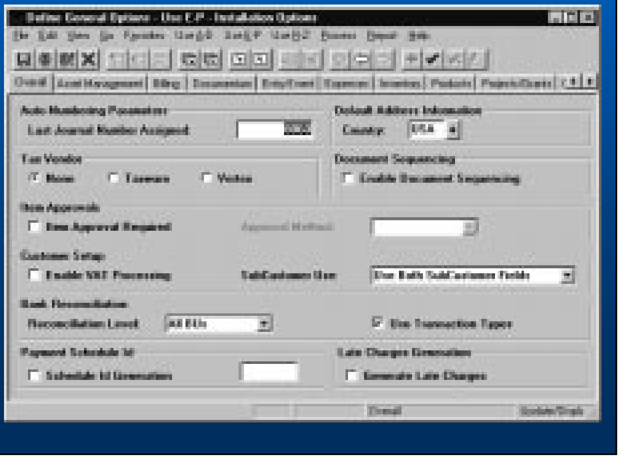
Cube Manager

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

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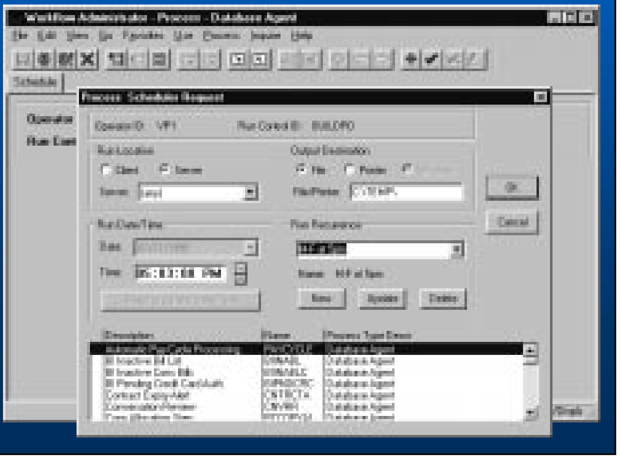
Common Features

Process Scheduler

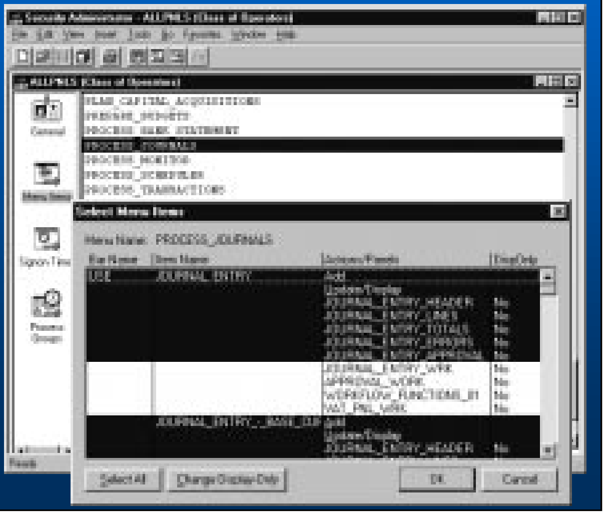
By setting up database agents you can schedule jobs to run periodically.


Workflow Administrator - Process - Database Agent
Process Scheduler Request
OK
Cancel

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.


Security Administrator - ALLPNLS (Class of Operators)
File
Edit
View
Insert
Tools
Go
Favorites
Window
Help
ALLPNLS (Class of Operators)
General
Menu Items
Signon Times
Process Groups
Ready
Select Menu Items
Select All
Change Display Only
OK
Cancel

PLAN_CAPITAL_ACQUISITIONS
PREPARE_BUDGETS
PROCESS_BANK_STATEMENT
PROCESS_JOURNALS
PROCESS_MONITOR
PROCESS_SCHEDULES
PROCESS_TRANSACTIONS

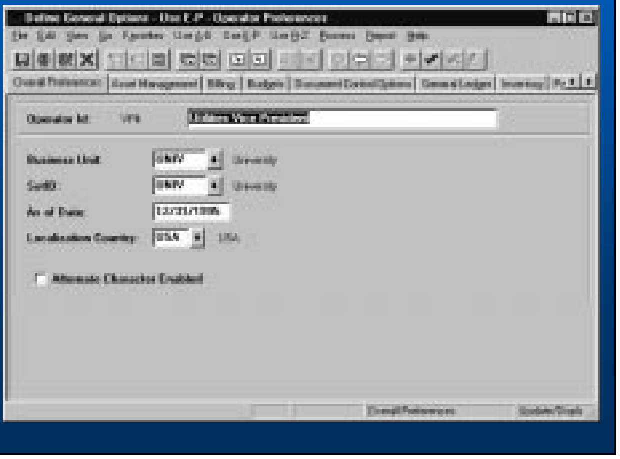
Menu Name: PROCESS_JOURNALS

Bar Name	Item Name	Actions/Panels	DispOnly
USE	JOURNAL_ENTRY	Add	
		Update/Display	
		JOURNAL_ENTRY_HEADER	No
		JOURNAL_ENTRY_LINES	No
		JOURNAL_ENTRY_TOTALS	No
		JOURNAL_ENTRY_ERRORS	No
		JOURNAL_ENTRY_APPROVAL	No
		JOURNAL_ENTRY_WRK	No
		APPROVAL_WORK	No
		WORKFLOW_FUNCTIONS_01	No
		WAT_PNL_WRK	No
	JOURNAL_ENTRY_-_BASE_CUR	Add	
		Update/Display	
		JOURNAL_ENTRY_HEADER	No

Common Features

Operator Preferences

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


Define General Options - Use E.P - Operator Preferences
Overall Preferences
Asset Management
Billing
Budgets
Document Control Options
General Ledger
Inventory
Overall Preferences
Update/Display

Operator Id:

Business Unit: UNIV University

SetID: UNIV University

As of Date:

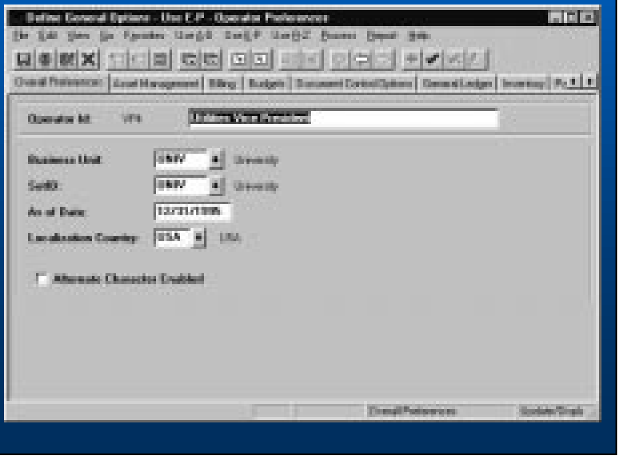
Localization Country: USA USA

☐ Alternate Character Enabled

Common Features

Operator Preferences

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


Define General Options - Use E.P - Operator Preferences

Business Unit: UNIV University

SetID: UNIV University

As of Date: [illegible]

Localization Country: USA USA

☐ Alternate Character Enabled

- **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?